

## **Corporate Performance Overview:**

## **Complete Data Set**

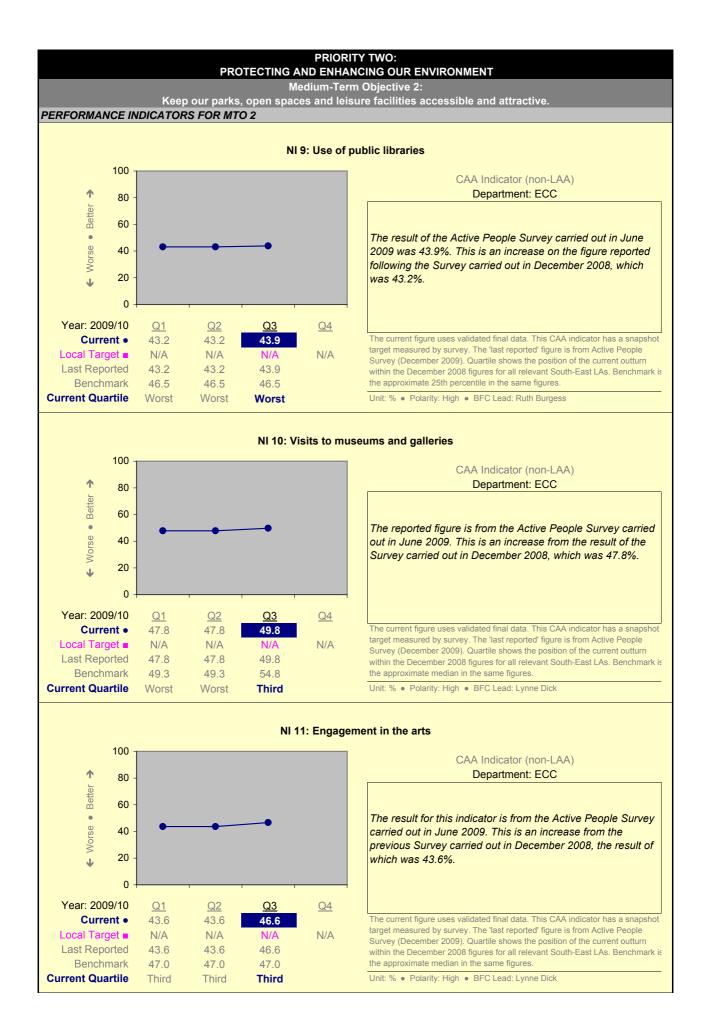
Third Quarter 2009/10 (October-December 2009)

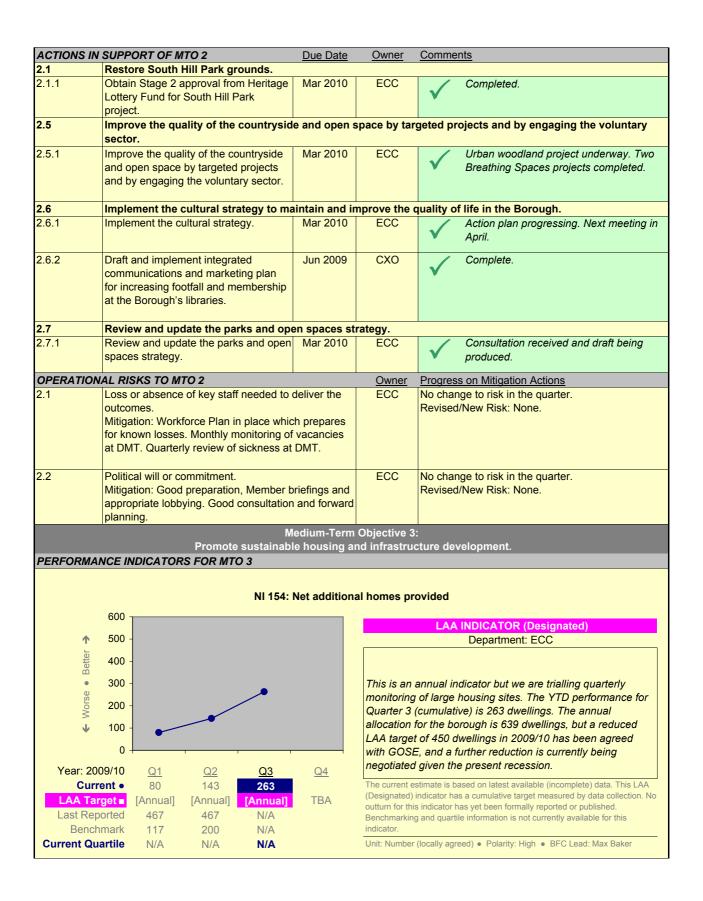
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		edium-Term			
	Build a Bracknell				proud of
	IN SUPPORT OF MTO 1	Due Date	<u>Owner</u>	Comme	
<b>1.1</b> 1.1.1	Start construction of the new retail, c	ommercial, I Dec 2010	residential a	ind leisu	
1.1.1	Support partners and third party landowners to commence construction of the regenerated town centre (relates to Key Actions 1.1 to 1.6).	Dec 2010	CXU	$\checkmark$	Ongoing.
1.1.2	Support relocation of town centre users displaced by regeneration.	Mar 2010	СХО	$\checkmark$	Ongoing.
1.1.3	Publish regeneration strategy.	Oct 2009	СХО	×	Delayed pending review with development partners.
1.1.4	Support development of third party sites.	Mar 2010	СХО	$\checkmark$	Ongoing.
1.1.5	Implement town centre regeneration communications strategy – joint Council/BRP strategy.	Mar 2014	СХО	$\checkmark$	Working closely with BRP and PR company to ensure unified communications plan.
1.1.6	Review external PR support and communications protocols (relates to Key Actions 1.1 to 1.6).	Oct 2009	СХО	$\checkmark$	Complete.
1.1.7	Implement Civic Hub communications plan (relates to Key Actions 1.1 to 1.6).	Mar 2010	СХО	$\checkmark$	Complete.
1.2	Deliver 200 new homes in and around	d Bracknell t	own centre.	1	
1.2.1	Deliver 29 new affordable homes on sites within the periphery of the town centre.	Mar 2010	ECC	$\checkmark$	Units still on target for delivery in this financial year.
1.3	Improve access to the new town cent junction improvements, and more bu				
1.3.1	Improve the junction at John Nike Way.	Feb 2010	ECC	$\checkmark$	Scheme completed.
1.3.2	Enhance the station forecourt at Bracknell.	Dec 2009	ECC	$\checkmark$	Works in progress on site.
1.3.3	Develop a residential parking strategy.	Mar 2010	ECC	$\checkmark$	Scoping report on principles of resident's parking within BFC nearing completion.
1.3.4	Develop an urban traffic management control strategy.	Mar 2010	ECC	$\checkmark$	Proceeding to UTMC system procurement.
1.4	Construct and open a new Bracknell	library, civic	offices and	a high d	quality "Jubilee Gardens".
1.4.1	Progress the final design stages for the civic accommodation.	Dec 2009	СХО	$\checkmark$	Complete.
1.4.2	Assist with the development of a new library, civic offices and Jubilee Gardens.	Mar 2010	CPS	×	Plans are on hold while the decisions are made on the timescales to the overall regeneration. However plans are developed fully to the current design stage (Stage D).
1.4.3	Finalise plans for the new democratic office suite in the Civic Hub.	Mar 2010	CPS	×	Plans are on hold while the decisions are made on the timescales to the overall regeneration. However plans are developed fully to the current design stage (Stage D).
1.4.4	Provide all necessary support, advice and guidance for the office planning in the new accommodation. Ensure accurate headcount figures are in place for space planning.	Mar 2010	CPS	$\checkmark$	Headcount figures available for planning purposes.

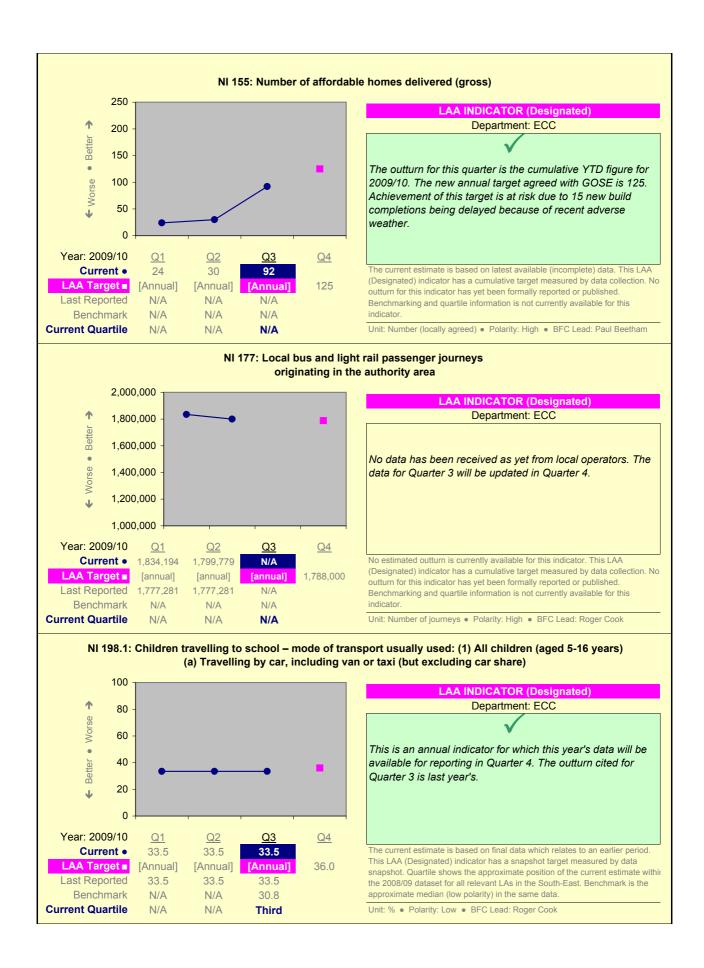
1.4.5	Provide all necessary support and	Mar 2010	CPS		Dependent on outcome of town control
1.4.5	advice for the IT Infrastructure in the		642	X	Dependent on outcome of town centre discussions.
	Civic Hub.				
1.4.6	Provide all necessary support and	Mar 2010	CPS		Plans are on hold while the decisions are
	advice on the customer services area				made on the timescales to the overall
	in the Civic Hub.				regeneration. However plans are
					developed fully to the current design
					stage (Stage D).
1.5	Ensure local people gain the skills fo			v town c	
1.5.1	Develop service provision to meet	Sep 2009	CYPL	$\checkmark$	Adult Learning Plan in place and Grow
	existing local needs in Bracknell Forest to enable more adults to be able to				Our Own funding confirmed.
	enter the job market.				
1.6	Improve perceptions and vibrancy of	Bracknell to	wn centre c	lurina re	development
1.6.1	Sustain the Bracknell Town Centre	Mar 2010	CXO		Town Centre Partnership being reviewed.
1.0.1	Partnership during the regeneration,	10101 2010	0/10	$\checkmark$	Town Centre Farthership being reviewed.
	and improve perceptions.				
1.6.2	Improve vibrancy of town centre and	Mar 2010	CPS		Programme of activities/promotions
	market through range of activities to			V	progressing satisfactorily. Ongoing
	attract shoppers.				events.
1.7	Assess options for future accommod	lation for libr	ary, democ	ratic fun	ction, customer services and offices.
1.7.1	Undertake improvement works at	Dec 2010	ECC		Library service is working with building
	Bracknell library.			$\mathbf{V}$	surveyors on identifying improvements to
					the layout of Bracknell library.
1.7.2	Assess options for future of Council	Jul 2009	CPS		Options for all areas except the library are
	accommodation for offices, library,			V	included in the draft Accommodation
	Democratic Services, Customer				Strategy.
1.7.3	Service.	Jul 2009	CPS		Mark appairs on part of Accommodation
1.7.3	Assess financial, legal and property options of future Council	Jul 2009	CP3	$\checkmark$	Work ongoing as part of Accommodation Strategy and town centre regeneration
	accommodation.				proposals.
1.8	Adopt transformational business pro	cesses to su	pport new v	wavs of v	
1.8.1	Implement transformational business	Mar 2010	CPS		Corporate EDRMS solution being
	process improvements to support			$\mathbf{V}$	implemented in ASCH/CYPL. Tidy days
	changes in accommodation early,				held in July. Improvements made to
	where possible: storage, postal,				BORIS. New postal arrangements have
	receptions, meeting rooms, telephony,				been implemented. Meeting room review
	IT infrastructure.				completed - no action to be taken at this
					time. Telephony review completed and
					actions being implemented. IT
					infrastructure changes underway.
1.8.2	Support mobile and flexible working	Mar 2010	CPS		HR Policy Framework document now on
	project, and provide all necessary			V	BORIS. Training programme being
	support, advice and guidance for HR.				developed.
1.8.3	Support for corporate mobile and	Mar 2010	CPS		Technology requirements reviewed to
	flexible working strategy by providing			$\mathbf{V}$	support pilot projects. IT standards all in
	hardware, software and support to				place. Project completed in Children's
	enable new work styles.				Services Over 11s team. Benefits pilot
					underway to determine productivity of
					assessment officers being home rather
					than office based. Technology to support
					Environmental Health Officers also being
1.8.4	Support for corporate mobile and	May 2009	CPS		Environmental Health Officers also being reviewed. Accommodation Strategy completed in
1.8.4	Support for corporate mobile and flexible working strategy through	May 2009	CPS	$\checkmark$	reviewed.
1.8.4		May 2009	CPS	$\checkmark$	reviewed. Accommodation Strategy completed in

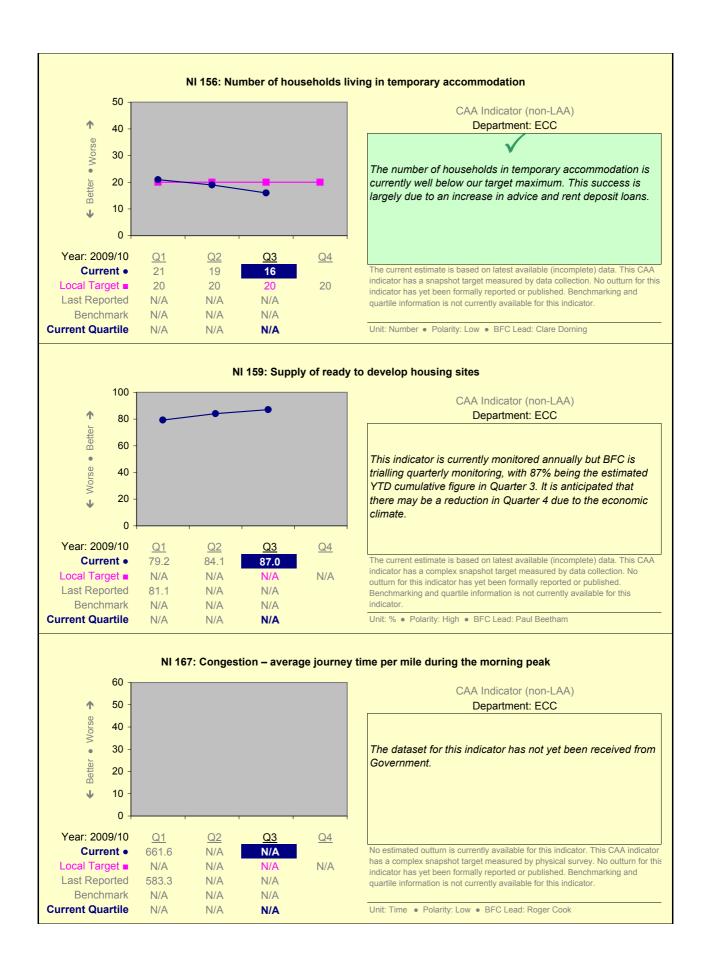
	IONAL RISKS TO MTO 1	<u>Owner</u>	Progress on Mitigation Actions
1.1	Town centre property issues. Mitigation: Close monitoring through monthly project meetings for the civic centre project. PRINCE2 methodology followed for the civic centre project. Monthly meetings held with BRP on the town centre regeneration project.	CPS	Monthly meetings held with BRP. Revised/New Risk: None.
1.2	Performance of and relationship with partners and contractors. Mitigation: Maintain close working relationship. Monthly meetings with BRP include discussion of performance.	CPS	Monthly meetings held with BRP. Revised/New Risk: None.
1.3	Realising benefits of the town centre redevelopment and Civic Hub: maximum benefits or improvements of significant change and investment are not realised or demonstrated. Mitigation: Regular review to ascertain key benefits are realised. Monthly project meetings for the civic centre project. PRINCE 2 methodology followed for the civic centre project, which will require post- project implementation review to assess if objectives met and benefits realised.	CPS	Civic Centre project meetings on hold pending progress on town centre redevelopment . Revised/New Risk: None.
1.4	Loss of key staff. Plans for library, new civic hub and Jubilee Gardens not implemented. Mitigation: Recruit staff if required. Plans in place to progress civic centre.	CPS	Civic Centre project meetings on hold pending progress on town centre redevelopment . Revised/New Risk: None.
1.5	Mitigation: Ensure up-to-date, accurate data available.	CPS	Database is actively kept up to date on a quarterly basis to ensure accuracy. Revised/New Risk: None.
1.6	Delay in new civic building and financial constraints cause delay. Mitigation: Ensure business cases for such projects are robust and self-funding.	CPS	Alternative accommodation issues being investigated for interim period. Revised/New Risk: None.
1.7	Risks related to the buoyancy of the property investment market and/or changes in the organisation or composition of the Council's development partners. Mitigation: This is outside the direct control of the Council, although the most effective mitigation will be to continue to demonstrate the Council's commitment and momentum to deliver the regeneration. Provisions in the town centre development agreement also provide the Council with scope to influence commercial partner choices as well as formalising the interchange of information between BFC and BRLP.	СХО	Significant review of town centre regeneration plans underway with BRP to develop the way forward in view of the current economic climate. Revised/New Risk: None.
1.8	Commercial/ financial market deteriorates. Mitigation: Financial monitoring with BRP at monthly steering group.	ECC	BRP and BFC working on a joint framework for delivering Town Centre which reflects current market demand – developing TC risk register to identify threats to strategy as we proceed to implementation. Revised/New Risk: None.
1.9	Loss or absence of key staff needed to deliver the outcomes. Mitigation: Workforce Plan in place which prepares for known losses. Monthly monitoring of vacancies at DMT. Quarterly review of sickness at DMT.	ECC	No key staff lost in the quarter. Revised/New Risk: None.
1.10	Political will or commitment. Mitigation: Good preparation, Member briefings and appropriate lobbying. Good consultation and forward planning.	ECC	No change to risk in the quarter. Revised/New Risk: None.

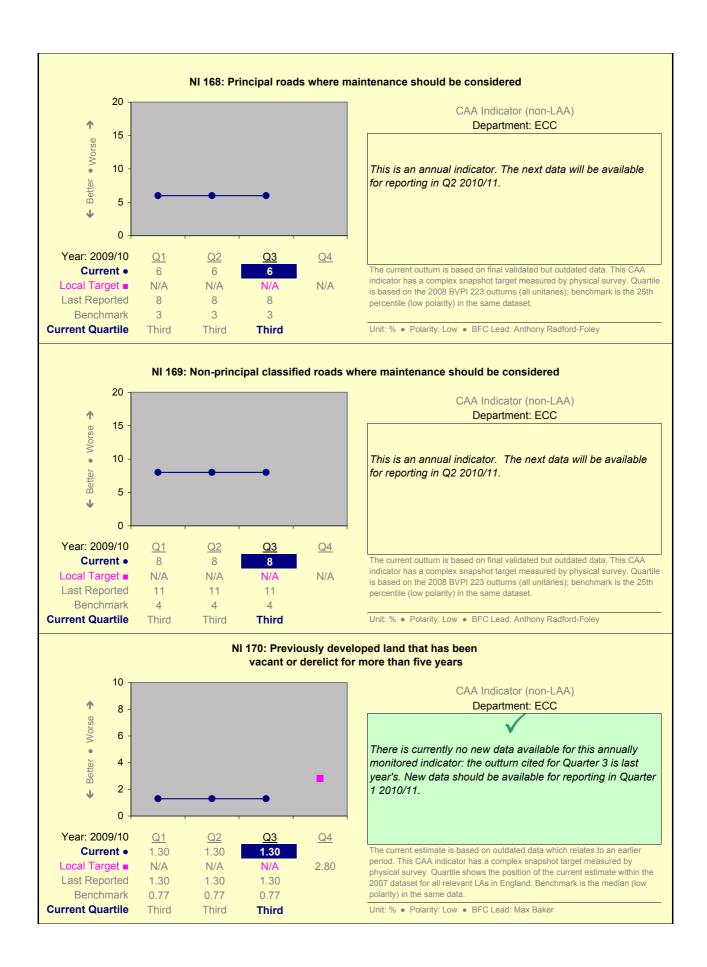
1.11	Lack of available funding from the Homes and Communities Agency. Mitigation: Meeting with investment director of HCA with a view to agreeing an investment protocol in the Borough.	ECC	No change to risk in the quarter. Revised/New Risk: None.
1.12	Construction costs higher than budget. Mitigation: Accurate specification, partnership work.	ECC	No additional risk this quarter. Revised/New Risk: None.
1.13	Inadequate funding to sustain the service. Mitigation: Seeking additional sources of funding.	CYPL	Actions to mitigate risk continue – no further risks identified. Revised/New Risk: None.

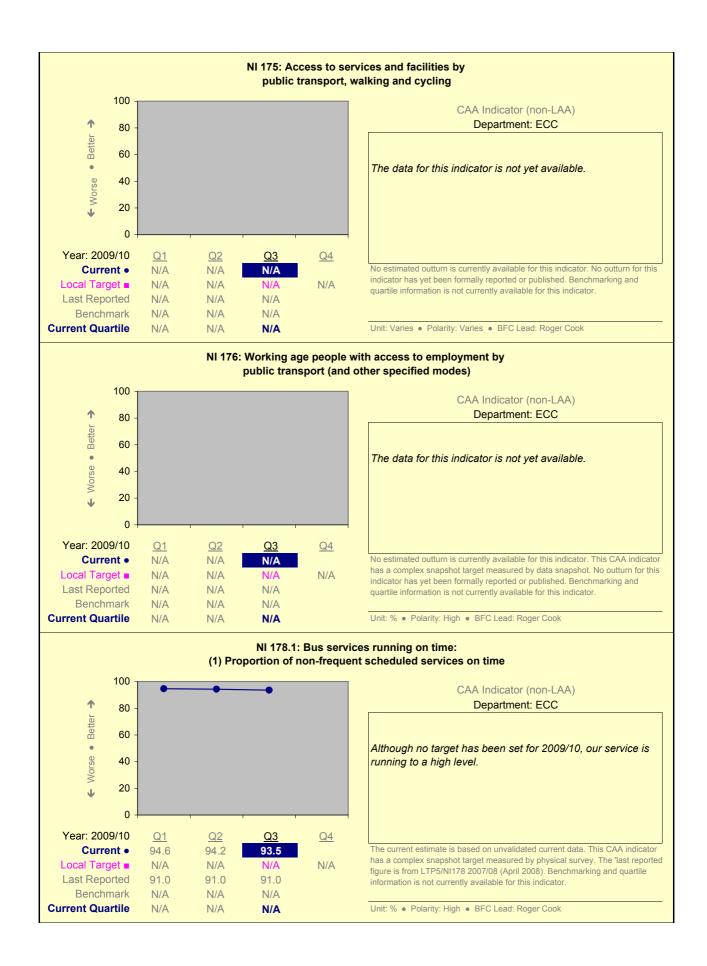






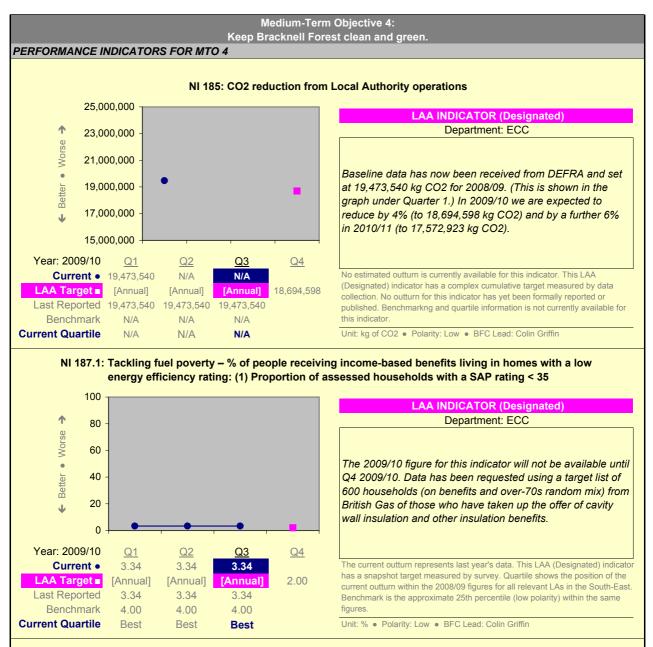


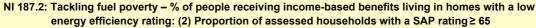


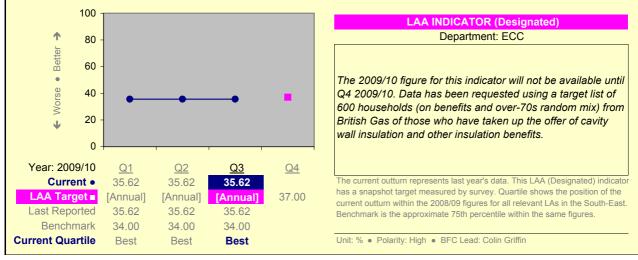


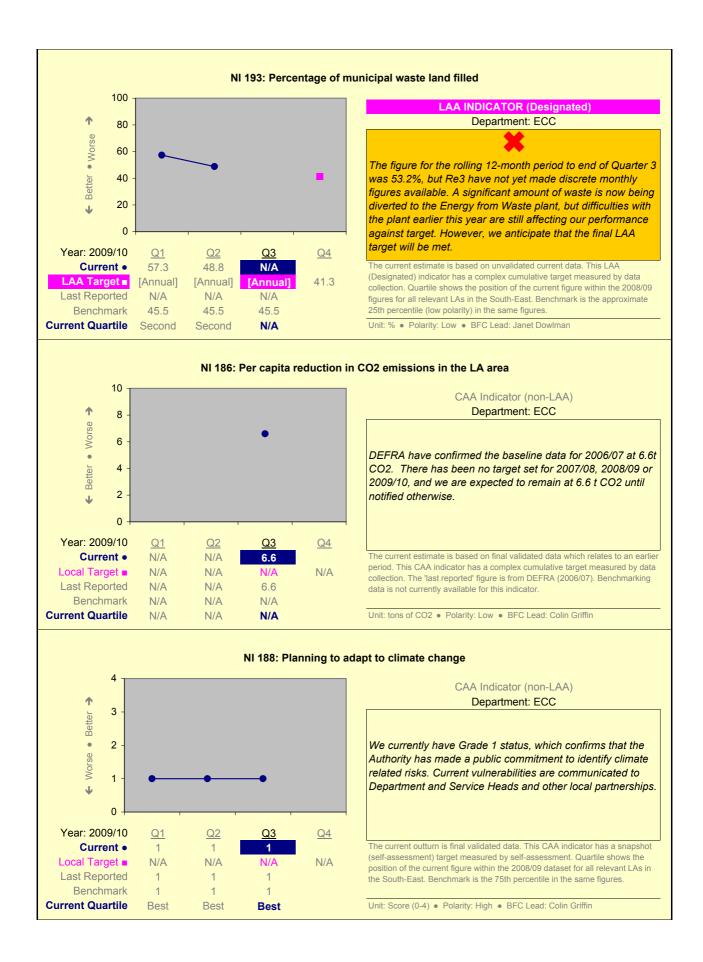
ACTIONS IN	SUPPORT OF MTO 3	Due Date	<u>Owner</u>	Comments
3.1				een belt and balances the demand for new
	housing with the need to protect the			
3.1.1	Complete the strategic housing land availability assessment.	Jun 2009	ECC	Draft complete – to be presented to Members in Quarter 4. Publication at same time as SADPD consultation agreed by LDFSG.
3.1.2	Complete the employment land review and retail study.	Jun 2009	ECC	Complete.
3.1.3	Undertake partial review of core strategy (public participation).	Dec 2009	ECC	Deferred until 2011/12.
3.1.4	Hold an examination of Amen Corner action plan.	Nov 2009	ECC	The Amen Corner Action Plan is being progressed as a Supplementary Planning Document, so there will be no examination. Adoption is scheduled for March.
3.1.5	Recommence Development Management Development Plan Document.	Jan 2010	ECC	Deferred until 2011/12.
3.1.6	Complete public participation of Whitegrove and Quelm Park area action plan.	Oct 2009	ECC	The Whitgrove and Quelm Park Action Plan is being progressed as the Warfield Supplementary Planning Document. Adoption is scheduled for December.
3.3	Implement a strategy to mitigate the Area.	impact of de	velopment o	on the Thames Basin Heath Special Protection
3.3.1	Complete mini-plans and begin implementation of plans.	Mar 2010	ECC	First draft of South Hill Park Plan produced, which is the last of the agreed sites.
3.3.2	Review Special Protection Area mitigation strategy.	Mar 2010	ECC	Consultation on SPD ended in December – to be agreed by Members late Quarter 4 or early Quarter 1 2010/11.
3.4	Implement the local transport plan.	I		
3.4.1	Implement integrated transport schemes identified in the local transport plan.	Mar 2010	ECC	Revised Capital programme approved to move delayed schemes to next year and deliver some of next year's schemes early.
3.4.2	Prepare a highway network management plan.	Mar 2010	ECC	In progress – draft anticipated during January.
3.6	Provide more choice for social housi	ng applicant	s through th	he introduction of choice-based lettings.
3.6.1	Implement choice based lettings.	Jul 2009	ECC	BFC My Choice goes live at end of January.
3.6.2	Purchase and implement an IT system for choice based lettings and strategic housing.	Jun 2009	ECC	System implemented and data loaded.
3.6.3	Implement communications plan for launch of choice based lettings.	Nov 2009	СХО	Complete.
3.7	Increase the number of affordable ho	uses in the I	Borough, ind	cluding directly funding 100 new units.
3.7.1	Work with RSL partners to deliver 58 new affordable homes in Bracknell Forest.	Mar 2010	ECC	Prediction is still for 57 units in this financial year.
3.7.2	Invest £1.155 million of transfer capital receipt in new housing.	Mar 2010	ECC	Two potential opportunities have been identified and the council is currently working with RSL to determine value for money so that they can make competitive bids for land and properties.

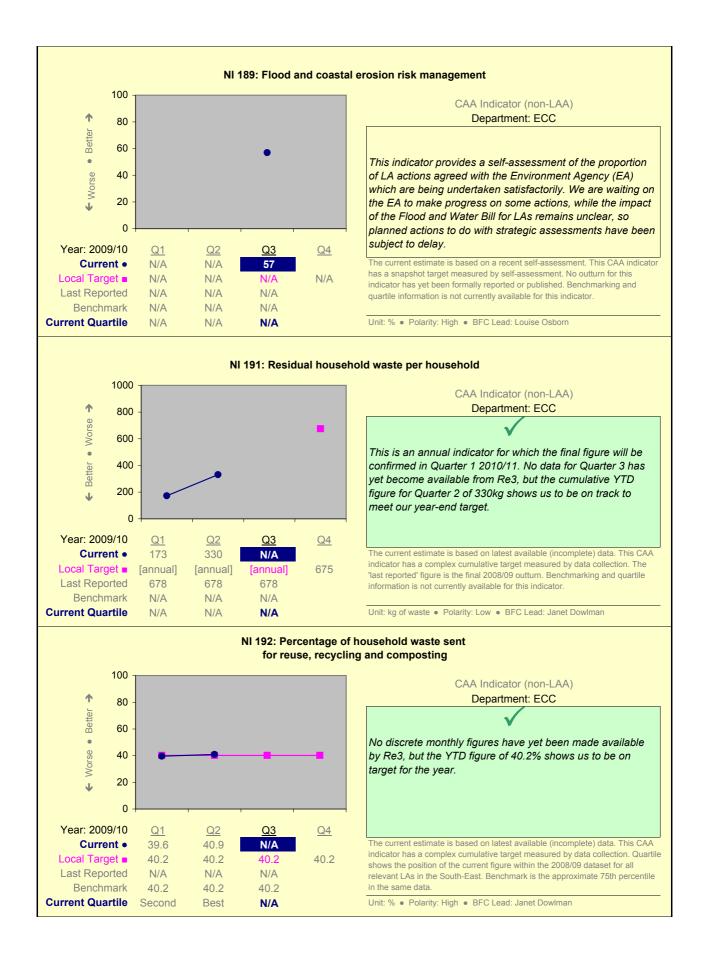
3.8	Implement the housing strategy to pr Bracknell Forest.	ovide the rig	ht homes fo	or the diverse housing needs of the community in	
3.8.1	Establish a private sector housing strategy	Sep 2009	ECC	February Executive to be asked to consider the strategy for improving the existing housing stock.	
3.8.2	Implement the bed-and-breakfast reduction plan.	Mar 2010	ECC	Use of bed and breakfast accommodation continues to be avoided.	
3.8.3	Establish a supporting people strategy and re-tender for housing support services.	Nov 2009	ECC	February Executive to be asked to consider tendering strategy for supporting people contracts.	
3.8.4	Select preferred partner registered social landlords to implement the housing strategy targets.	Apr 2009	ECC	Competition complete and report was sent to November Executive for consideration.	
3.8.5	Implement the Housing and Council Tax Benefit improvement plan.	Mar 2010	ECC	Improvement plan agreed. Overview and scrutiny committee working party has considered the plan.	
3.8.6	Establish a private sector housing forum.	Mar 2010	ECC	A forum took place in July, with 15 organisations attending. A further meeting is planned for this financial year.	
OPERAT	ONAL RISKS TO MTO 3		Owner	Progress on Mitigation Actions	
3.1	Commercial/ financial market deteriorate Mitigation: Financial monitoring with BR steering group.		ECC	No change to risk in the quarter. Revised/New Risk: None.	
3.2	Loss or absence of key staff needed to outcomes. Mitigation: Workforce Plan in place whic for known losses. Monthly monitoring of at DMT. Quarterly review of sickness at	h prepares vacancies	ECC	No vacancies in the quarter. Revised/New Risk: None.	
3.3	Lack of officer resource to undertake the large housing projects in the year. Mitigation: New enabling officer recruite Resourcing of improvement plan review existing vacant posts.	d.	ECC	No current vacancies. Revised/New Risk: None.	
3.4	Political will or commitment. Mitigation: Good preparation, Member b appropriate lobbying. Good consultation planning.		ECC	No change to risk in the quarter. Revised/New Risk: None.	
3.5	Lack of available funding for the afforda development. Mitigation: Meeting with investment dire with a view to agreeing an investment p Borough.	ctor of HCA	ECC	No change to risk in the quarter. Revised/New Risk: None.	
3.6	Inability of ICT suppliers to meet Counci for system replacements. Mitigation: Using framework contract.	il timescale	ECC	No change to risk in the quarter. Revised/New Risk: None.	
3.7	RSL and development industry not able to availability of transfer receipt. Mitigation: Consultation with partners via Housing Strategy.	a the	ECC	Two potential opportunities identified. Revised/New Risk: None.	
3.8	Lack of private rented sector property or renting. Mitigation: Establish good links with letti and developers. Maintain good relations developers.	ng agents	ECC	No change to risk in the quarter. Revised/New Risk: None.	

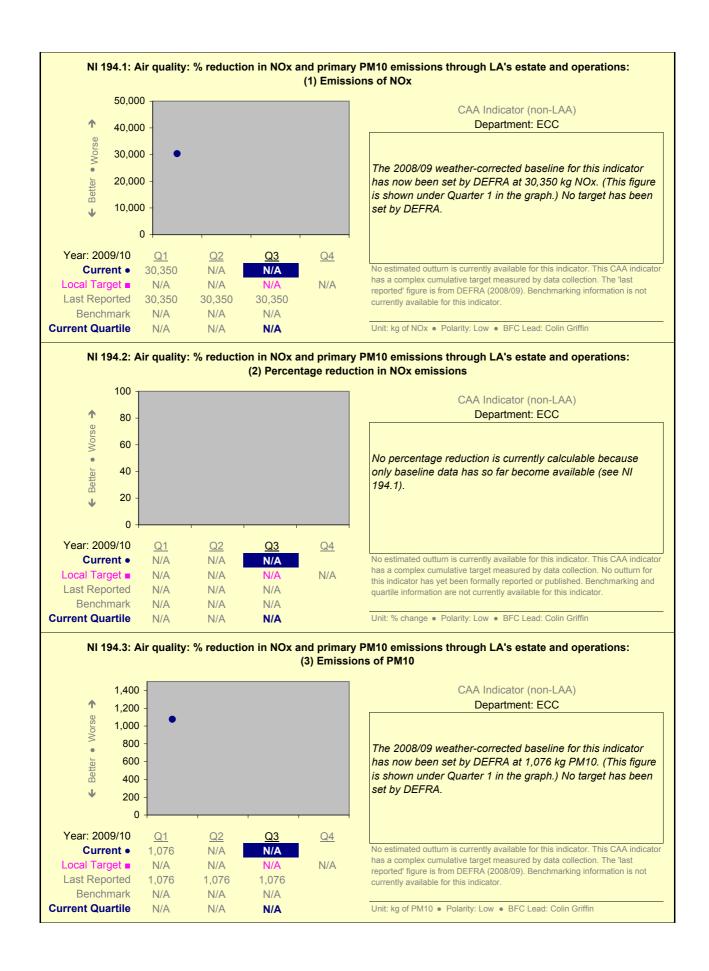


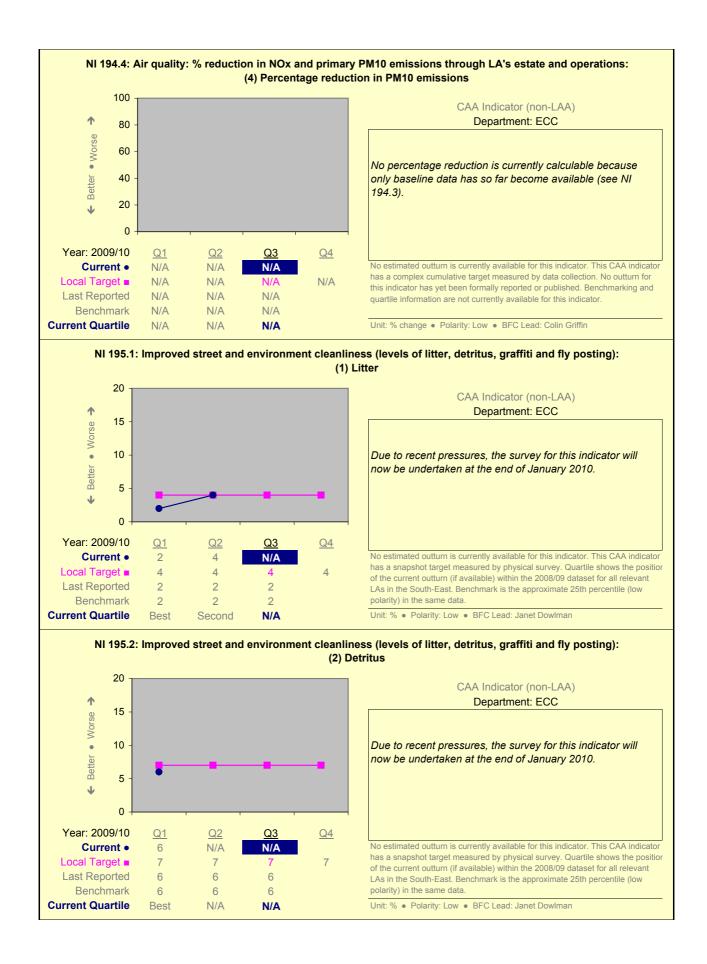


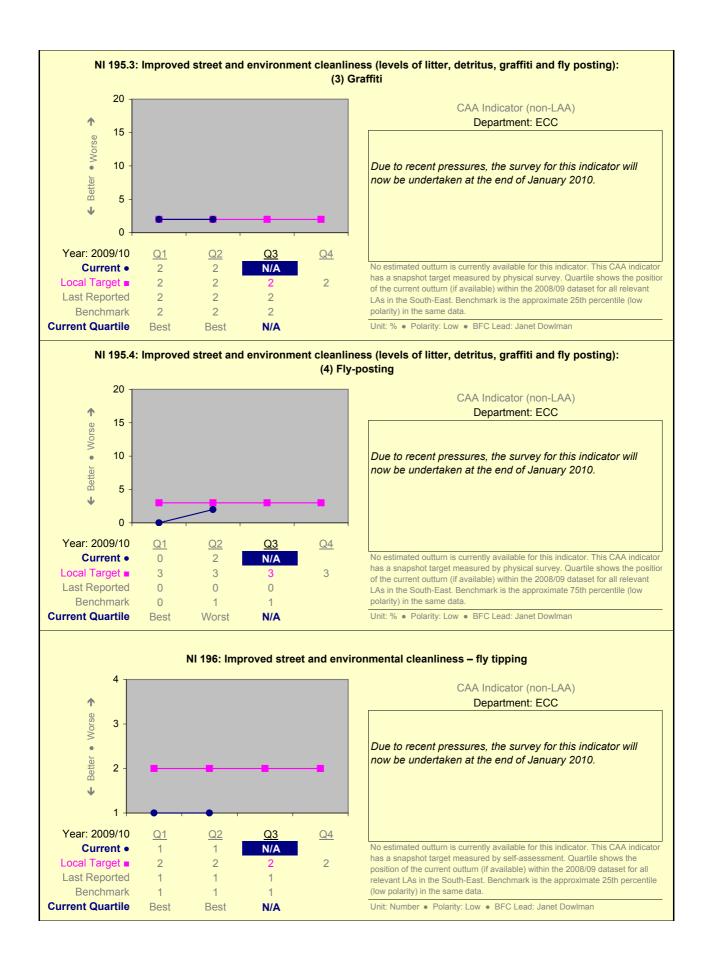








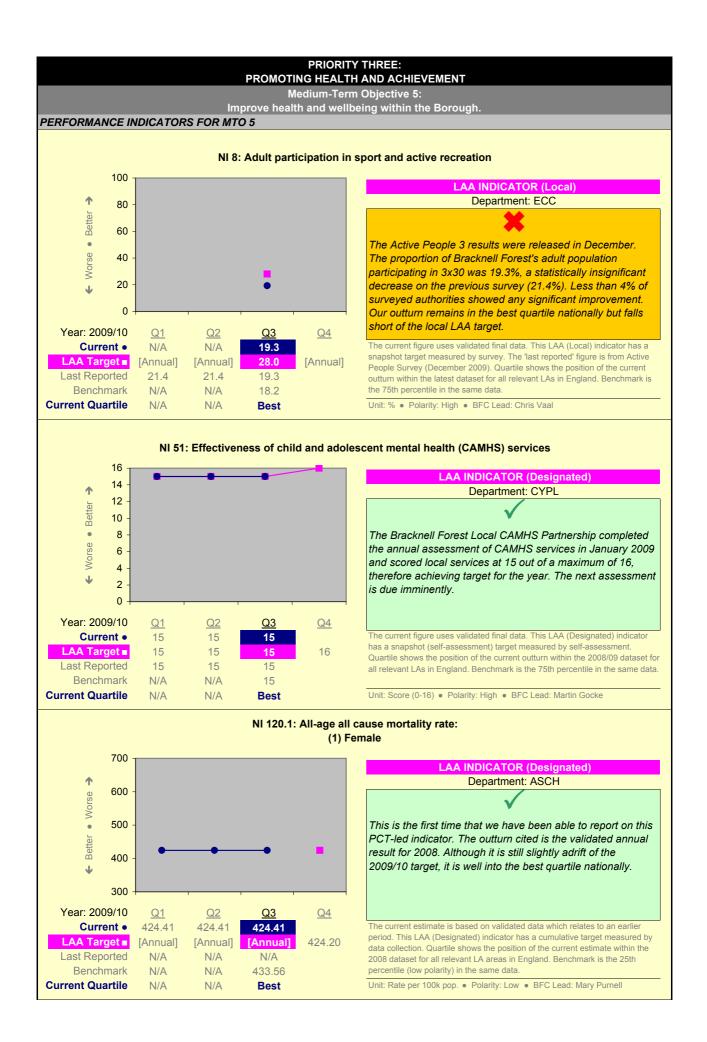


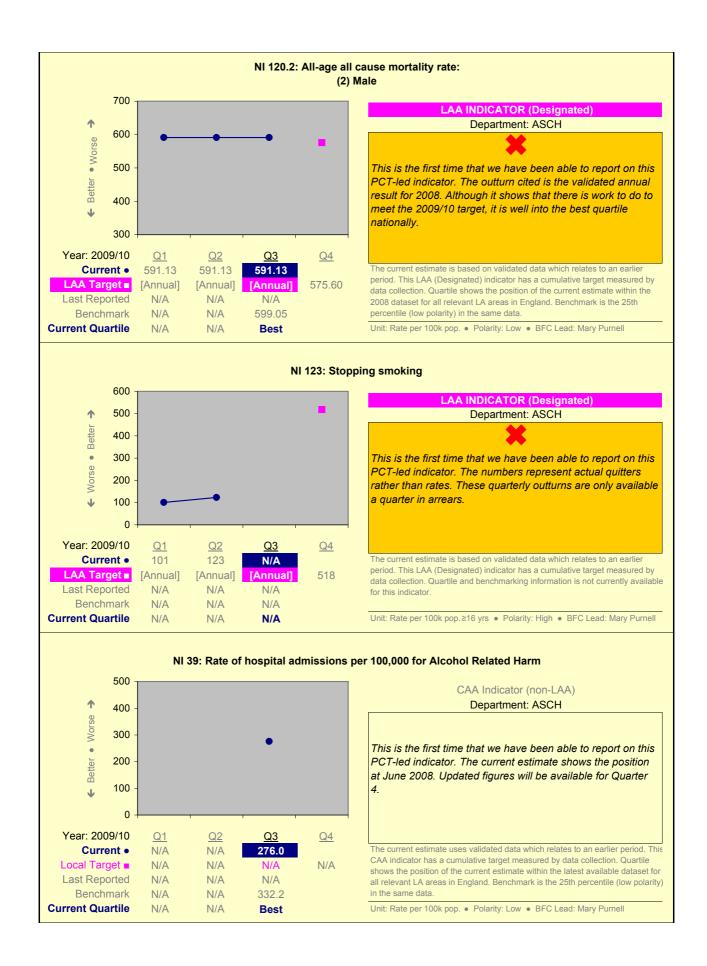


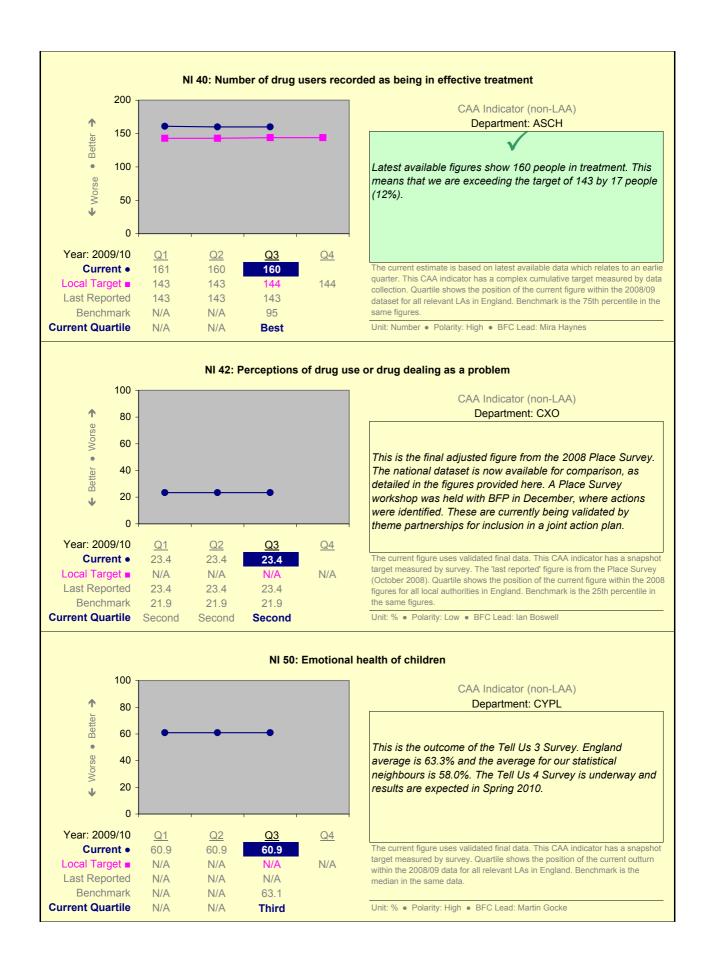
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	100 -		conserv	ation mana	gement has	Deen of IS D	eing im	oremented
<b>^</b>							C	CAA Indicator (non-LAA) Department: ECC
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► Worse ● Bet	60 - 40 -							nnual indicator will be available for r 4 2009/10.
<ul> <li>✓</li> </ul>	20 - 0 -			, , , , , , , , , , , , , , , , , , ,				
Year: 200		<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	N		were due outlieble factivie to discher This CAA is discher
Curre Local Tar		N/A N/A	N/A N/A	N/A N/A	37			currently available for this indicator. This CAA indicator target measured by data snapshot. No outturn for this
Last Rep	-	N/A	N/A	N/A	51			rmally reported or published. Benchmarking and t currently available for this indicator.
Bench	mark	N/A	N/A	N/A				
Current Qua	artile	N/A	N/A	N/A		Unit: % • Po	larity: High	BFC Lead: Marlies Fell
ACTIONS IN					Due Date	<u>Owner</u>	Comme	ents
<b>4.1</b> 4.1.1				ape mainte		F00		Complete
	improve	ment plar			Apr 2009	ECC	$\checkmark$	Complete.
4.1.2		naintenan Icil-ownec		sibilities for	May 2009	ECC	$\checkmark$	Ongoing. Work focussing on key areas of land. Officer group working though detail and clarifying responsibility on GIS. Budget implications will follow once maintenance regime has been agreed.
4.0	16	41 - 6 41 -						
<b>4.3</b> 4.3.1			reetscene	reetscene	above 75%. Sep 2009	ECC		Consultation early in 2010 – delays due to
4.0.1			n Docume	nt.	000 2000	200	$\checkmark$	priority work to other projects.
4.4	Increas	e recvcli	na rates to	o 50% throu	gh the RE3	initiative.		
4.4.1	Complet	te the 200 ategy and	09/10 actio		Mar 2010	ECC	$\checkmark$	The action plan is under review.
4.6			climate ch	ange strate	gy by 2009,	in line with	the Nott	ingham Declaration.
4.6.1	strategy Declara	in line wi tion.	I climate ch ith the Nott	ingham	Mar 2010	ECC	$\checkmark$	Strategy was submitted and approved in Quarter 3.
4.6.2	on-site r Council replacer sites to	enewable premises ment sche identify pr appraisal	asibility of e energy in E Review b edule and f riorities. Co for priority	existing oiler nigh-carbon onduct an	Mar 2010	CPS	$\checkmark$	Initial investigations undertaken. Further investigation being undertaken on rainwater collection and boiler replacement.
4.6.3	to tackle	the Parti	ell Forest F nership act ge action pl		Dec 2009	СХО	$\checkmark$	Ongoing.
4.6.4	paper, u	ising envi	lications or ronmentall s, whereve		Mar 2010	CPS	$\checkmark$	All council agendas and associated papers are now printed on 100% recycled white paper. Coloured paper will be used only when necessary, e.g. for exempt/confidential reports. Recycled logo is included on all agendas.

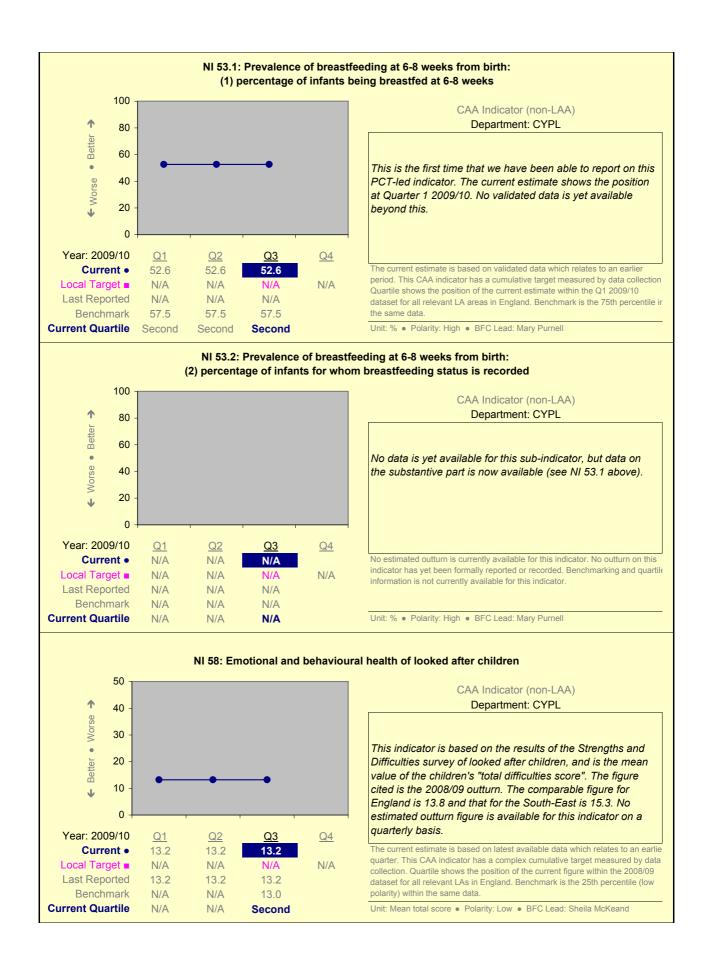
405		Max 0040	000	Contration and the local sector
4.6.5	Optimise sustainability of all new Council buildings.	Mar 2010	CPS	Building surveyors optimise use of sustainable materials in new work. Facilities management investigating how to improve sustainability within council offices and the Commercial Centre.
4.6.6	Investigate energy saving opportunities in ICT: desktop review; ensure green ICT procurement; review office printers to reduce printer paper, toner and energy; investigate whether Citrix servers can be powered off when not in use.	Mar 2010	CPS	Printing strategy work plan underway. South side Time Square, Commercial Centre, Chief Executive's Office, Legal and elements of Finance completed. Awaiting outcome of Accommodation Strategy review before completing Seymour House and Time Square north side. Reviewing further opportunities in server and desktop environments, particularly around thin client technology.
4.6.7	Reduce environmental impact of vehicle fleet: green fleet review. Report recommendations.	Mar 2010	CPS	The green fleet review has been completed. The results will be reported to CMT in February, together with a new road risk policy and associated action plan.
4.6.8	Ensure that the Council has a strategy to reduce waste from Council offices and other Council-owned premises.	Apr 2009	CPS	Draft strategy formulated and will be refined after consultation.
4.6.9	Increase purchase of sustainable goods and services: analyse sustainable purchase practice; survey attitudes to sustainable purchasing amongst authorised purchasers; develop action plan; implement action plan.	Jan 2010	CPS	Working with Environment, Culture & Communities to prepare the survey, which is nearing completion. Aim is to issue the survey in early 2010.
4.6.10	Reduce water use in Council buildings: Establish water monitoring and targeting system for all council premises, provide quarterly water reports to departmental management teams, investigate feasibility of dual- flush toilets and time-controlled taps, include water consumption data in annual energy report, and reduce water consumption and leakage by 5%.	Mar 2010	ECC	OGC framework established for automatic meter readers (AMRs). Assessing priorities for energy and water AMRs. SystemsLink water management software established for all sites.
4.6.11	Include climate change in staff induction programme and staff training and development programmes where relevant. Co-ordinate environmental management workshops for school managers and governors annually.	Oct 2009	CPS	Climate change/environmental awareness has been delivered to the Lunchtime Managers Forum in October. Now part of Corporate Induction programme.
4.6.12	Implement communications plan for climate change action plan.	Jun 2009	СХО	Complete.
4.6.13	Implement communications plan for re- opening of Longshot Lane household waste recycling centre.	Jun 2009	СХО	Complete.
4.7	Improve energy management in Cour	cil and scho	ool facilities.	
4.7.1	Improve energy management in Council and school facilities.	Mar 2010	ECC	2009 energy assessment for Display Energy Certificates conducted in-house

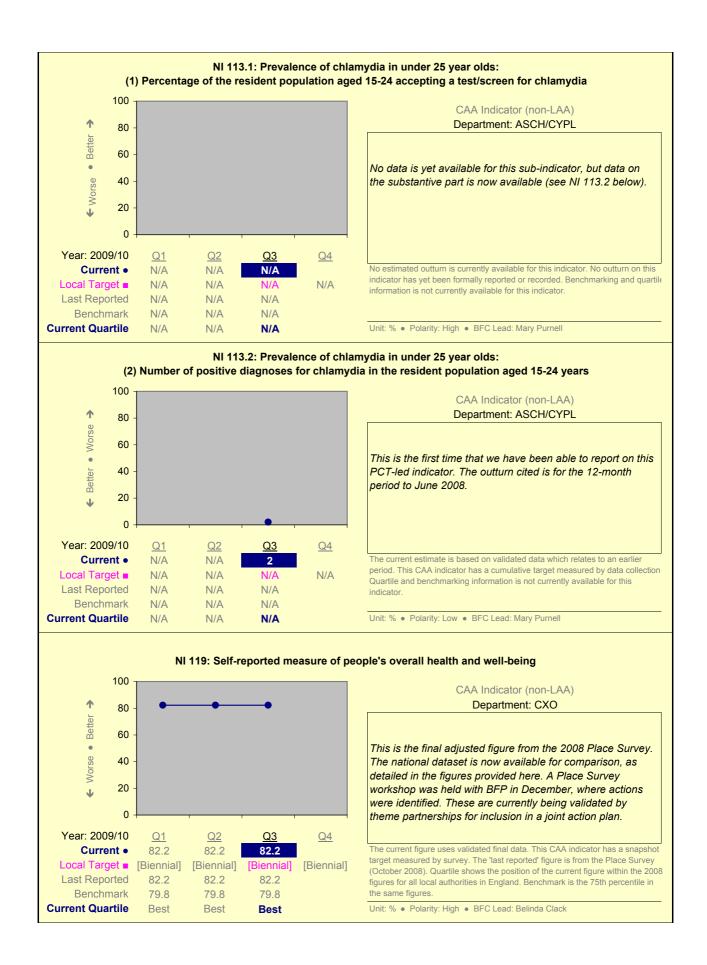
OPERAT	TIONAL RISKS TO MTO 4	Owner	Progress on Mitigation Actions
4.1	Loss of key staff. Mitigation: Recruit staff if required.	CPS	No recruitment required. Revised/New Risk: None.
4.2	Performance of and relationship with partners and contractors. Mitigation: Maintain close working relationship.	CPS	Monthly meetings with contractors. Revised/New Risk: None.
4.3	Staff resistance to change. Mitigation: Good communications plan. Clarity of timescales and clear implementation plans.	CPS	Good communications plan in place for new and existing staff. Revised/New Risk: None.
4.4	Reputational risk caused by Longshot Lane failure to open to published timescale. Mitigation: Clear communications leading up to opening (working with RE 3).	СХО	Longshot Lane opened on time to the public in July. Revised/New Risk: No further action.
4.5	Loss or absence of key staff needed to deliver the outcomes. Mitigation: Workforce Plan in place which prepares for known losses. Monthly monitoring of vacancies at DMT. Quarterly review of sickness at DMT.	ECC	No key staff lost in the quarter. Revised/New Risk: None.
4.6	Political will or commitment. Mitigation: Good preparation, Member briefings and appropriate lobbying. Good consultation and forward planning.	ECC	No change to risk in the quarter. Revised/New Risk: None.

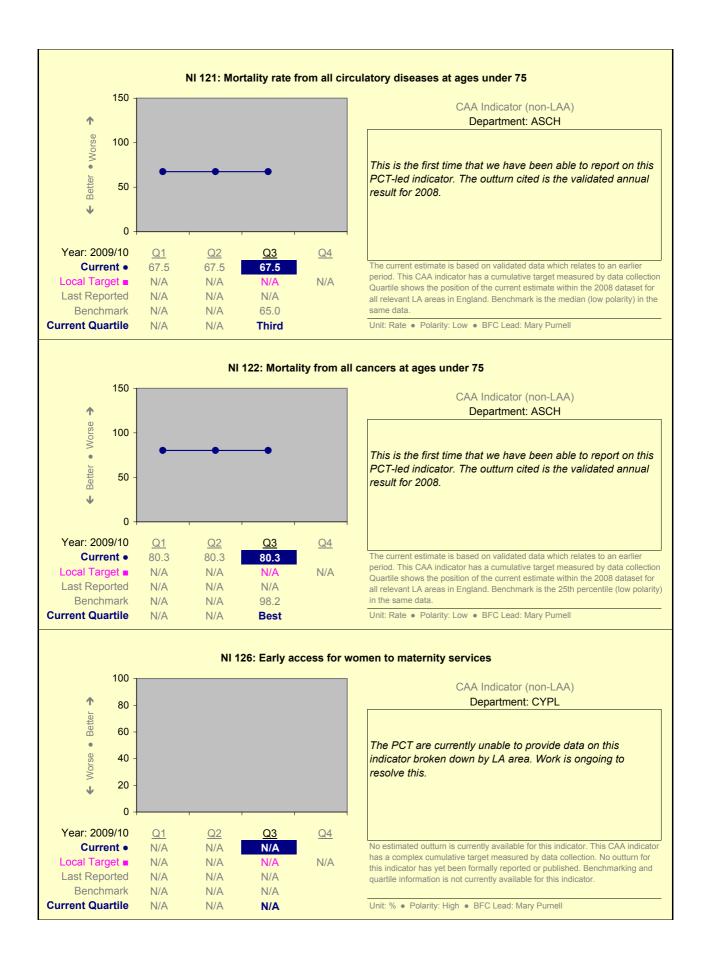


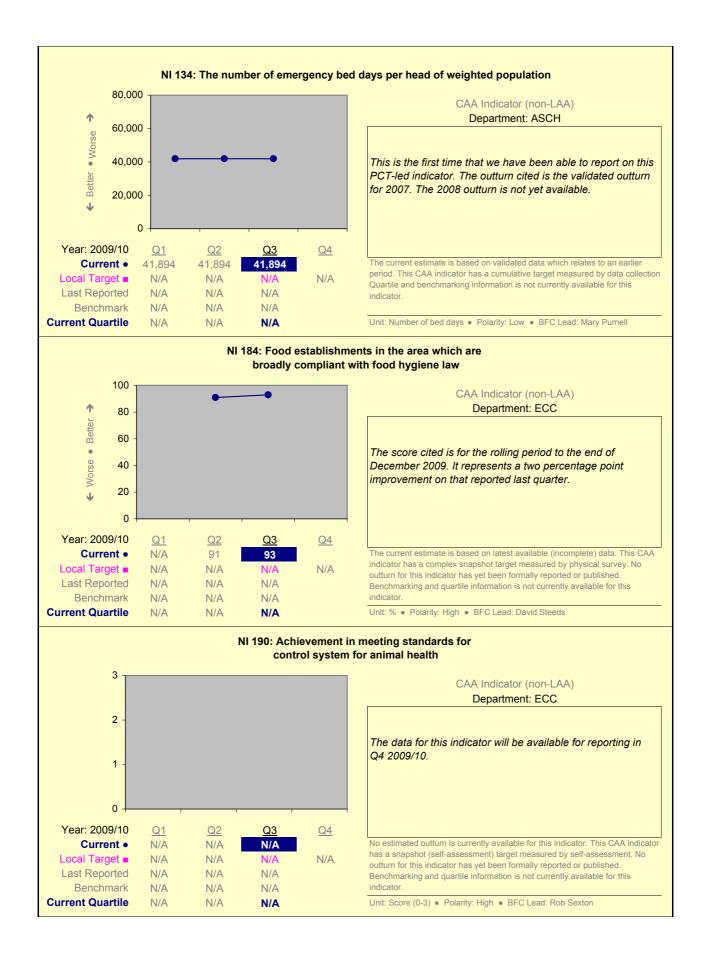






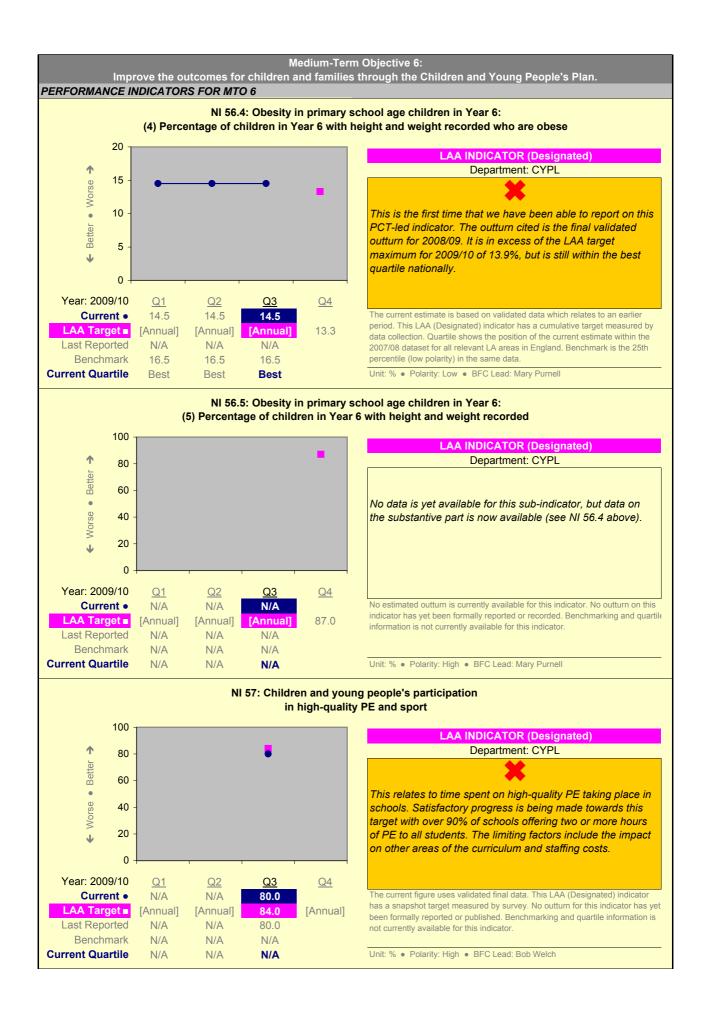


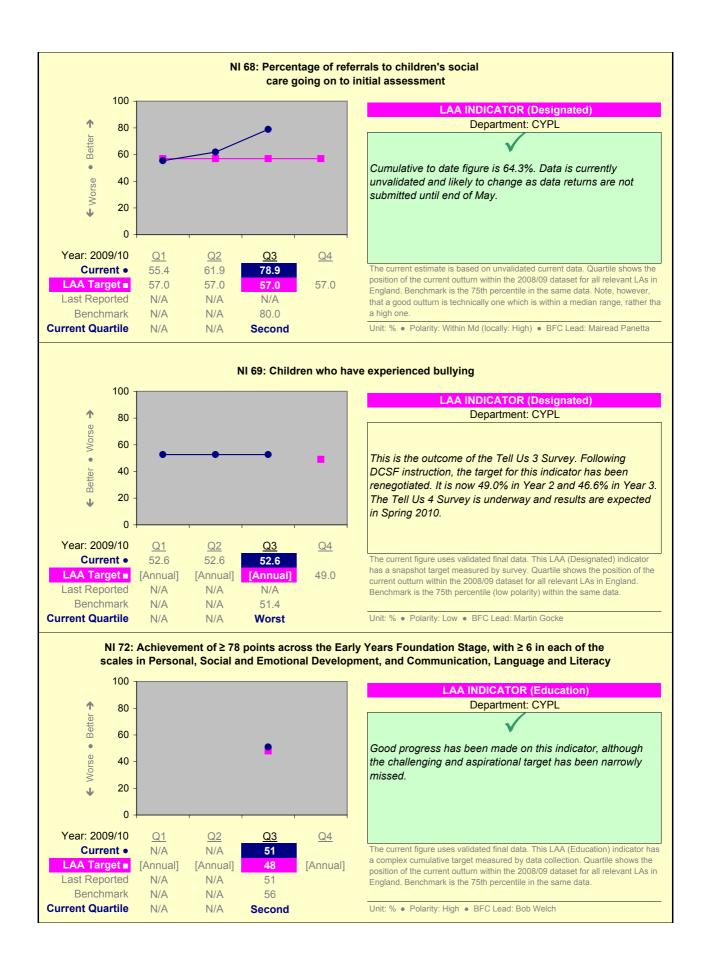


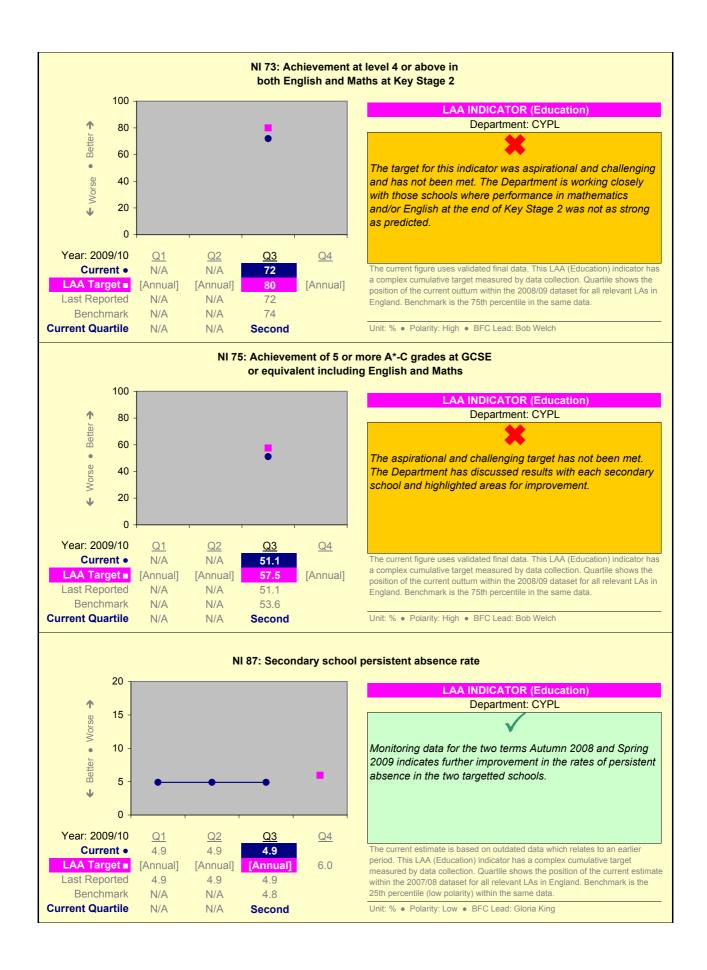


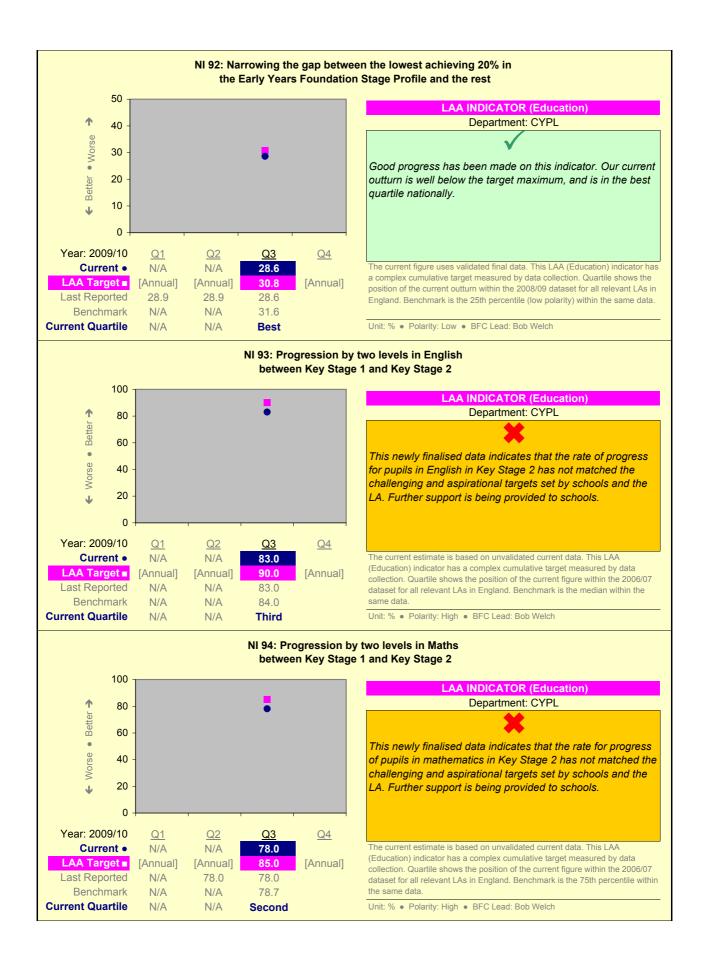
ACTIONS IN	SUPPORT OF MTO 5	Due Date	Owner	Comme	nts
5.1				-	ough with partners, which identifies clear
5.1					
	priorities and actions to address loca			to impre	
5.1.1	Develop a local stroke strategy and	May 2009	ASCH		Following further consultation, final
	purchasing plan to ensure good use of			V	strategy is complete with an agreed
	grant monies from Department of				purchasing plan.
	Health.				
5.1.2	Develop a clear pathway for agency	Mar 2010	ASCH		A local subgroup has been formed to
••••=	responses to the national end of life			$\checkmark$	develop local EOL care options as well as
				· · ·	
	strategy through work with the PCT.				contributing to Berkshire East.
5.1.3	Support the review of the Bracknell	Mar 2010	CXO		Being led by Director of Adult Social Care
	Forest health and wellbeing strategy.			V	& Health.
5.2	Work with health partners to secure	nore outnati	ont and diag	nostic f	acilities in the Borough
5.2.1					
5.2.1	Work in partnership with the PCT to	Mar 2011	ASCH		ASC is part of urgent care programme
	develop an urgent care centre within				board. Urgent care centre will be part of
	Bracknell as a response to the PCT				Healthspace.
	commissioning plan.				
5.2.2	Support for partners including the PCT	Mar 2010	CXO		Close working with PCT and developers.
	to enhance provision of health facilities			$\mathbf{V}$	Ŭ ,
	in the Borough.				
E 2	•	inercel	he musel	f a de lt	nerticipating in at least 00 minutes of
5.3		increasing t	ne number o	or adults	participating in at least 30 minutes of
	moderate exercise per week.				
5.3.1	Maintain and promote services that will	Mar 2010	ECC		The percentage of the adult population
	contribute to increasing the percentage			V	participating in 30 minutes of moderate
	of adults participating in 30 minutes of				intensity sport or physical activity on at
	moderate-intensity sport or physical				least three days in any week is measured
	activity on at least three days in any				through Sport England's Active People
	week.				survey. Results of the Active People
					survey were released in December.
					Bracknell Forest's score for NI 8 was
					23.5% which does not meet the LAA
					target of 28% within the 93% confidence
					level. This reflects no overall change,
					which puts the borough in a similar
					position to the overwhelming majority of
					other local authority areas.
					other local authonity areas.
5.3.2	Reduce the number of people and	Mar 2010	ECC		The latest figures available are for the
	children killed and seriously injured in			V	rolling 12 months to the end of October.
	road accidents.				The current performance (22 people) is
					well below the target maximum (34
					people) for this indicator (NI 47).
5.3.3	Develop a sustainable mode of travel	Dec 2010	ECC		Consultation period has now been closed.
	to school strategy.			V	Responses are being analysed.
5.3.4	Implement communications plan for	Apr 2009	CXO		Complete.
5.0.1	the launch of free swimming for over-	, pr 2000	0/10	$\checkmark$	comproto.
	60s and under-16s.				
5.4	Produce an annual report on public h				
5.4.1	Work with partners to produce the Joint	Oct 2009	ASCH		In progress and due to be presented to
	Strategic Needs Assessment (JSNA).			V	Executive shortly.
	, ,				
5.6	Work with health partners to improve	mental heal	th services f	for child	ren and young people.
5.6.1		Mar 2010	CYPL		Specification agreed with PCT and local
5.0.1	Implement new service specification	Iviai 2010	CIPL	$\checkmark$	
	for child and adolescent mental health				authority commissioners and being
	services (CAMHS) in partnership with				delivered by Berkshire Healthcare
	the PCT and revised local CAMHS				Foundation Trust. Local CAMHS
	strategy.				Partnership have drafted revised strategy
					and will seek approval from the Children
					and Young People's Trust in the autumn.
5.6.2	Implement the action plan set out in	Mar 2010	CYPL		Anti-Bullying Steering Group working
	the Bracknell Forest Anti-Bullying			V	towards update of Strategy and new
	strategy , Safer ,Together ,Safer				Action Plan.
	Wherever				

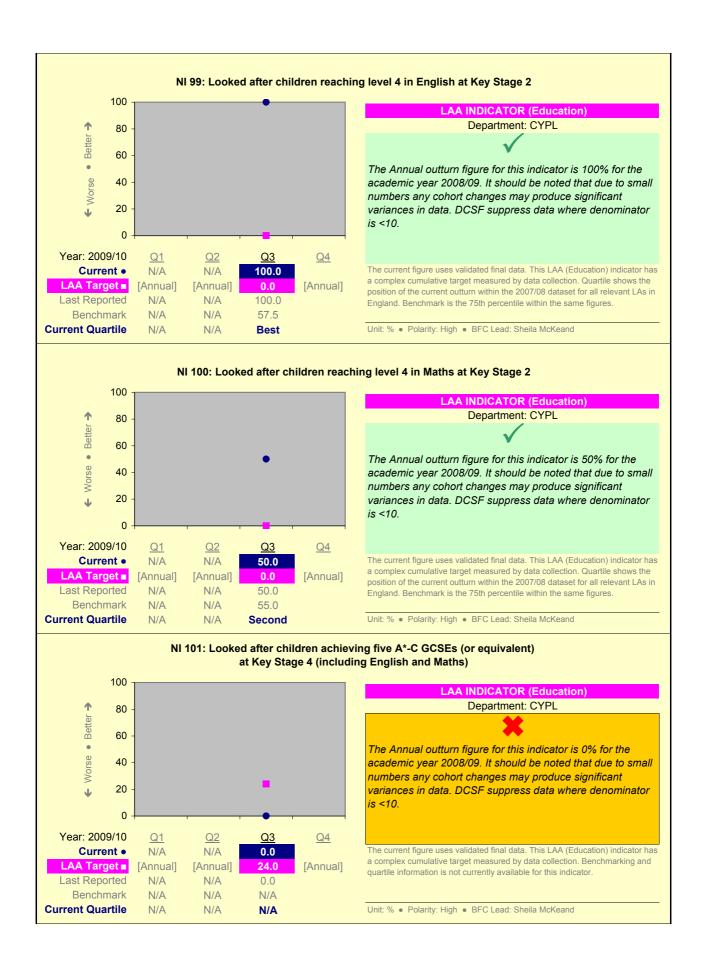
5.6.3	Develop delivery strategy for targeted Dec 2009 mental health programme in schools, in preparation for 2010/11 delivery.	CYPL	Schools have contributed to consultation on strategy, and project plan drafted.
5.7	Enable more people to remain in their own homes	s through th	e use of Telecare.
5.7.1	Enable more people to remain in their Mar 2010 own homes through the use of Telecare.	ECC	The target of 70 installs a month was exceeded by 20 in Quarter 3.
OPERAT	IONAL RISKS TO MTO 5	Owner	Progress on Mitigation Actions
5.1	Resources: small team vulnerable to sickness, etc. Mitigation:	СХО	No major issues during the quarter. Revised/New Risk: None.
5.2	Loss or absence of key staff needed to deliver the outcomes. Mitigation: Workforce Plan in place which prepares for known losses. Monthly monitoring of vacancies at DMT. Quarterly review of sickness at DMT.	ECC	No loss of key staff in the quarter. Revised/New Risk: None.
5.3	Political will or commitment. Mitigation: Good preparation, Member briefings and appropriate lobbying. Good consultation and forward planning.	ECC	No change to risk in the quarter. Revised/New Risk: None.
5.4	Failure to agree new service specification for CAMHS. Mitigation: Joint work with PCT and Slough and RBWM local authorities.	CYPL	Specification agreed. Revised/New Risk: None.

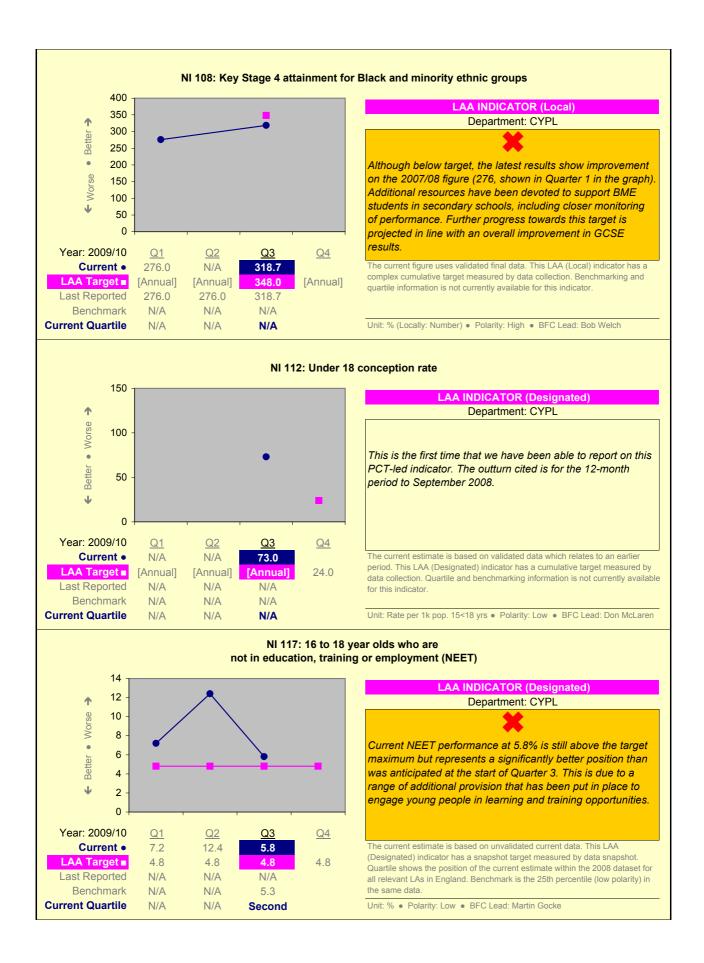


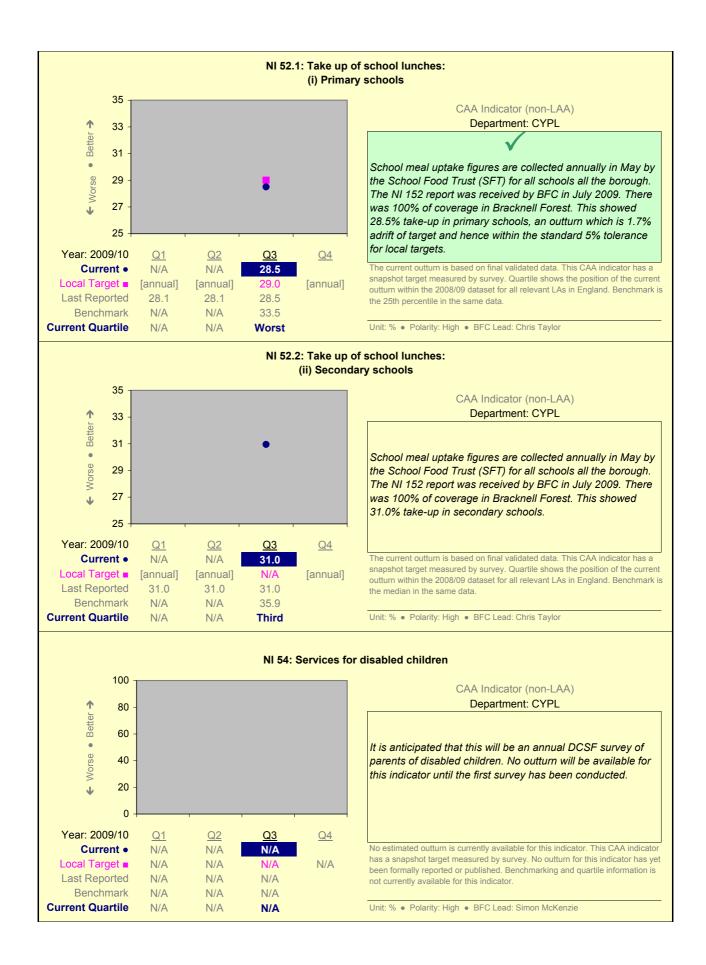


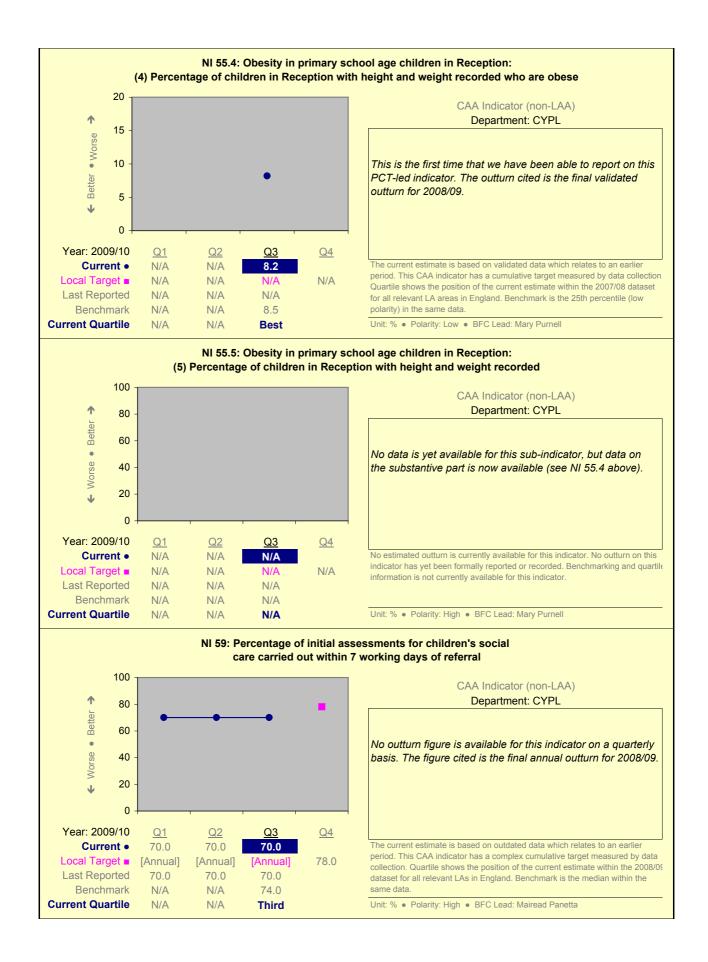


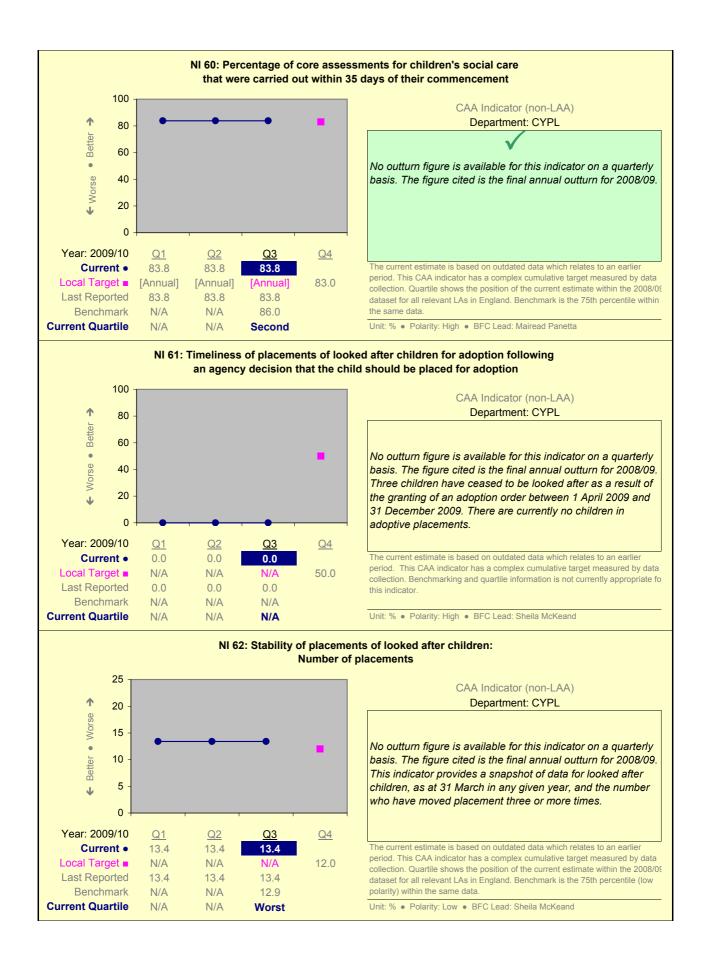


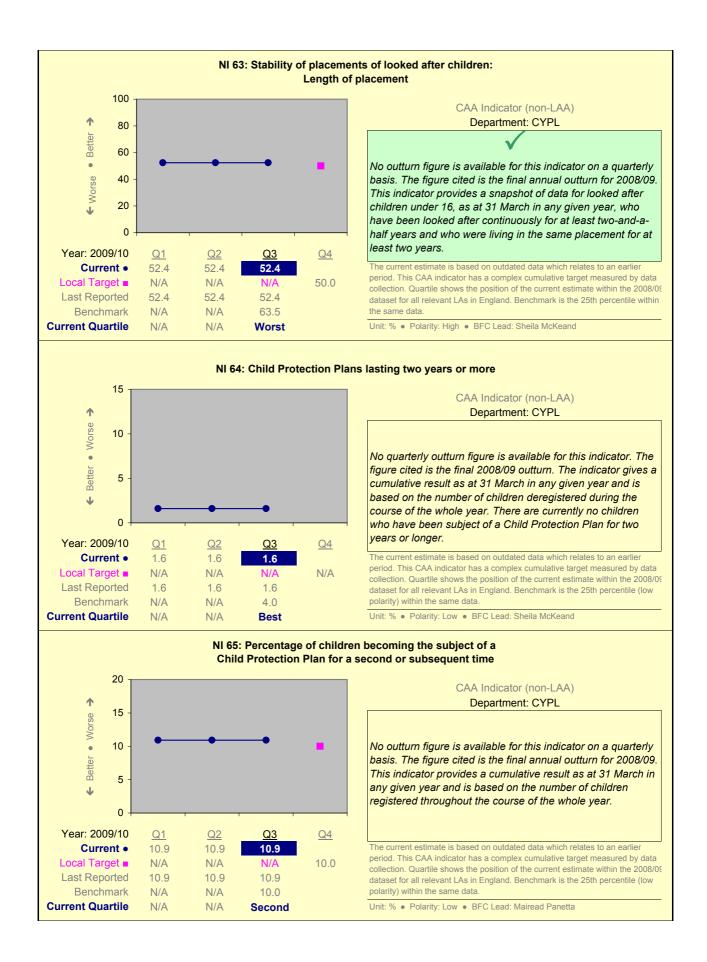


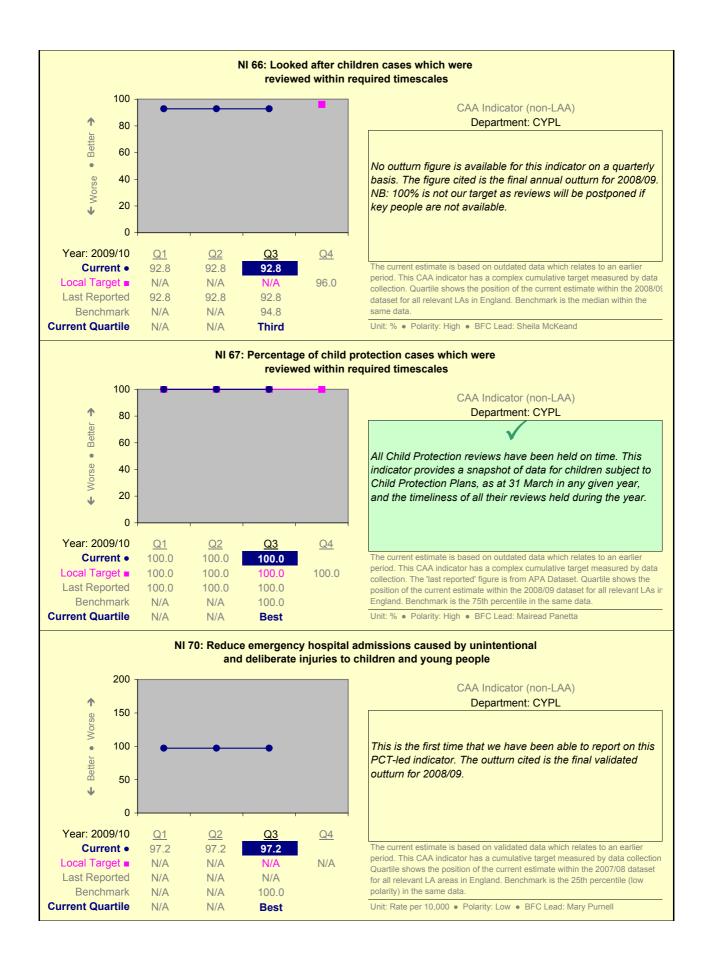


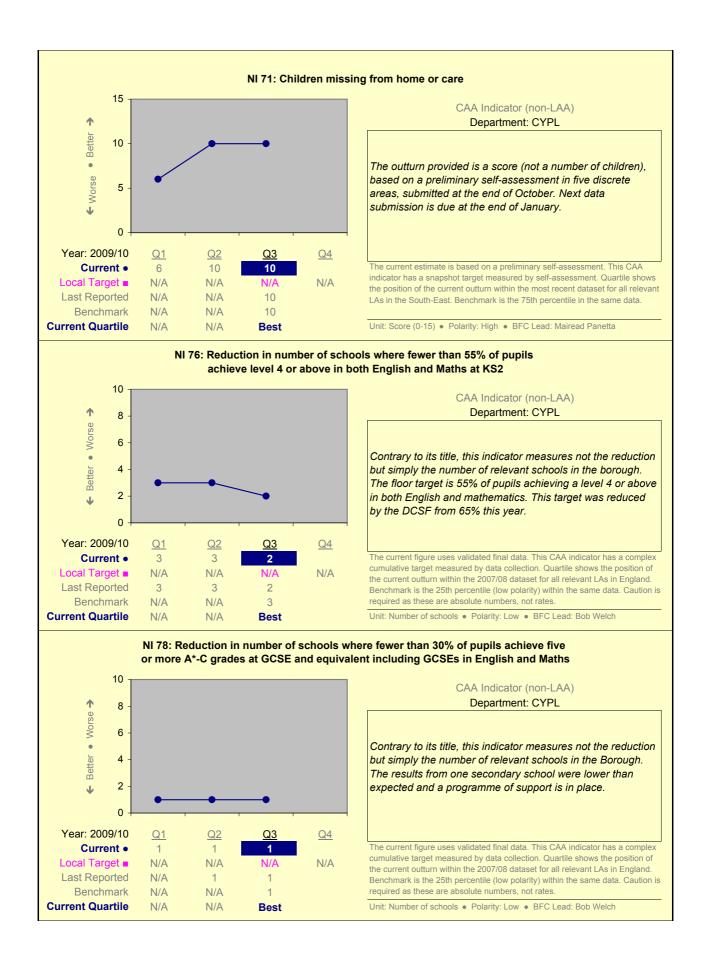


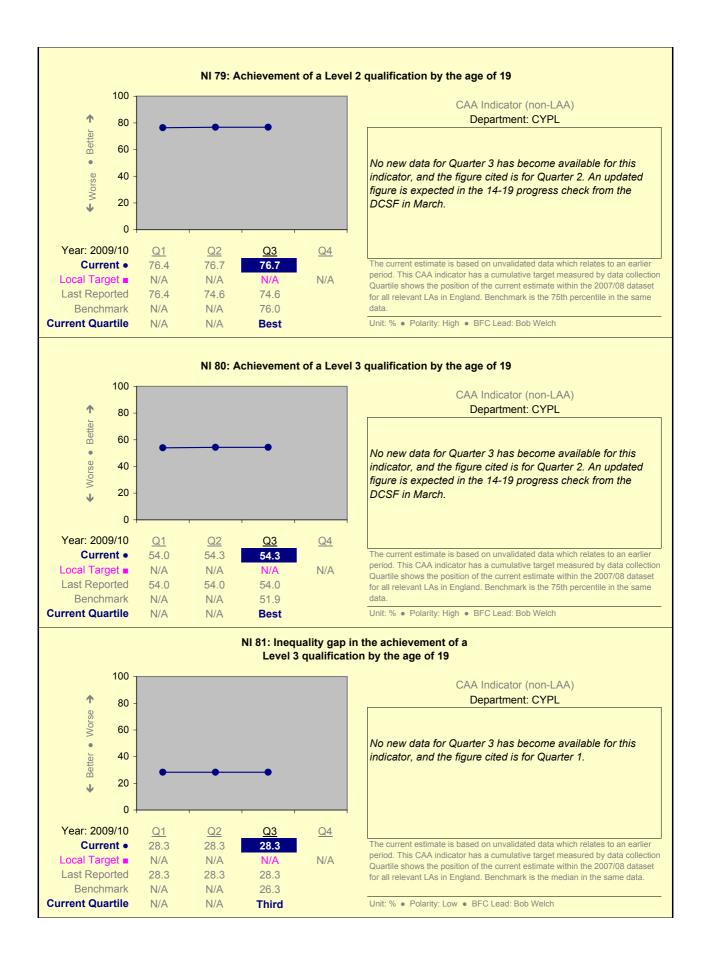


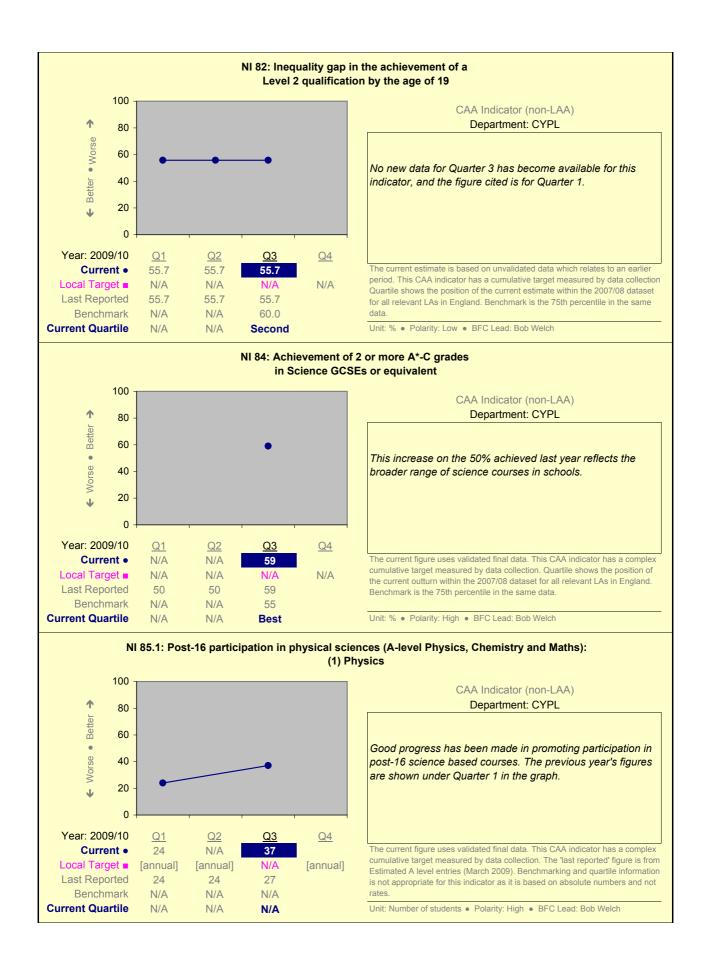


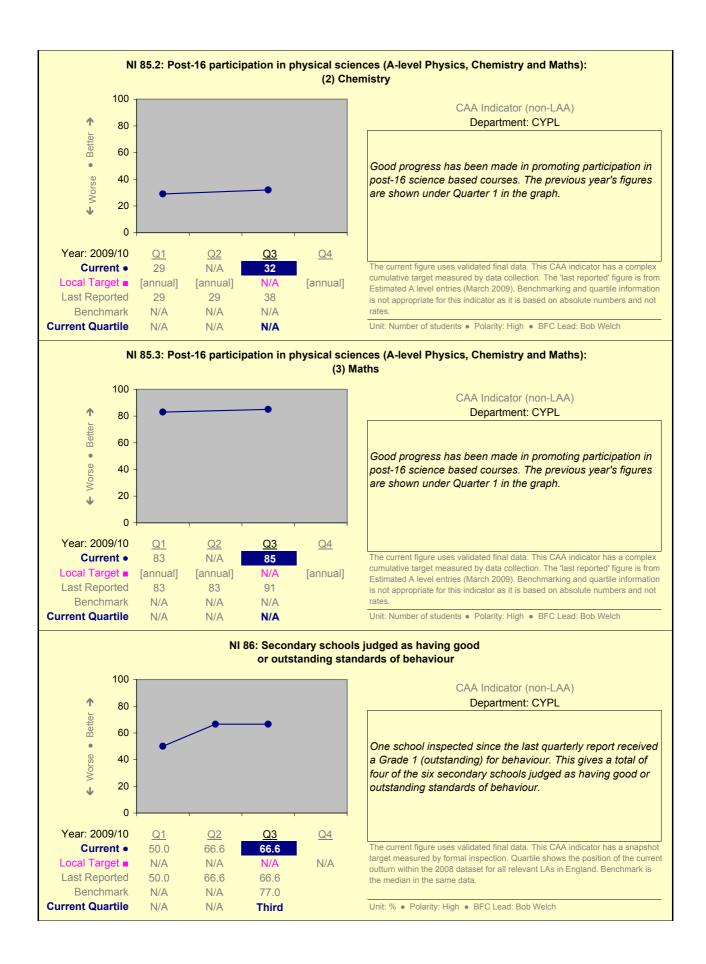


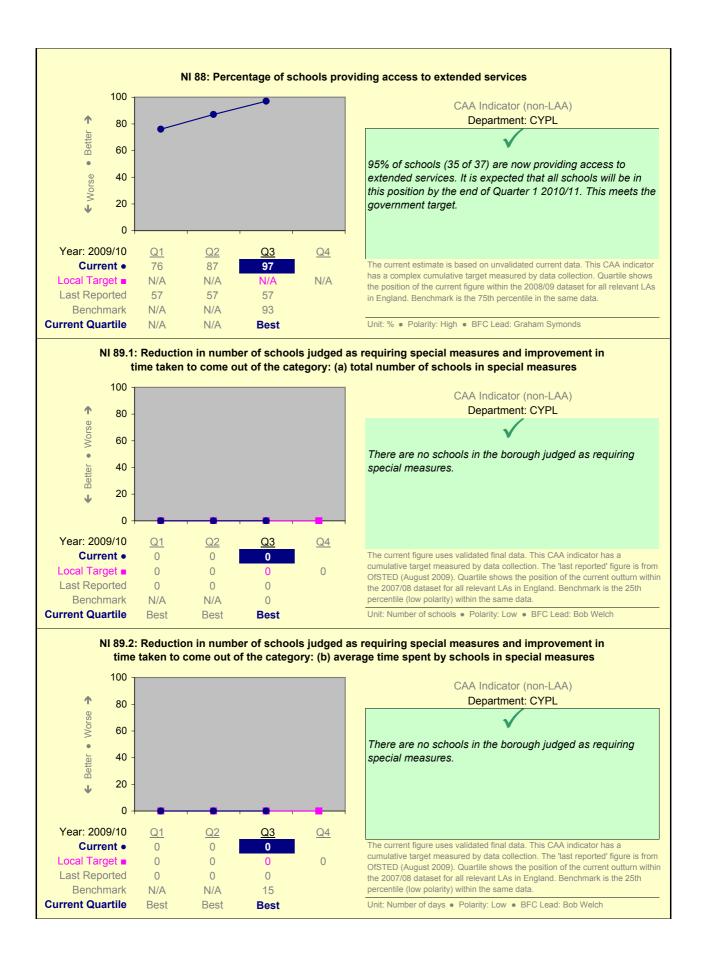


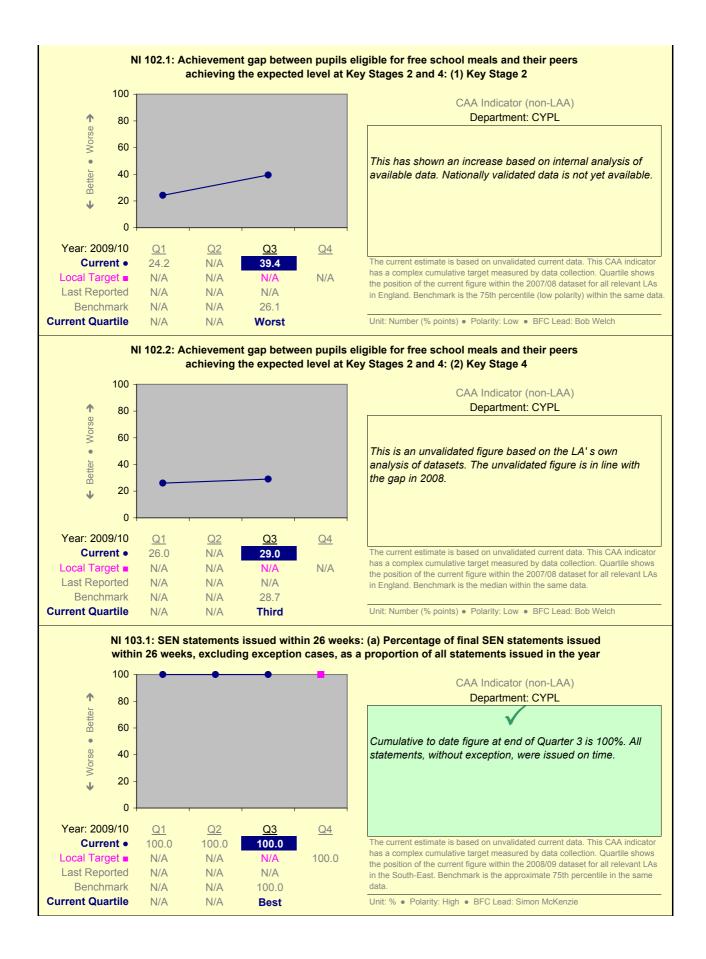


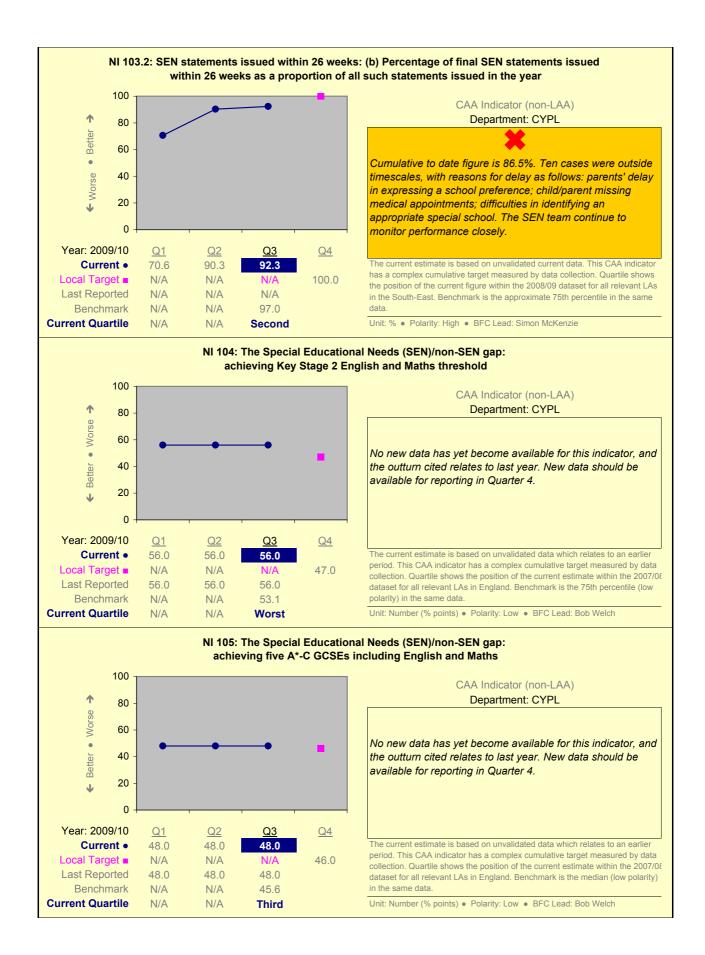


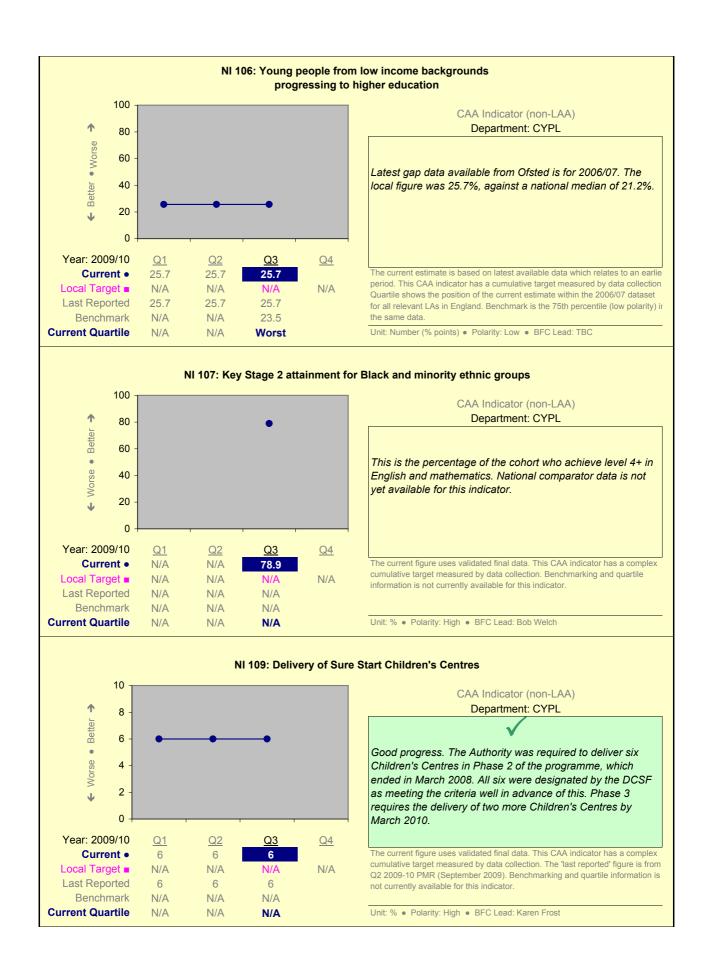


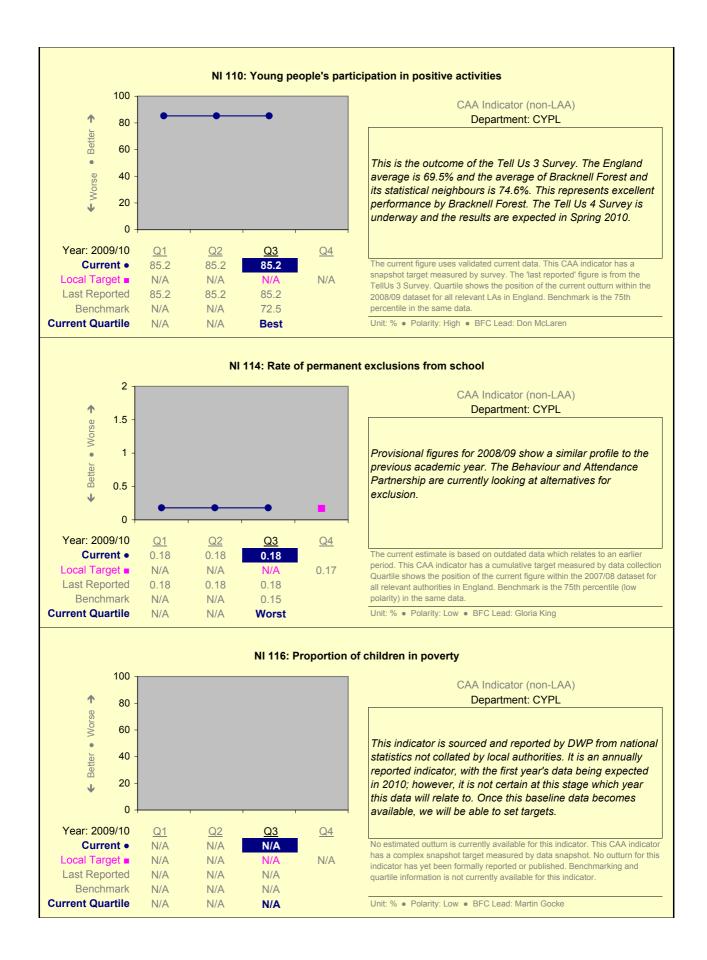


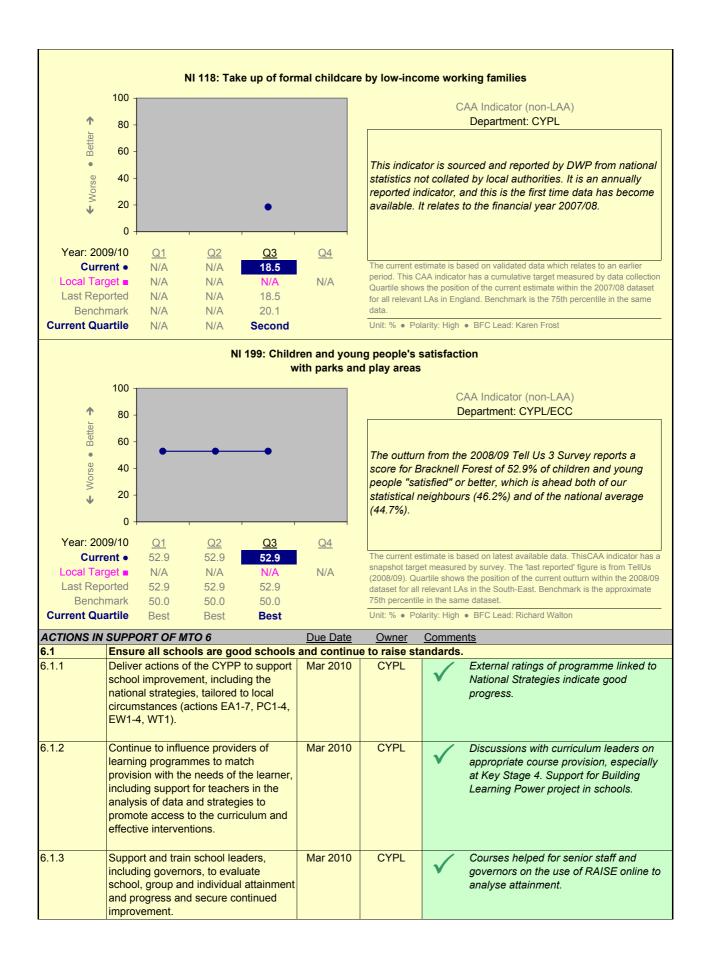










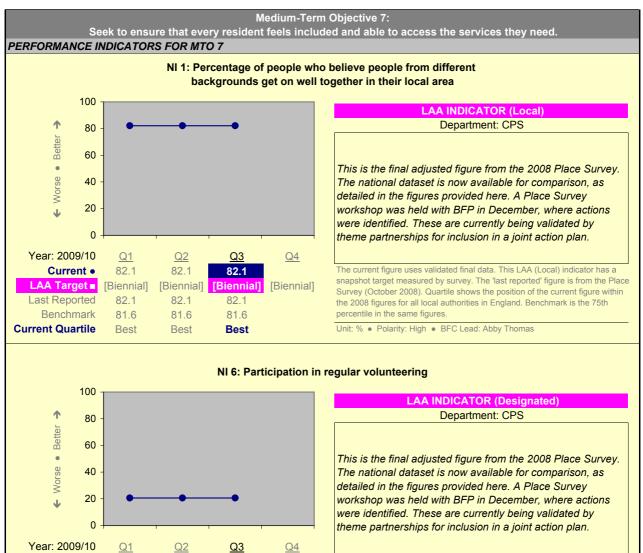


6.1.4	Support providers in the development of co-ordinated delivery (including timetable models, policies and procedures and Diploma Development Groups) in line with 14-19 Strategy and Gateway 3 submission.	Mar 2010	CYPL	Meetings held with school curriculum leaders to develop common timetable models.
6.1.5	Undertake further work in relation to machinery of government changes, including the future commissioning of post-16 provision	Mar 2010	CYPL	Pan-Berkshire sub-regional group has been established and detailed discussions on transfer of responsibilities continue.
6.1.6	Increase participation in physical education within the curriculum and further develop links with local clubs; strengthen leadership and encourage opportunities for competition.	Mar 2010	CYPL	Programme in place to strengthen subject leadership and links with clubs as detailed in the PE and Sports Strategy.
6.1.7	Ensure that all schools are engaged in the national healthy schools programme.	Mar 2010	CYPL	Programme of support in place.
6.1.8	Implement a programme of family learning courses appropriate to local needs to enable parents and carers to better support their child's learning.	Mar 2010	CYPL	Programme in place as included in the Adult Learning Plan.
6.1.9	Provide timely and consistent financial support to schools in difficulty.	Apr 2009	CYPL	Completed - recommendations for support presented to Schools Forum in July.
6.1.10	Roll out financial management standard in schools to demonstrate that schools undertake sound financial management procedures.	Mar 2010	CYPL	Training provided to relevant schools (heads, bursars and governors) in July.
6.2	Make sure there are enough good sc replacement for Garth Hill College.	hool building	gs for an exp	banding Borough, including building a
6.2.1	Assist in developing school buildings to ensure they are provided in accordance with the programmes for BSF, and new schools programme.	Mar 2010	CPS	Working with CYPL on projects.
6.2.2	Provide professional resources to support the delivery of major construction projects.	Mar 2010	CPS	Provided as required.
6.2.3	Provide legal advice and support in consideration with redevelopment of Garth Hill College and any other Building Schools for the Future projects.	Mar 2010	CPS	Legal has and continues to provide support in connection with the Garth Hill project.
6.2.4	Implement communications plan for new build of Garth Hill College.	Mar 2010	CXO	✓ Ongoing.
6.3	Commission a wide range of extende	d services. i	ncludina op	portunities in music and sport.
6.3.1	Ensure appropriate funding allocated to early-years education and childcare providers who increase free provision from 12 to 15 hours per week for 25% most deprived children.		CYPL	Completed - relevant providers identified. Provider Representative Group updated in July.
6.3.2	Increase the number of schools that are described as 'fully extended' and support all schools with actions that enable the programme to become sustainable.	Mar 2010	CYPL	Proportion of schools delivering 'full core offer' now 95%. Discussions in hand with two remaining schools to secure their delivery of expectations by July.
6.3.3	Support the continued development of the Family Support Advisers initiative and expand the programme to include all schools that want to be involved.	Mar 2010	CYPL	FSAs now in post or being advertised supporting 34 schools. Induction, training, networking and supervision continues.

6.4	Establish six new children's centres t children.	o give famil	ies access to	o integra	ated multi-agency services for young
6.4.1	Develop the range of services provided by the initial six children's centres to improve outcomes for children and families.	Mar 2010	CYPL	$\checkmark$	Both Phase 3 Children's Centres have been designated for delivering appropriate services. The Alders Children's Centre has achieved full core offer status.
6.4.2	Implement phase 3 of the children's centres programme, which will provide for two additional centres by March 2010.	Mar 2010	CYPL	$\checkmark$	The Crown Wood project has now progressed to the full planning stage and is looking favourable. Westmorland will go to full planning in January.
6.4.3	Assist in development of two additional children's centres by March 2010.	Mar 2010	CPS	$\checkmark$	Support provided.
6.5	Invest in new youth facilities and targ	eted vouth	support.		
6.5.1	Provide professional property support for the development of new youth facilities.	Mar 2010	CPS	$\checkmark$	Chief Officer: Property leading project. Recommendations approved by CMT. Work continuing.
6.5.2	Develop new locations for delivering youth work in line with the funding provided by the housing stock transfer.	Mar 2010	CYPL	✓	A series of research visits has been undertaken to identify key aspects of young people's 'spaces'. Following this a plan has been agreed with Property Services to inform a planning application, which has been submitted. Legal Services are arranging the lease. Young people have been contacted, and a series of meetings and events are planned to engage them in designing the layout of the new centre and the planning of the programme. A meeting has also been held with representatives of local voluntary youth and community groups to involve them, as they have expressed an interest in being part of the programme.
6.5.3	Embed support mechanisms for young people put in place through targeted youth support arrangements.	Mar 2010	CYPL	$\checkmark$	Project milestones met. Delivery mechanisms in place.
6.6	Help schools manage behaviour and employment opportunities.	support you	ing people a	t risk of	exclusion from education, training or
6.6.1	Target support for those schools with continued high levels of fixed-period and permanent exclusion.	Mar 2010	CYPL	$\checkmark$	Increased support provided by the appointment of a Social Inclusion Support Officer working with schools, pupils and parents.
6.7	Set up effective integrated services for disabilities.	or children a	nd young pe	eople wi	th special educational needs and
6.7.1	Implement and monitor year one of the Aiming High for Disabled Children Strategy 2009-11 (AHDC).	Mar 2010	CYPL	$\checkmark$	Quarter 3 has seen the creation of a workforce development group to plan and put in place training, in particular to meet the needs of staff working with disabled children. A tendering process was completed for the increase in holiday and Saturday clubs for 2010.
6.7.2	Review transition policy and transition pathway in line with the national transition support programme.	Mar 2010	CYPL	$\checkmark$	The draft transition policy has been agreed by Children's Social Care management team and is due to be approved by Adult Social Care & Health in January. A strategic transition group has been set up, comprising key stakeholders including parents/carers and young people.

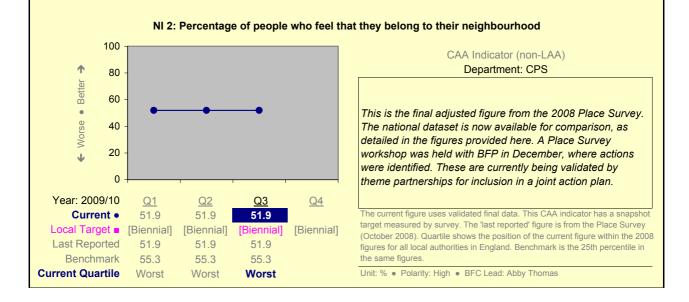
6.8	placements.	through bette	er corporate	e parenting and effective commissioning of
6.8.1	Increase the capacity for Bracknell Forest foster carers to manage young people with challenging behaviours and disabled children.	Mar 2010	CYPL	Data shows that a higher proportion of foster placements are now made with inhouse carers compared to IFA carers.
6.8.2	Implement the pledge for all looked after children and care leavers.	Mar 2010	CYPL	Copies of The Pledge have been provided to all looked after children and care leavers. The Pledge is the core of all that we offer LAC and care leavers.
6.8.3	Implement regional commissioning arrangements for looked after children placements.	Mar 2010	CYPL	The contract is expected to be issued by mid-February, with a start date of 1 April.
6.8.4	Improve management of contracts for external placements of looked after children.	Dec 2009	CYPL	Contracts register being completed. Key developmental works identified and being progressed.
6.9	Put in place new measures to ensure	the safety a	nd wellbeing	g of children and young people.
6.9.1	Pilot the signs of safety approach in child protection conferences.	Oct 2009	CYPL	Findings have been reported to the LSCE and the approach has been endorsed for use in child protection conferences.
6.9.2	Ensure that the percentage of referrals to Children's Social Care going on to Initial assessment reaches the target of 57%.	Mar 2010	CYPL	On target.
6.9.3	Implement the post-Haringey action plan.	Mar 2010	CYPL	Completed.
6.9.4	Implement playbuilder strategy to improve play facilities for children and young people around the Borough in line with the objectives set out in the Bracknell Forest play strategy.	Mar 2010	CYPL	Providers have now been approved and plans are being developed for implementation in January. Due to the nature of the contracts an additional £10k worth of equipment has been gained. Work has started on phase two and new sites are being investigated.
6.10	Implement the primary capital strateg	y, and deve	op facilities	s in secondary and special schools.
6.10.1	Deliver the financial information to support the delivery of the primary capital strategy.	Dec 2009	CYPL	Completed. Finance Team restructure completed in July with realignment of resources to allow appointment of Accountancy Assistant - Education Capital. New officer now in post.
6.10.2	Assist in implementation of the primary capital strategy.	Mar 2010	CPS	Working with CYPL on projects.
6.11	Increase the range of support availab strategy 'Strong Foundations'.	le for parent		nenting the actions set out in the parenting
6.11.1	Initiate and develop a family intervention project that addresses the complex needs of families with a range of difficulties.	Mar 2010	CYPL	Work underway with three families, with another expected early in January and two more by March 2011. Bid made to extend project in association with Bracknell Forest Homes.

6.11.2	Implement the actions set out in the parenting strategy 'Strong Foundations', including the development of the work in parenting experts.	2010 CYPL	<ul> <li>Training undertaken to support Parenting Early Intervention (PEI) initiative - Strengthening Families programme aimed at parents of vulnerable children aged 10- 14. Seventeen workers trained, including three new PEIP workers outposted in Community Mental Health Team, Drugs and Alcohol Support Team (DAAT) and Family and Adolescent Support Team (FAST). Delivery of programmes from February. Development work underway on Parenting Directory, Charter, evaluation and practitioners group to work on professional development.</li> </ul>
OPERATIO	ONAL RISKS TO MTO 6	Owner	Progress on Mitigation Actions
6.1	Loss of key staff. Mitigation: Recruit staff as required.	CPS	No recruitment required this period. Revised/New Risk: None.
6.2	Failure to control implementation of major proj (Garth Hill). Mitigation: Robust project management.	ects CPS	Project management is working well. Revised/New Risk: None.
6.3	Lack of grant funding to carry out programmes Mitigation: Ensure grant funding applications n in a timely manner.		No change to the risk in the quarter. Revised/New Risk: None.
6.4	Performance of and relationship with partners contractors. Mitigation: Maintain close working relationship. Monthly meetings with contractors include discussion of performance.		Close monitoring of contractors in place. Revised/New Risk: None.
6.5	Primary NQT pool – failure to have a pool of applications. Mitigation: Attendance at three university recruitment fairs. Early start to advertising activ	Vity.	NQT pool now closed for the year with 18 appointments made. The numbers available from the pool comfortably met demand. Revised/New Risk: None.
6.6	Headteacher and one nominated governor fail undertake the training. Mitigation: Included in the Learning and Development Programme. Training available of 365 days a year. Audit of those involved in the training undertaken each quarter – any who ar compliant will be contacted.	online	Any groups failing to comply with the training requirements will be written to. This will be followed with a letter from the DCS. The DCSF are currently consulting on making this training a statutory requirement for headteachers and governors involved in recruitment. Revised/New Risk: None.
6.7	Further delay in the implementation of the Vett and Barring Scheme. Mitigation: Awareness of the planned implementation and the timescales required.	ing CYPL	The timescale for the introduction of the Vetting and Barring Scheme has been confirmed. The date on which all new appointments need to be registered prior to commencement is confirmed as November 2010. No further delay is anticipated. Revised/New Risk: None.
6.8	Restrictions on use and level of Government G Mitigation: Optimisation of resources to suppor school improvement.		Actions to mitigate risk continue – no further risks identified. Revised/New Risk: None.
6.9	Failure to appoint staff to key positions. Mitigation: Ensure recruitment procedures are strong.	CYPL	Actions to mitigate risk continue – no further risks identified. Revised/New Risk: None.



The current figure uses validated final data. This LAA (Designated) indicator has a snapshot target measured by survey. The 'last reported' figure is from the Place Survey (October 2008). Quartile shows the position of the current figure within the 2008 figures for all local authorities in England. Benchmark is the 50tl percentile in the same figures.

Unit: % • Polarity: High • BFC Lead: Abby Thomas



Current •

Last Reported

**Current Quartile** 

Benchmark

20.6

20.6

23.6

Third

LAA Target [Biennial] [Biennial] [Biennial]

20.6

20.6

23.6

Third

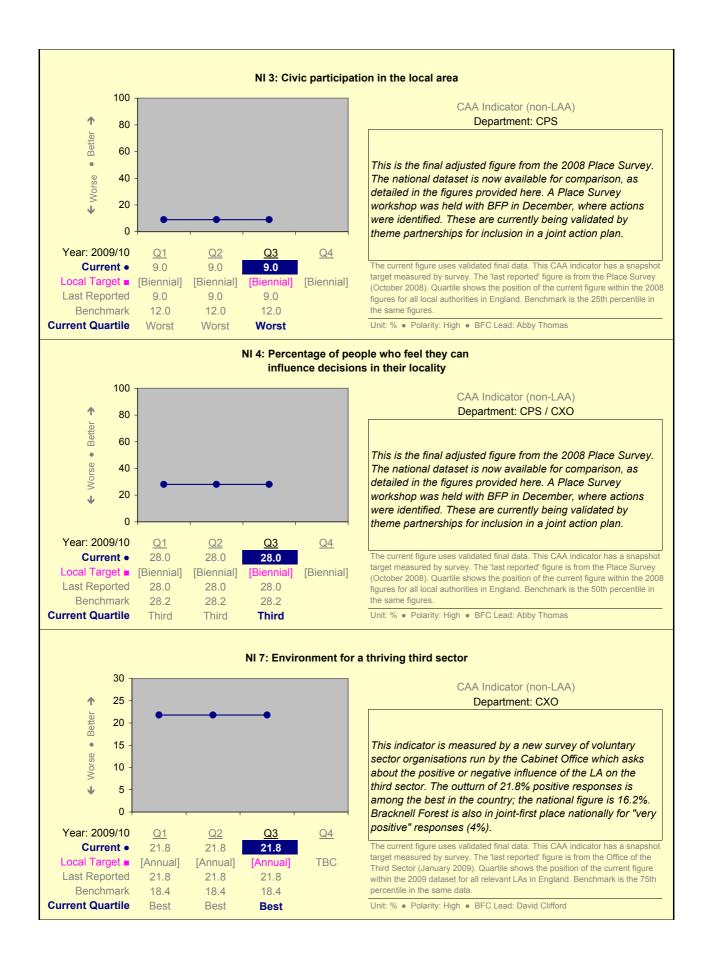
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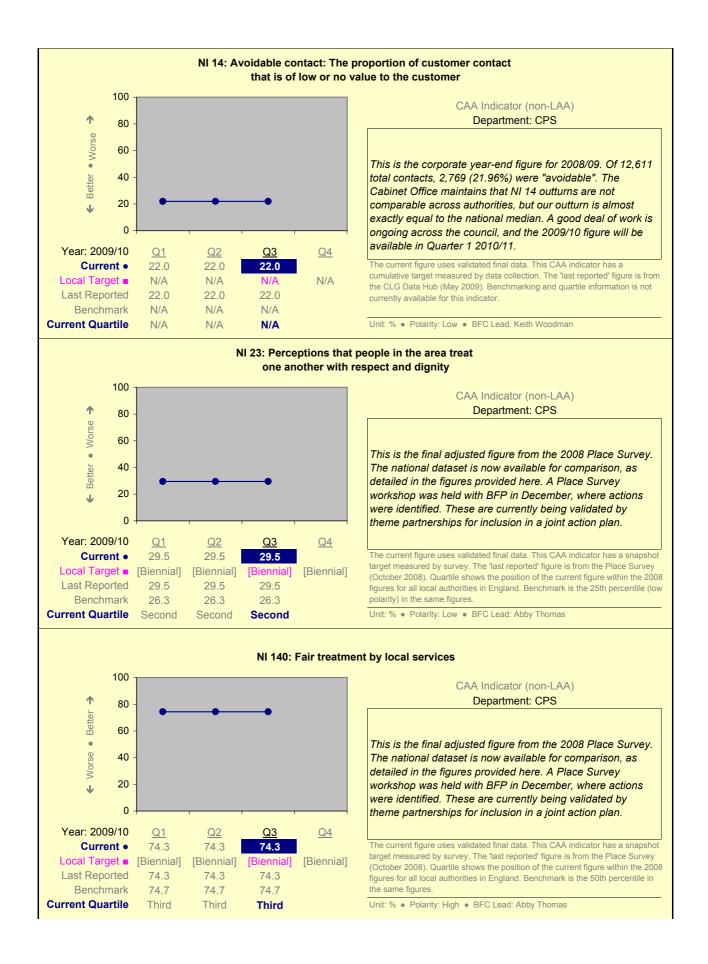
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23.6

Third

[Biennial]





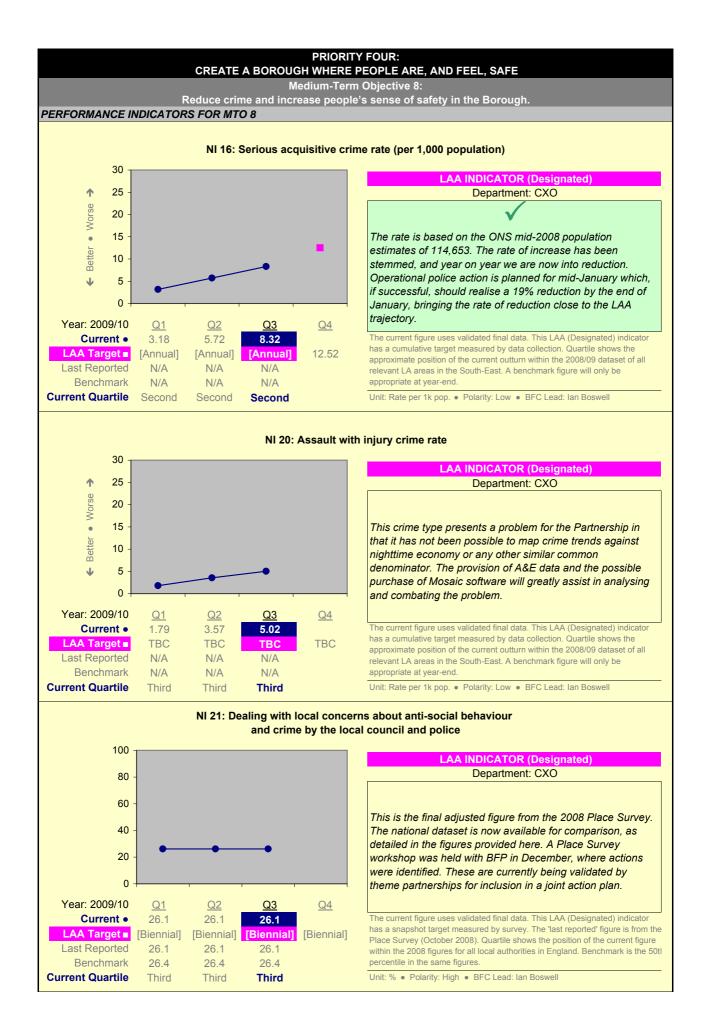
ACTIONS IN	SUPPORT OF MTO 7	Due Date	<u>Owner</u>	Comme	
7.2	Use innovative methods of engaging	local resider	nts in decisi	ons that	affect them, particularly targeting 'hard
	to reach' groups to listen to their view	vs.			
7.2.1	Further develop use of web technology to engage hard-to-reach groups in the democratic process by developing such initiatives as a polling station locator on the website and on-line neighbourhood forums.	Mar 2010	CPS	<b>√</b>	Polling station locator has been trialled and more work is required before it is fully functional. Website has been enhanced to provide more information on being a councillor. Online neighbourhood forum pilot concluded in June.
7.2.2	Review neighbourhood action groups and neighbourhood engagement processes with partners.	Apr 2010	CPS	$\checkmark$	15% of households responded to the neighbourhood survey. NAG chairmen reported that the forums were more effective than in 2008/09.
7.2.3	Increase engagement in and awareness of democratic processes among members of the public, including young people, through local democracy week activities, enhancing the democracy and governance web pages, and facilitating neighbourhood forums.	Mar 2010	CPS	✓	Successfully delivered 'Question Time' event with three schools and Bracknell & Wokingham College, plus an 'Ask the Leader' session on the website. Both activities received good media coverage. The Leader also had an open slot on Radio Berkshire to respond to residents. November/December round of Neighbourhood Action Groups have been supported and all Neighbourhood Forums booked for 2009 have taken place. Work will begin shortly to book the 2010 forums.
7.2.4	Successfully deliver the European Parliamentary election.	Jun 2009	CPS	$\checkmark$	The election was successfully delivered in June. Polling districts and places have been reviewed in the light of comments received.
7.2.5	Develop and implement campaign plan to raise awareness of the need for foster carers for children and teenagers.	Mar 2010	СХО	×	Due to departmental budgetary constraints there will be no dedicated campaign. Ongoing support will be provided from communications to support the work of the foster team.
7.2.6	Identify options for youth provision and inclusion in the town centre in collaboration with the youth service and BRP.	Mar 2010	СХО	$\checkmark$	Discussions will develop as part of the town centre regeneration review.
7.2.7	Finalise and implement the council's new communications strategy for 2009- 2012.	Apr 2009	CXO	$\checkmark$	Implementation took place in June and is ongoing.
7.2.8	Publish and implement communications plan following the Place Survey results.	May 2009	CXO	$\checkmark$	Communications plan implemented.
7.3	Create a new customer contact centre	e in Brackne	II that allow	s people	e to access all services.
7.3.1	Delivery a targeted programme for customer care and awareness training to all staff dealing directly with customers.	Mar 2010	CPS	$\checkmark$	Programme has commenced with NI14 defined as a priority and follow up programmes to meet specific needs, e.g. improved letter writing and communicating effectively.
7.3.2	Merge the receptions at Time Square and Easthampstead House.	May 2009	CPS	~	Complete. Seymour House reception closed to the public in March, so that customers now visit Easthampstead House. The north and south receptions at Time Square were merged in May, so that customers now start their business at the north reception.

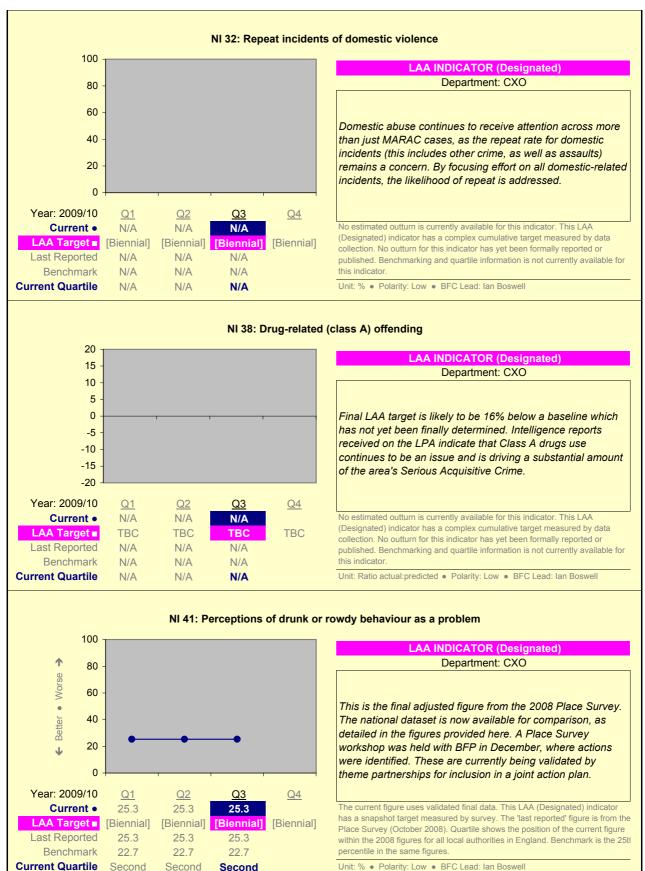
7.3.3	Upgrade the customer reception area	Dec 2009	CPS	Plans are being developed to provide low-
	at Time Square North.			Ievel customer interview pods and a better self-service area, and to re-use the space created by closing the south reception area. Work is expected to begin in mid-April, following the increased customer demand created by the annual council tax bills.
7.3.4	Extend the use of the corporate CRM system.	Mar 2010	CPS	Work has begun to develop the CRM system for incident reporting (previously referred to as accident reporting), which will save the cost of procuring a specific system for this function. The system will be used by HR and development supported by Customer Services. Work has also begun on integrating the CRM system with the telephony system used in Customer Services. Both these developments are scheduled to go live at the beginning of April.
7.3.5	Review the requirements for upgrading the telephony system.	Sep 2009	CPS	The Telephony Strategy endorsed by CMT in July is being monitored by the corporate Customer Contact Strategy Group. Two key themes of the strategy are to use a "family" of numbers in the range 352000 to 352020 for those service areas whose call volumes are sufficient to require a separate direct dial number, and for these service areas to use the VIP telephony system for measuring call volumes and call answering performance. The supplier of the telephony system has upgraded their system to meet our requirements and trialling is now underway in preparation for going live at the beginning of April. The upgrade provides integration with the CRM system and improve our service to customers. As a result of consolidation, an audit of outlying sites' telephony needs is being undertaken with a view to reducing costs.
7.3.6	Lead the collation of the action plans for NI14 (reducing avoidable contact).	Jun 2009	CPS	NI 14 (reducing avoidable contact) is monitored by the corporate Customer Contact Strategy Group. Delivery of individual service area improvement plans compiled following data collection in 2008/9 is ongoing. Between now and March 10, service areas included in NI 14 group are collecting data for next year's improvement plans.
7.4	Improve support in schools for minor	rity ethnic co	ommunities	with English as an additional language needs.
7.4.1	Further develop teacher knowledge and skills in teaching pupils who are at the early stages of acquiring English as an additional language.	Mar 2010	CYPL	Programme of support and training in place for EAL pupils.

7.5	Implement a disability equality schen equality schene.	ne and gend	er equality so	cheme,	and implement the Council's race
7.5.1	Implement the disability, race and gender equality schemes' actions due for completion in 2009/10, and progress those actions due for completion in later years.	Mar 2010	ASCH CPS CXO CYPL ECC	~	ASCH: In progress. CPS: Proceeding satisfactorily. Both the DES and GES have been extended to September 2011 and will be refreshed. CXO: In progress. CYPL: In progress. ECC: In progress.
7.5.2	Monitor equalities actions detailed in the race equality scheme, disability equality scheme and gender equality scheme.	Sep 2009	CPS	$\checkmark$	On track for 2009/10. 2008/09 report has been through the approval process.
7.5.3	Report to employment committee on workforce monitoring including performance targets.	Oct 2009	CPS	$\checkmark$	Complete.
7.5.4	Put in place a training programme and information sessions for induction and frontline staff, including issues such as awareness around all forms of harassment. Implement new induction processes, e.g. gateway approach.	Oct 2009	CPS	~	Comprehensive corporate (and departmental) induction plan in place. Report to CMT in October on Gateway approach.
7.6	Increase access to services by electr	onic means			
7.6.1	Maintain the high standards of our website while extending the range of services available. Further develop use of web technology to engage hard-to- reach groups in the democratic process by developing such initiatives as polling station locator on the website.	Mar 2010	CPS	×	Work on defining required outcomes of the project is underway. Project team defined and the underlying technology has been replaced. Current vacancy in the web team delaying project start until April.
7.6.2	Provide e-enabled access for bookings at BLC, ESC, SSC and DGC.	Mar 2010	ECC	$\checkmark$	E-enabled bookings at Bracknell Leisure Centre, Downshire Golf Complex, and Edgbarrow and Sandhurst Sports Centres are available for a range of activities.
7.6.3	Continue to promote the use of online payments.	Mar 2010	CPS	✓	There are currently 178 miscellaneous items which may be paid for online, plus council tax, business rates, sundry invoices and car parking fines.Bracknell Leisure Centre, Downshire Golf Complex, and Edgbarrow and Sandhurst Sports Centres are available for a range of activities at the above centres
7.6.4	Provide e-enabled access to the library management system.	Mar 2010	ECC	$\checkmark$	Completed.
7.6.5	Ensure that the online payments facility satisfies the payment industry (PCI) standards.	Mar 2010	CPS	$\checkmark$	Progress is being made in order to become compliant. Functionality in the upgrade to the VIP telephony system, due to go live at the beginning of April, will aid compliance.
7.6.6	Undertake 'branding' audit to ascertain visibility and compliance with the new identity standards throughout the organisation.	Jun 2009	СХО	$\checkmark$	Completed in September. Further work will be completed to ensure compliance in Spring 2010.

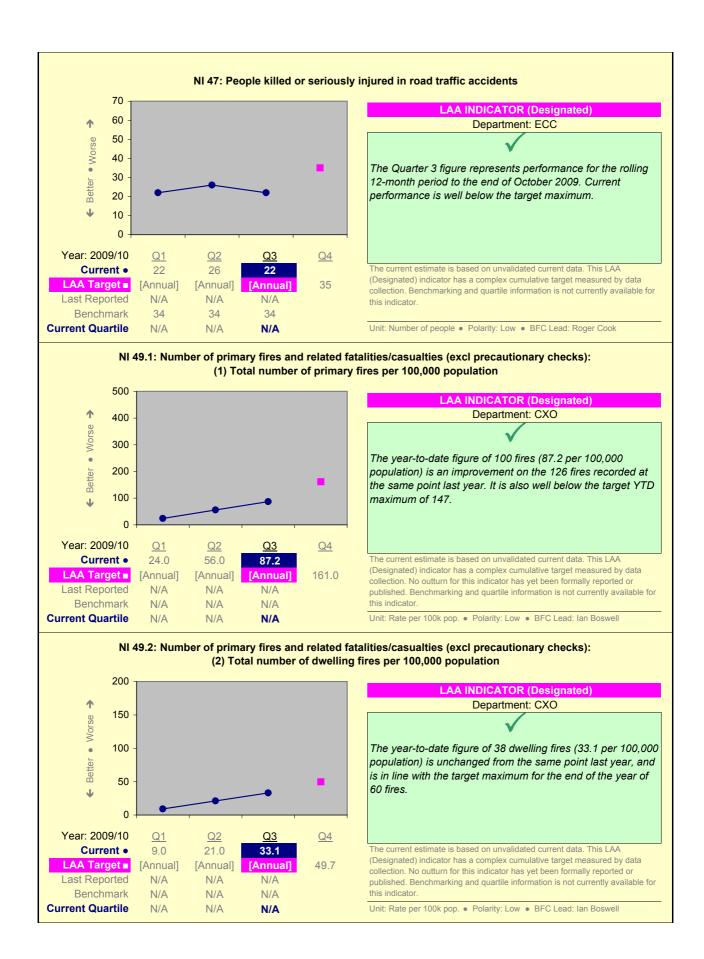
7.7	Implement the community cohesion s give people a chance to shape their s		-		ocus on the use of culture and sport to as members of their communities.
7.7.1	Implement actions in the 'All of Us' community cohesion strategy.	Mar 2010	CPS	$\checkmark$	On track.
7.7.2	Improve community cohesion through culture and sport.	Mar 2010	ECC	$\checkmark$	Arts Week in February will be in Easthampstead and Wildridings. Crowthorne Age to Age successfully completed and the next one will be around Priestwood.
7.7.3	Maintain links with the Bracknell Forest Minorities Alliance and develop links with new groups.	Mar 2010	CPS	$\checkmark$	The Minorities Alliance chairman has joined the Community Cohesion and Engagement Working Group.
7.7.4	Promote schemes that include opportunities for children and young people to learn about legal and human rights and that encourage them to examine their own beliefs and preconceptions.	Mar 2010	CYPL	$\checkmark$	Continued support for Rights Respecting Schools programme.
7.7.5	Promote equity and high standards for all through identification of underachievement of any group of minority ethnic pupils.	Mar 2010	CYPL	$\checkmark$	Continued analysis of school data to identify underachievement and brokerage of appropriate support.
7.8	Work within Bracknell Forest Partner Council and its services, and achieve				vement in equalities and diversity in the Equality Standard.
7.8.1	Conduct equality impact assessments (EIAs) for new services, strategies and policies, and review existing EIAs as part of a rolling three-year programme, ensuring all actions resulting from these are built into business/work plans.	Mar 2010	ASCH CPS CXO CYPL ECC	$\checkmark$	ASCH: Reported separately within PMR. CPS: EIAs published this quarter for access to the democratic process and public engagement, heating plant maintenance procurement and registration services. CXO: Ongoing. CYPL: Reported separately within PMR. ECC: We published EIAs in the quarter for Emergency Plan Policy, Forest Care Lifeline and Homelessness Service.
7.8.2	Ensure all EIA actions for 2009/10 are implemented and actions for future years are progressed.	Mar 2010	CPS	$\checkmark$	All EIAs completed in Corporate Services. Plans for three-year review being formulated.
7.8.3	Migrate over from the local government equality standard to the equality framework, developing an action plan for the attainment of the 'achieving' level.	Oct 2009	CPS	$\checkmark$	Consultant's assessment completed providing positive feedback on our progress; the formal peer review can now be arranged.
7.8.4	Support the community mapping process led by the Chief Executive's Office, ensuring equalities information is mapped for the Borough.	Mar 2010	CPS	$\checkmark$	Joint Strategic Needs Analysis published.
7.8.5	Provide training on equalities impact assessments, including equalities.	Mar 2010	CPS	$\checkmark$	EIA programme completed, now included as part of induction for new managers programme.
7.9	Support the voluntary and communit	y sector to i	ncrease leve	ls of vo	
7.9.1	Research and, as necessary, provide a policy and guidance on employee volunteering.	Oct 2009	CPS	$\checkmark$	In draft.
7.9.2	Support the delivery of the NI 6 volunteering action plan by BFVA.	Mar 2010	CPS	$\checkmark$	On track to achieve target.
7.10	Implement the Bracknell Forest Partn shape service provision.	ership com	munity enga	gement	strategy to engage with residents to
7.10.1	Publish the Bracknell Forest Partnership community engagement strategy and ensure 2009/10 actions are implemented.	Jun 2009	CPS	$\checkmark$	2009/10 actions on track. Half-yearly monitoring complete.

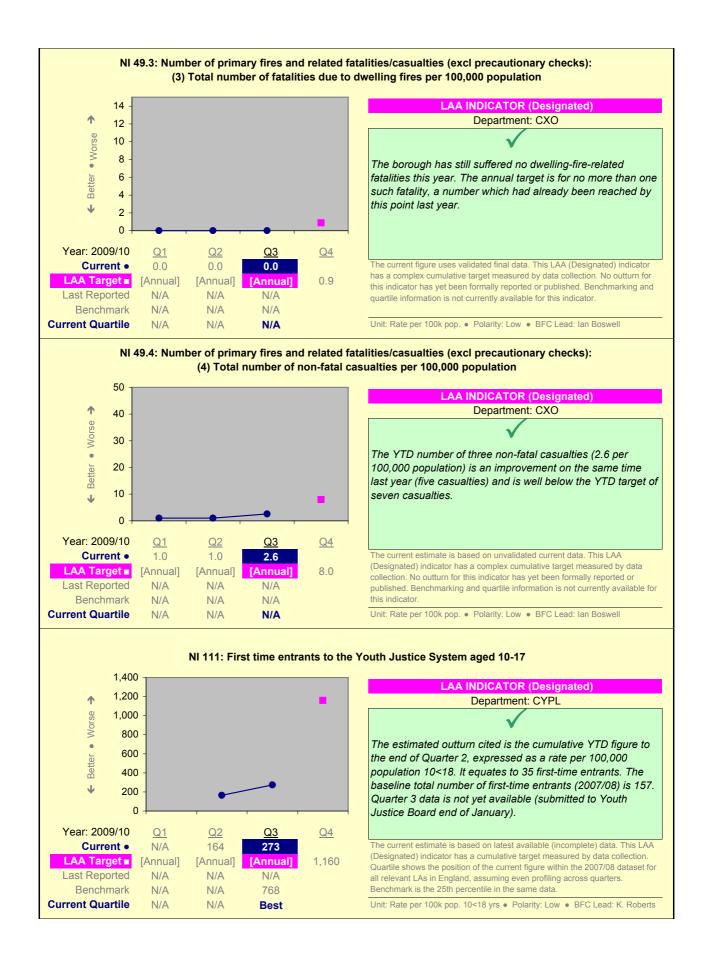
7.11	Develop an action plan to support the implementation	tion of the	community empowerment legislation.
7.11.1	Develop the community empowerment Mar 2010	CPS	To be delivered through the Community
	action plan.		<ul> <li>Engagement Strategy.</li> </ul>
OPERATI	ONAL RISKS TO MTO 7	<u>Owner</u>	Progress on Mitigation Actions
7.1	Demographic and socioeconomic changes.	CPS	Available information monitored.
	Mitigation: Provision of good information.		Revised/New Risk: None.
7.2	Limited staffing resource.	CPS	Monthly review by DMT.
	Mitigation: Careful prioritisation.		Revised/New Risk: None.
7.3	Increasing delivery of services through partnership	CPS	Regular review.
	working.		Revised/New Risk: None.
	Mitigation: Monitoring of key service areas through		
7.4	PMRs and monthly budget monitoring.	0.00	
7.4	Lack of accurate personal equalities-related data	CPS	Database is actively managed on a weekly basis.
	from staff may lead to targets being unrealistic.		Revised/New Risk: None.
	Mitigation: Ensure data is as accurate as possible and/or targets are realistic.		
7.5	Redevelopment of website has to be delayed due	CPS	Web Officer now being actively recruited to fill post.
-	lack of resources.		Revised/New Risk: None.
	Mitigation: Review work plans and prioritise this		
	work as corporately important.		
7.6	Petition against the European Parliamentary election	CPS	Deadline for petition has passed so there is no
	result.		longer a risk to the council for this action.
	Mitigation: Close monitoring of contingency risk		Revised/New Risk: None.
	register. Close monitoring of detailed project plan.		
	Training for all election staff. Clear procedures and		
	briefing notes.	000	
7.7	Staff resistance to change. Mitigation: Good communications plan. Clarity of	CPS	Clear communications plans in place for major
	timescales and clear implementation plans.		projects. Project plans also in place. Revised/New Risk: None.
7.8	Loss of key staff.	CPS	Recruitment carefully monitored by DMT.
1.0	Mitigation: Recruit staff as required.	010	Revised/New Risk: None.
7.9	Inadequate resources and budget to implement	CXO	After a considerable period of operating well below
-	projects and campaigns to their full potential.		establishment, the team is now at full strength,
	Mitigation: Set a communications budget with the		including a Future Jobs Fund trainee starting in
	relevant department before the project/campaign		February.
	commences. Agree priorities with directors for		Revised/New Risk: None.
	communications, so focus is on actions which meet		
	the Council's objectives.		
7.10	Youth options depend on town centre delivery.	СХО	Nothing to report.
	Mitigation: Careful management of communications	0/10	Revised/New Risk: None.
	staff and resources.		
7.11	Political will or commitment.	ECC	No change to risk in the quarter.
	Mitigation: Good preparation, Member briefings and		Revised/New Risk: None.
	appropriate lobbying. Good consultation and forward		
	planning.		

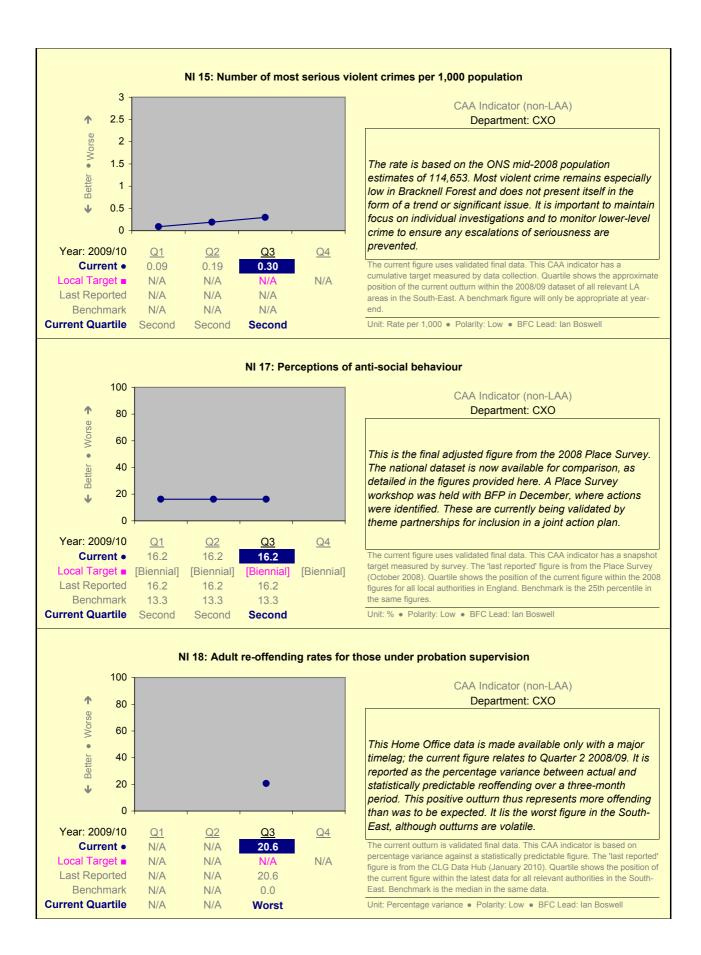


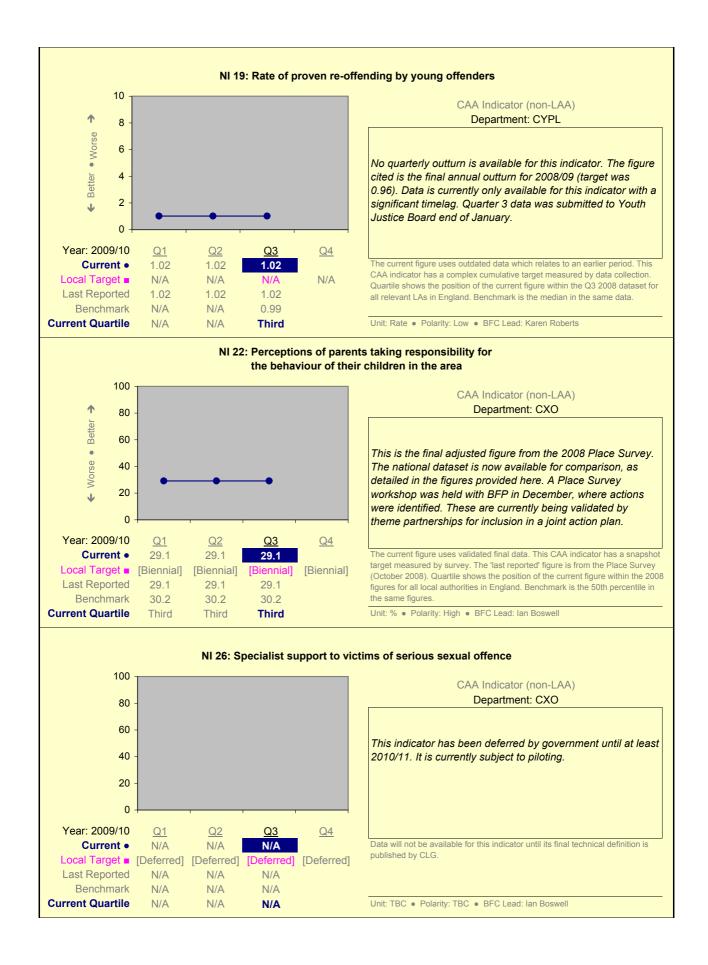


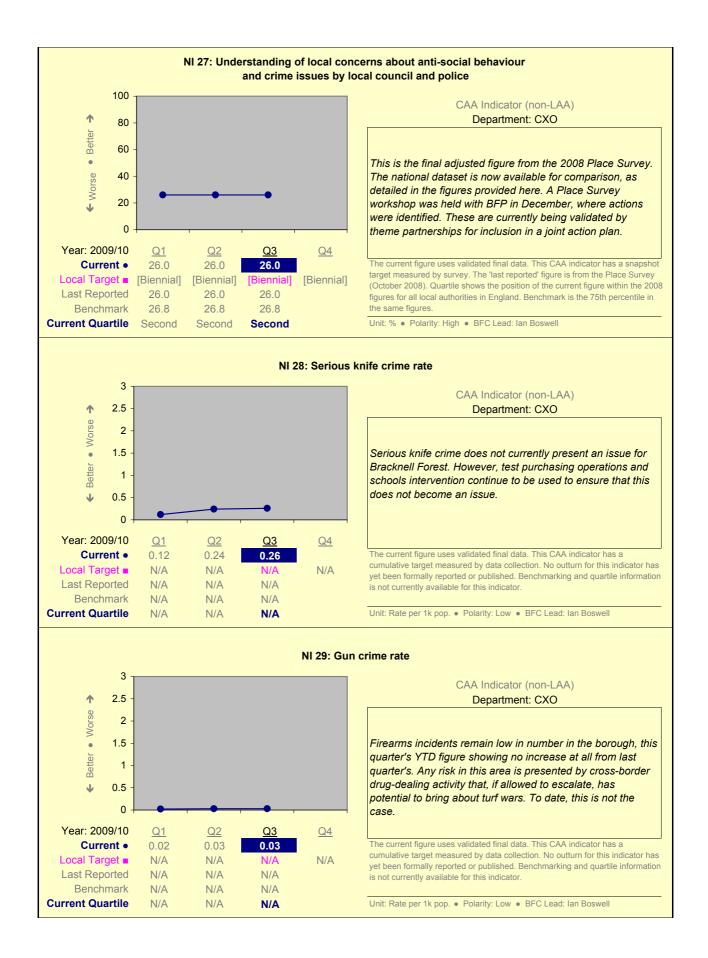
Unit: % • Polarity: Low • BFC Lead: Ian Boswell

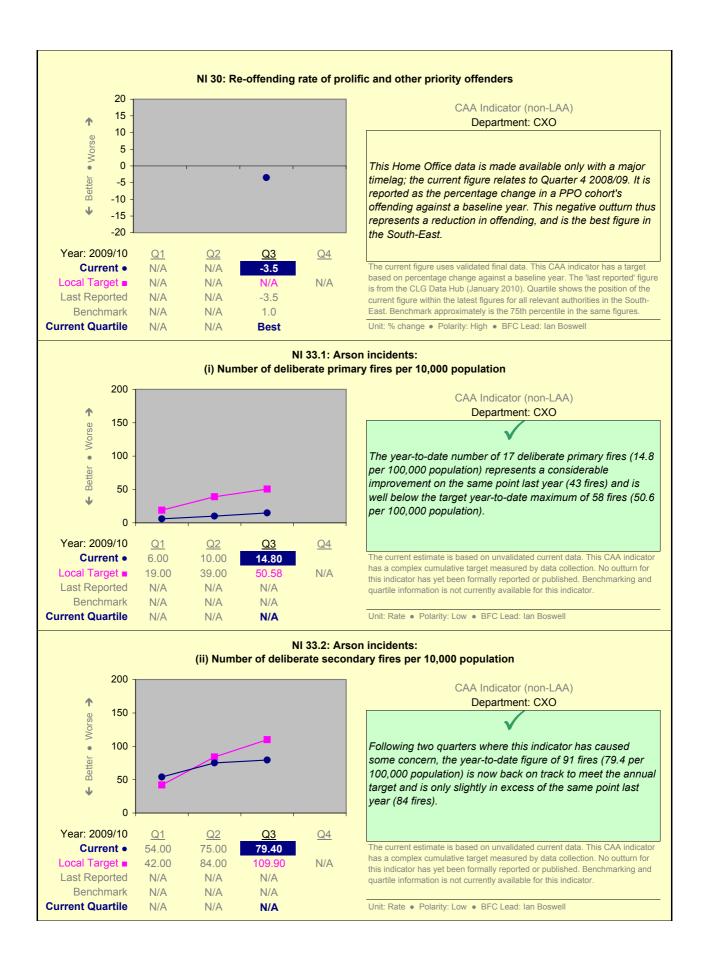


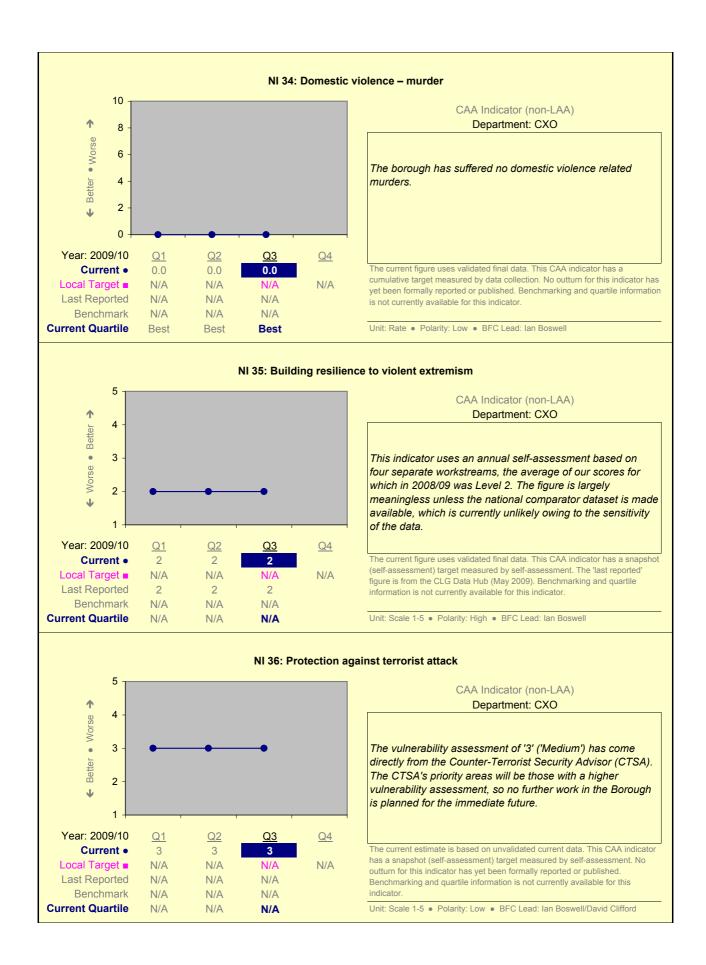


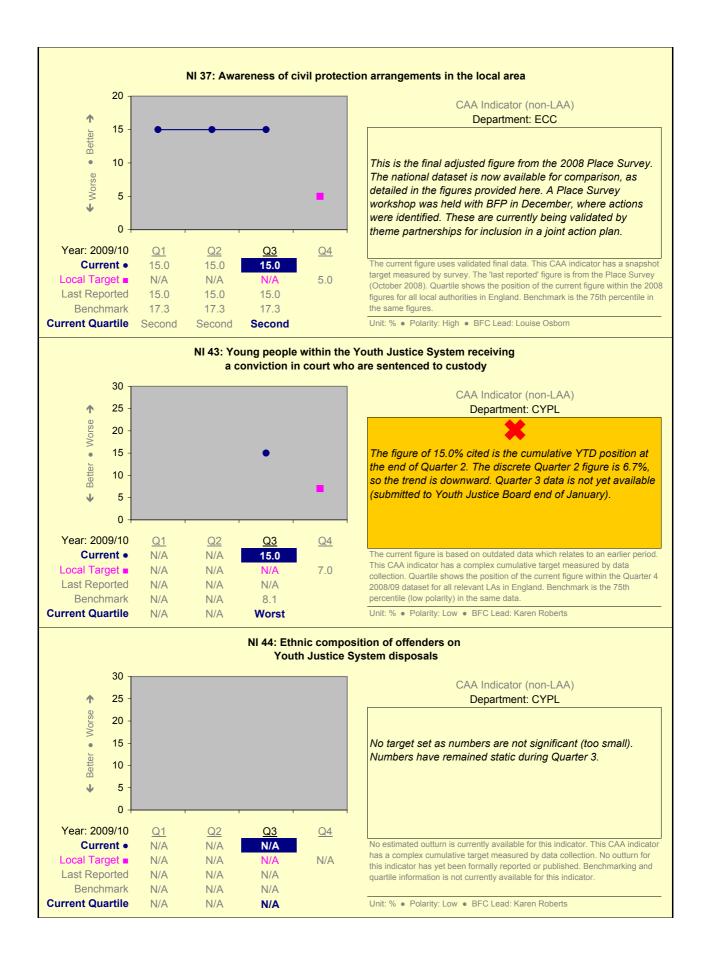


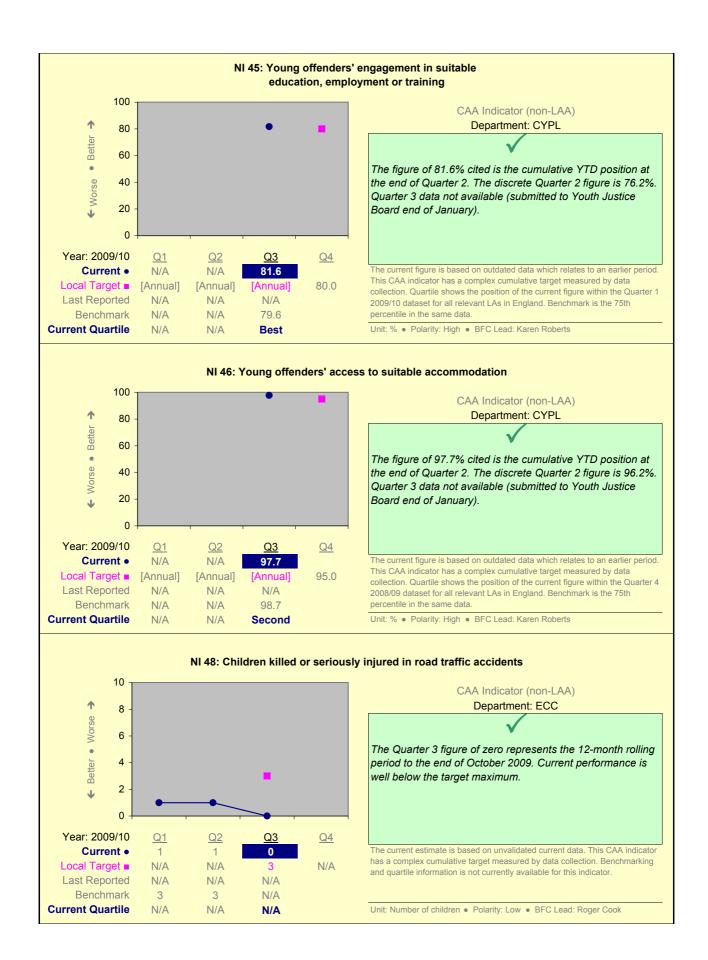


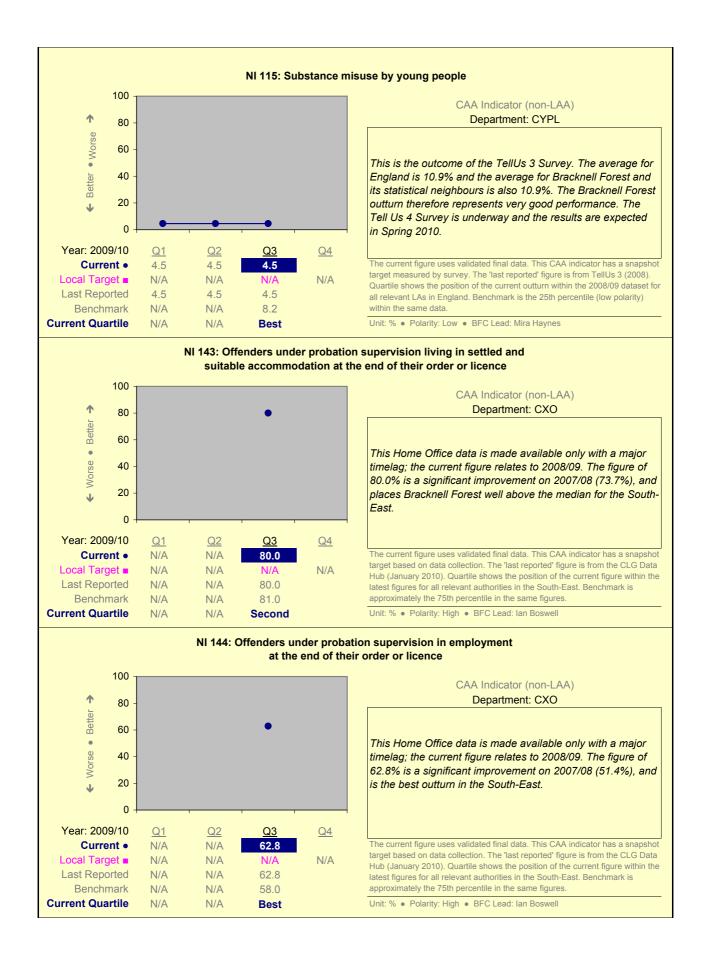






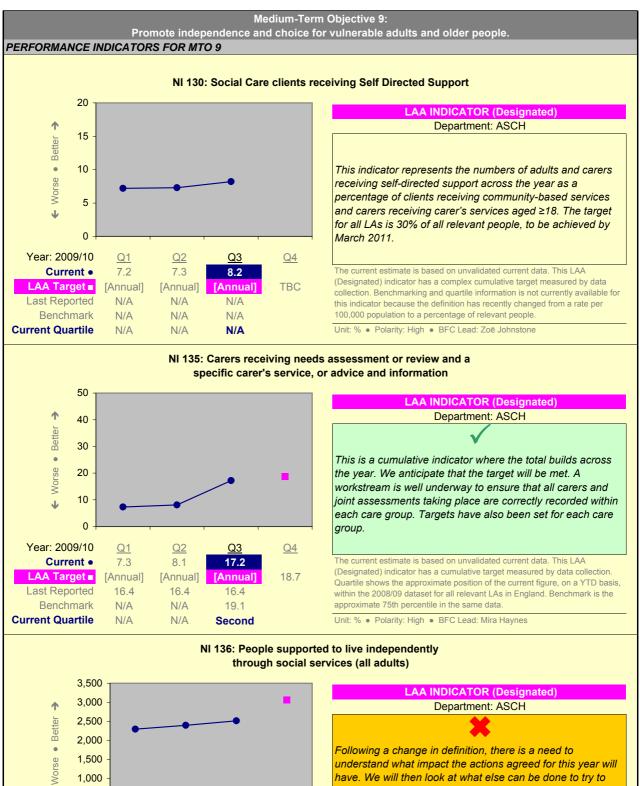






ACTIONS IN	SUPPORT OF MTO 8	Due Date	Owner	Comments
8.1		duction Par	tnership to r	educe crime by 3% each year by 2011.
8.1.1	Raise awareness of the CDRP through implementation of annual communications plan.	Mar 2010	CXO	Government grant of £44k will drive extra activity to help achieve NI 21 and raise awareness of CDRP plan well into 2010.
8.1.2	Develop a new process for joint tasking to replace the reducing crime monthly meeting of the CDRP, with focus on reducing crime to meet targets.	Apr 2009	СХО	Joint tasking process working well, subject to ongoing refinements, evidenced by falling levels of acquisitive crime.
8.1.3	Complete the joint strategic assessment of crime and disorder together with Thames Valley Police.	Aug 2009	СХО	Joint strategic assessment completed, as well as a Bracknell Forest JSA to inform refresh of 2008-11 CDRP plan.
8.1.4	Develop an action plan under the 'Prevent' agenda.	Mar 2010	CXO	Prevent' action plan completed.
8.1.5	Implement the youth justice self- assessment and improvement plan 2009-10.	Mar 2010	CYPL	On target.
8.1.6	Work in partnership with Thames Valley Police to reduce first-time entrants into the youth justice system by identifying young people who are suitable for diversion and promoting positive alternatives to criminal justice interventions.	Mar 2010	CYPL	On target.
8.2	Reduce the number of people who fe	ar crime by ′	10% by 2011	
8.2.1	Review the CDRP plan to focus on reducing fear of crime by 10% by 2011.	Dec 2009	СХО	Government grant of £44k will drive extra activity to help achieve NI 21 and raise awareness of CDRP plan well into 2010. This will also have a major impact on reducing the fear of crime.
8.3	Expand the CCTV network coverage	in the Borou	gh.	
8.3.1	Develop options for CCTV in the Borough for both the redevelopment of the town centre and for Sandhurst and the wider Borough.	Mar 2010	СХО	Cameras at Sandhurst have been reviewed.
8.4	Use the 'speedwatch' anti-speeding t			
8.4.1	Run speedwatch and increase awareness of the programme.	Mar 2010	CPS	Trained volunteers and supported the launch of Great Hollands Speedwatch.
8.4.2	Implement speed management schemes.	Mar 2010	ECC	Scheme due to be constructed in January.
8.5	Reduce the number of people, partice			sing drugs and alcohol.
8.5.1	Retender the substance misuse contracts for East Berkshire to continue to ensure that services are relevant to demands for support.	Sep 2009	ASCH	Completed.
8.6	Publish an action plan to prevent vio	lent extremis	sm.	
8.6.1	Establish a Bracknell Forest 'Prevent' steering group to deliver and monitor action plan.	Mar 2010	СХО	Prevent' Steering Group now established and meeting monthly.
8.6.2	Build contacts with Muslim community in Bracknell Forest to encourage participation in 'Prevent' strategy.	Mar 2010	схо	Ongoing.
8.6.3	Take advantage of funding opportunities to implement 'Prevent' action plan as they become available. (Bracknell Forest is not a priority area and receives no other sources of funding for 'Prevent'.)	Mar 2010	СХО	£20k received from the CLG Challenge & Innovation fund is to be used in Quarter 4 to build a better understanding of the needs of the Muslim community within Bracknell Forest. This work will follow the project currently being undertaken by BFVA.

8.6.4	Support the preventing violentMar 2010extremism action plan through maintaining community engagement.Mar 2010	CPS	Developed a consultant's research specification for the community mapping. Discussing the bid with the Muslim community.
OPERATI	ONAL RISKS TO MTO 8	Owner	Progress on Mitigation Actions
8.1	Lack of engagement from key stakeholders. Mitigation: Good communications plan. Clarity of timescales and clear implementation plans.	CPS	Support and input given to communications plan and stakeholder meetings. Revised/New Risk: None.
8.2	Difficulty attracting new volunteers. Mitigation: Support BFVA to implement the NI 006 action plan promoting volunteering.	CPS	Regular meetings held with BFVA and actions identified to support the plan. Revised/New Risk: None.
8.3	Limited staffing resource. Mitigation: Careful prioritisation.	CPS	Staffing and performance regularly monitored. Revised/New Risk: None.
8.4	Potential for the Prevent Strategy to strain community relations. Mitigation: Work with BFVA to ensure effective engagement with community groups on the Prevent Strategy.	CPS	Regular communication and meetings held with key community groups. Revised/New Risk: None.
8.5	Performance of and relationship with partners and contractors. Mitigation: Maintain close working relationship.	CPS	Regular meetings held. Revised/New Risk: None.
8.6	Rising crime due to downturn in economy. Mitigation: Seek best practice and advise from GOSE.	CXO	No change to the risk during the quarter. Revised/New Risk: None.
8.7	Rising levels of drug and alcohol misuse lead to increase in violence. Mitigation: Work with DAAT to ensure effective treatment options. Education of children and young people. Effective licensing enforcement.	СХО	No change to the risk during the quarter. Revised/New Risk: None.
8.8	Lack of involvement in the development of Prevent Strategy from the Muslim community Mitigation: Consult with Muslim partners and identify best practice from elsewhere.	СХО	Continued engagement with Muslim community with issues unconnected to Prevent. Revised/New Risk: None.
8.9	Perceptions of crime and anti-social behaviour influenced by external events. Mitigation: Robust effective strategic assessment and joint tasking process.	СХО	Making full use of funding opportunities that have become available in January 2010. Revised/New Risk: None.
8.10	Lack of effective involvement by partner agencies and other Council departments. Mitigation: Develop effective strategic assessment and joint tasking process.	СХО	No change to the risk during the quarter. Revised/New Risk: None.
8.11	Political will or commitment. Mitigation: Good preparation, Member briefings and appropriate lobbying. Good consultation and forward planning.	ECC	No change to risk in the quarter. Revised/New Risk: None.



understand what impact the actions agreed for this year will have. We will then look at what else can be done to try to achieve the final LAA target by the end of 2010/11. Clearly, this is the desired outcome.

The current estimate is based on unvalidated current data. This LAA (Designated) indicator has a complex snapshot target measured by data snapshot. Quartile shows the approximate position of the current figure, on a YTD basis, within the 2008/09 dataset for all relevant LAs in England. Benchmark is the approximate 75th percentile in the same data Unit: Rate per wghtd 100k pop • Polarity: High • BFC Lead: Zoë Johnstone

<u>Q3</u>

2.515

annual

N/A

2.835

Second

Q4

3,060

1,000

500

0

Q1

2.295

N/A

N/A

N/A

Q2

2.395

[annual]

N/A

N/A

N/A

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Year: 2009/10

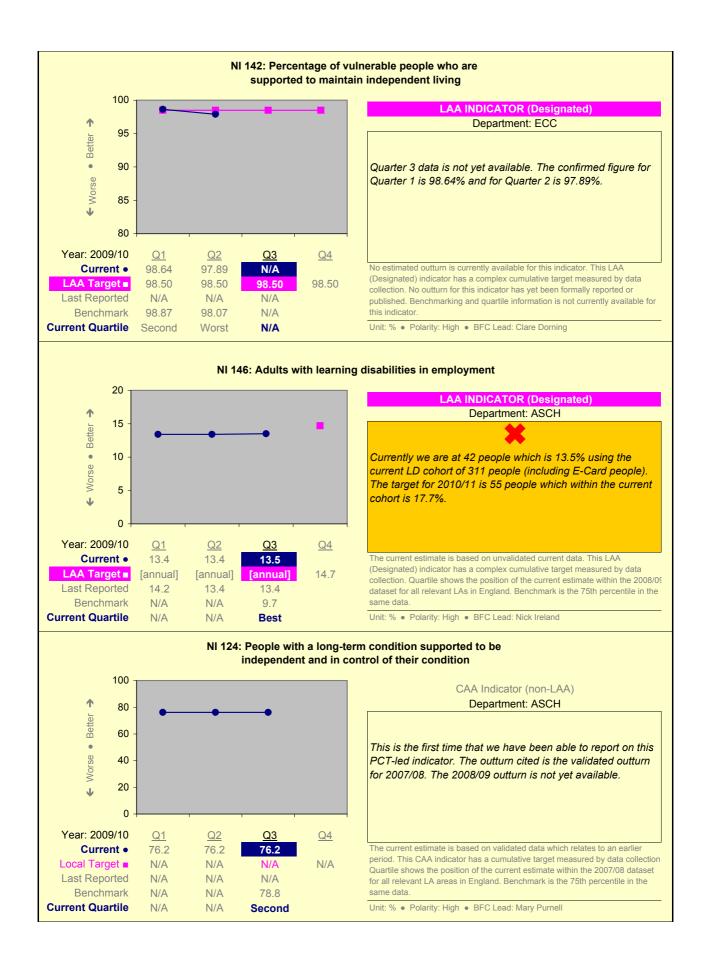
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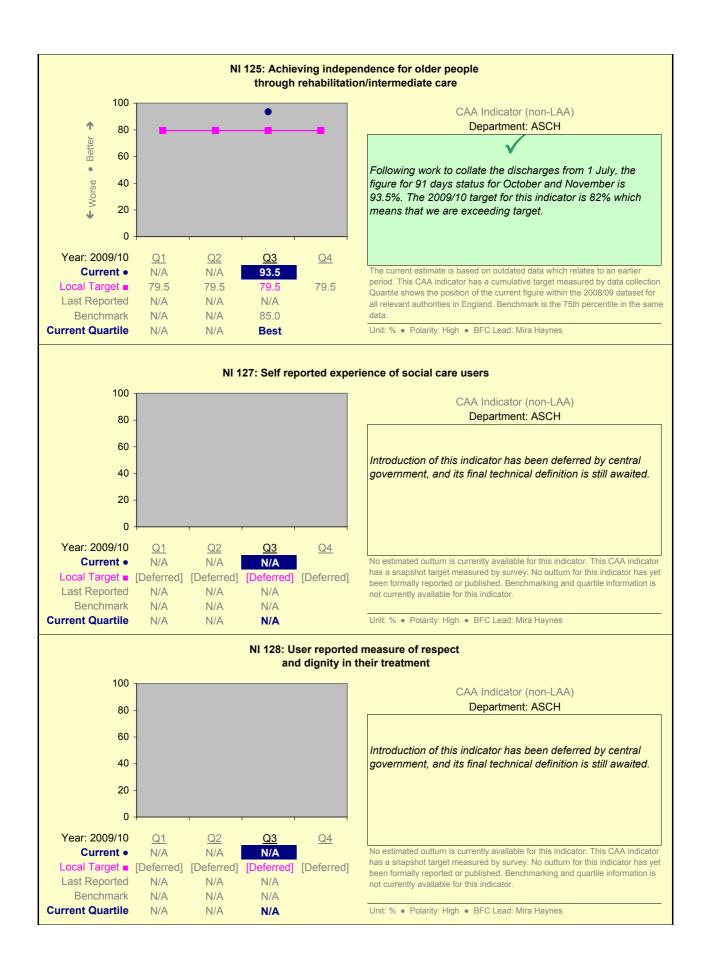
**Current Quartile** 

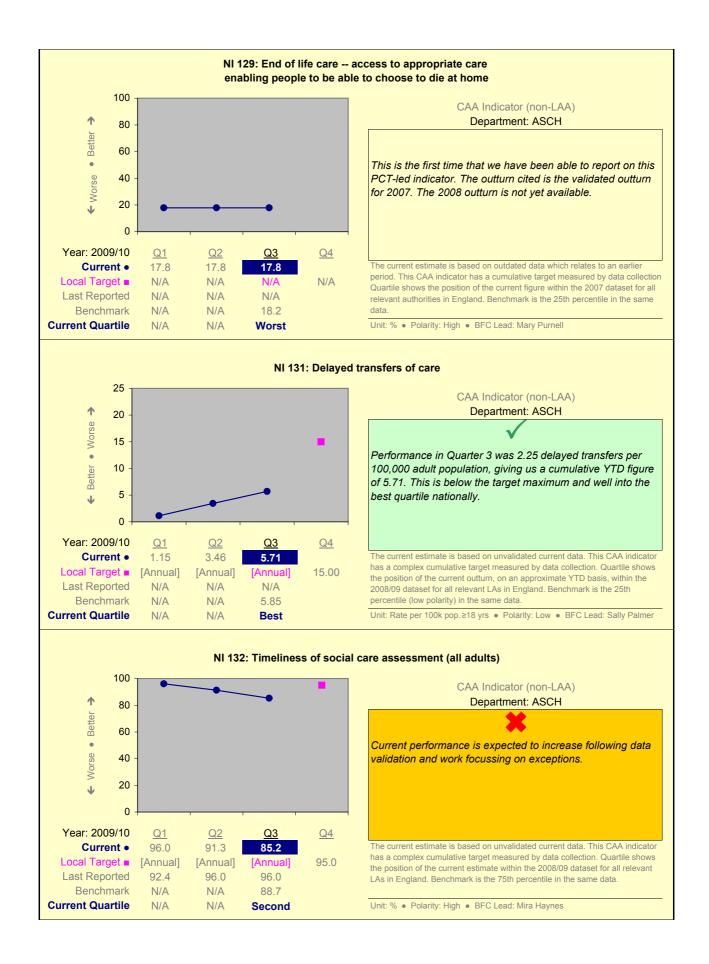
Benchmark

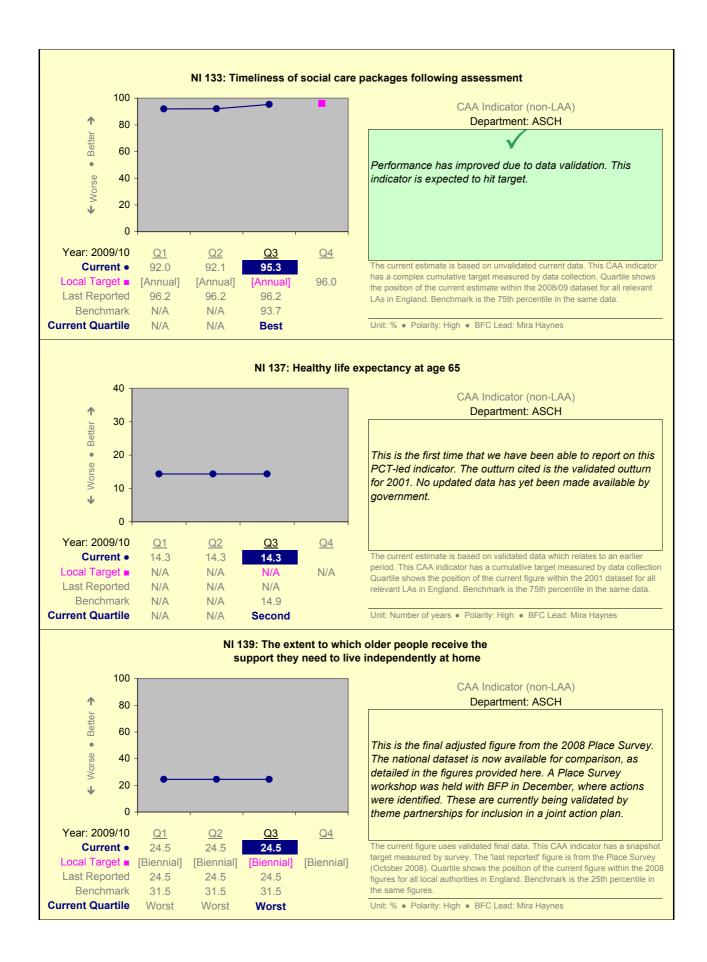
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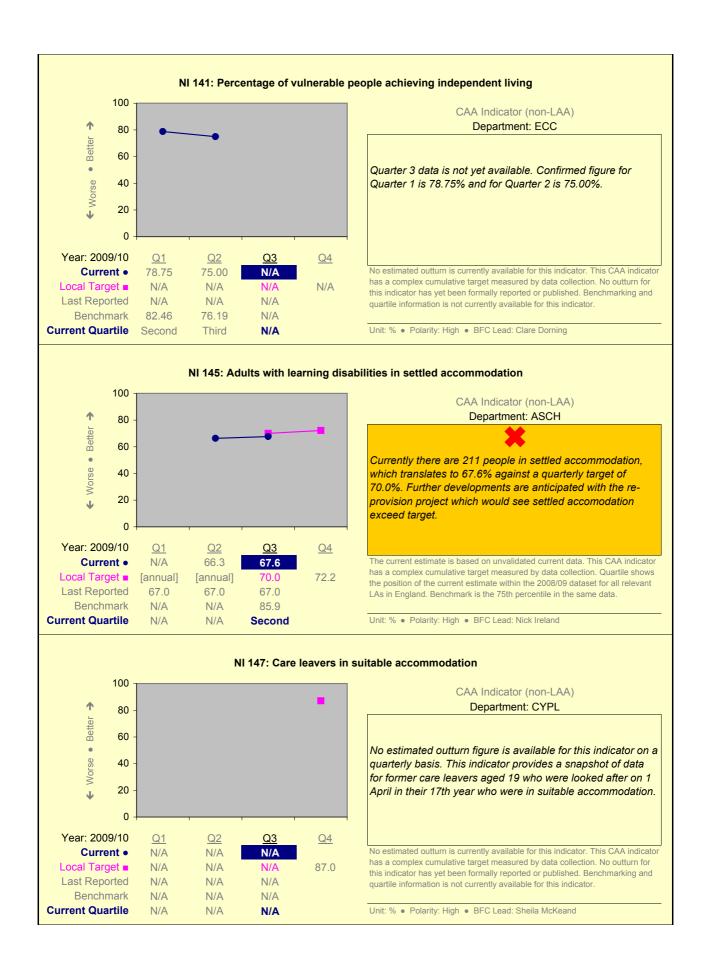
LAA Target [annual]

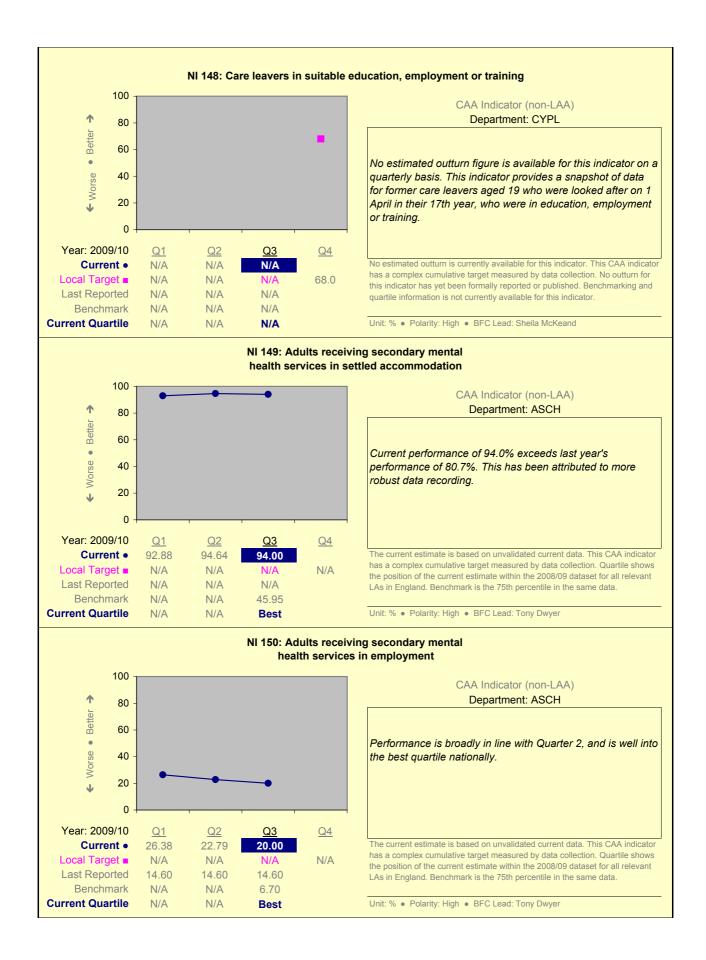






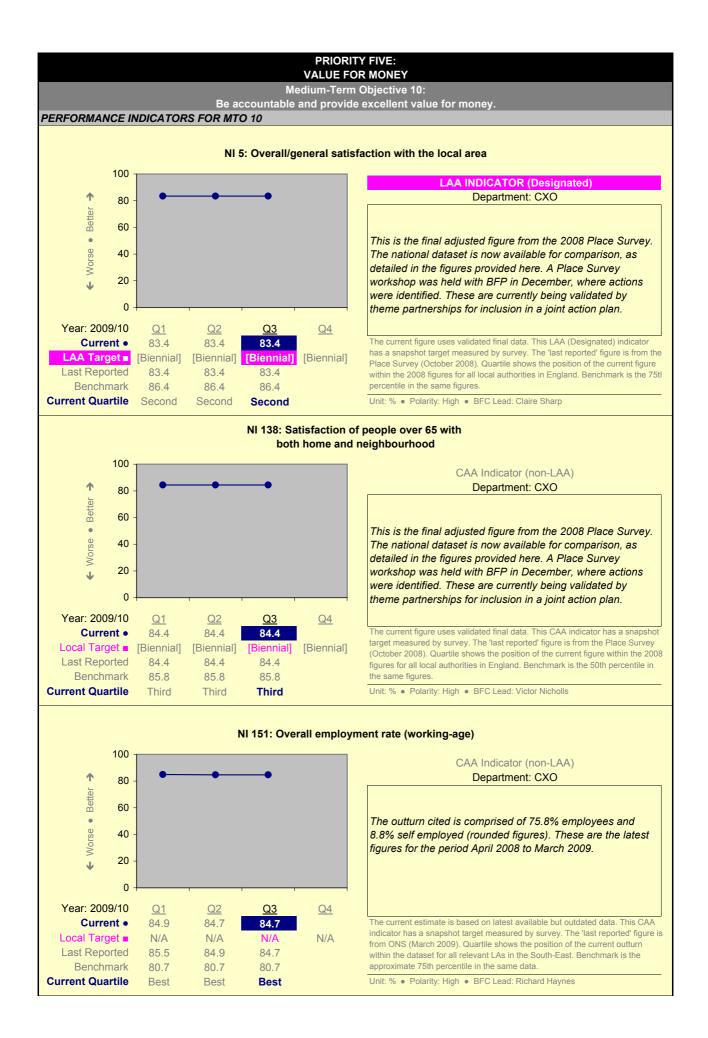


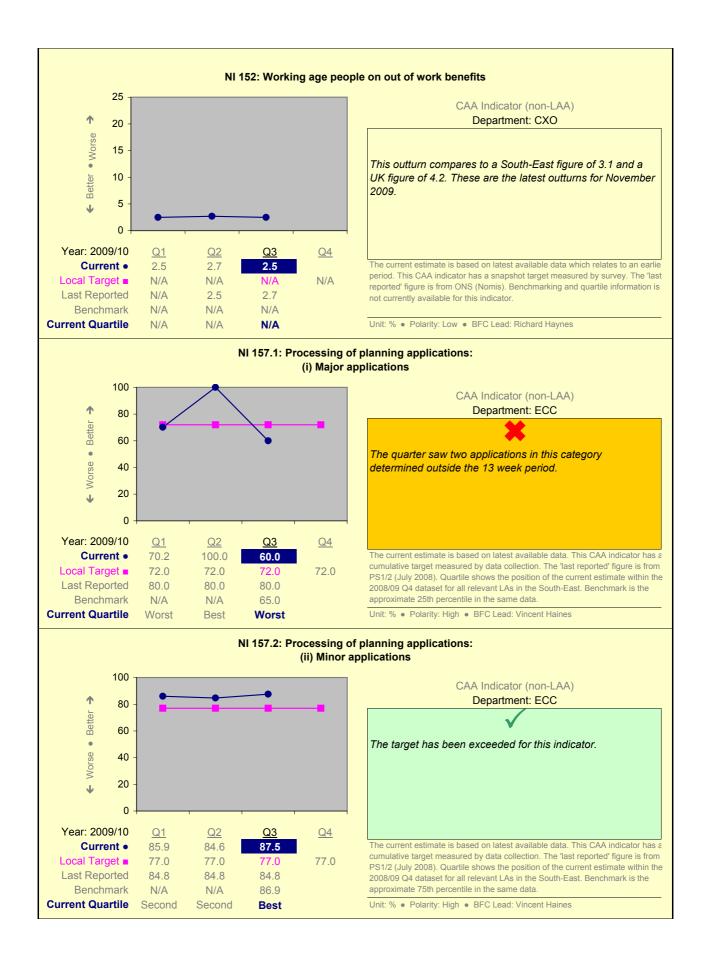


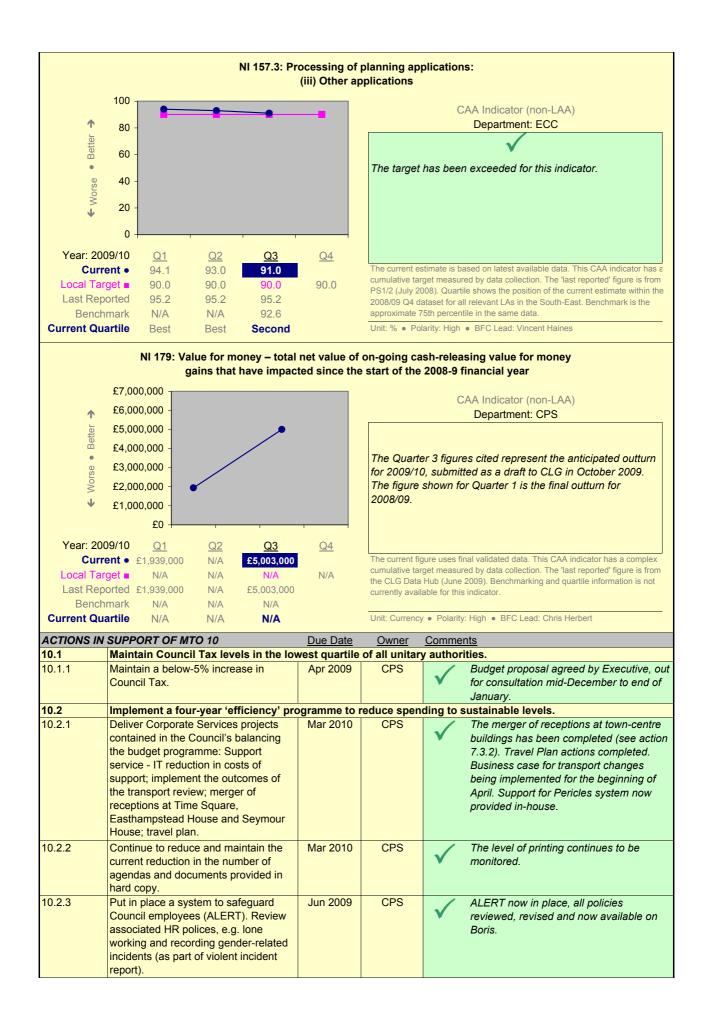


ACTIONS IN	SUPPORT OF MTO 9	Due Date	Owner	Comme	nts
9.1	Modernise services for vulnerable ad		er people by	reducin	g reliance on residential care and
	improving access to community-base	ed services.			
9.1.1	Successfully implement the transfer of responsibility for the social care of adults with a learning disability from the NHS to the local authority and develop an appropriate redistribution formula.	Mar 2010	ASCH	$\checkmark$	A proposal will be put to the PCT Board in January.
9.1.2	Implement the commissioning strategies for people with dementia and people with a sensory impairment.	Mar 2010	ASCH	$\checkmark$	Multi-agency strategy group meets bi- monthly to implement the agreed action plan for delivery.
9.2	Increase the number of people having	g direct cont	trol of the bu	dgets fo	or their care.
9.2.1	Review the workforce implications of the TASC pilot to ensure the workforce are appropriately developed and trained to deliver services effectively and develop a flexible framework to deliver the required outcomes.	Mar 2010	ASCH	$\checkmark$	The pilot commenced in July. In addition, information from other LAs has been reviewed to determine the likely implications of the personalisation agenda.
9.2.2	Develop a pilot for transforming social care to test out resource allocation system and develop new ways of working.	May 2009	ASCH	$\checkmark$	The pilot was launched in July and has been receiving referrals since August. The pilot is on target to move to the evaluation phase by March.
9.2.3	Ensure that appropriate policies and procedures (including the charging policy) are reviewed to ensure they reflect the requirements of the personalisation agenda.	Mar 2010	ASCH	$\checkmark$	The draft Fairer Contributions Guidance has been approved by the Executive Member for consultation.
9.2.4	Develop resource allocation system to model impact of individual budgets on pilot group of clients receiving care.	Aug 2009	ASCH	$\checkmark$	Draft model in place. Allocations now made to relevant clients on the pilot.
9.3	Develop a Borough-wide strategy for	older peopl	e.		
9.3.1	Publish a strategy for older people.	Dec 2009	CXO	$\checkmark$	Complete.
9.3.2	Implement the actions from the older people's strategy.	Mar 2010	ASCH CPS CXO ECC	$\checkmark$	ASCH: Key tasks being developed for the whole strategy. CPS: Proceeding satisfactorily. CXO: Work is ongoing.
9.3.3	Implement communications plan for modernisation of adult services pilot.	Apr 2009	СХО	$\checkmark$	Complete.
9.4	Provide advice and support to vulner	able people	to help main	tain the	m in their own homes.
9.4.1	Work with housing colleagues to develop an accommodation strategy for older people.	Sep 2009	ASCH	$\checkmark$	Housing strategy complete. Next step is for Older People vision.
9.4.2	Explore the use of community TV as an alternative means of getting information to people about the support available.	Jul 2009	ASCH	$\checkmark$	Future topics to include support for victims of stroke.
9.4.3	Continue to implement communications plan for modernising home care.	Mar 2010	CXO	$\checkmark$	Ongoing.

9.5	Provide support for carers by workin	Provide support for carers by working with statutory and voluntary partners.					
9.5.1	Refresh the strategy for carers, working with partners and carers.	Apr 2009	ASCH	Complete	ed.		
9.5.2	Implement the recommendations from the Members' working group on carers.	Jan 2010	ASCH		ons underway with Age Concern a creche-type service for older		
9.5.3	Develop robust, practical and accurate data collection processes across a wide range of groups, produce advice and information in a range of appropriate formats, and use all communication channels to disseminate.	Mar 2010	ASCH	will collect discussion data collect	pated that the new IAS system at data required, plus ongoing ns with voluntary sector to agree action and dissemination of on and advice.		
9.6	Reduce fuel poverty by reducing the	proportion of	f people rec	iving income-bas	ed benefits living in cold,		
9.6.1	Target household occupiers, in particular those who are receiving benefits, to increase the uptake of insulation.	Mar 2010	ECC	V Carbon C	g an application to the Low communities Challenge to target ome residents at Warfield Park.		
OPERATI	ONAL RISKS TO MTO 9		Owner	Progress on Mitiga	tion Actions		
9.1	TASC pilot too short to consider all the workforce implications. Mitigation: Review the workforce implications of the learning disabilities review. Review arrangements in other local authorities.		ASCH	Continuing to liaise personal facilitators Revised/New Risk:			







10.2.4	Implement an electronic accident reporting system.	Apr 2010	CPS	$\checkmark$	Project plan developed using CRM as a vehicle for new system. On course for April implementation.
10.2.5	Audit health and safety in school swimming pools and sources of radiation in schools.	Oct 2009	CPS	$\checkmark$	Programme in place, sources of radiation yet to be commenced but swimming pool audit has commenced as part of two-year audit programme. Fifty percent of swimming pool audits complete.
10.2.6	Carry out fire risk assessments in all appropriate Council properties.	Mar 2010	CPS	$\checkmark$	All initial FRAS completed, H&S advisors to carry out revisits. Training of H&S advisors now complete. Programme plan for inspections of council properties being developed.
10.2.7	Evaluate disaster recovery/business continuity plan in light of system changes.	Oct 2009	CPS	$\checkmark$	Evaluation of plan under review.
10.3	Create clear, accountable governanc Borough.	e structures	for working	in partn	ership with other organisations in the
10.3.1	Undertake an annual self-assessment for the Council to cover effectiveness, accountability, governance, business continuity planning and update of self- evaluation tool.	Mar 2010	СХО	$\checkmark$	Ongoing.
10.3.2	Develop and implement partner scrutiny arrangements with reference to new government regulations.	Mar 2010	СХО	$\checkmark$	New arrangements agreed and being rolled out.
10.3.3	Implement internal communications plan for flexible working project.	Mar 2010	СХО	$\checkmark$	Ongoing.
10.3.4	Review ethical framework for partnerships.	Oct 2009	CPS	$\checkmark$	Partnership Register and Self- Assessment Tool produced and circulated to theme partnerships' lead officers.
10.3.5	Review the governance arrangements for Bracknell Forest Partnership and its theme partnerships against the Partnerships Toolkit.	Mar 2010	CPS	$\checkmark$	Ongoing.
10.4	Work effectively with partners to imp				
10.4.1	Undertake an annual refresh of the Sustainable Community Strategy evidence base, including a standard 'Story of Place' for Bracknell Forest, with links to the joint strategic needs assessment and equalities framework.	Mar 2010	СХО	$\checkmark$	Work ongoing for 2010 refresh.
10.4.2	Undertake an annual refresh of the Local Area Agreement (LAA), to include allocation of appropriate resources by all partners, and performance and financial management and reporting.	Mar 2010	схо	$\checkmark$	2010 refresh started and ongoing for completion by March 2010.
10.4.3	Produce and communicate an annual report for Bracknell Forest Partnership.	Sep 2009	СХО	$\checkmark$	Annual report completed and launched at Partnership Awards ceremony.
10.4.4	Develop and implement the Bracknell Forest Partnership communications strategy including the update of the Bracknell Forest Partnership handbook.	Nov 2009	СХО	$\checkmark$	Complete.
10.4.5	Manage the contract of community TV, including content management and filming. Confirm funding and procure new contract.	Oct 2009	СХО	$\checkmark$	Completed.

10.4.6	Manage the system of voluntary sector grants, including agreement of SLAs.	Mar 2010	СХО	$\checkmark$	Ongoing.
10.4.7	Implementation of communications plan for budget and council tax setting.	Oct 2009	СХО	$\checkmark$	Completed. Consultation ends at end of January, with council tax leaflet published at end of March.
10.4.8	Work with partner agencies to implement the national ContactPoint database.	Jul 2009	CYPL	$\checkmark$	User training will start in early 2010, initially with staff from Children's Social Care as Frameworki will be the first system that will be connected to ContactPoint from Bracknell Forest. The ContactPoint is live and working. We have a ContactPoint team in place, managing day-to-day administration.
10.4.9	Implement the revised constitution for the Bracknell Forest Children's and Young People's Trust.	Dec 2009	CYPL	$\checkmark$	Project milestones met. Delivery mechanisms in place. Governance framework signed off by full Board in July. Framework as it stands now being implemented.
10.5	Implement the priority areas of the se operation.	ervice efficie	ncy strategy	to deliv	er savings and improve service
10.5.1	Implement the priority areas of the service efficiency strategy: transport, accounts receivable, postal and admin support, property support, printing strategy.	Mar 2010	CPS	~	Transport changes business case being implemented for beginning of April 2010. Accounts Receivable BPR mapping has begun. Postal arrangements changed from end of July. Hart DC decided not to proceed with Property support. Printing strategy being implemented. Shared service opportunities being explored with other Berkshire UAs.
10.5.2	Implement new commissioning arrangements for children's services involving partners, in particular Berkshire East PCT.	Apr 2010	CYPL	$\checkmark$	Joint Commissioning Strategy has been completed and signed off by the full Board in July. Currently undertaking a commissioning self-assessment exercise to determine ongoing support for the DCSF-appointed Commissioning Support Unit to further this area of work.
10.5.3	Complete joint education/leisure review of space allocation at Easthampstead Park mansion.	Mar 2010	ECC		This has been reviewed by CMT who decided not to proceed further.
10.5.4	Investigate opportunities for enhanced joint working arrangements through the youth service with the voluntary sector and parish councils to increase the range of opportunities for 'things to do and places to go' for young people.	Dec 2009	CYPL	$\checkmark$	Places on the CWDC-sponsored Workforce Development Course for frontline managers were taken up by workers from voluntary sector groups. On completion of the course, follow-up meetings will be arranged with each of the participants to track their learning and outcomes for services to young people. A successful bid for an additional sum for the YOF/YCF budgets has been received and a large proportion has been identified by young people for voluntary sector projects to increase the offer of 'things to do and places to go'.
10.5.5	Implement the ForestCare business plan actions for 2009/10.	Mar 2010	ECC	$\checkmark$	Income targets met for the financial year.
10.5.6	Achieve the best benchmarked benefit administration cost.	Mar 2010	ECC	$\checkmark$	Draft benchmark costs data suggests Bracknell Forest has one of the best benefit administration costs for 2008/09.
10.5.7	Complete the housing options project outlined in the January 2009 business case.	Mar 2010	ECC	$\checkmark$	Restructuring of housing options service progressing as planned.
-					

10.5.8	Complete the joint waste strategy project outlined in the January 2009 business case.	Mar 2010	ECC	$\checkmark$	Ongoing with re3 waste managers.
10.6	Implement the flexible working strate	gy to reduce	e accommod	ation re	quirements and improve service delivery.
10.6.1	Implement the flexible working strategy: develop supporting framework and business cases for HR, IT and property/accommodation; support department projects in environmental health, children's services (over 11's) and benefits.	Mar 2010	CPS	$\checkmark$	Overarching policies and procedures for flexible working in place. Environmental Health working practices review completed. Over 11s project has been implemented. Boris site now being developed. Pilot homeworking in Benefits being planned.
10.7	Ensure all Council services provide v	value for mo	ney and mak	e effecti	ive use of resources.
10.7.1	Manage the financial cycle, with the emphasis on delivering the Council's medium-term financial plan and preparing for the introduction of international financial reporting standards.	Mar 2010	CPS		Revenue budget monitoring for 2009/10 indicates a potential overspend of £2.319m, principally as a result of reduced income (interest, car parks, development control, leisure facilities etc.) as a consequence of the recession. The Executive approved an in-year savings package in December in order to bring spending back into line with budget. Also in December the Executive approved the council's 2010/11 budget proposals as a basis for consultation. These include economies of £3.243m. Council will agree the budget and council tax in March. Work is underway to implement international financial reporting standards, and a briefing will be given to the Governance and Audit Committee on this in January.
10.7.2	Support the implementation of the service efficiency budget review, ensuring relevant changes are implemented.	Mar 2010	CYPL	$\checkmark$	Progress reports being produced.
10.7.3	Implement the priorities identified in the 2009 Use of Resources action plan: finance, risk management, procurement, assets, workforce, governance.	Mar 2010	CPS	$\checkmark$	Use of resources assessment scores now received and new action plans being developed in light of recommendations.
10.7.4	Undertake financial benchmarking to inform financial efficiency.	Mar 2010	CYPL	$\checkmark$	Benchmarking returns (S52, PSSEX1) complete. National outputs for evaluations expected in the autumn.
10.7.5	Improve the quality of procurement throughout the Council.	Mar 2010	CPS	<ul> <li>✓</li> </ul>	Actions arising from the Procurement Regulations Action Plan are being embedded. Contract Standing Orders and the Procurement Manual have been revised and training on their application provided. A contacts database is being maintained, based on regular reviews of payments over £35k. Service Plans for 2010/11 are being drafted. They identify significant procurements programmed for the year.

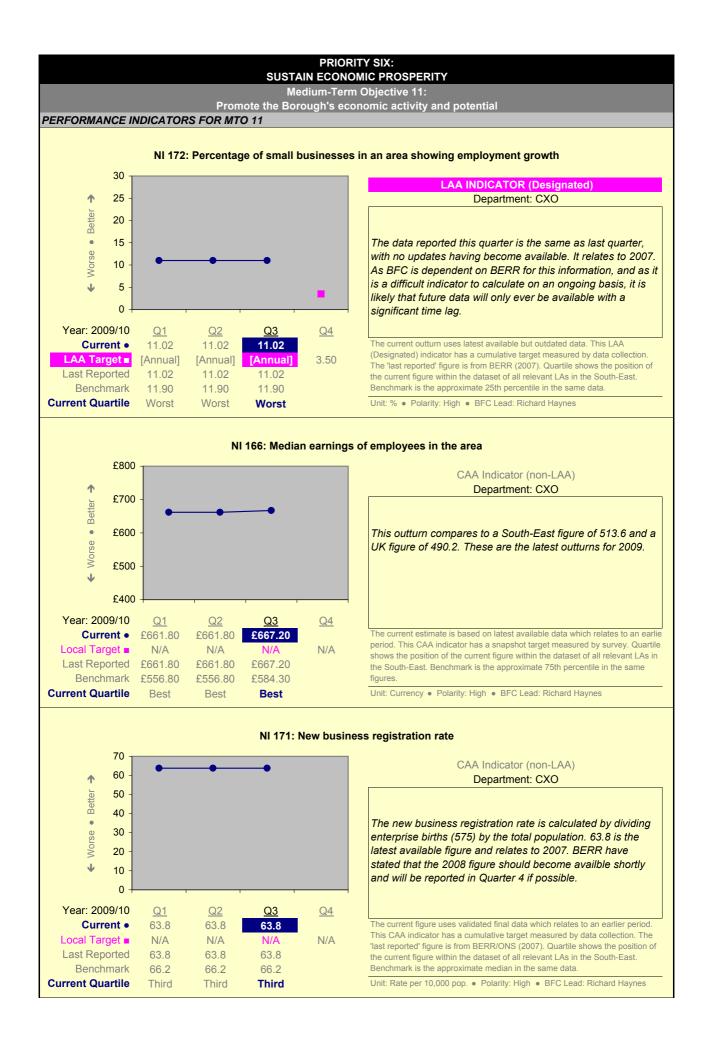
10.7.6	Improve financial business processes	Mar 2010	CPS	/ Initial discussions regarding the upgrade
	founded on revised financial regulations and the development of the Agresso financial information and management system.			to Agresso 5.5 have taken place. Improvements to financial business processes will be based on the enhanced functionality of Version 5.5. Discussions with Windsor & Maidenhead and West Berkshire, who are also Agresso users, regarding the possibility of closer working are continuing.
10.7.7	Work with internal and external audit and departments on the annual audit and inspection letter, annual audit plan, CAA and other inspections and audits. Develop implementation plan.	Mar 2010	схо	Final reports received and published. Improvement plan being developed for February completion.
10.7.8	Co-ordinate the implementation of the new Comprehensive Area Assessment framework.	Mar 2010	СХО	Ongoing.
10.7.9	Implement and support the new performance management software system including contract management and training.	Mar 2013	СХО	Ongoing as per project plan.
10.7.10	Collate and analyse performance information and highlight changes in performance for Council, BFP and theme partnerships.	Mar 2010	СХО	Quarterly performance reports produced. Will run in parallel with Paris system until March for testing and validation of new system.
10.7.11	Prepare and publish the Council's annual report.	Oct 2009	CXO	Complete.
10.7.12	Undertake corporate research for the Council and Bracknell Forest Partnership on future developments and new legislation, and provide advice as appropriate.	Mar 2010	СХО	Ongoing.
10.7.13	Implement the data quality strategy, action plan and training, and provide guidance and toolkit for the Council and Bracknell Forest Partnership.	Mar 2010	СХО	Data quality policy, strategy and action plan produced. Implementation of action plan ongoing.
10.7.14	Analyse results of the 2008 Place Survey and prepare an action plan to support continued high satisfaction with the Bracknell Forest area.	Jul 2009	СХО	Cross-Partnership event held in December. Action plan being produced.
10.7.15	Support the work of the Overview and Scrutiny Commission, panels and working groups.	Mar 2010	СХО	Support is continuing.
10.7.16	Provide officer support for Overview and Scrutiny.	Mar 2010	CXO	Support is continuing.
10.7.17	Produce annual report of Overview and Scrutiny.	Feb 2010	СХО	Not due until February (2008/09 Annual Report published on time).
10.7.18	Review the organisational structure of Overview and Scrutiny to respond to new legislation, scrutiny of the Bracknell Forest Partnership, and the new requirements for O&S review of statutory plans and reports.	Feb 2010	схо	Structure updated in May.
10.7.19	Implement new legislation and government guidance relating to Overview and Scrutiny, including the Councillor Call for Action, the prospective Statutory Officer designation, and Partnership scrutiny.	Mar 2010	СХО	Legislation to date has been implemented. More is due.

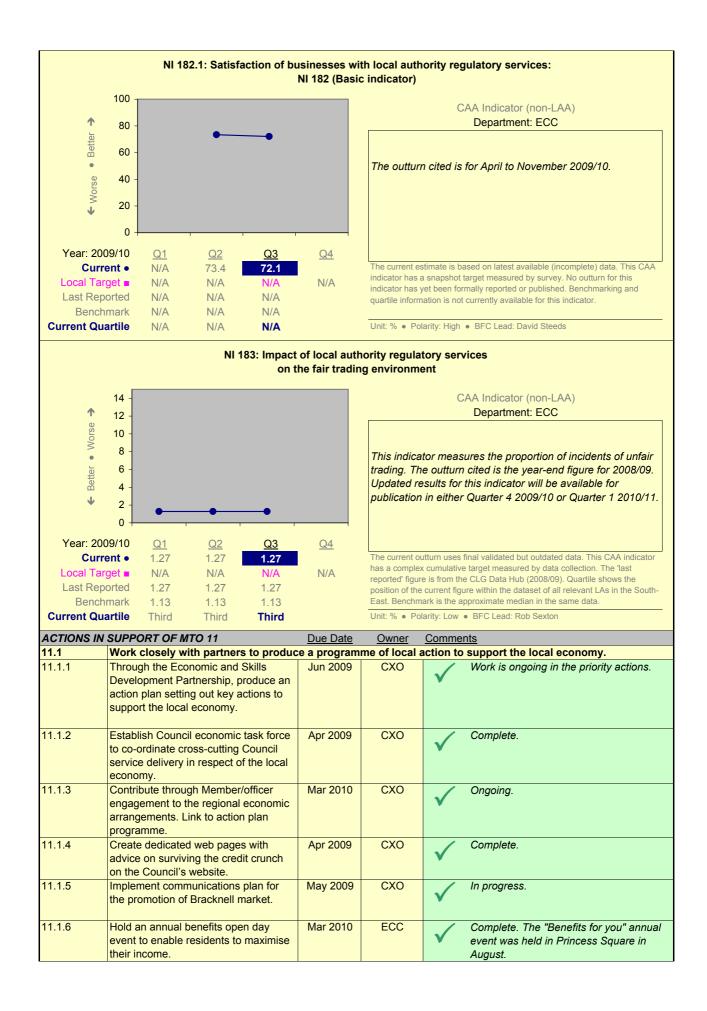
10.7.20	Research best practice in improving public engagement with Overview and Scrutiny, and formulate proposals.	Dec 2009	СХО	$\checkmark$	Complete - proposals under review.
10.7.21	Review and manage the Local Safeguarding Children Board's performance reporting arrangements.	Sep 2009	СХО		Responsibility passed to CYPL.
10.7.22	Produce a corporate calendar to include service planning, finance and performance management framework.	Sep 2009	СХО	$\checkmark$	To be developed as part of the Paris implementation.
10.7.23	Carry out a pilot exercise and recommend appropriate actions in respect of the Council's job evaluation scheme/pay and grading structure.	Jun 2009	CPS	$\checkmark$	Pilot exercise completed. Project plan for full job evaluation exercise now underway. Briefings for staff and Members carried out.
10.7.24	Research pan-Berkshire approach to occupational health/advertising contract.	Jun 2009	CPS	$\checkmark$	Advertising contract agreed; legal measures being put in place; occupational health research completed. Not possible to put a pan-Berkshire contract in place because of significantly different needs of different unitaries.
10.7.25	Review and improve arrangements for temporary and agency staff (Manpower contract).	Jun 2009	CPS	×	Contract negotiations ongoing after a review; improvements being sought. Current contract now expired; CMT report will be available in February.
10.7.26	Build up and improve HR and Learning & Development content on BORIS; FAQs for transactional processing.	Mar 2010	CPS	$\checkmark$	Research underway.
10.7.27	Research and, as necessary, provide guidance and policy direction on: domestic violence, psychological contract, carers.	Oct 2009	CPS	$\checkmark$	Research underway.
10.7.28	Implement migration from Novell to Microsoft environment for personal productivity tools, directory services and collaborative working facilities.	Mar 2010	CPS	$\checkmark$	MS Office upgrade completed. Capital bid for new year prepared and submitted.
10.7.29	Undertake maintenance of and investment in ICT Infrastructure.	Mar 2010	CPS	$\checkmark$	Work programme developed and agreed by Executive as part of ICT Strategy update.
10.7.30	Update the ICT strategy, including information management strategy and information security management system. This includes adherence to Government Connect code of connection and linking to the Government Secure Intranet.	Mar 2010	CPS	~	T Strategy update agreed by Executive for the coming year. Information Management Strategy/Hub being chaired by BSol.
10.7.31	Work with police and PCT to develop approach to asset management and asset utilisation.	Mar 2010	CPS	$\checkmark$	Police and PCT invited to Asset Management meetings. Also working with other Berkshire authorities.
10.7.32	Carry out the biennial attitude survey of Council staff to measure perceptions of working for the Council.	May 2009	СХО	$\checkmark$	Complete.
10.7.33	Review the Council's internal communications strategy based on findings from the staff survey.	Aug 2009	СХО	×	Work in progress. Draft to be completed by end of January.

10.8	Implement all appropriate actions to service outcomes and maximise service			with the	e right skills and capacity to deliver
10.8.1	Implement the actions due in 2009/10 in each departmental workforce plan.	Mar 2010	ASCH CPS CXO CYPL ECC	~	CPS: Workforce planning actions being implemented in accordance with the programme. CXO: Ongoing. ECC: In progress. Managers continue to make preparations for employees retiring. A programme on customer service training started in Quarter 3 and continues into Quarter 4. ECC has delivered a programme of training courses to employees on safeguarding. Several more managers attended the Management Development Centre and drew up development programmes with their managers following the event.
10.8.2	Monitor and assess corporate-wide impact of the Safeguarding, Vetting and Barring Board, including CRB checks, training and recruitment.	Mar 2010	CPS	$\checkmark$	Comprehensive training now developed and agreed, training to be delivered over next two periods. Safeguarding Working Group monitoring progress.
10.8.3	Ensure requirements of the CWDC/skills for care are met. These will include: adults and learning disabilities in employment, basic skills for Council and partner agencies, PIV and partnership working.	Mar 2010	CPS	~	Ongoing.
10.8.4	Put in place the agreed development centre and ILM programme to provide workshops to support identified needs, to develop and update competency frameworks for managers.	Apr 2010	CPS	~	First year of ILM programme complete. Initial phase of Development Centre delivered and second revised programme commencing in February. Competency framework for middle managers agreed by CMT now to be put in place.
10.8.5	Continually review and improve recruitment and retention as it impacts across the organisation, including specifically Grow Your Own and Modern Apprenticeships.	Mar 2010	CPS	$\checkmark$	Work in progress.
10.8.6	Implement a system of workforce planning through service planning. Ensure HR staff provide support. Co- ordinate all departmental workforce plans.	Oct 2009	CPS	$\checkmark$	Completed. All departmental plans co- ordinated and used to inform the council's new Pay & Workforce Strategy. Year 2 Workforce Plan now underway; revised monitoring arrangements now in place.
10.8.7	Construct a health and safety training strategy.	Jul 2009	CPS	$\checkmark$	Complete.
10.9	Ensure all Members have the approp Member development strategy.	riate skills a	nd knowledg	e to car	ry out their role by implementing the
10.9.1	Review the charter for Member development.	Jun 2009	CPS	$\checkmark$	This action is complete. The council was re-accredited in September.

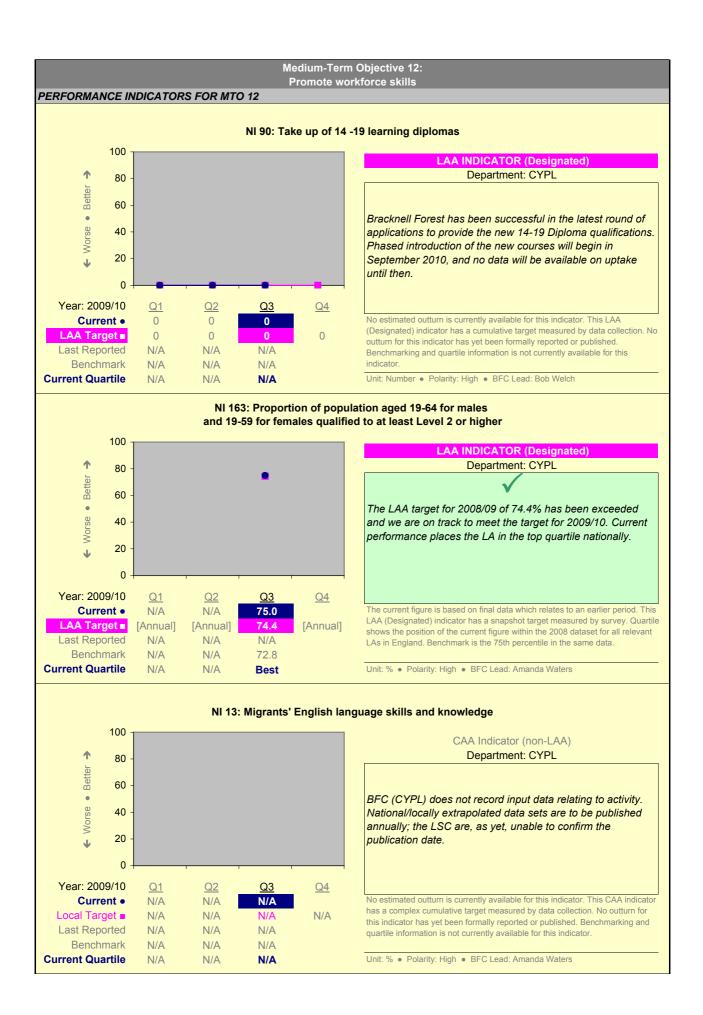
	ONAL RISKS TO MTO 10	Owner ODO	Progress on Mitigation Actions
10.1	Loss of key staff. Mitigation: Recruit staff as required	CPS	Recruitment carefully monitored. Revised/New Risk: None.
10.2	Mitigation: Recruit staff as required. Income projections not achievable.	CPS	Many income budgets are under pressure as a
10.2	Mitigation: Robust budget setting and budget monitoring.	CFS	consequence of the recession (e.g. interest, car parking, development control, leisure facilities etc). The situation is monitored on a monthly basis as a part of the council's budgetary control process. A potential overspend of £2.319m has been identified principally as a result of shortfalls in income. An in- year savings package has been approved by the Executive in order to bring spending into line with budget. Revised/New Risk: None.
10.3	Demand-led services – increased pressure. Mitigation: Robust budget setting and budget monitoring.	CPS	Identified pressures, such as the Purchasing Plan - Adults (demographic changes, transfers from children's services to adults, ageing carers, etc) have been built into the 2009/10 budget. Expenditure on these services continues to be monitored on a monthly basis during 2009/10 as a part of the council's budgetary control process. Some pressure in the Looked After Children's budgets is being experienced and some funding has been withdrawn by the Primary Care Trust for Continuing Health Care following reviews of eligibility. Revised/New Risk: None.
10.4	Travel plan savings achievability. Mitigation: Robust budget setting and budget monitoring.	CPS	Savings targets have been built into the 2009/10 budget and their achievability is monitored on a monthly basis during 2009/10 as a part of the council's budgetary control process. A pressure of £0.032m has been identified as a consequence of additional one-off costs and changes to the original scheme. Revised/New Risk: None.
10.5	Technological difficulties with new and existing systems. Mitigation: Ensure systems are specified and delivered accurately.	CPS	Careful project management of new and existing systems. Revised/New Risk: None.
10.6	Delay of migration caused by technical complexity. Mitigation: Gain advice from industry experts.	CPS	Migration to Exchange will be delayed as a result of capital bids. Revised/New Risk: None.
10.7	Miss deadline for connecting to Government Secure Internet. Mitigation: Strong project governance and third-party technical support.	CPS	Completed on time. Revised/New Risk: Revised Code of Connection (V4.1) causes more difficulties. Action plan currently being developed for submission in April.
10.8	Performance of and relationship with partners and contractors. Mitigation: Maintain close working relationship.	CPS	Regular meetings held. Revised/New Risk: None.
10.9	Staff resistance to change. Mitigation: Good communications plan. Clarity of timescales and clear implementation plans.	CPS	Communications and project plans in place. Revised/New Risk: None.
10.10	LAA targets – individual risks identified. Mitigation: Monitored by lead officers quarterly and reported in Partnership performance reports.	СХО	Targets reported and actions taken to rectify poor performance. Revised/New Risk: None.
10.11	Non-achievement of performance management IT system procurement and implementation. Mitigation: Risk register developed. Risks monitored monthly at project board meetings.	СХО	Risks monitored monthly and action taken. Revised/New Risk: None.
10.12	Bracknell Forest Partnership Board strategic risks – individual risks identified. Mitigation: Risk register developed. Risks monitored monthly.	СХО	Risks monitored monthly and action taken. Revised/New Risk: None.

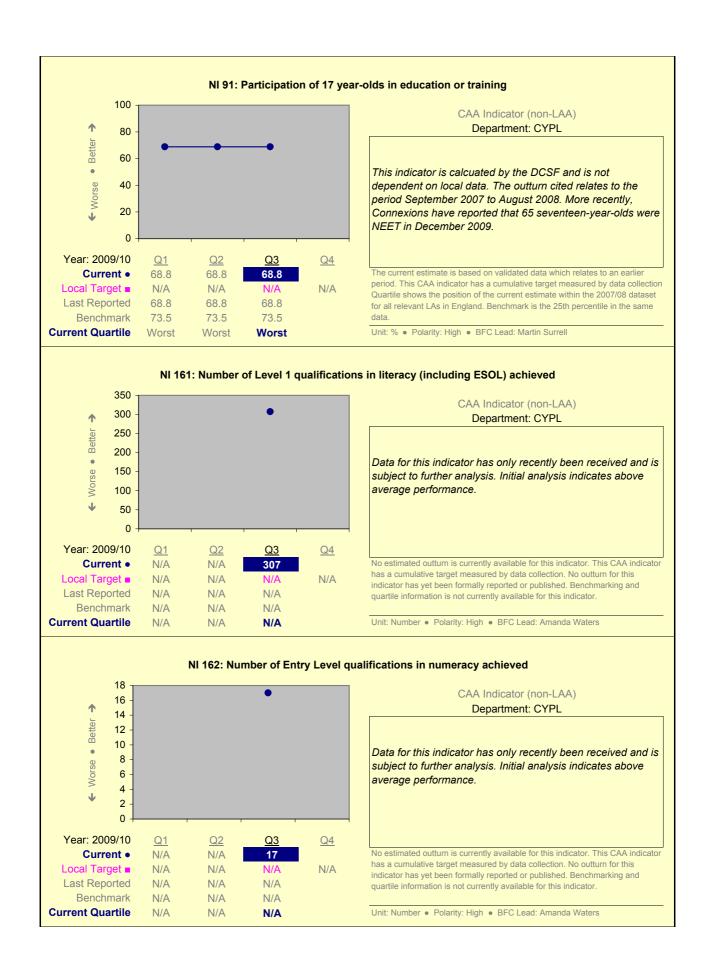
10.13	No funding for Community TV. Mitigation: Early approach to partners. Build in option for matching funding to scale of service.	СХО	Funding secured and contract renewed. Revised/New Risk: None.
10.14	Reliance on partners' co-operation for roll-out of Partnership scrutiny. Mitigation: Consult partners and include their nominees in a new Partnership O&S group.	CXO	Representatives from partner organisations have participated in successful first meeting of partnership O&S group. Revised/New Risk: None.
10.15	Member and officer capacity for O&S. Mitigation: Set realistic O&S work programme.	CXO	Risk now increased with reduction in O&S officer team. Mitigation mainly through realistic work programme adopted by Commission. Revised/New Risk: None.
10.16	New legislation and government regulations increase O&S workload. Mitigation: Set realistic O&S work programme.	схо	O&S powers have increased in new legislation, but too early to accurately assess impact on workload. Revised/New Risk: None.
10.17	Procedures do not ensure that robust and accurate data is produced. Mitigation: Develop policy, strategy and action plan including monitoring and management arrangements. Include in internal audit plan.	СХО	Audits held and actions included in corporate data quality action plan. DQ policy and strategy developed and adopted by CMT. Revised/New Risk: None.
10.18	Lack of adequate benchmark data for housing benefits. Mitigation: Joined CIPFA benchmark club.	ECC	No change to risk in the quarter. Revised/New Risk: None.
10.19	Loss or absence of key staff needed to deliver the outcomes. Mitigation: Workforce Plan in place which prepares for known losses. Monthly monitoring of vacancies at DMT. Quarterly review of sickness at DMT.	ECC	No key staff lost in the quarter. Revised/New Risk: None.
10.20	Political will or commitment. Mitigation: Good preparation, Member briefings and appropriate lobbying. Good consultation and forward planning.	ECC	No change to risk in the quarter. Revised/New Risk: None.
10.21	Expertise/availability of staff to undertake review of recruitment and retention. Mitigation: Early identification of challenging recruitment areas. Workforce planning to be implemented across Social Care & Learning. Engage colleagues with the LA/workforce as appropriate.	CYPL ASCH	Workforce planning session run to the SLG. Secondary returners course in operation since October. Revised/New Risk: None.

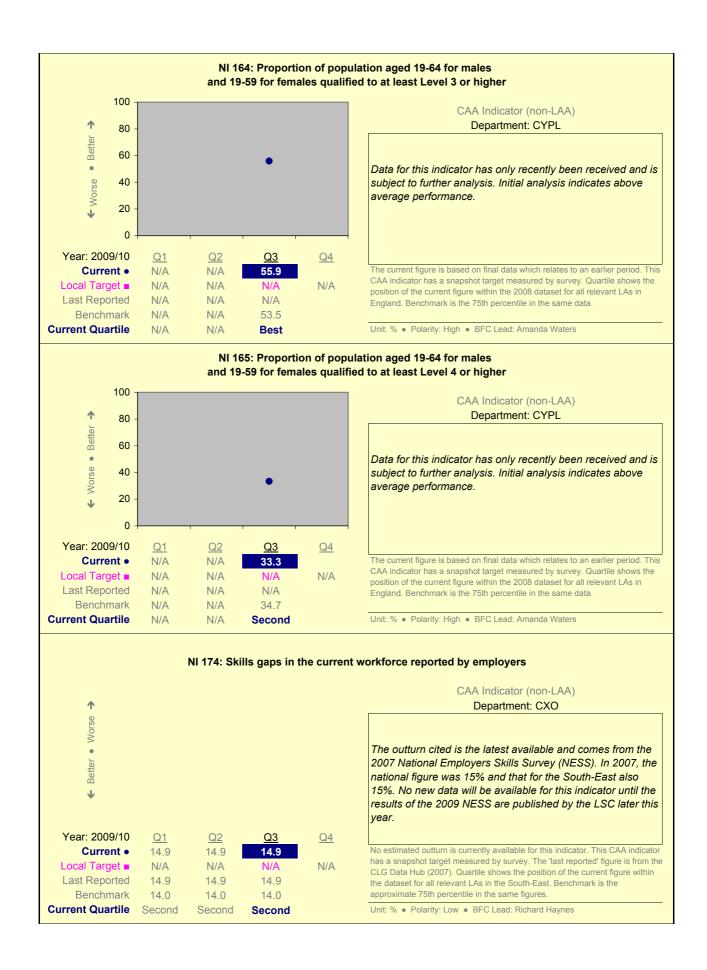


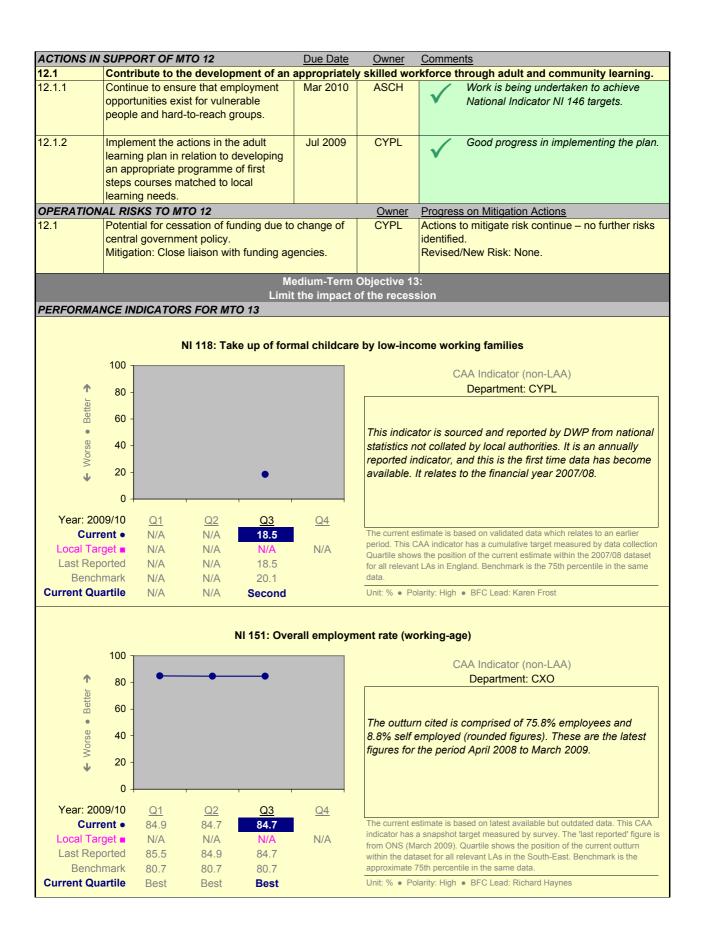


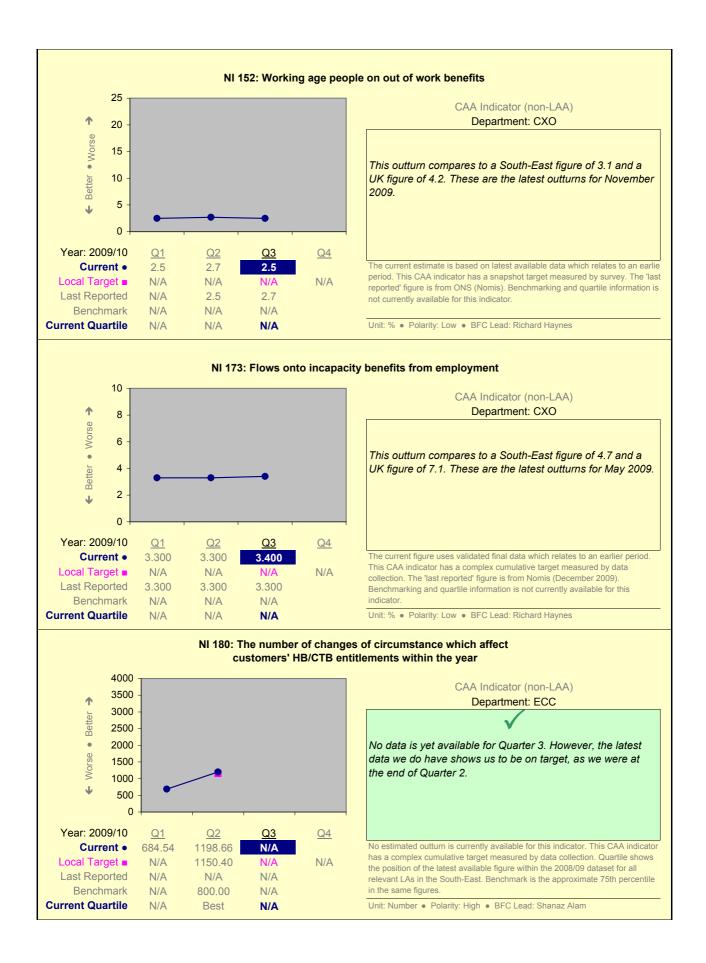
11.1.7	Work with tenants of commercial properties to provide assistance where possible to reduce the impact of the recession on their business.	Mar 2010	CPS	Some voids in industrial properties. Voids and arrears managed.						
11.1.8	Implement range of congestion reduction schemes.	Mar 2010	ECC	A range of schemes under development, design and implementation.						
11.2	Respond to the review of sub-national economic development and regeneration by working with partners to establish new regional economic arrangements.									
11.2.1	Support the Berkshire Economic Strategy Board (BESB) through Executive Member and officer involvement.	Mar 2010	СХО	Working with BESB to refresh the Berkshire Economic Strategy.						
11.3	Publish an economic assessment for Bracknell Forest.									
11.3.1	Publish an economic assessment for Bracknell Forest.	Dec 2009	CXO	The LEA will be approached via a joint working approach through BESB.						
11.4	Contribute to the objectives of the Berkshire Economic Strategy Board, including the publication of the Berkshire economic strategy.									
11.4.1	Develop direct links with local business support agencies, including the Thames Valley Chamber, Federation of Small Businesses, and Institute of Directors.	May 2009	СХО	Working closely with the Chamber of Commerce, Business Link and FSB to ensure effective cross-cutting work.						
OPERATION	AL RISKS TO MTO 11		Owner	Progress on Mitigation Actions						
11.1	Council income not achieved. Mitigation: Consequent action required t budget back to balance.	to bring	CPS	Monitoring monthly of income from commercial and industrial properties. A shortfall of £0.1m is currently predicted as a consequence of vacant units at Longshot Lane. This is being dealt with as a part of risk 10.2 (income projections not achievable). Revised/New Risk: None.						
11.2	Lack of engagement by key partners res incomplete economic action plan. Mitigation: Ensure an effective stakehold consultation and engagement through d	der	СХО	Direct contact maintained and partners to run workshops on key areas within action plan. Revised/New Risk: None.						
11.3	Inability of BESB to establish a coordina and delivery programme. Mitigation: Limited impact due to other p involvement.		схо	No major issues during the quarter. Revised/New Risk: None.						
11.4	Engagement with business organisation dependent upon shared commitment to objectives. Mitigation: Other agencies are subject to funding and resourcing.	economic	СХО	No major issues during the quarter. Revised/New Risk: None.						
11.5	General BFC resourcing of economic of needs to be reviewed. Mitigation: Implement appropriate fundir resource to deliver action plan.		СХО	No major issues during the quarter. Revised/New Risk: None.						
11.6	Lack of suitable locations. Mitigation: Locations agreed with town of management.	centre	ECC	No change to risk in the quarter. Revised/New Risk: None.						
11.7	Loss or absence of key staff needed to outcomes. Mitigation: Workforce Plan in place whic for known losses. Monthly monitoring of at DMT. Quarterly review of sickness at	h prepares vacancies	ECC	No key staff lost in the quarter. Revised/New Risk: None.						
11.8	Political will or commitment. Mitigation: Good preparation, Member b appropriate lobbying. Good consultation planning.		ECC	No change to risk in the quarter. Revised/New Risk: None.						

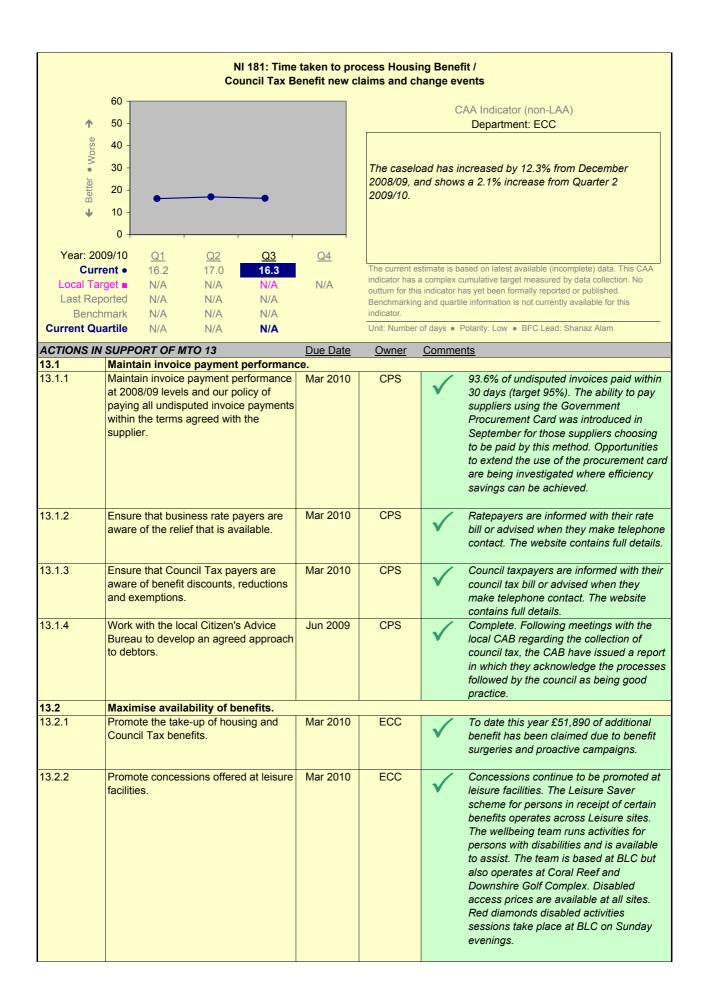












13.2.3	Develop web links and Apr 2009 communications strategy to increase awareness and take-up of benefits, allowances and concessions.	СХО	Complete. The wellbeing team runs activities for persons with disabilities and are available to assist. They are based at BLC but also operate at Coral Reef and Downshire Golf Complex. Disabled access prices are available at all sites. Red diamonds disabled activities sessions take place at BLC on Sunday evenings.		
	ONAL RISKS TO MTO 13	Progress on Mitigation Actions			
13.1	Invoice payments not authorised or not authorised a timely manner. Mitigation: Send reminders to staff.		General reminders are sent to all authorisers at six- monthly intervals. Authorisers are also monitored individually and those with a poor track record of authorising invoices promptly are reminded on an individual basis. Revised/New Risk: None.		
13.2	Ratepayers and taxpayers do not claim their entitlement. Mitigation: Ensure relevant information is included with business rates and Council Tax bills. Website contains relevant information.	CPS	Ratepayers and council taxpayers are informed wi their rates or council tax bill, or advised when they make telephone contact. The website contains full details. Revised/New Risk: None.		
13.3	All work to support the local economy will need to respond to changes to the economy at large. Mitigation: Monitor economic developments.	СХО	National and regional economic developments closely monitored. Revised/New Risk: None.		
13.4	Loss or absence of key staff needed to deliver the outcomes. Mitigation: Workforce Plan in place which prepares for known losses. Monthly monitoring of vacancies at DMT. Quarterly review of sickness at DMT.		No key staff lost in the quarter. Revised/New Risk: None.		
13.5	Political will or commitment. Mitigation: Good preparation, Member briefings and appropriate lobbying. Good consultation and forwar planning.		No change to risk in the quarter. Revised/New Risk: None.		

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NI 43	73	NI 86	45	NI 133	82	NI 181	106		
NI 44	73	NI 87	33	NI 134	28	NI 182.1	99		
NI 45	74	NI 88	46	NI 135	78	NI 183	99		
NI 46	74	NI 89.1	46	NI 136	78	NI 184	28		
NI 47	66	NI 89.2	46	NI 137	82	NI 185	13		
NI 48	74	NI 90	101	NI 138	87	NI 186	14		
NI 49.1	66	NI 91	102	NI 139	82	NI 187.1	13		
NI 49.2	66	NI 92	34	NI 140	58	NI 187.2	13		
NI 49.3	67	NI 93	34	NI 141	83	NI 188	14		
NI 49.4	67	NI 94	34	NI 142	79	NI 189	15		