

**EXECUTIVE  
19 JANUARY 2010  
5.00 - 6.30 PM**



**Present:**

Councillors Bettison (Chairman), Ward (Vice-Chairman), Mrs Ballin, Dr Barnard, Birch, Mrs Hayes, Kendall and McCracken

**36. Declarations of Interest**

Councillor Kendall declared a prejudicial interest in item 7 and withdrew from the meeting during consideration of this item.

Councillor Birch and Councillor McCracken declared a personal interest in item 7.

**37. Minutes**

**RESOLVED** that the minutes of the meeting of the Executive on 15 December 2009 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

**38. Executive Decisions**

The Executive considered the reports submitted on the items listed below and the decisions taken are recorded in the decision sheets attached to these minutes and summarised below:

**Item 5: Neighbourhood Consultation Report 2009-10**

**RESOLVED** that:

- 1 The key findings of the Neighbourhood Consultation 2009 exercise be noted.
- 2 The full report of the Neighbourhood Survey 2009 be noted.
- 3 The Communication Plan be endorsed.
- 4 The further analyses of the data with Partners and the formulation of a follow up action plan for presentation to the April Executive for consideration be endorsed.

**Item 6: Personalisation Update**

**RESOLVED** that the progress reports on meeting the milestones and plans for meeting future milestones and the Personalisation Update report be noted.

**Item 7: South Hill Park Annual Revenue Grant**

**RESOLVED** that:

- 1 An annual grant of £504,140 be awarded to South Hill Park Arts Trust for 2010/11
- 2 The performance indicators and the outline programme be approved as the basis on which the grant is awarded:
- 3 The Director of Environment, Culture and Communities in consultation with the Executive Member for Culture, Corporate Services and Public Protection be given the authority to agree changes in the performance indicators.

**Item 8: Customer Contact Strategy 2007-2010 Annual Update Report**

**RESOLVED** that the progress made to deliver Phase 3 of the corporate Customer Contact Strategy be noted and endorsed.

**Item 9: Climate Change Action Plan - Annual Progress Report**

**RESOLVED** that progress on the Climate Change Action Plan to October 2009 be noted and the alignment of a refreshed action plan to the Council's annual financial cycle from April 2010 be approved.

**Item 10: Older Person Accommodation and Support Service Strategy / Consultation**

**RESOLVED** that:

- 1 A programme board is established to manage a consultation programme with older people to establish an accommodation and support services strategy for all older people in Bracknell Forest which will subsequently be recommended to Executive.
- 2 That the consultation programme covers a range of accommodation and support services that could be offered to older people rather than limited to those services currently available in Bracknell Forest.

**Item 11: Review of Day Service Provision in Transforming Adult Social Care**

**RESOLVED** that:

- 1 A proposal to consult with users, carers, staff, trade unions, voluntary sector groups and other partners to look at the re-provision of the Downside Resource Centre be agreed.
- 2 As part of this consultation consideration should also be given to enable the Council to better meet a number of other strategic objectives including:
  - supporting the development of voluntary sector services for acquired brain injury within the local community. This would support the aims of Bracknell Forest Council's Stroke Strategy,
  - greater support of day care that exists in the voluntary sector.
  - to expanding provision at Heathlands Day Centre by creating eight additional places for people living with dementia, along with the development of a preventative outreach service for those with low to

moderate needs in order to support individuals, carers and families in line with the aims of Bracknell Forest Council's proposed Dementia Strategy.

- 3 At the end of the consultation period further detailed recommendations will be brought back to the Executive for a decision.

**LEADER**

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# Minute Annex

## Bracknell Forest Council Record of Decision

<b>Work Programme Reference</b>	<b>I019502</b>
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1. **TITLE:** Neighbourhood Consultation Report 2009-10

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To summarise the results of the autumn neighbourhood consultation process conducted in partnership with Thames Valley Police; including the neighbourhood survey and the neighbourhood action group forum consultations.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 The key findings of the Neighbourhood Consultation 2009 exercise be noted.

2 The full report of the Neighbourhood Survey 2009 be noted.

3 The Communication Plan be endorsed.

4 The further analyses of the data with Partners and the formulation of a follow up action plan for presentation to the April Executive for consideration, be endorsed.

7. **REASON FOR DECISION**

To provide the Executive with the results of the Neighbourhood Consultation 2009 exercise.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not applicable.

9. **PRINCIPAL GROUPS CONSULTED:** CDRP Board  
Bracknell Forest Partnership  
Neighbourhood Action Groups

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

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

<b>Date Decision Made</b>	<b>Date decision will be implemented</b>
19 January 2010	27 January 2010

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I019640</b>
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1. **TITLE:** Personalisation Update

2. **SERVICE AREA:** Adult Social Care and Health

3. **PURPOSE OF DECISION**

To note the work undertaken to ensure the Council meets its responsibilities in response to the Putting People First Agenda (Personalisation), and agree the outline plans to meet the milestones to March 2011.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the progress reports on meeting the milestones and plans for meeting future milestones and the Personalisation Update report be noted.

7. **REASON FOR DECISION**

The "Putting People First" Concordat set out the shared agreement between Government, Local Government and their partners for how people with additional support needs should be supported. It clearly sets the agenda for change in a number of key areas:

- Choice and control for adults with support needs
- Information and advice for people with support needs, regardless of who pays for the support
- Support that promotes independence
- Universal services
- All stakeholders working together to shape communities
- Cost effective, quality, outcome focused support

The Local Authority Circular DH 2008(1), Transforming Adult Social Care (TASC), demands that people be supported to understand the money and community resources available to them and will be encouraged to use these imaginatively to meet their needs. Councils need also to ensure that the supply and type of support that people need and want to buy. Creating capacity in the community and enabling natural support networks are integral planks to this agenda. Bracknell Forest Council approved an approach to personalisation and the associated programme of work including the pilot in summer 2008 which is being funded through a specific grant from the Department of Health.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** Personalisation Implementation Team

Personalisation Programme Board  
Departmental Management Team

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

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

<b>Date Decision Made</b>	<b>Date decision will be implemented</b>
19 January 2010	27 January 2010

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I020188</b>
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1. **TITLE:** South Hill Park Annual Revenue Grant

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

3. **PURPOSE OF DECISION**

To determine the request for revenue grant aid submitted by South Hill Park Arts Trust. All recommendations are subject to the Council approving the final budget for 2010/11.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 An annual grant of £504,140 be awarded to South Hill Park Arts Trust for 2010/11.

2 The performance indicators and the outline programme be approved as the basis on which the grant is awarded.

3 The Director of Environment, Culture and Communities in consultation with the Executive Member for Culture, Corporate Services and Public Protection be given the authority to agree changes in the performance indicators.

7. **REASON FOR DECISION**

The basis behind the recommendation is detailed in the report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Any significant reduction in grant aid would limit the ability of South Hill Park to function and offer a broad range of quality arts productions.

9. **PRINCIPAL GROUPS CONSULTED:** None

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

11. **DECLARED CONFLICTS OF INTEREST:** Councillor Kendall declared a prejudicial interest in this item and withdrew from the meeting during its consideration.

Councillor Birch and McCracken declared a personal interest in this item.

<b>Date Decision Made</b>	<b>Date decision will be implemented</b>
19 January 2010	27 January 2010



**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I018517</b>
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1. **TITLE:** Customer Contact Strategy 2007-2010 Annual Update Report

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To provide an update to the Customer Contact Strategy for the Council.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The progress made to deliver Phase 3 of the corporate Customer Contact Strategy be noted and endorsed.

7. **REASON FOR DECISION**

To deliver the strategy, a three phase implementation programme was approved by the Executive in September 2003.

The final phase of this was further developed and culminated in a detailed Customer Contact Strategy and an Action Plan which takes the strategy forward between 2007 and 2010.

The strategy embraces six customer themes :

1. I want to be able to contact the Council 24 hours a day
2. I want a consistent response from the Council and for it to be pleasant and quick
3. I want to ring one number to contact the Council and not be passed around
4. I want to get the right answer to my query
5. I want to feel that I am important to the Council

Delivery of the strategy is based on the key principles of customer self-service using web access to services, the development and extended use of the corporate Customer Relationship Management (CRM) system and the transfer of the customer interface element of further services to Customer Services, as appropriate.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Customer Contact Strategy is now well-established across the Council and is the basis for operational change through process re-engineering, cultural change and service delivery improvement.

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

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

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

<b>Date Decision Made</b>	<b>Date decision will be implemented</b>
19 January 2010	27 January 2010

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I020133</b>
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1. **TITLE:** Climate Change Action Plan - Annual Progress Report

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

3. **PURPOSE OF DECISION**

The Climate Change Action Plan was approved for implementation by the Council at an Executive meeting held on 14 October 2008. This report covers progress made in implementing the Action Plan in the year to October 2009 and seeks approval to align a refreshed Action Plan to the Council's annual financial cycle from April 2010.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the progress on the Climate Change Action Plan to October 2009 be noted and the alignment of a refreshed action plan to the Council's annual financial cycle from April 2010 be approved.

7. **REASON FOR DECISION**

This report relates to medium term objective 4: Keep Bracknell Forest clean and green; Environment, Culture and Communities departmental service plan priority two: Protecting and enhancing our environment; and associated key action 4.6 Develop a local climate change strategy by 2009, in line with the Nottingham Declaration.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative of retaining the annual reporting cycle to October puts the Climate Change Action Plan out of synchronicity with other Council reports and the budgetary cycle.

9. **PRINCIPAL GROUPS CONSULTED:** Climate Change Working Group  
Climate Change Partnership

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

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

<b>Date Decision Made</b>	<b>Date decision will be implemented</b>
19 January 2010	27 January 2010

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I020089</b>
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1. **TITLE:** Older Person Accommodation and Support Service Strategy / Consultation
2. **SERVICE AREA:** Adult Social Care & Health/Environment, Culture & Communities
3. **PURPOSE OF DECISION**

To consider the establishment of a programme board to manage the consultation and development of a strategy to address the accommodation and support service needs of older people.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- 1 A programme board is established to manage a consultation programme with older people to establish an accommodation and support services strategy for all older people in Bracknell Forest which will subsequently be recommended to Executive.
- 2 That the consultation programme covers a range of accommodation and support services that could be offered to older people rather than limited to those services currently available in Bracknell Forest.

7. **REASON FOR DECISION**

The Council's Housing Strategy has committed to develop an accommodation and support services strategy for older people. The aim of the strategy will be to identify the quality and type of accommodation older people will seek in Bracknell Forest in the future so as to influence the market response. The majority of older people in Bracknell Forest live in their own homes and so the future accommodation needs of the majority of older people will be either in their own homes or in an alternative home provided in the private sector. The Council will need to intervene to provide accommodation for those who cannot afford the market price or who have specific accommodation or care needs that cannot be met in the market place.

There are short term issues concerning the accommodation provided for older people by the Council and Bracknell Forest Homes. Bracknell Forest Homes own nearly 400 units of sheltered accommodation for older people. Nearly a third of that accommodation is bedsit which is not popular and difficult to let. Many other Councils have already reviewed older persons sheltered housing and found that location and bedsit type homes prove very difficult to let. Bracknell Forest Homes are beginning a review of their sheltered housing offer with a view to identifying the long term demand for schemes. Existing Housing Register information and a recent marketing campaign has shown there is limited demand for the schemes which offer bedsits in a form of extra care.

The requirements placed under the LA Circular Transformation of Adult Social Care, it is believed, will particularly impact on the provision of day care as people are given their

individual budget and develop their own support plan.

There is a range of accommodation that can be offered to older people and it is suggested that this forms the basis of the consultation with older people..

**8. ALTERNATIVE OPTIONS CONSIDERED**

The Council could let the market respond to the demand that they perceive exists for older person housing in Bracknell Forest. This may lead to older people moving into the borough at the expense of meeting the needs of older people who already live in Bracknell Forest. Therefore, this is not recommended.

**9. PRINCIPAL GROUPS CONSULTED:** Older People

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

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

Date Decision Made	Date decision will be implemented
19 January 2010	27 January 2010

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I020545</b>
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1. **TITLE:** Review of Day Service Provision in Transforming Adult Social Care

2. **SERVICE AREA:** Adult Social Care and Health

3. **PURPOSE OF DECISION**

The purpose of this decision is to seek the Executives permission to consult on the future of Downside Resource Centre as a Day Centre for Older People and those with Long Term Conditions.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 A proposal to consult with users, carers, staff, trade unions, voluntary sector groups and other partners to look at the re-provision of the Downside Resource Centre be agreed.

2 As part of this consultation consideration should also be given to enable the Council to better meet a number of other strategic objectives including:

- supporting the development of voluntary sector services for acquired brain injury within the local community. This would support the aims of Bracknell Forest Council's Stroke Strategy,
- greater support of day care that exists in the voluntary sector.
- to expanding provision at Heathlands Day Centre by creating eight additional places for people living with dementia, along with the development of a preventative outreach service for those with low to moderate needs in order to support individuals, carers and families in line with the aims of Bracknell Forest Council's proposed Dementia Strategy.

3 At the end of the consultation period further detailed recommendations will be brought back to the Executive for a decision.

7. **REASON FOR DECISION**

To meet the recommendations as laid out in Our Health Our Care Our Say and the Putting People First Agenda which puts an increased focus on outcomes for individuals, and putting people in control of their lives through personalisation. The implementation of Personalisation requires that Bracknell Forest Council provides almost 800 service users with individual budgets by April, 2011 with that figure set to double by April 2012 .

Independence Well-being and Choice tasks Bracknell Forest Council with 'building and harnessing the capacity of the whole community' in order to develop 'new innovative ways of

supporting individuals' by supporting the development of a local care economy where individuals can purchase support tailored to their own needs and wishes. Given the fact that greater options are available this has already had an impact on numbers.

Despite rising numbers of older adults, Bracknell Forest Council's directly-provided day services have seen a fall in attendance of 42% since September 2003, with Downside Resource Centre experiencing a 15% reduction (equivalent to 12.3) in attendance over the past 12 months alone. Only Heathlands Day Centre, which supports people living with dementia, is oversubscribed and maintains a waiting list.

To continue to identify community based options so that individuals can choose to purchase support which enables them to live the lives they choose.

**8. ALTERNATIVE OPTIONS CONSIDERED**

No change in service will lead to the Council's inability to meet the personalisation agenda. The Council is at risk of accruing an increase in capital expenditure as the building becomes an increasing Health and Safety risk and unfit for purpose. However the site does have potential through partnership with others to develop alternative service provision

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

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

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

<b>Date Decision Made</b>	<b>Date decision will be implemented</b>
19 January 2010	27 January 2010

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