

Commitment Budget 2014/15 to 2016/17

	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000
Chief Executive / Corporate Services				
Approved Budget	15,121	14,485	14,507	14,580
Vacating Seymour House		-53	-12	-10
Invest to Save - Time Square lighting		-5	-1	
Invest to Save - Time Square insulation panels		-4	-1	
Borough Elections			70	-70
Local Council Tax Benefit Scheme transitional grant		119		
Revenue impact of Capital Programme - maintenance & support costs (primarily IT)		65		
Invest to Save - Customer Relationship Management System		-19		
Carbon Reduction Commitment		-13		
Discretionary Business Rates Relief		-68		
Community right to bid grant			8	
Community right to challenge grant			9	
Net Inter Departmental Virements	-636			
Chief Executive / Corporate Services Adjusted Budget	14,485	14,507	14,580	14,500
Children, Young People and Learning				
Approved Budget	14,942	15,065	14,902	15,297
Suitability surveys			20	-20
Schools Music Festival		-10	10	-10
Local foster home placements		-150		
Special Education Needs Team			-35	
Carbon Reduction Commitment		-3		
Education Services Grant			400	
Net Inter Departmental Virements	123			
Children, Young People and Learning Adjusted Budget	15,065	14,902	15,297	15,267
Adult Social Care, Health and Housing				
Approved Budget	31,957	31,892	31,561	31,759
Carers Accommodation Strategy		-144	-10	
Dementia and Long Term Conditions		-183		
Carbon Reduction Commitment		-4		
Social fund grant			208	
Net Inter Departmental Virements	-65			
Adult Social Care and Health Adjusted Budget	31,892	31,561	31,759	31,759
Environment, Culture and Communities				
Approved Budget	24,265	24,322	24,286	24,506
Landfill Tax / Waste Disposal PFI		22	138	70
Landfill Tax increase		93	97	101
Local Development Framework		-114	-14	-52
Capital Invest to Save 06/07 - Easthampstead Park		-1	-1	-1
Coroners Service - transfer from TVPA		9		
Carbon Reduction Commitment		-54		
Revenue impact of Capital Programme - IT maintenance		6		
Edgbarrow and Sandhurst Sports Centres		14		
Invest to Save - Library Management System		-11		
Net Inter Departmental Virements	57			
Environment, Culture and Communities Adjusted Budget	24,322	24,286	24,506	24,624
Total Service Departments	85,764	85,256	86,142	86,150
Non Departmental / Council Wide				
Approved Budget	-1,046	-525	-1,516	-1,126
2013/14 Capital Programme (Full Year Effect) - Interest		18		
Minimum Revenue Provision		214		
2013/14 Use of Balances (Full Year Effect) - Interest		11		
Ceasing to pay Pension Fund contributions in advance			200	
Increase in the employers Pension Fund contribution rate			190	190
Insurance Reserve		99		
Time Square works met from the General Fund		-1,100		
Members Initiative Fund		-420		
Environment Agency		10		
Pensionable pay to include non contractual overtime and additional hours for part time staff		180		
Government grant funding for extended rights to free travel		36		
Removal of the contracted out NI rebate due to the introduction of the new flat rate State Pension				775
Council Tax Support to Parishes		-39		
Net Inter Departmental Virements	521			
Non Departmental / Council Wide	-525	-1,516	-1,126	-161
TOTAL BUDGET	85,239	83,740	85,016	85,989
Change in commitment budget		-1,499	1,276	973

Annexe A

For management purposes budgets are controlled on a cash basis. The following figures which are used for public reports represent the cost of services including recharges and capital charges:

	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000
Corporate Services	6,778	6,800	6,873	6,793
Children, Young People and Learning	24,355	24,192	24,587	24,557
Adult Social Care and Health	35,807	35,476	35,674	35,674
Environment, Culture & Communities	33,029	32,993	33,213	33,331
Non Departmental/Council Wide	-14,730	-15,721	-15,331	-14,366
	85,239	83,740	85,016	85,989

Description of Commitment Budget Items for 2014/15 to 2016/17

Department and Item	Description
Chief Executive / Corporate Services	
Vacating Seymour House	Due to the timing of the demolition of Seymour House, the Council will be moving staff into Ocean House whilst the office accommodation works take place at Time Square. This will delay the full saving to be realised until the staff are relocated into Time Square in 2014/15.
Capital Invest to Save – Time Square lighting	The LED and basement lighting will provide a better quality working environment with regards to the visual impact for staff and improve the environment in the car park. Both will reduce annual running costs based on the energy used and the maintenance supplied.
Capital Invest to Save – Time Square insulation panels	The Council has a climate change strategy which has as two of its objectives the reduction of energy costs and CO ₂ emissions from its own operations. The installation of insulation panels on the external walls at Time Square in association with the planned refurbishment works will improve the energy efficiency of the building.
Borough Elections	The next scheduled Borough elections will be in May 2015.
Local Council Tax Benefit Scheme transitional grant	The transitional grant received from central government to support the introduction of local schemes was for one year only.
Revenue impact of Capital Programme - maintenance & support costs (primarily IT)	<p>ICT have additional annual support and maintenance costs for the Electronic Document and Records Management System, the replacement phone system and infrastructure development. There are also increased licence fees associated with Citrix, Intercept and the desktop/laptop refresh.</p> <p>The Property & Asset Management System purchased by Construction and Maintenance has associated annual licence fees.</p> <p>The Operations Unit will incur additional annual maintenance and support costs for the Time Square power generator.</p>
Invest to Save - Customer Relationship Management System	Replacement of the current Customer Relationship Management system will enable the development of a customer account through the website allowing customers to log and track their cases on-line. The new system will enable integration between various business systems and result in reduced revenue costs through cheaper licences.
Carbon Reduction Commitment	The Council will be below the participation threshold for Phase 2 of the scheme and therefore the budget can be removed.
Discretionary Business Rates Relief	Following changes to the accounting treatment for Business Rates, the budget set aside for discretionary rates relief is no longer required as the costs will be met from the Collection Fund.

Department and Item	Description
Community right to bid grant	The grant will cease in 2015/16.
Community right to challenge grant	The grant will cease in 2015/16.
Children, Young People and Learning	
Suitability surveys	Suitability and access surveys are undertaken every three years to update the Asset Management Plan so that up to date information is available to inform investment decisions on the capital programme.
Schools Music Festival	Biennial event which enables pupils from the Council's Primary schools to participate in a large scale production which links music, dance and art.
Local foster home placements	The investment in staffing agreed in the 2012/13 base budget has, as expected, resulted in more children being placed in local foster homes instead of expensive independent foster homes. The savings reflect in part the current looked after children population which is volatile, and therefore subject to change, often at very short notice.
Special Education Needs (SEN) Team	There has been a significant increase in the workload of the SEN Team in recent years in terms of complexity of cases and numbers. This has impacted on the service provided which will be addressed through increasing the SEN Team Manager post to full time (from 0.8 full time equivalent) and appointing an additional SEN Officer, on a temporary trial basis for 2 years until the end of 2014/15.
Carbon Reduction Commitment	The Council will be below the participation threshold for Phase 2 of the scheme and therefore the budget can be removed.
Education Services Grant	Anticipated reduction of grant in 2015/16.
Adult Social Care, Health and Housing	
Carers Accommodation Strategy	The Strategy involves the re-provision and modernisation of services currently provided at Waymead Short Term Care and Bracknell Day Services in Eastern Road. As well as improving the quality of service, cost benefits will arise in the medium term.
Dementia & Long Term Conditions	Additional demand for rehabilitation and social care support reflecting national priorities for supporting people with Dementia and Long term Conditions. Use of additional Health Funding for Social Care from the NHS. One year only in 2013/14.
Carbon Reduction Commitment	The Council will be below the participation threshold for Phase 2 of the scheme and therefore the budget can be removed.
Social fund grant	The grant will cease in 2015/16.
Environment, Culture and Communities	
Landfill Tax / Waste Disposal PFI	Projection of 25 year contract costs for Recycling and Waste Disposal. The contract is shared with Wokingham and Reading Borough Councils.

Department and Item	Description
Landfill Tax increase	Projected costs of increased rates of Landfill Tax over and above those initially announced by the Government which have increased through successive budget announcements.
Local Development Framework	The Budget reflects the current approach to Local Plan Review.
Capital Invest to Save 06/07 - Easthampstead Park	An invest to save scheme to provide en-suite bedrooms. This is the incremental net increase in revenue to be received on top of the original sum declared to repay the original capital investment.
Coroners Service - transfer from TVPA	The transfer of the Coroners Service from the Thames Valley Police Authority (TVPA) to the local authorities in Berkshire is being phased in over a period of four years. 2014/15 is the fourth year of the phasing in period.
Carbon Reduction Commitment	The Council will be below the participation threshold for Phase 2 of the scheme and therefore the budget can be removed.
Revenue impact of Capital Programme - IT maintenance	Revenue implications of a capital scheme linking Confirm to the Corporate Electronic Records Document Management System – Smart Office.
Edgbarrow and Sandhurst Sports Centres	Reduction in contributions from Crowthorne Parish Council and Sandhurst Town Council towards the running costs of the two centres.
Invest to Save - Library Management System	An Invest to save scheme to partly fund the replacement of the Library Management System.
Non Departmental / Council Wide	
2013/14 capital programme (full year effect) -Interest	The full year effect of the loss of interest based on the 2013/14 capital programme.
Minimum Revenue Provision	The increase in the principal repayment on internal loans used to finance capital expenditure.
2013/14 use of balances (full year effect) -Interest	The full year effect of the interest loss on the use of balances in 2013/14.
Ceasing to pay Pension Fund contributions in advance	The Council is unlikely to have the cash resources available to pay all employers and employees contributions in advance from 2015/16.
Increase in the employers Pension Fund contribution rate	The actuarial valuation of the Pension Fund indicates that that the Council can expect a 0.5% increase in the contribution rate year on year from 2015/16 onwards.
Insurance Reserve	Reduction in the annual drawdown from the reserve following the insurance re-tender and the reassessment of insurance premiums.
Time Square works met from the General Fund	Funding agreed for one year only in the 2013/14 Budget.

Annexe A

Department and Item	Description
Members Initiative Fund	Funding agreed for one year only in the 2013/14 Budget.
Environment Agency	An increase in the 2013/14 Environment Agency levy notified to the Council too late to be incorporated into the budget proposals.
Pensionable pay to include non contractual overtime and additional hours for part time staff	An increase in employer's contributions to the pension fund arising from the inclusion of non contractual overtime and additional hours for part time staff within pensionable pay.
Government grant funding for extended rights to free travel	Grant funding will be reduced in 2014/15.
Removal of the contracted out NI rebate due to the introduction of the new flat rate State Pension	Removal of the contracted out rebate for occupational pension schemes in 2016/17 will significantly increase employer National Insurance contributions.
Council Tax Support to Parishes	Due to the lower than anticipated take-up of the Local Council Tax Support Scheme the additional payment to Parish and Town Councils, which ensures they do not lose out financially under the local scheme, can be reduced.

O&S Commission, 30 January 2014

Minute Extract: Agenda Item 7. The Council's Budget Consultation

The Borough Treasurer reported that the end of the consultation period was approaching and that the Executive would be considering all representations made at its meeting on 11 February 2014, before recommending the budget to Council.

The provisional settlement had now been received and although the year ahead would be challenging, the settlement was in line with expectations. The most significant changes since the previous year were around the formula grant.

In response to members' queries, officers made the following points:

- The Borough Treasurer stated that it was expected that all staff except Chief Officers would receive a 1% pay award.
- The Director of Corporate Services reported that in terms of the Corporate Services department, draft revenue budget pressures were initially £134,000. She reported that glide path savings for the department culminated to £610,000. This had been as a result of staff reductions, contract savings and careful use of budgets through the year. In addition, she asked that members note that the proposal to charge unions for the space they used at the Commercial Centre may not be realised as Unison had indicated that they would not be able to pay.
- In addition, the Director of Corporate Services reported that the contract for lift maintenance had now been terminated and a more significant programme of work to completely refurbish the lifts was being pursued to assure the reliability and future of the lifts in Easthampstead House.
- The Borough Treasurer reported that two savings had been made in respect of insurance. The first saving arose from a reduction in insurance premiums following a competitive tendering exercise. The second resulted from a cancellation of annual Terrorism and Personal Accident premiums. No claims had been made against the Personal Accident insurance in recent years. It is not a mandatory insurance and as a result, was seen as another low risk saving.
- The Borough Treasurer reported that the level of contingency funding necessary was always a judgement call. Last year there had been three unknown risks which led to contingency funding being higher, these included:
 - i) the localisation of council tax benefit, however take up had been lower than predicted. Therefore this risk was currently non-existent.
 - ii) Localisation of business rates, income had been higher than expected and therefore this risk had also been reduced.
 - iii) The transfer of Public Health responsibilities and the risk as to whether funding would be sufficient. It was now confirmed that this work could be delivered under current grant levels.
- The Borough Treasurer reported that contingency finding had been used in previous years mainly to tackle changes in demand for services. The most significant service area in recent years had been Looked After Children, where the Council could require funding of up to £200,000 a year for a single child.

The Director of Corporate Services thanked Helen Pennington, Group Accountant for working hard to pull together all the savings for the department.

The chairman confirmed that the Commission had noted the draft proposals and did not have any comments to make to the Executive at this stage.

Draft Overview and Scrutiny Panel Minute Extracts

Health O&S Panel - 7 January 2014

2014/15 Draft Budget Proposals

The Director ASCH&H reported that the Public Health budget was ring fenced and that he would be reporting regularly to the Panel on spend of this funding.

The Panel asked the Director what his greatest concern was about this budget.

The Director stated that his greatest concern was that these services were demand led, much like Social Care or Housing. As a result while forecasts could be put forward, the actual numbers requiring services was always an unknown. It was always a challenge to manage this within budget.

The Executive Member ASCH&H reported that data was improving allowing predictive analysis to be more robust and information around efficacy and commissioning also played a role.

The Chairman asked if accounting systems were robust.

The Director confirmed that they were. A Finance and Contracting Group acted as consultants for each of the six unitary authorities and played a role in bringing contracts together where this was cost efficient and desirable.

The Panel queried the provider that was being used for the weight management scheme?

The Consultant for Public Health reported that they used Slimming World and used a holistic approach, for example, smoking cessation could link into weight management work.

The Chairman thanked officers and the Executive Member for their input and asked that the Panel receive regular updates of this work.

Adult Social Care and Housing O&S Panel - 14 January 2014

2014/15 Draft Budget Proposals

The Panel considered key themes and priorities for Adult Social Care and Housing as outlined in the Council's Draft Budget Proposals for 2014/15, including consideration of housing capital for assistance to buy schemes.

Draft Revenue Budget Pressures for Adult Social Care, Health and Housing included:

- Demographic pressures: older people, mental health and long term conditions;
- Demographic: young people completing their education (full year effect of costs being incurred in 2013/14);
- Learning disabilities: young people (full effect of costs incurred in 2013/14);
- Changing needs: learning disabilities (full year effect of costs being incurred in 2013/14);
- Mental health: young people;
- Autistic Spectrum Disorder: transition and older carers.

There were revenue budget pressures of £890,000.

Draft Revenue Budget Savings Proposals for Adult Social Care, Health and Housing included Glide Path Savings:

- Social Fund;
- Supporting People;
- Market Management;
- Aligning the outcomes of existing service to Public Health outcomes;
- Joint equipment store;
- Learning Disabilities Continuing Healthcare agreement;
- Demographic factors relating to support provided to people who were formerly funded under Section 28A (NHS funding);
- Continuing healthcare co-ordination;
- Property maintenance;
- And potential service impact savings from fixed civil penalties.

Revenue budget savings proposals totalled £891,000.

The estimated financial impact of changes would affect older people, and areas of mental health and long term conditions. Young people completing education and people with changing needs, such as those with learning disabilities over the age of 18 supported by parents who were no longer able to provide support were predicted pressure areas.

There were no service implications for Supporting People and expenditure would be reduced in relation to market management. There would be no service impact to individuals in relation to Public Health and there would be a link to the Public Health outcomes framework. £125,000 of activities would be paid for from the Public Health budget rather than from the Council's budget and this provided a way to meet grant conditions and secure commitment from the Public Health Team. The list of activities was in the process of being finalised but could include advice regarding sexual health, substance misuse, and wellbeing operating at the sports centre.

There would be a more robust procedure regarding the return of equipment to the joint equipment store but no impact on people. There had consistently been savings against the Learning Disabilities Continuing Healthcare agreement. There would be a four year phased approach in relation to Section 28A (NHS funding), and the cohort would reduce through natural demographic factors. The Continuing Healthcare Care Co-ordination would see money transferred from the NHS to social care, and the property maintenance budget was no longer needed as many buildings had been decommissioned.

In relation to fixed civil penalties, the Council was able to charge people who did not inform them in a timely manner of a change in circumstances which resulted in overpayments.

In response to Members' questions, the following points were made:

- The demand for services in Adult Social Care could vary each year depending on the number of people needing support.
- Further information would be provided on investments in Icelandic banks and the impact of the return of monies to the Borough Council.
- Any overpayment of benefits over £500 would be investigated and £30,000 could be saved in the first year of correcting overpayments, then £10,000 per year for 2015/16 and 2016/17.
- Mental health was a growing issue; there were two teams dealing with people aged 18 to 65 and then people over 65, for example, with dementia. Treatment was difficult

to predict as it was not known who would need support in this area. There were different cohorts of people with varying conditions and levels of severity.

- Figures would be provided on the number of people with mental health issues supported by Adult Social Care Services.
- The Council was inspected by the Care Quality Commission (CQC) before Christmas 2013, for example, in relation to sectioning or detaining people with mental health issues. There was an awareness of the position with regard to children and young people, and the commissioning of Tier 4 support. There would be four beds commissioned across Berkshire for Tier 4 support. Child and Adolescent Mental Health Service were responsible for children's mental health. There was a gap in service provision locally, and the criteria for accessing children's mental health services was different to the criteria for accessing adult mental health services. The service at Prospect Park was geared for adults, and children's mental health issues should be considered separately from adults mental health issues. The aim was to fill the gaps in service provision in relation to mental health.

The Chairman thanked officers for a well thought out budget.

Children, Young People and Learning O&S Panel - 15 January 2014

2014/15 Draft Budget Proposals

The Director of Children, Young People and Learning presented a report on the key themes and priorities for the Children, Young People and Learning Department as outlined in the Council's Draft Budget Proposals for 2014/15. The key themes included draft budget pressures, draft budget savings, draft budget net position, capital spend, staffing implications, fees and charges and other income.

It was reported that the Department was subject to budget pressures of approximately £790,000 which were due in part to a rise in the number of looked after children and a recent case law change which had confirmed a duty on local authorities to fund the cost of education to the age of 25 for young people who had previously been supported by the local authority as a looked after child and who had no recourse to public funds to complete their education. In addition the Department was proposing savings of approximately £537,000 in 2014/15.

The Panel noted that a separate consultation on the Aiming High budget would take place and expressed the view that reducing funding for Home Start could impact on the Council's early intervention work.

The Panel noted the report.

Environment, Culture and Communities O&S Panel - 21 January 2014

2014/15 Draft Budget Proposals

The Panel considered key themes and priorities for Environment, Culture and Communities as outlined in the Council's Draft Budget Proposals for 2014/15.

Draft Revenue Budget Pressures for Environment, Culture and Communities totalled £276,000 in relation to the Development Management Section, Town Centre Regeneration and Traffic Management, and Car Parking Income.

Draft Revenue Budget Savings Proposals for Environment, Culture and Communities included 'Glide Path' Savings in relation to Waste Management, Concessionary Fares, Community Infrastructure Levy (CIL) Administration Charge, Pre-application Planning Charges, Local Transport Plan, Development Management Section, Bracknell Leisure Centre Gym, Bracknell Leisure/Edgbarrow Sports Centre Artificial Turf Pitches, The Look Out Car Park, Coral Reef Car Park, Performance and Resources Finance, Performance and Resources Administration, E+ Smartcard, Emergency Planning, Cemetery and Crematorium, Public Realm Contracts, and Environment and Public Protection Budgets.

Revenue budget savings proposals totalled £1,066,000.

In response to Members' questions, the following points were made:

- It was suggested that low car park use was a result of a lack of retail offering in the town centre, rather than car park charges being too high. Major companies had taken their business elsewhere which had impacted on season ticket sales.
- It was felt that the 'Glide Path' savings suggested in the budget proposals would not have a major impact on services or increase the impact of ongoing pressures on services.
- A higher amount would be clawed back from future revenues in relation to the CIL.
- There were a variety of vacant posts throughout the libraries service leading to potential savings but there would be no noticeable service changes for the public.
- Posts with a back office function had become vacant at Bracknell Leisure Centre providing potential savings.
- A breakdown of the spending and costs in relation to the E+ Smartcard would be provided in reference to the £38,000 proposed budget savings proposals regarding this.
- The proposed reduction of £5,000 was not expected to have a significant impact on the waste and recycling budget.
- A senior road safety adviser would be in post and there would still be campaigns and a good service despite the loss of an assistant road safety officer post.
- All deletions of posts had been considered very carefully. The aim was to balance reductions so that a good service was still offered. There was no plan to replace deleted posts in the future; the aim was to maintain the current level of service with no obvious changes.
- There was a plan to increase the age for concession rates for over 60's in line with minimum state pension age to 62 years.
- No one had been denied access to a Disabled Facilities Grant; there had been less demand for this grant recently.
- Town centre highway works were due to continue next year.
- The suggestion of evening cremations had been made to undertakers but there was no interest in taking this forward at present.
- Building regulations was a separate issue to planning permission. It was the responsibility of the applicant or the building contractor to ensure that building works, including the installation of sewage pipes, were undertaken properly. Inspections could be undertaken by private inspectors and the Council was not involved with all extensions to properties, either private or commercial, being rarely called out or asked to inspect a property. If a planning application had been controversial this could be pursued with local Councillors and enforcement officers. There was self enforcement through complaint or a resident finding a problem.
- Further maintenance at Coral Reef may be required during the 2014/15 financial year.
- There was a quality improvement programme for parks and open spaces in the borough which would be delivered in two phases and consisted of specific identified

sites. The programme would be externally funded from Section 106 contributions tied in with the planning process. It was a legal requirement for open spaces associated with developments to be provided before houses were occupied.

- Highway maintenance or car park maintenance may not always be noticeable to the public if it involved, for example, the replacement of lights. There were some improvements which were specifically designed to improve leisure schemes.
- Although the £80,000 in the capital programme allocated for flood defences and land drainage was unlikely to be sufficient to deal with adverse weather such as that currently being experienced, it was part of a staged approach that would lead to improvements in future years.
- The flood risk planning process had been started with the aim of creating a five year plan.
- A Member commented that the Council's efforts to maintain and improve its assets at a time of financial pressure were worthy of note.

Summary of responses to the Council's 2014/15 Budget Consultation

1. The 2014/15 budget proposals were placed on the Council's website on 11 December 2013. During the consultation period, nine responses were received.
2. Respondents were asked to score the savings proposals from strongly disagree through to strongly agree for both the proposed glide path savings and the potential service impact savings.

The following were recorded for the proposed glide path savings:

- Strongly Disagree – 2
- Disagree – 2
- Neutral – 2
- Agree – 2
- Strongly Agree – 1

The following were recorded for the potential service impact savings:

- Strongly Disagree – 2
- Disagree – 3
- Neutral – 0
- Agree – 3
- Strongly Agree – 1

3. In addition to scoring the savings proposals, some specific comments were received:
 - The Council could offer a 1% discount to council tax payers who pay their bill before 1 April 2014 (or an earlier date), as this discount would be covered by a better rate of interest from those sums being invested. It would encourage early payment and probably a saving in administrative charges.
 - Cuts to early years are a bit steep, making cuts in this area could start a sliding scale so in 20 years time the crime rate/unemployment/anti-social behaviour goes up.
 - Object to further reductions in youth. Unclear exactly how savings will be made in services to younger people.
 - Management costs should come out first, including the cost of managers, central overheads and the cost of the democratic support including cost of members – you are playing with things in order to save the big cut until post election.
 - Car parking charges are in some cases going to cause losses elsewhere as a reduction in the use of facilities happens.
 - Given the financial state of the economy and the cuts needing to be made to local services, an increase in council tax below the threshold that would trigger a referendum would be acceptable. Whilst unpalatable, services have to be paid for – would rather vote for a council that mitigated service cuts through judicious taxation rather than had to cut them.
 - Representations were received from Unison regarding the affordability of introducing charges for collecting trade union subscriptions through

payroll deductions and charging rent for the occupation of space at the Commercial Centre.

4. Full responses to the budget consultation were received from the Labour Group and Liberal Democrats. The main points covered in the responses are as follows:

Labour Group

- Agree that cuts have to be made but support the use of balances to bridge the gap.
- An increase in Council Tax, whilst improving base funding for the future, would be difficult for many of our residents at this present time.
- The governments Tax Freeze grant of £0.501m does not seem very generous, but it is certainly better than nothing.
- The shortfall in maintenance expenditure compared to that identified in the latest condition survey is noted, with only that of the highest priority receiving funding. We would suggest Easthampstead House moves from desirable to priority having experienced the recent closure of the Council Chamber.
- Support the efforts to enable more affordable housing but ask that support is given to providing affordable rented accommodation for families.
- The reduction of £25k in Education Psychology Services is very concerning. Early intervention is essential.
- We oppose the reduction in Early Years Advisory Teacher post by 0.26.
- We cannot accept or understand the proposed reduction of £20k in grant to 'Homestart'.
- Oppose any reduction in the support of the Children and Adolescent Mental Health Service (CAMHS).
- Support the members' initiative fund and the removal of the civic car.
- A saving of £100k could be achieved if members reduced their allowances by 20% and ending the members' pension scheme could save about £30k.

Liberal Democrats

- Broadly support the Council's proposals for producing a balanced budget for the forthcoming financial year.
- Note the intention to freeze council tax for another year.
- Note the welcome decision to make proportionately greater use of balances to help bridge the anticipated budget shortfall of £7m.
- Difficult to comment on the overall package of planned savings proposals without more information and a more in-depth evaluation of the justification for each one.
- It remains to be seen whether your plans for recouping the cost, or part of the cost, of financing the proposed town centre highways programme in the run-up to 2016 through an increased business rate base and subsequently higher car parking charges will prove achievable.

5. Copies of all responses received to the budget consultation will be available at the meeting should members of the Executive wish to see them.

CORPORATE SERVICES/CHIEF EXECUTIVE

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Insurance</p> <p>Reduction in insurance premiums following a competitive tendering exercise.</p>	-138		
<p>Insurance</p> <p>Cancellation of annual Terrorism and Personal Accident premiums and reduction in insurance excess claims paid by the Council.</p> <p>By cancelling the Terrorism insurance the Council will be responsible for meeting the full cost of any incident, although some mitigation may be available through the Bellwin Scheme if it's a major incident.</p> <p>The Personal Accident Policy is not mandatory. Financial benefits will no longer be payable to Members or Officers in the event of an accident resulting in injury or disability whilst undertaking official duties. This does not affect the payments available under the Council's Employee and Public Liability cover.</p>	-98		
<p>Departmental Supplies and Services</p> <p>Reduction in various supplies and services budgets across the Department</p>	-65		
<p>Customer Services</p> <p>Following the service redesign work carried out by Housing and Benefits and in anticipation of the accommodation moves to Time Square, a staffing review means that 2 Full Time Equivalents (FTE) are no longer required.</p> <p>However, as the team are also picking up some additional services in 2014/15, leading to savings in other teams, the full saving cannot be realised. The net effect will be that one full time post and one part time post will be deleted.</p>	-33		
<p>Finance</p> <p>Deletion of two part time posts and one full time post moving to part time under flexible retirement (1.42 FTE)</p> <p>The work of one post will need to be absorbed by other members of the team with a high risk that budget monitoring will be less robust, but this will be mitigated by prioritising work on the most significant and volatile budgets.</p>	-41		

REVENUE BUDGET PROPOSALS

Annexe D

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Other posts are within Accounts Payable where there will be minimal impact as the volume of invoices requiring payment has reduced following the introduction of more widespread consolidated invoicing and electronic invoicing.</p>			
<p>Property Services</p> <p>Deletion of Assistant Facilities Manager (0.74 FTE) and reduction in Valuer (0.23 FTE) and Engineer (0.20 FTE) hours through flexible retirement.</p> <p>The reduction in posts will be accommodated within existing service levels.</p>	-42		
<p>Departmental Indirect Employee Costs</p> <p>Reduction in training, seminars, subsistence and recruitment budgets across the Department. This may result in some staff not being able to attend some training or external workshops resulting in a delay in meeting identified training needs and a reduction in the level of staff development.</p>	-6		
<p>Departmental Third Party Payments</p> <p>The costs of the Lord Lieutenants Office, Modern Records Storage and Molly Millars Joint Arrangements with Wokingham and Reading Councils have fallen and savings to budgets have been made to reflect this.</p>	-12		
<p>Departmental Income</p> <p>There have been above inflation increases to Graphic Design, Industrial and Commercial Properties and Transport income targets in line with 2013/14 estimated income.</p>	-20		
<p>Charges to Unions</p> <p>Introduction of charges to UNISON and GMB for up to 5% of the trade union subscriptions collected through payroll deductions and charging UNISON rent for the occupation of space at the Commercial Centre.</p> <p>This is not an uncommon practice.</p>	-7		
<p>Members and Mayoral Services</p> <p>Members Allowances and hospitality have been consistently under spent in previous years; the budgets will be reduced to reflect this.</p>	-15		

REVENUE BUDGET PROPOSALS

Annexe D

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
Chief Executive's Office Council leaves the South East Employers network	-8		
Community Safety Reduction in CCTV equipment budget. The remaining budget will cover the fee due to Bracknell Regeneration Partnership for the monitoring of Town Centre cameras, but will not cover the costs of any additional equipment should it be required in the future.	-5		
Corporate Property Council wide cost savings on procurement and consolidation of requirements of facilities through using the category management strategy.	-90		
Operations Unit Print letterheads in black and white and not Corporate green.	-10		
ICT Cost savings on procurement and consolidation of requirements through the use of the ICT category management strategy.	-20		
Human Resources Following a staffing review there will be a reduction in management and administration (0.65FTE).	-32	-12	
Chief Executive's Office Review of staff grades in Communications and Performance and Partnerships. This could potentially limit the capacity in the Communications team resulting in a reduction in service.	-15		
Legal Services Reorganisation around Assistant Solicitor and Information Security Officer posts. By combining the two roles there may be some impact on the level of assistance given to Freedom of Information queries.	-15		
Democratic & Registration Services The budgets for the payment of additional hours in the Committee Services and Electoral Services teams will be reduced to reflect an under spend in previous years. This may impact on temporary staff in the Elections Office and Committee	-4		

REVENUE BUDGET PROPOSALS

Annexe D

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
staff available to clerk meetings.			
<p>Unified Training</p> <p>Delivery of more in-house training rather than commissioning external trainers; this includes the use of more e-learning.</p>	-14		
<p>Member & Mayoral Services</p> <p>Deliver more Member training sessions in-house and in conjunction with staff training where possible. Sharing of more training events and costs with other Authorities. Encouraging greater use of e-learning.</p>	-2		
<p>Members & Mayoral Services</p> <p>A review of the Mayor's car service has been undertaken leading to a service where the Council would cease to employ the civic driver (0.46FTE) and end the lease for the civic car. The Mayor would self drive to around 40% of engagements and a Chauffeur Service would be available for the remainder.</p>	-17		
<p>Corporate Property</p> <p>Fewer Town Centre events, in light of the Town Centre redevelopment, concentrating the remaining budget on Christmas events, including Christmas lights.</p>	-15		
<p>Operations Unit</p> <p>Reviewing specifications of the current cleaning contract and cancellation of the contract for the maintenance of plants across Civic Offices.</p>	-15		
<p>Customer Services</p> <p>Cancellation of Looking Local Digi TV Licence. The usage of the service is very low and attempts to increase take-up through greater promotion and streamlining content have failed to improve usage. Mobile rather than TV is emerging as the channel of choice for local residents wishing to obtain digital information from the Council and this is already satisfied through the existing mobile website.</p>	-12		
<p>Operations Unit</p> <p>Reduction in the budget for Green Travel for staff. Careful consideration is given to each proposal for the use of these funds to promote alternative forms of travel.</p>	-5		

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Construction & Maintenance</p> <p>Reviews to existing contracts for building repair and lift maintenance.</p> <p>Whilst the level of service for the building repair contract will be maintained, the new lift contract will only cover the cost of services required to meet Health & Safety compliance. Any future repairs will be in addition to the contract price and met from existing building maintenance budgets.</p>	-65		
<p>Community Engagement</p> <p>The Council has purchased UEngage which is a dedicated public sector consultation and engagement software package. There is an annual licence fee which cannot be met from existing budgets.</p>	6		
<p>Customer Services</p> <p>The Thames Valley Alerts system enables the Council to proactively communicate with residents whilst replacing some current paper-based newsletters. The cost of sharing this system is considerably less than a sole use system. To enable the Council to monitor the use of its website it has been necessary to implement cookie control which incurs an annual licence fee.</p>	4		
<p>ICT</p> <p>There has been an increased requirement for server auditing tools maintenance as a result of Public Sector Network compliance.</p>	7		
<p>ICT</p> <p>Due to the increased number of laptops on the estate there are increased license and support costs to secure these devices against unauthorised access when working remotely.</p> <p>The expansion of the laptop and workstation estate required additional licences for core Microsoft software.</p>	41		
<p>ICT</p> <p>The purchase of Zenworks products for workstation management. These additional licence costs cannot be met from existing budgets.</p>	69		
<p>Industrial & Commercial Properties</p> <p>Following the demolition of shops below Seymour House the residual income budget needs to be removed.</p>	7		

REVENUE BUDGET PROPOSALS

Annexe D

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
ADDITIONAL PROPOSALS SINCE DECEMBER			
<p>Charges to Unions</p> <p>Following discussions with UNISON on affordability, a charge for the occupation of space at the Commercial Centre will not be introduced. The saving identified in December has therefore been reduced.</p>	5		
CORPORATE SERVICES/CHIEF EXECUTIVE TOTAL	-682	-12	0

CHILDREN YOUNG PEOPLE AND LEARNING

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Additional income</p> <p>A number of services are exceeding their income targets, or identifying new opportunities for income generation, either through improved trading, or additional external contributions, and where this is expected to continue, budgets will be increased accordingly. This relates to the School Improvement Team (£30,000) School Admissions (£20,000), Early Years (£14,000), Larchwood short break unit (£10,000) and aspects of Special Educational Needs and Targeted Services (£50,000).</p>	-124		
<p>Managing new efficiencies on contracts and general expenses</p> <p>Efficiencies have been achieved through negotiation of reduced costs for accommodation and support for looked after children. This covers rigorous and sustained work on initial negotiations, reviewing long term placements, securing bulk discounts and limiting annual inflation increases.</p>	-100		
<p>Revised service delivery</p> <p>As part of the on-going process to improve efficiency, a number of services have been reviewed or are in the process of being reviewed to consider alternative ways for their delivery. Where change is considered appropriate, this results in either a more efficient service, delivering the same for less, or a reduced or deleted range of services. It also makes permanent the deletion of associated posts that are currently being held vacant pending the reviews. It relates to the Education Psychology Service (£25,000), Family Support and Parenting Services (£100,000), support to Care Leavers (£22,000), Fostering and Adoption Recruitment (£18,000), the Family Information Service (£22,000), Early Years (payments to providers) (£4,000), Youth Justice (£16,000), Support to the Departmental Management Team (£30,000) and Commissioning and Policy, including school places planning and trading with schools (£50,000).</p>	-287		
<p>Reduced demand</p> <p>Budgets for some aspects of support are planned to be reduced to reflect current demand, with limited impact anticipated. This relates to setting up home grants for care leavers (£20,000) and bursaries to support up skilling of the childcare workforce (£6,000), where new government grants are now available.</p>	-26		

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Support for 13-19 year old pupils</p> <p>The service includes information, advice and guidance to young people, and additional support to those not in education, employment or training (NEET). It is provided externally via a contract which will be re-configured to remove non-statutory services relating to job vacancies and bespoke support to young people (£28,000) and support for looked after children which can continue to be provided through existing funding within the Schools Budget (£22,000).</p>	-50		
<p>Pyramid for children</p> <p>This provides routine screening of the emotional health of Year 3 pupils of participating schools. It provides a time limited, out of school club offering short-term therapeutic interventions working with Year 3 pupils identified as having low self-esteem, little or no confidence and/or poor social skills. The programme has not been centrally supported in the current financial year and the budget is now proposed to be permanently deleted.</p>	-30		
<p>Early Years, Childcare & Play</p> <p>Support in three areas of Early Years is proposed to be reduced. The vacant part time post providing individualised training, support and advice to private providers on high quality provision will be deleted (£21,000). Funding for training and supporting volunteers that support vulnerable families in their homes will be reduced by 30% (£20,000), with start-up grants to promote development and extension of childcare providers deleted (£25,000).</p>	-66		
<p>Children and Adolescent Mental Health Service (CAMHS)</p> <p>The proposal is to stop commissioning a CAMHS Tier 2 post which undertakes direct work with children in care who are known to the Youth Offending Service. It also supports foster carers in dealing with challenging behaviours and provides specific training and advice for foster carers, social workers and Youth Offending Service staff. Referrals for support will in future be made direct to CAMHS, which is a Tier 3 service, with qualifying criteria.</p>	-55		
<p>Nepali Community Support Officer</p> <p>This is a joint funded post with Corporate Services that provides support to the Nepali community to help them to orientate themselves on arrival to this country, to integrate into the wider community and to access statutory and voluntary services including youth centres/activities, children's centres, schools,</p>	-12		

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
housing and benefits. Reducing the hours available to the post will lower the number of families that can be supported.			
<p>Looked After Children</p> <p>Based on the current costed schedule of known placements, a pressure has been identified to ensure the fulfilment of statutory duties for children and young people in care. This reflects an increase in the number of children being looked after and requiring care and support from 87 when the budget requirement for 2013/14 was established, to 92. Within this figure, there is a significant turnover in the looked after population, with varying placements costs depending on the age of child and type of placement needed. A small number of placements are at a very high cost.</p>	450		
<p>Children's Social Care</p> <p>The increase in number of cases and their complexity has placed work load pressure on social workers and others to meet statutory timescales and duties and maintain the safety of children and young people. In particular the number of child protection cases has increased by 37% between March 2012 and September 2013 (from 82 to 112). To manage the increased workload, it is proposed to fund the recruitment of 6 staff (£250,000) and the additional demands on court proceedings and associated commissioned legal costs (£50,000).</p>	300		
<p>Education grants to former looked after children without leave to remain in the UK</p> <p>Recent case law has confirmed a duty on local authorities to fund the cost of education to the age of 25 - university entry or other courses - for young people who have previously been supported by the local authority as a looked after child and who have no recourse to public funds to complete their education.</p>	40		
ADDITIONAL PROPOSALS SINCE DECEMBER			
<p>Early Years, Childcare & Play</p> <p>Home-Start, which supports vulnerable families in their homes, provides an important service that helps the Council to fulfil several of its strategic objectives. The proposed saving could, therefore, be deferred for 12 months whilst a thorough review of the future funding of Home-Start is undertaken in relation to its health functions.</p>	20		
CHILDREN YOUNG PEOPLE AND LEARNING TOTAL	60	0	0

ADULT SOCIAL CARE HEALTH AND HOUSING

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Social Fund</p> <p>Based on existing known demand for the social fund scheme this level of economy can be delivered. Demand is expected to increase in subsequent years. If there is an increase in demand in 2014/15 there will be pressure on contingencies.</p>	-170	20	30
<p>Supporting People</p> <p>Contracts have been re-commissioned to provide housing related support services which will cost less than the Supporting People budget and have no adverse impact on the service delivered.</p>	-75		
<p>Market Management</p> <p>A range of measures have been put in place over the past few years that have assisted in managing demand which taken together with the adoption of a robust approach to commissioning services from providers has resulted in cost reductions on commissioned services.</p>	-250		
<p>Aligning the outcomes of existing service to Public Health outcomes</p> <p>A review of existing service outcomes to identify where there is commonality with Public Health outcomes in order to remove any duplication.</p>	-125		
<p>Joint equipment store</p> <p>Robust application of the Returns Policy, ensuring reimbursement for recyclable equipment.</p>	-20		
<p>Learning Disabilities Continuing Healthcare agreement</p> <p>This links specifically to the impact on those people with a learning disability who were subject to the transfer of responsibility between the Primary Care Trust and Local Authorities.</p>	-36		
<p>Demographic factors relating to support provided to people who were formerly funded under Section 28A (NHS funding)</p> <p>These savings are expected to come about through natural demographic factors.</p>	-100		
<p>Continuing Healthcare Care Coordination</p> <p>Recovery from the Clinical Commissioning Group of the full cost</p>	-25		

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
for the care coordination for people funded through NHS Continuing Healthcare.			
Property Maintenance Due to the decommissioning of a number of buildings this budget is no longer required at the current level.	-50		
Fixed Civil Penalties Households who deliberately or negligently generate an overpayment in benefit for failing to inform a change in circumstance will be fined. This does hold potential to have an adverse impact on poverty. It is expected that the number of fixed issued penalties will reduce in subsequent years.	-40	10	10
Demographic pressures – Older People, Mental Health and Long term Conditions The demographic changes impact on the number of people requiring social care support. The Council are legally required to provide support to those meeting its eligibility criteria for Adult Social Care and will provide this in the most cost efficient way. The Department forecast population changes and requisite costs using the “Projecting Older People Population Information” and the “Projecting Adult Needs and Service Information” tools, developed by the Department of Health. These estimate the number of people likely to need support in any given local authority and enable an estimate of the financial impact to be made for budgeting purposes. The estimated financial impact of the changes are: <ul style="list-style-type: none"> • Older People • Mental Health • Long Term Conditions 	257 29 35		
Demographics – Young People completing their education (Full Year Effect of costs being incurred in 2013/14) These changes are forecast pressures arising from known young people completing their education that are already known to the Council and receiving services but are supported by older carers. The Department works closely with the Council's Children's Services to identify those individuals who will continue to require services regardless of their age, moving from	22		

REVENUE BUDGET PROPOSALS

Annexe D

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Children’s Services to Adult Social Care.</p> <p>The Council are legally required to provide support to those meeting its eligibility criteria for Adult Social Care and will provide this in the most cost efficient way.</p>			
<p>Learning Disabilities - Young People (Full Year Effect of costs being incurred in 2013/14))</p> <p>These changes are forecast pressures arising from known young people reaching adulthood / working age adults who are already known to the Council and receiving services who reached 18 years old during financial year 2013/14.</p>	96		
<p>Changing needs - Learning Disabilities (Full Year Effect of costs being incurred in 2013/14)</p> <p>These changes are forecast pressures arising from known individuals where needs have increased due to ageing, people leaving home, leaving college etc.</p>	161		
<p>Mental Health - young people</p> <p>These changes are forecast pressures arising from known young people reaching adulthood / working age adults who are already known to the Council and receiving services who reached the 18 years old during financial year 2014/15 plus the Full Year Effect of young people who reached 18 in 2013/14.</p>	231		
<p>Autistic Spectrum Condition - Transition and older carers</p> <p>These changes are forecast pressures arising from known young people with Autistic Spectrum Condition needing to leave home for family reasons and young people reaching 18.</p>	59		
ADDITIONAL PROPOSALS SINCE DECEMBER			
<p>Long Term Conditions In order to secure full social care funding from the NHS, the Council will need to provide match funding of £0.090m for the support of long term conditions.</p>	90		
<p>ADULT SOCIAL CARE HEALTH AND HOUSING TOTAL</p>	89	30	40

ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
Waste Management Additional income arising from applying the excess profit clause in the waste disposal contract.	-200		
Concessionary Fares Reduction in passenger numbers when comparing budgeted to actual.	-75		
Community Infrastructure Levy Administration (CIL) Charge Regulations allow charging for administration costs of the CIL scheme.	-50		
Pre-application Planning Charges Additional income generated through increased number of pre-application inquiries.	-15		
Local Transport Plan Deletion of non-recurring budget for implementation of Local Transport Plan.	-12		
Development Management Section Additional income generated through increased number of planning applications.	-110		
Bracknell Leisure Centre Gym Additional income generated from the extension and improvement of the existing facility.	-20		
Bracknell Leisure Centre/Edgbarrow Sports Centre Artificial Turf Pitches Additional income generated from the improvement of the existing facilities.	-15		
The Look Out Car Park Existing levels of income indicate that the minimum level of income anticipated when modelling the project will be exceeded.	-100		
Coral Reef Car Park Additional income generated from new car park charging from	-40		

REVENUE BUDGET PROPOSALS

Annexe D

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
users who are not accessing the facility at Coral Reef.			
Performance & Resources Finance Re-evaluation of Head of Finance post in line with others in the authority.	-17		
Performance & Resources Administration Non-renewal of the Information Handling Service subscription and review and consequent reduction in administration budgets.	-21		
E+ Smartcard Reduction in the revenue budgets for consultancy and purchase of cards.	-16		
Emergency Planning An alternative to mobile phones has been provided and therefore the budget is no longer required.	-2		
Cemetery & Crematorium Business Rates Following an appeal to the Valuation Office, the rateable value of the Cemetery and Crematorium has been reduced giving a saving on business rates.	-9		
Cemetery & Crematorium A review of the budgets for equipment rental and service contracts will result in a saving of £1,000 and £2,500 respectively.	-4		
Cemetery & Crematorium Income Income levels currently being generated indicate that following the levels of investment at the above facility demand from service users is being diverted from other providers.	-150		
Public Realm Contracts Anticipated savings from re-tendering of the highway maintenance, street lighting, street cleansing and ground maintenance contracts arising from changes in the operational specification.	-125		
Waste Management Additional income following the introduction of a charge for the brown bin collection service due to an extra 1,000 bins above the	-25		

REVENUE BUDGET PROPOSALS

Annexe D

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
initial target.			
Waste Management Reduction in the recycling promotions budget.	-5		
Operational Support Environment & Public Protection Division Continuing review of the staffing budget within this division will allow a reduction in this budget.	-30		
Environment & Public Protection Budgets Review of budgets on decriminalised parking, dog control, primary authority, buying with confidence, animal welfare and fees for disabled facility grants will enable the budgets to be reduced.	-25		
Performance & Resources Business Systems Deletion of Business Analyst post.	-33		
Consultancy A reduction in external support for building control, road safety and energy management.	-20		
Town Centre Fountain If the Town Centre regeneration is delivered within existing time-scales an economy can be made. If this time-scale slips, the fountain will remain operational but this will then result in an in-year budget pressure.	-15		
Planning & Transportation Training Budget Reduction in training budget.	-5		
Regional Planning Deletion of available budget for regional planning and cross boundary work.	-45		
Energy Management Deletion of Energy Assistant post.	-11		
Planning Spatial Policy Deletion of part time Senior Planning Officer post.	-16		

REVENUE BUDGET PROPOSALS

Annexe D

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Road Safety</p> <p>Deletion of Assistant Road Safety Officer post and cancellation of consultancy arrangement for road safety training.</p>	-31		
<p>Concessionary Fares</p> <p>Deletion of Administrative Assistant post and transfer of some tasks to Customer Services.</p>	-15		
<p>Libraries</p> <p>Minor re-organisations within the Library service.</p>	-76		
<p>Bracknell Leisure Centre Administration</p> <p>Minor re-organisation within this service.</p>	-22		
<p>Coral Reef</p> <p>Deletion of part time post in the gym and reduction in centre marketing budget.</p>	-16		
<p>Downshire Golf Complex</p> <p>Deletion of Assistant Golf Professional post.</p>	-7		
<p>The Look Out</p> <p>Reduction in staffing hours.</p>	-12		
<p>Parks & Countryside</p> <p>Reduction in budgets for printing and marketing.</p>	-3		
<p>Performance & Resources Business Systems</p> <p>Review of licences within Business Support.</p>	-23		
<p>Performance & Resources Business Systems</p> <p>Deletion of Administrator post.</p>	-18		
<p>E+ Smartcard</p> <p>Reduction in hours of the manager's post.</p>	-22		
<p>Environment & Public Protection Staff Training</p> <p>Reduction in training budget within the division.</p>	-2		

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Development Management Section</p> <p>Resource required for significant increase in workload from pre-application enquiries, planning applications and enforcement matters. There will be a corresponding increase in income which has been included as a saving in Annexe B.</p>	109		
<p>Town Centre Regeneration and Traffic Management</p> <p>Associated costs of delivering key aspects of the Town Centre transport package and the subsequent management and operational requirements it will bring.</p>	87		
<p>Car Parking Income</p> <p>Reduction of income from daily charges in the Town Centre car parks whilst Town Centre regeneration takes place.</p>	80		-80
ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL	-1,182	0	-80

COUNCIL WIDE

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Revenue impact of the Capital Programme</p> <p>The proposed 2014/15 council funded capital programme of £8.428m will result in the loss of £0.020m of interest in 2014/15 and a revenue pressure of a further £0.260m in 2015/16. These figures include on-going costs associated with the maintenance and support of IT capital purchases and take into account projected capital receipts of £5m in 2014/15 and carry forwards, but exclude the self-funding Invest to Save schemes.</p>	20	260	
<p>Interest Received</p> <p>The 2014/15 budget is based on an average rate of return of 0.5% (1.0% 2013/14) and reflects the estimated level of cash balances. The Council can once again make a pre-payment on its pension fund contributions and thus earn a higher discount than could be achieved through its own investment opportunities. The net impact of these is a loss of income of £0.030m.</p>	30		
COUNCIL WIDE TOTAL	50	260	

TREASURY MANAGEMENT REPORT

- 1.1 The Local Government Act 2003 requires the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council’s capital investment plans are affordable, prudent and sustainable.
- 1.2 This report outlines the Council’s prudential indicators for 2014/15 – 2016/17 and sets out the expected treasury operations for this period. It fulfils four key legislative requirements:
 - The reporting of the prudential indicators setting out the expected capital activities at Annex E(i) (as required by the CIPFA Prudential Code for Capital Finance in Local Authorities).
 - The Council’s Minimum Revenue Provision (MRP) Policy at Annex E(ii), which sets out how the Council will pay for capital assets through revenue each year (as required by Regulation under the Local Government and Public Involvement in Health Act 2007);
 - The Treasury Management Strategy Statement which sets out how the Council’s treasury service will support the capital decisions taken above, the day to day treasury management and the limitations on activity through treasury prudential indicators. The key indicator is the Authorised Limit, the maximum amount of debt the Council could afford in the short term, but which would not be sustainable in the longer term. This is the Affordable Borrowing Limit required by s3 of the Local Government Act 2003 and shown at Annex E(iii);
 - The Annual Investment Strategy which sets out the Council’s criteria for choosing investment counterparties and limiting exposure to the risk of loss. This strategy is in accordance with the CLG Investment Guidance and is shown in Annex E(iv).

The Capital Prudential Indicators 2014/15 – 2016/17

The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce prudential indicators. Each indicator either summarises the expected capital activity or introduces limits upon that activity, and reflects the outcome of the Council's underlying capital appraisal systems.

Within this overall prudential framework there is an impact on the Council's treasury management activity – as it will directly impact on borrowing or investment activity and as such the Treasury Management Strategy for 2014/15 to 2016/17 complements these indicators. Some of the prudential indicators are shown in the Treasury Management Strategy to aid understanding.

The Capital Expenditure Plans

The Council's capital expenditure plans are summarised below and this forms the first of the prudential indicators. A certain level of capital expenditure is grant supported by the Government; any decisions by the Council to spend above this level will be considered unsupported capital expenditure. This unsupported capital expenditure needs to have regard to:

- Service objectives (e.g. strategic planning);
- Stewardship of assets (e.g. asset management planning);
- Value for money (e.g. option appraisal);
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing);
- Affordability (e.g. implications for the council tax);
- Practicality (e.g. the achievability of the forward plan).

The revenue consequences of capital expenditure, particularly the unsupported capital expenditure, will need to be paid for from the Council's own resources.

This capital expenditure can be paid for immediately (by applying capital resources such as capital receipts, capital grants etc., or revenue resources), but if these resources are insufficient any residual capital expenditure will add to the Council's borrowing need.

The key risks to the plans are that the level of Government support has been estimated and is therefore maybe subject to change. Similarly some estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For instance anticipated asset sales may be postponed due to external factors, similarly the proceeds from the Right-to-Buy sharing agreement with Bracknell Forest Homes will also be impacted on by the wider economy.

The Council is asked to approve the summary capital expenditure projections below. This forms the first prudential indicator:

Capital Expenditure	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000
Capital Expenditure	21,229	11,200	8,848
Financed by:			
Capital receipts	5,000	3,000	3,000
Capital grants & Contributions	12,801	3,759	3,909
Revenue	0	0	0
Net financing need for the year	3,428	4,441	1,939

The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. The capital expenditure above which has not immediately been paid for will increase the CFR. Due to the nature of some of the capital expenditure identified above (ie grant), an element will be immediately impaired or will not qualify as capital expenditure for CFR purposes. As such the net financing figure above may differ from that used in the CFR calculation.

The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary payments (VRP). No additional voluntary payments are planned.

The Council is asked to approve the CFR projections below:

	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000
Capital Financing Requirement			
Total CFR	57,716	60,680	63,431
Movement in CFR	6,019	2,964	2,751

Movement in CFR represented by			
Net financing need for CFR purposes #	7,856	5,000	5,000
Less MRP/VRP and other financing movements	-1,837	-2,036	-2,249
Movement in CFR	6,019	2,964	2,751

2014/15 includes impact of carry-forward from 2013/14

CLG Regulations have been issued which require full Council to approve an MRP Statement in advance of each year. The Council is recommended to approve the MRP Statement attached in Annex E(ii)

Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

Estimates of the ratio of financing costs to net revenue stream.

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Ratio	-0.09%	-0.27%	-0.24%

The estimates of financing costs include current commitments and the proposals in the Capital Programme Budget report.

Incremental impact of capital investment decisions on the Council Tax

This indicator identifies the revenue costs associated with proposed changes to the three year capital programme compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period.

	Forward Projection 2014/15	Forward Projection 2015/16	Forward Projection 2016/17
Council Tax - Band D	£0.37p	£0.96p	£0.42p

Minimum Revenue Provision (MRP) Policy Statement

The concept of the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to make an annual charge to the General Fund of 4% of the General Fund Debt.

Department for Local Government & Communities (DCLG) issued regulations in 2008 which require a local authority to calculate for the current financial year an amount of MRP which it considers “prudent”. The broad aim of a prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits or in the case of borrowing supported by government, reasonably commensurate with the period implicit in the determination of the grant. The Council can choose to charge more than the minimum.

It is a requirement of these new regulations that full Council approve an annual MRP Statement of its policy on making MRP.

As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant the Council’s borrowing need (its Capital Financing Requirement) will be positive and an MRP will be required. In practice the Council is unlikely to need to borrow externally in the medium term as it has sufficient revenue investments, arising from the Council’s reserves and balances to cover this expenditure. However it will still need to make a charge to revenue for this “internal borrowing”.

The move to International Financial Reporting Standards (IFRS) in local government brought more PFI schemes on balance sheet and resulted in some leases (or parts of leases) being reclassified as finance lease instead of operating leases. These contracts would become subject to the requirement to provide MRP. IFRS requires these changes to be accounted for retrospectively. With the result that an element of the rental or service charge payable in previous years will be taken to the balance sheet to reduce the liability. On its own this change would result in a one-off increase to the capital financing requirement, and an equal increase in revenue account balances. This is not seen as a prudent course of action and as such the guidance recommends the inclusion in the annual MRP charge of an amount equal to the amount that has been taken to the balance sheet to reduce the liability, including the retrospective element in the first year.

The guidance sets out four options for making MRP. It envisages that authorities can distinguish between borrowing that is “supported” (through the RSG system) and other “unsupported or prudential” borrowing. The first two methods should only be used for “supported” borrowing

- 1) The regulatory method. This involves following the existing practice outlined in the former DCLG regulation. For the Council this is essentially the same as the CFR method.
- 2) The CFR Method. This involves setting the MRP equal to 4% of the Capital Financing Requirement at the end of the preceding year.
- 3) The Asset Life Method. This method requires MRP to be charged over the asset life. The asset life is determined in the year MRP commences and is not changed. MRP will not be charged until the asset becomes operational.

Therefore it will be possible to take an MRP holiday for those assets in construction.

- 4) The Depreciation Method. This requires the MRP to equal the actual depreciation based on standard accounting procedures.

Recommended Policy

In setting the 2014/15 budget and beyond the following policy is recommended:

- 1) There will be a presumption that capital receipts will be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.
- 2) The Council will identify the level of “supported borrowing” and use the CFR Method i.e. 4% of this figure as part of the MRP charge. The supported borrowing will be used in full irrespective of the service block the funding was allocated in the grant settlement and will also be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy. For the remaining “unsupported borrowing” the Council will use the asset life method.

The actual charge made in the year will be based on applying the above policy to the previous year’s actual capital expenditure and funding decisions. Therefore the 2014/15 charge will be based on 2013/14 capital out-turn.

The recommended policy is consistent with approach that the Council has adopted in previous years, minimising the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of internal borrowings.

TREASURY MANAGEMENT STRATEGY STATEMENT

The Treasury Management service is an important part of the overall financial management of the Council's affairs. The prudential indicators in Annex E(i) consider the affordability and impact of capital expenditure decisions, and set out the Council's overall capital framework. The Treasury Management service considers the effective funding of these decisions. Together they form part of the process which ensures the Council meets its balanced budget requirement under the Local Government Finance Act 1992.

The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice - 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). This Council has adopted the revised Code.

As a result of adopting the Code the Council also adopted a Treasury Policy Statement. This adoption is the requirement of one of the prudential indicators.

The Code of Practice requires an annual strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. A further treasury report is produced after the year-end to report on actual activity for the year, and a new requirement of the revision of the Code of Practice is that there is a mid-year monitoring report.

This strategy covers:

- The Council's debt and investment projections;
- The Council's estimates and limits on future debt levels;
- The expected movement in interest rates;
- The Council's borrowing and investment strategies;
- Treasury performance indicators;
- Specific limits on treasury activities;

Debt and Investment Projections 2014/15 – 2016/17

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed. The Council does not anticipate any external borrowing over the period 2014/15 to 2016/17 however the timing of this very much depends on progress made in delivering on the Capital Programme in and the level of capital receipts achieved in the next 2 years. As such there is some uncertainty as to when exactly the Council will be required to undertake borrowing. The table below highlights the expected change in investment balances.

£'000	2014/15 Estimated	2015/16 Estimated	2016/17 Estimated
External Debt			
Debt at 31 March	0	0	0
Investments			
Investments at 31 March	18,000	10,000	2,000

Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2014/15 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Borough Treasurer reports that the Council has complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

The Authorised Limit for External Debt

A further key prudential indicator represents a control on the overall level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although no control has yet been exercised.

The Council is asked to approve the following Authorised Limit:

Authorised limit £000	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Borrowing	45,000	48,000	51,000
Other long term liabilities	16,000	16,000	16,000
Total	61,000	64,000	67,000

Operational Boundary for External Debt

The Authority is also recommended to approve the Operational Boundary for external debt for the same period. The proposed Operational Boundary is based on the same estimates as the Authorised Limit but reflects directly the estimate of the most likely but not worst case scenario, without the additional headroom included within the Authorised Limit to allow for unusual cash movements.

Operational Boundary £m	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Borrowing	40,000	44,000	47,000
Other long term liabilities	16,000	16,000	16,000
Total	56,000	60,000	63,000

Borrowing in advance of need.

The Borough Treasurer may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Borough

Treasurer will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year or annual reporting mechanism. However given the finely balanced projected position in 2015/16 any borrowing in advance of need will be kept under review on a monthly basis.

Expected Movement in Interest Rates

The Council has appointed Capita (previously known as Sector Treasury Services) as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives their central view on the future levels of the Bank Rate

Medium-Term Rate Estimates (averages)

Annual Average %	Bank Rate	PWLB Rates*		
		5 year	25 year	50 year
Dec 2013	0.50	2.50	4.40	4.40
Mar 2014	0.50	2.50	4.40	4.40
June 2014	0.50	2.60	4.40	4.40
Sept 2014	0.50	2.70	4.50	4.50
Dec 2014	0.50	2.70	4.50	4.60
March 2015	0.50	2.80	4.60	4.70
June 2015	0.50	2.80	4.70	4.80
Sept 2015	0.50	2.90	4.80	4.90
Dec 2015	0.50	3.00	4.90	5.00
March 2016	0.50	3.20	5.00	5.10
June 2015	0.50	3.30	5.10	5.20
Sept 2016	0.75	3.50	5.10	5.20

* Borrowing Rates

Until 2013, the economic recovery in the UK since 2008 had been the worst and slowest recovery in recent history. However, growth rebounded in quarter 1 and 2 of 2013 to surpass all expectations. Growth prospects remain strong looking forward, not only in the UK economy as a whole, but in all three main sectors, services, manufacturing and construction. One downside is that wage inflation continues to remain significantly below CPI inflation so disposable income and living standards are under pressure, although income tax cuts have ameliorated this to some extent.

A rebalancing of the economy towards exports has started but as 40% of UK exports go to the Eurozone, the difficulties in this area are likely to continue to dampen UK growth. The US, the main world economy, faces similar debt problems to the UK, but thanks to reasonable growth, cuts in government expenditure and tax rises, the annual government deficit has been halved from its peak without appearing to do too much damage to growth.

The current economic outlook and structure of market interest rates and government debt yields have several key treasury management implications:

- Although Eurozone concerns have subsided in 2013, Eurozone sovereign debt difficulties have not gone away and there are major concerns as to how these will be managed over the next few years as levels of

government debt, in some countries, continue to rise to levels that compound already existing concerns. Counterparty risks therefore remain elevated. For investment purposes this continues to suggest the use of higher quality counterparties for shorter time periods;

- Investment returns are likely to remain relatively low during 2014/15 and beyond;
- Borrowing interest rates have risen significantly during 2013 and are on a rising trend. The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in the future;
- There will remain a cost of carry to any new borrowing which causes an increase in investments as this will incur a revenue loss between borrowing costs and investment returns.

Borrowing Strategy 2014/15

Given the level of current investments, the Council does not envisage any long-term borrowing in 2014/15 although the Authorised Limit for External Debt has been set to enable the Council to manage its cash flow effectively through the use of temporary borrowing, in the unlikely event that this should be necessary.

Investment Strategy 2014/15 – 2016/17

Investment Policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").

Key Objectives

The Council's investment strategy primary objectives are safeguarding the repayment of the principal and interest of its investments on time first and ensuring adequate liquidity second – the investment return being a third objective. Following the economic background outlined in the Treasury Management Strategy, the current investment climate has one over-riding risk consideration that of counterparty security risk. As a result of these underlying concerns officers are implementing an operational investment strategy which maintains the tightened controls already in place in the approved investment strategy.

Investment Counterparty Selection Criteria

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration.

After this main principle the Council will ensure:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the Specified and Non-Specified investment sections below.
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

In accordance with the Investment Guidance, the Council will, in considering the security of proposed investments, follow different procedures according to which of two categories, Specified or Unspecified, the proposed investment falls into.

Specified Investments offer high security and high liquidity and are:

- ◆ Denominated, paid and repaid in sterling;
- ◆ Not long term investments, i.e. they are due to be repaid within 12 months of the date on which the investment was made;
- ◆ Not defined as capital expenditure; and
- ◆ Are made with a body or in an investment scheme which has been awarded a high credit rating by a credit rating agency or are made with the UK Government or a Local Authority in England, Wales, Scotland or Northern Ireland.

Non-Specified Investments are those which do not meet the definition of Specified Investments.

In accordance with guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings,

watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using Capita's ratings service, potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Furthermore, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Capita Asset Services in producing its colour codings which show the varying degrees of suggested creditworthiness.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk. The intention of the strategy is to provide security of investment and minimisation of risk.

Investment instruments identified for use in the financial year are listed in appendix under the 'specified' and 'non-specified' investments categories.

Creditworthiness policy

This Council applies the creditworthiness service provided by Capita Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following maturities .

Dark pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
Light pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
Blue	1 year (only applies to nationalised or semi nationalised UK Banks)
Orange	1 year
Red	6 months
Green	100 days
No colour	not to be used

Annex E(iv)

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks	orange	£7m	1 yr
Banks – part nationalised	blue	£7m	1 yr
Banks	red	£7m	6 mths
Banks	green	£7m	100 days
Banks	No colour	£7m	
Debt Management Account Deposit Facility	AAA	£7m	6 months
Local authorities	n/a	£7m	1 yr
Money market funds	AAA	£7m	liquid
Enhanced money market funds with a credit score of 1.25	Dark pink / AAA	£7m	liquid
Enhanced money market funds with a credit score of 1.5	Light pink / AAA	£7m	liquid

Our creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue influence to just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a short term rating (Fitch or equivalents) of short term rating F1, long term rating A-, viability rating of A-, and a support rating of 1 There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored in real time. The Council is alerted to changes to ratings of all three agencies through its use of our creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that supporting government

In the normal course of the council's cash flow operations it is expected that both Specified and Non-specified investments will be utilised for the control of liquidity as both categories allow for short term investments.

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 2014/15 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

Country and Sector Considerations

Due care will be taken to consider the country, group and sector exposure of the Council's investments. The current investment strategy limits all investments to UK Banks, Building Societies and Local Authorities, in addition to Sterling denominated AAA Money Market Funds.

Economic Investment Considerations

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates. The UK Bank Rate is forecast to remain unmoved through to late 2015. However, should the pace of growth pick up more than expected there could be upside risk.

The criteria for choosing counterparties set out above provides a sound approach to investment in "normal" market circumstances. Whilst Members are asked to approve this base criteria above, under the exceptional current market conditions the Borough Treasurer may temporarily restrict further investment activity to those counterparties considered of higher credit quality than the minimum criteria set out for approval. These restrictions will remain in place until the banking system returns to "normal" conditions. Similarly the time periods for investments will be restricted.

Examples of these restrictions would be the greater use of the Debt Management Deposit Account Facility (a Government body which accepts local authority deposits), Money Market Funds, and strongly rated institutions. The credit criteria have been amended to reflect these facilities.

Sensitivity to Interest Rate Movements

Future Council accounts will be required to disclose the impact of risks on the Council's treasury management activity. Whilst most of the risks facing the treasury management service are addressed elsewhere in this report (credit risk, liquidity risk, market risk, maturity profile risk), the impact of interest rate risk is discussed but not quantified. The table below highlights the estimated impact of a 1% change in interest rates to the estimated treasury management income for next year.

	2014/15 Estimated + 1%	2014/15 Estimated - 1%
Revenue Budgets	£'000	£'000
Investment income	250	250

Treasury Management Limits on Activity

There are four further treasury activity limits, which were previously prudential indicators. The purpose of these are to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The indicators are:

Upper limits on variable interest rate exposure – This identifies a maximum limit for variable interest rates based upon the debt position net of investments

Upper limits on fixed interest rate exposure – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

Maturity structures of borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

Total principal funds invested for greater than 364 days – These limits are set with regard to the Council's liquidity requirements and are based on the availability of funds after each year-end.

The Council is asked to approve the limits:

	2014/15	2015/16	2016/17
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	£42m	£46m	£49m
Limits on variable interest rates based on net debt	£42m	£46m	£49m
Maturity Structure of fixed interest rate borrowing 2014/15			
	Lower	Upper	
Under 12 months	0%	100%	
12 months to 2 years	0%	0%	
2 years to 5 years	0%	0%	
5 years to 10 years	0%	0%	
10 years and above	0%	0%	
Maximum principal sums invested > 364 days			
Principal sums invested > 364 days	£m 0	£m 0	£m 0

Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 2014/15 the Council does not expect to enter into any borrowing and as such the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate". The results of these indicators will be reported in the Treasury Annual Report.

Treasury Management Advisers

The Council uses Capita Asset Services as its treasury management consultants. The Council recognises that responsibility for treasury management decision remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subject to regular review.

Member and Officer Training

The increased Member consideration of treasury management matters and the need to ensure officers dealing with treasury management are trained and kept up to date requires a suitable training process for Members and officers. Following the nomination of the Governance and Audit Committee to examine and assess the effectiveness of the Treasury Management Strategy and Policies, initial training was provided and additional training was given to the Committee in 2013. Officer training is carried out in accordance with best practice and outlined in TMP 10 Training and Qualifications to ensure that all staff involved in the Treasury Management function are fully equipped to undertake the duties and responsibilities allocated to them

SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
Debt Management Agency Deposit Facility* (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
Term deposits with the UK government or with Local Authority in England, Wales, Scotland or Northern Ireland with maturities up to 364 Days	No	Yes	High security although LAs not credit rated.	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Term deposits with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	See list	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Certificates of Deposit issued by credit-rated deposit takers (banks and building societies) : up to 364 Days. <i>Custodial arrangement required prior to purchase</i>	No	Yes	See list	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
Gilts : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
Money Market Funds <i>These funds do not have any maturity date</i>	No	Yes	<i>AAA Rating by Fitch, Moodys or S&P</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	The period of investment may not be determined at the outset but would be subject to cash flow and liquidity requirements
Forward deals with credit rated banks and building societies < 1 year (i.e. negotiated deal period plus period of deposit)	No	Yes	<i>See list</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	1 year in aggregate
Commercial paper <i>[short-term obligations (generally with a maximum life of 9 months) which are issued by banks, corporations and other issuers]</i> Custodial arrangement required prior to purchase	No	Yes	<i>See list</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	9 months
Treasury bills <i>[Government debt security with a maturity less than one year and issued through a competitive bidding process at a discount to par value]</i> Custodial arrangement required prior to purchase	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	1 year

NON-SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum credit</u> <u>rating **</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
Deposits with Authority's Banker where credit rating has dropped below minimum criteria	Where the Council's bank no longer meets the high credit rating criteria set out in the Investment Strategy the Council has little alternative but to continue using them, and in some instances it may be necessary to place deposits with them, these deposits should be of a very short duration thus limiting the Council to daylight exposure only (i.e. flow of funds in and out during the day, or overnight exposure).	No	Yes	n/a	In-House	364 Days
Term deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Certainty of rate of return over period invested. (ii) No movement in capital value of deposit despite changes in interest rate environment. (B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity. (ii) Return will be lower if interest rates rise after making the investment. (iii) Credit risk : potential for greater deterioration in credit quality over longer period	No	No	<i>See list</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	5 Years
Certificates of Deposit with credit rated deposit takers (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Although in theory tradable, are relatively illiquid. (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of CD which could negatively impact on price of the CD.	No	Yes	<i>See list</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	5 years

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum Credit</u> <u>Rating?</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
Callable deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Enhanced income ~ Potentially higher return than using a term deposit with similar maturity. (B) (i) Illiquid – only borrower has the right to pay back deposit; the lender does not have a similar call. (ii) period over which investment will actually be held is not known at the outset. (iii) Interest rate risk : borrower will not pay back deposit if interest rates rise after deposit is made.	No	No	See /ist	In-house and by external fund managers subject to the guidelines and parameters agreed with them	5 years
UK government gilts with maturities in excess of 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Excellent credit quality. (ii) Very Liquid. (iii) If held to maturity, known yield (rate of return) per annum ~ aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss.	No	Yes	Govt backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	10 years including but also including the 10 year benchmark gilt

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum credit</u> <u>rating **</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
Forward deposits with credit rated banks and building societies for periods > 1 year (i.e. negotiated deal period plus period of deposit)	(A) (i) Known rate of return over period the monies are invested ~ aids forward planning. (B) (i) Credit risk is over the whole period, not just when monies are actually invested. (ii) Cannot renege on making the investment if credit rating falls or interest rates rise in the interim period.	No	No	<i>See list</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	<i>5 years</i>
Deposits with unrated deposit takers (banks and building societies) but with unconditional financial guarantee from HMG or credit-rated parent institution : any maturity	(A) Credit standing of parent will determine ultimate extent of credit risk	No	Yes	<i>See list</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>1 year</i>

Reserves & Balances Policy Statement

As part of the financial planning process the Council will consider the establishment and maintenance of reserves and balances. In setting these, account is taken of the key assumptions underpinning the budget and financial strategy, together with the Council's financial management arrangements. Key factors considered include;

- Cash flow
- Assumptions on inflation and interest rates
- Level and timing of capital receipts
- Demand led pressures
- Planned economies
- Risk associated with major projects
- Availability of other funding (e.g. insurance)
- General financial climate

Reserves and Balances can be held for a number of purposes

General Balances

Balance	Purpose	Policy	Value
General Fund	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically £4m has been considered to be the minimum prudent level. Using balances to support expenditure results in a loss of investment income.	March 11 £9.970m March 12 £10.266m March 13 £12.982m March 14 £10.090m March 15 £7.461m

Earmarked Reserves

Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council has the following earmarked reserves:

Reserve	Purpose	Policy	Value
Insurance and other Uninsured Claims	This provides cover for the excess payable on claims under the Council's insurance policies (self insurance). It also provides for any potential future claims not covered by existing policies, including contractual disputes and legal claims.	Needs to be at a level where the provision could sustain claims in excess of current claims history	March 11 £2.119m March 12 £2.188m March 13 £2.266m March 14 £2.316m March 15 £2.316m
Budget Carry Forward	Used to carry forward approved unspent monies to the following year.	Budget Carry Forwards are permitted only in accordance with the scheme set out in financial regulations.	March 11 £0.410m March 12 £0.501m March 13 £0.449m March 14 £0.000m March 15 £0.000m
Cost of Structural Change	The reserve gives an opportunity to fund the one-off additional costs arising from restructuring before the benefits are realised.	This reserve will be used to meet organisational wide and departmental restructures where there are demonstrable future benefits.	March 11 £1.594m March 12 £1.500m March 13 £1.975m March 14 £1.717m March 15 £1.717m
Schools' Balances	These funds are used to support future expenditure within the Dedicated Schools Block and include individual school balances.	Balances are permitted to be retained by Schools under the Schools Standards & Framework Act 1998. Policies are set and the reserves are managed by schools and the LEA has no practical control over the level of balances.	March 11 £2.776m March 12 £4.531m March 13 £4.471m March 14 £4.471m March 15 £4.471m
Family Tree Nursery	A reserve created following the agreement to set up of a self funding Nursery. It holds the specific grant income received in advance and is used to manage future fluctuations in fee income from ongoing trading.	The Nursery has now been closed.	March 11 £0.111m March 12 £0.091m March 13 £0.091m March 14 £0.000m

Reserve	Purpose	Policy	Value
Discretionary School Carry Forwards	The statutory requirement to carry forward school balances has been extended to cover those held for the Language & Literacy Unit, Pupil Referral Units and the Schools Specific Contingency as set out in the financial regulations.	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 11 £0.132m March 12 £0.096m March 13 £0.102m March 14 £0.102m March 15 £0.102m
Unused Schools Budget Balance	The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 11 £0.595m March 12 £0.398m March 13 £0.517m March 14 £0.707m March 15 £0.407m
SEN Resource Units	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to fund building adaptations required to develop SEN (special education needs) resource units.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Education.	March 12 £0.491m March 13 £0.489m March 14 £0.489m March 15 £0.489m
Schools Job Evaluation	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to help finance any additional costs that may arise in schools from the implementation of the current Job Evaluation exercise.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Education.	March 12 £0.285m March 13 £0.285m March 14 £0.285m March 15 £0.115m
Education Library Service	A joint arrangement with other Berkshire authorities for the Education Library Service. This reserve is used for the provision of future equipment such as a new mobile library.	The reserve is held in order to finance the renewal or maintenance of specific items of equipment and reduces pressure on maintenance budgets in one particular year. Use of the reserve is subject to the agreement of the Council's participating in the joint arrangement.	March 11 £0.100m March 12 £0.101m March 13 £0.110m March 14 £0.110m March 15 £0.110m

Annexe F

Reserve	Purpose	Policy	Value
Repairs & Renewals	The Council has accumulated funding in an earmarked reserve from service charges paid by tenants at Longshot Lane, Forest Park and Liscombe.	The reserve is held in order to finance future improvement works thereby reducing pressure on maintenance budgets.	March 11 £0.035m March 12 £0.029m March 13 £0.046m March 14 £0.007m March 15 £0.007m
Building Regulation Chargeable Account	A statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose. The account is currently in deficit and therefore there is no balance on the reserve.	March 11 £0.000m March 12 £0.000m March 13 £0.000m March 14 £0.000m March 15 £0.000m
Capital Feasibility Studies	To facilitate the delivery of the capital programme a reserve has been created which can be used to finance expenditure on the preparation of capital schemes.	This reserve is used to provide financial support for preparation work on capital schemes contained within future capital programmes. Once the scheme has been approved then the costs charged to this reserve will be recharged against the approved capital scheme. Therefore assuming that all schemes are approved then this reserve will always eventually be reinstated to its original value.	March 11 £0.191m March 12 £0.149m March 13 £0.086m March 14 £0.000m
Icelandic Banks	A reserve created in 2009/10 to cover the potential loss of an element of the Council's deposits held in two Icelandic banks.	This reserve will be used to meet any losses of the Council's investments in two Icelandic banks which have been put into receivership/administration.	March 11 £2.341m March 12 £0.262m March 13 £0.346m March 14 £0.200m March 15 £0.200m
Commutated Maintenance of Land	Money is received and set aside for the ongoing maintenance of land transferred to the Council under Section 106 agreements.	The reserve will be used to cover the cost of maintaining land transferred to the Council under Section 106 agreements.	March 11 £0.142m March 12 £0.142m March 13 £0.217m March 14 £0.217m March 15 £0.217m

Annexe F

Reserve	Purpose	Policy	Value
S106 and Travel Plan Monitoring	Money is received and set aside to cover the costs of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	The reserve will be used to cover the cost of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	March 11 £0.071m March 12 £0.081m March 13 £0.099m March 14 £0.099m March 15 £0.099m
Financial Systems Upgrade	A reserve created in 2010/11 to meet additional revenue costs arising from the upgrade of Agresso to version 5.5.	The reserve will be used to meet costs arising from phase two of the upgrade.	March 11 £0.100m March 12 £0.056m March 13 £0.049m March 14 £0.049m March 15 £0.000m
Property Searches Chargeable Account	A reserve created for a statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 12 £0.026m March 13 £0.063m March 14 £0.063m March 15 £0.063m
Business Rates Equalisation	A reserve to manage the volatility in business rates income expected to result from the localisation of business rates in April 2013.	The reserve will be used to smooth the impact of changes in business rate income on the annual budget including levy payments and further appeals.	March 12 £2.000m March 13 £2.000m March 14 £2.000m March 15 £10.840m
Transformation	A reserve to support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 12 £0.500m March 13 £0.435m March 14 £0.326m March 15 £0.306m
Demographic Pressures and Projects	A reserve to fund future demographic pressures and projects within Adult Social Care.	The reserve will be used to smooth the impact of demographic changes and to meet the upfront cost of projects designed to create efficiencies and service improvements.	March 12 £0.699m March 13 £0.759m March 14 £0.759m March 15 £0.759m
Revenue Grants Unapplied	A reserve to hold unspent revenue grants and contributions where there are no outstanding conditions.	The reserve will be used to match the grant income to the associated expenditure.	March 12 £1.179m March 13 £1.802m March 14 £1.802m

Annexe F

Reserve	Purpose	Policy	Value
			March 15 £1.802m
Early Intervention	A reserve to support initiatives that focus on early intervention and preventative work.	The reserve will be used to meet the upfront cost of initiatives focusing on early intervention and preventative work.	March 12 £0.500m March 13 £0.465m March 14 £0.130m March 15 £0.000m
Economic Development	A reserve to support economic development.	This reserve will be used to support and increase local economic prosperity.	March 12 £0.657m March 13 £0.456m March 14 £0.206m March 15 £0.010m
School Masterplans and Feasibility Studies	A reserve to meet the cost of masterplans and feasibility studies for schools expansion.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 13 £0.300m March 14 £0.300m March 15 £0.300m
Repairs and Maintenance	A reserve to address 1D priorities (urgent works required to assets which are life expired and/or in serious risk of imminent failure) which are revenue rather than capital in nature.	The reserve will be used for high priority revenue repairs and maintenance.	March 13 £0.500m March 14 £0.449m March 15 £0.000m

Unusable Revenue Reserves

Certain reserves are kept to manage the accounting processes and do not represent usable resources for the Council.

Balance	Purpose	Policy	Value
Collection Fund Adjustment Account	A reserve required to reflect Collection Fund changes included in the SORP 2009. The balance represents the difference between the Council Tax income included in the Income and Expenditure Account and the amount required by regulation to be credited to the General Fund.	This balance is held for specific accounting reasons.	March 11 £0.249m March 12 £0.124m March 13 £0.209m March 14 £0.209m March 15 £0.209m
Accumulated Absences Account	A reserve which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave and flexi-time entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.	This balance is held for specific accounting reasons.	March 11 -£4.535m March 12 -£4.902m March 13 -£5.198m March 14 -£5.198m March 15 -£5.198m
Pensions	Reflects the Council's share of the Royal County of Berkshire Pension Fund's assets and liabilities. Contributions will be adjusted to ensure any projected deficit is funded.	This balance is held for specific accounting reasons.	March 11 -£73.812m March 12 -£134.785m March 13 -£145.949m March 14 -£145.949m March 15 -£145.949m

PROVISIONAL BUDGET SUMMARY STATEMENT
Subject to amendment in the light of final budget decisions

Line		2013/14	2014/15
		£'000	£'000
	Bracknell Forest's Expenditure		
1	Chief Executives /Corporate Services	7,414	7,019
2	Children, Young People and Learning	24,232	24,452
3	Adult Social Care and Health	35,872	<<<<<
4	Environment, Culture & Communities	32,972	32,461
5	Corporate Wide Items (to be allocated)	633	381
6	Sub-Total	101,123	<<<<<<
7	Non Departmental Expenditure		
8	Contingency provision	2,000	1,000
9	Debt Financing Costs (Minimum Revenue Provision)	1,322	1,536
10	Levying Bodies	97	108
11	Interest	(383)	(305)
12	Pension Interest Cost	16,034	16,034
13	Expected Return on Pension Assets	(10,220)	(10,220)
14	Other Services	526	488
15	Business Rates Growth	(377)	(5,963)
16	Contribution from Capital Resources	(300)	(300)
17	Capital Charges	(12,974)	(12,974)
18	Capital Expenditure Charged to the General Fund	1,100	0
19	Contribution from Pension Reserve	(8,807)	(8,807)
20	Contribution to/(from) Earmarked Reserves	(50)	11,840
21	New Homes Bonus grant	(2,084)	(2,660)
22	Local Services Support Grant	(58)	(42)
23	Council Tax Freeze Grant	(1,710)	(501)
24	Net Revenue Budget#	85,239	<<<<<
25	Movement in General Fund Balances	(4,393)	<<<<<
26	Net Revenue Budget after use of balances	80,846	87,146
27	Less - External Support		
28	Business Rates	(14,704)	(14,991)
29	Revenue Support Grant	(20,891)	(19,292)
30	Collection Fund Adjustment – Council Tax	(268)	(597)
31	Collection Fund Adjustment – Business Rates	0	(6,322)
32	Bracknell Forest's Council Tax Requirement	44,983	45,944
33	Collection Fund		
34	Bracknell Forest's Requirement	44,983	45,944
35	divided by the Council Tax Base ('000)	41.12	42.00
36	Council Tax at Band D (excluding Parishes)		
37	Bracknell Forest	£1,093.95	£1,093.95

The 2014/15 Net Revenue Budget = £<<<<<m + £6.322m which is the surplus on the business rates element of the Collection Fund.

Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Environment, Culture & Communities</u>
		Setting up the client function in preparation for the Public Realm contracts to be let on 1 October 2014.
50		Landscape Client
20		Street Cleansing Client
	-70	Landscape Services
70	-70	Total

Virements between Departments

Total	Explanation
£'000	
	<u>Corporate Services / CX Office</u>
-85	Revenue contributions to Capital for the purchase of office furniture and equipment at Times Square.
-20	Following the award of the contract for the e-Procurement Hosted Solution the virement of £0.035m previously received from the Transformation & Innovation Fund is not all required in this financial year and £0.020m can be returned.
	<u>Environment, Culture and Communities</u>
-20	Revenue contribution to Capital for the purchase of green and blue bins .
105	Non-Departmental
20	Reserves
0	Total Virements

Initial Equalities Screening Record Form

Date of Screening: September 2013	Directorate: CYPL	Section: Learning and Achievement	
1. Activity to be assessed	Reduction in budget (£50,000) to support young people who are Not in Education, Employment and Training (NEET). Savings from not re-commissioning non-statutory services, savings for services commissioned from children's social care and from the funding retained for bespoke support for young people. Services will still be provided in line with revised service levels.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Steve Lambert		
5. Who are the members of the screening team?	Steve Lambert and Bob Welch		
6. What is the purpose of the activity?	The service supports young people who are Not in Education, Employment and Training to move into appropriate education, employment or training.		
7. Who is the activity designed to benefit/target?	Young people aged 16-18 who are not in education, employment and training.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc
8. Disability Equality	N	The service will not impact specifically on disability and all users will be able to access the service based on need.	The data shows that the service itself already allows for assisting those with a wide range of disabilities. Any change in the current provision will ensure that active steps are taken to ensure the service provided positively advances the availability of services to those with disabilities.
9. Racial equality	N	The service will not impact specifically on race and all users will be able to access the service based on need.	When analysing those who access the service, data suggests that it is predominantly being provided to White British teenagers, with approx 89.6% of the service users being White British. The service itself is also reaching those from Ethnic minority backgrounds.
10. Gender equality	N	The service will not impact specifically on gender and all users will be able to access the service based on need.	Figures show the population of Bracknell Forest to be 45% male and 55% female. The figures of those accessing the service appear to be in line with the general population figures of Bracknell Forest. No

			further action has therefore been identified as a result of this screening.
11. Sexual orientation equality		N	The service will not impact specifically on sexual orientation and all users will be able to access the service based on need.
12. Gender re-assignment		N	As above
13. Age equality		N	The service is only accessible to young people up to the age of 19 and to 25 for those with learning disabilities and difficulties. Any proposed change to the service will not impact on the age range of those who can access the service.
14. Religion and belief equality		N	The service will not impact specifically on religion or belief and all users will be able to access the service based on need.
15. Pregnancy and maternity equality		N	The service will not impact specifically on pregnancy or maternity and all users will be able to access the service based on need.
16. Marriage and civil partnership equality		N	The service will not impact specifically on marriage and/or civil partnerships and all users will be able to access the service based on need.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Not applicable.		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The configuration of aspects of the service to support young people who are not in education, employment and training will ensure that there is greater involvement in partner organisations for the delivery of non-statutory aspects of the services, such as job vacancies for young people, with greater support being provided by Job Centre Plus. Also, the use of central government funding, for example, the youth contract and ESF funding, will continue to support those young people who need bespoke interventions in order to move them into education, employment and training.		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Not applicable.		

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	The service which is currently offered and will be offered in the future does not discriminate against any specific group as access to the service is based on need, such as securing education, training and employment.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	The current service provider provides monthly management information data on the numbers of young people who they are tracking and data regarding the numbers of young people accessing the IAG by level of support is also available.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	This initial screening is considered to be sufficient as the statutory service will not be effected by these proposal and alternatives have been sought in order to ensure that a comprehensive service is maintained.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Ensure current contract is monitored to ensure equality of access to all service users.	Ongoing	Steve Lambert	Quarterly contract monitoring includes analysis of service user data.
24. Which service, business or work plan will these actions be included in?	Children, Young People and Learning: Learning and Achievement		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Not applicable		
26. Chief Officers signature.	Signature: R.H.Welch		Date: September 2013

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22 nd November 2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	Reduce funding used to support the Orchard Childminding scheme	
2. What is the activity?	Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> X Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Karen Frost	
5. Who are the members of the screening team?	Karen Frost/Lorraine Collins	
6. What is the purpose of the activity?	To reduce the budget allocated to support the Orchard Childminding network by £5,000 to leave £1,200 to deliver support to specific targeted services that may otherwise impact on our most vulnerable families.	
7. Who is the activity designed to benefit/target?	To maintain a network of quality assured childminders who provide an enhanced service of childcare to local families. High quality childminders form a recognised network where services and quality are monitored, measured and maintained through a support and challenge role delivered by Local authority officers complimented by enhanced personal development opportunities. There are currently 32 childminders on the Orchard network (approx 9% of minders providing a service in Bracknell Forest) These childminders are currently supporting 182 children via 145 families. 36 of these children have additional needs and 18 have been referred by CSC.	
Protected Characteristics	Please tick yes or no Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. There is unlikely to be any impact on the service users (the families) as the Orchard network minders will continue to offer the same services regardless of the levels of support received by the Local authority. The main function of the network has been to offer monitored services to support the allocation of early years government funded places. The government has removed the requirement that those drawing down funding must be part of a local authority approved network, therefore the functions of the network have decreased. The funding that remains following the proposed reduction will be used to	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data Changes to government legislation from 1-9-13 removes the requirement that childminders must be part of a local authority approved network in order to draw down public funds. Withdrawal of targeted support of the Orchard network for those eligible to draw down nursery grant would result in a fairer system being operated as all childminders now having the opportunity to draw down funding based

			support the quality of existing delivery of services to support new minders, children referred by CSC and placement of children with additional needs	upon new Government guideline, therefore those drawing down funding can obtain support via general development work and possible proposed Childminder agency support and guidance.
8. Disability Equality		N	No impact. The intention is to continue to support the existing functions that impact upon the placement of children with additional needs	Families with children who have additional needs would still benefit from the support of quality placements in home based childcare settings.
9. Racial equality		N	No impact. The intention is to continue to support the existing functions that impact upon the placement of vulnerable children regardless of race or ethnic origin.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families and not upon race or ethnic origin.
10. Gender equality		N	No impact. The intention is to continue to support the existing functions of the network that impact upon the placement of vulnerable children regardless of gender of the childminder or the child.	All network childminders are currently female. This is because childcare remains a female dominated profession. Criteria that allows recruitment onto the network is based upon quality of service delivery and not gender, so opportunities to join have been open to all.
11. Sexual orientation equality		N	No impact. The intention is to continue to support the existing functions of the network that impact upon the placement of vulnerable children regardless of the sexual orientation of the or the child's carers.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families and not upon their sexual orientation.
12. Gender re-assignment		N	No impact. The Orchard childminders are recruited solely based upon quality of services.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families.
13. Age equality		N	No impact. Childminders are registered according to Ofsted requirements, and are aged from 17 upwards with no upper age limit.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families and not upon their age.
14. Religion and belief equality		N	No impact. Childminders are registered according to Ofsted requirements, and all religion and beliefs are welcomed.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families and not upon their religion or belief.
15. Pregnancy and maternity equality		N	No impact. This is not a consideration that needs to be taken into account when registering as a childminder or becoming part of the network.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families.
16. Marriage and civil partnership equality		N	No impact. Marital status/ civil partnership is not taken into account therefore there would be no impact based upon these groups.	Withdrawal of support to the existing network members would be based upon non - activity that

				impacts upon our most vulnerable families
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	No impact. Childminders have excellent community networks that ensure quality community relations are active and these will continue to thrive locally.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse negative impact identified			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	None noted			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No the impact could not constitute unlawful discrimination.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Document - Terms and conditions of drawing down early years funding (Sept 2013) Available from own department			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
	Action	Timescale	Person Responsible	Milestone/Success Criteria
	Orchard network minders will still receive enhanced services if they have placements from CSC, look after children with additional needs, or support new minders via the buddy system	ongoing	Out of School Support and Intervention Manager	New minders continue to achieve outcome of good or higher for first full Ofsted inspection. Number of placements remain relatively consistent when compared to placements over the past year at 15-20 There will be continued support of placements of children with additional needs and the childminders who care for them.
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the	Discussion with PACEY regarding national trends of support.			

screening?	
26. Chief Officers signature.	Signature: _____ Date: _____

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22 nd November 2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention	
1. Activity to be assessed	Withdrawal of £6,000 funding used to support new Childminder start up costs in the form of a grant		
2. What is the activity?	X Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Karen Frost/Lorraine Collins		
6. What is the purpose of the activity?	To provide a grant to support new childminders with the costs incurred in setting up their business to provide appropriate provision and services to satisfy initial Ofsted inspection of home based childcare		
7. Who is the activity designed to benefit/target?	New childminders in the process of training and registration –approx 45 new childminders per annum attend registration course and set up a home based childcare service. Childminders come from all walks of life and there are no restrictions placed upon setting up a childcare business regardless of points 8-16 below. Grant could support cost of health check, CRB check, course completion, first aid, environment changes etc. depending on the needs of the individual.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. There will no impact on those who receive this grant as Central Government has introduced a process where providers of new childcare can draw down an initial £250 - £500 grant to support set up costs. This grants is open to all regardless of points 8-16 and no one will be disadvantaged as the Central Government grant has a greater financial value than that offered currently by the Local Authority.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data Information posted on Government website https://www.gov.uk/.../funding-a-grant-scheme-for-new-childcare-businesses Downloads provided from Ofsted for briefing sessions delivered to potential childminders.
8. Disability Equality	N	No negative impact regarding disability equality	The grant offer from Central Government is open to all new childminders regardless of disability and would be subject to Ofsted suitability in the same way that local grants were offered

9. Racial equality		N	No negative impact regarding racial equality	The grant offer from Central Government is open to all new childminders regardless of race and would be subject to Ofsted suitability in the same way that local grants were offered.
10. Gender equality		N	No negative impact regarding gender equality	The grant offer from Central Government is open to all new childminders regardless of gender and would be subject to Ofsted suitability in the same way that local grants were offered
11. Sexual orientation equality		N	No negative impact regarding sexual orientation equality	The grant offer from Central Government is open to all new childminders regardless of sexual orientation and would be subject to Ofsted suitability in the same way that local grants were offered.
12. Gender re-assignment		N	No negative impact regarding gender re-assignment	The grant offer from Central Government is open to all new childminders regardless of gender re-assignment and would be subject to Ofsted suitability in the same way that local grants were offered.
13. Age equality		N	No negative impact regarding age equality	The grant offer from Central Government is open to all new childminders regardless of age and would be subject to Ofsted suitability in the same way that local grants were offered.
14. Religion and belief equality		N	No negative impact regarding religion or belief.	The grant offer from Central Government is open to all new childminders regardless of religion or belief and would be subject to Ofsted suitability in the same way that local grants were offered.
15. Pregnancy and maternity equality		N	No negative impact regarding pregnancy or maternity equality	The grant offer from Central Government is open to all new childminders regardless of pregnancy or maternity equality and would be subject to Ofsted suitability in the same way that local grants were offered.
16. Marriage and civil partnership equality		N	No negative impact regarding marital or civil partnership status.	The grant offer from Central Government is open to all new childminders regardless of marital or civil partnership status and would be subject to Ofsted suitability in the same way that local grants were offered.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	No impact – new Government grant is open to all subject to Ofsted suitability checks in the same way that local grants were offered.			

18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse negative impact identified			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	New childminders will benefit from drawing down the Central Government grant as it has higher financial value than the Local authority offer. It would not be best use of local funds to continue to offer this grant when central Government has provided a better alternative.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No the impact is actual positive as the Central Government alternative offer of start up funding is greater than that of the local authority offer.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Information posted on Government website https://www.gov.uk/.../funding-a-grant-scheme-for-new-childcare-businesses			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	NO	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
	Action	Timescale	Person Responsible	Milestone/Success Criteria
	All potential childminders receive information regarding the Government grant at the initial briefing process within information provided directly by Ofsted that takes place prior to the course registration process.	3 times per annum	Out of School Support & Intervention Manager	Information passed to potential childminding as initial Ofsted briefing meeting that all those interested in setting up childcare business would be expected to attend.
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Childminders are told about the Government grant at the earliest possible opportunity in order that they can draw down funding to meet their individual needs in a timely manner.			
26. Chief Officers signature.	Signature:		Date:	

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22 nd November 2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	Deletion of Family Information Services manager	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Karen Frost	
5. Who are the members of the screening team?	Karen Frost/Lorraine Collins	
6. What is the purpose of the activity?	To rationalise management of FIS and the Play and Childcare Team in order to ensure that both services can continue to be delivered despite a significant reduction in available funding.	
7. Who is the activity designed to benefit/target?	To lead, manage and co-ordinate the ongoing development and implementation of family information services in Bracknell Forest. To ensure that the Council's responsibilities are met under Section 12 of the Childcare Act 2008. The beneficiaries are parents, young people, members of the public, professionals and partner agencies living and working in Bracknell Forest who require signposting to services The service also takes responsibility for the effective handling of childcare information from Ofsted and the administration of the Council's childcare database.	
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. Alternative management can be put into place for the existing 2 part time staff who carry out the operational roles and functions of the service. Enquires that come from parents, young people, members of the public, professionals and partner agencies will be unaffected. Childcare information downloads from Ofsted and the administration of the Council's childcare database will be unaffected.
8. Disability Equality	N	No impact. Enquiries that may impact upon disability equality would come via the signposting service using the same routes that all other enquiries take, therefore would be unaffected.
		What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data The service can be managed as part of ongoing services where synergies are evident that will lead to smarter working practices and more effective frontline delivery.
		The service operates on a part time basis and responses are made to all enquiries within an agreed time.

9. Racial equality		N	No impact. Enquiries that may impact upon racial equality would come via the signposting service using the same routes that all other enquiries take, therefore would be unaffected	The service is open to all members of the public, professionals and partner agencies and all enquiries are dealt with in an equal manner
10. Gender equality		N	No impact. Enquiries are dealt with in the same manner regardless of gender.	No priority of service response would be given according to gender, but to the urgency / priority of the request of information.
11. Sexual orientation equality		N	No impact. Enquiries are dealt with in the same manner regardless of sexual orientation.	No priority of service response would be given according to sexual orientation, but to the urgency / priority of the request of information
12. Gender re-assignment		N	No impact. Enquiries are dealt with in the same manner regardless of gender re-assignment.	Priority of service response would be given according to the urgency / priority of the request of information
13. Age equality		N	No impact. Enquiries are dealt with in the same manner regardless of age.	No priority of service response would be given according to age, but to the urgency / priority of the request of information
14. Religion and belief equality		N	No impact. Enquiries are dealt with in the same manner regardless of religion or belief.	No priority of service response would be given according to religion or belief, but to the urgency / priority of the request of information
15. Pregnancy and maternity equality		N	No impact. Enquiries are dealt with in the same manner regardless of pregnancy or maternity.	Priority of service response would be given according to the urgency / priority of the request of information
16. Marriage and civil partnership equality		N	No impact. Enquiries are dealt with in the same manner regardless of marriage or civil partnership.	Priority of service response would be given according to the urgency / priority of the request of information
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Responsibilities would still be met under Section 12 of the Childcare Act 2008, however community work and additional services may need to be reduced or reconfigured to take into account reduced staffing levels.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse negative impact identified			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Users of the service are unlikely to be affected with regards to the council meeting its responsibilities under Section 12 of the Childcare Act 2008.			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No unlawful discrimination has been identified
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Number of enquiries is relatively low and can be dealt with using the existing but reduced staffing levels and some re configuration of priorities within the service.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Reconfiguration of services to fit within existing management and support structures	ongoing	Out of School Support & Intervention Manager	Council continues to meet its responsibilities under Section 12 of the Childcare Act 2008
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22/11/2013	Directorate: CYP&L		Section: Prevention and Early Intervention
1. Activity to be assessed	Deletion of 0.65 FTE Free Entitlement Officer Post (currently vacant) and passporting data entry of early education funding claims to childcare providers in the Private, Voluntary and Independent (PVI) sector of the childcare market via the implementation of a secure provider portal		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Heather Carter / Karen Frost		
6. What is the purpose of the activity?	Currently claim forms for early education funding are completed manually by PVI providers and The Free Entitlement Officer post processes data entry of these claims. In addition, this post provides ad hoc telephone support and advice on claiming funding to PVI provider. It is proposed to introduce a secure, online portal enabling PVI providers to complete and submit claims online, thus passporting the data entry element to each individual provider.		
7. Who is the activity designed to benefit/target?	This activity aims to benefit both the Local Authority and PVI providers. By passporting the data entry responsibility from the Local Authority to PVI providers the proposed change aims to: <ul style="list-style-type: none"> • Reduce the burden of administration currently placed on PVI providers by removing <ul style="list-style-type: none"> ▪ the handwriting of significant amounts of information onto multiple claim forms ▪ the requirement for them to photocopy or scan and retain copies of claim submissions ▪ the requirement for them to pay for secure, tracked mail submission of claims (required due to the IL3 level of data contained in claims) • Ensure the Local Authority appropriately secures the transmission of IL3 data to and from PVI providers • Generate 'green' savings for both the Local Authority and PVI providers in the reduction of photocopying, filing, archiving and mail costs 		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality

			monitoring data
8. Disability Equality		N	No adverse impact
9. Racial equality		N	No adverse impact
10. Gender equality		N	No adverse impact
11. Sexual orientation equality		N	No adverse impact
12. Gender re-assignment		N	No adverse impact
13. Age equality		N	No adverse impact
14. Religion and belief equality		N	No adverse impact
15. Pregnancy and maternity equality		N	No adverse impact
16. Marriage and civil partnership equality		N	No adverse impact
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Some voluntary groups operating out of hired halls may not be able to access suitable internet connections and therefore a system to ensure low numbers of paper-based claims has been allowed for and it is anticipated this work can be absorbed within the existing workload of the remaining Early Years Business Support Team.		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group	All existing PVI settings were provided with a grant from SureStart funding to purchase a laptop and internet dongle in Spring 2010 to ensure they had access to a computer and internet services, and it is therefore anticipated that the number of voluntary groups needing to continue with paper-based claims will be very low, and work will be done by		

or for any other reason?	the Business Support Team to support such PVI providers to gradually move forward to a position where they are able to make use of the online portal system.		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Provider training for all PVI providers on use of Online Portal	Apr-2014	Performance Management Co-ordinator	All relevant PVI staff trained in use of Online Portal
Systems in place to ensure some paper-based claims can be submitted if necessary	Apr-2014	Performance Management Co-ordinator	All early education funding claims received and processed in accordance with pre-published schedule of payment dates
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature:		Date:

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Initial Equalities Screening Record Form

Date of Screening: 22 nd November 2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	Withdrawal of £10,000 funding allocated to support Graduate Leadership development for early years practitioners	
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Karen Frost	
5. Who are the members of the screening team?	Karen Frost/Lorraine Collins	
6. What is the purpose of the activity?	To financially support graduate leaders to further their professional development to enhance and develop best practice in early years group settings	
7. Who is the activity designed to benefit/target?	Practitioners who wish to train and operate at degree level in early years settings, thus dictating and shaping best practice. There are currently 21 early years settings with a graduates listed as leading practice.	
Protected Characteristics	Please tick yes or no	<p>Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p> <p>Following the Nutbrown review, the recommendation is a EYT is leading practice in every early years setting. The level of funding remaining available is so small that it presently has little or no impact compared to previous years.</p>
8. Disability Equality		<p>N</p> <p>Neutral impact The Early Years Foundation Stage Inclusion Team already provides support and training to providers offering care to children with disabilities. It is planned to continue this service at the same level.</p>
9. Racial equality		<p>N</p> <p>Neutral impact This grant has been available to all Early Years</p>
		<p>What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data.</p> <p>The level of funding available at £10,000 would be very difficult to allocate fairly and in a way that would result in a positive impact across a number of candidates therefore it is fairer to withdraw the funding for all to maintain equality of opportunity</p>
		<p>The majority of Graduate Leader training does not include extensive training and development specifically targeted to support the needs of children with disabilities.</p>
		<p>No specific implications relating to race have been identified at this time.</p>

			practitioners so would be withdrawn to all Early Years practitioners	
10. Gender equality		N	Neutral impact - to date, all practitioners drawing down funding have been female because the Early Years workforc is predominatly female. Male practitioners would have been offered identical opportunities to access grants so withdrawal of grant would apply to	The Early Years workforce is predominantly female. This information is monitored and tracked through the workforce development team and information gained via the Early Years census.
11. Sexual orientation equality		N	Neutral impact This grant was available to all Early Years practitioners and would be withdrawn to all	No specific implications relating to sexual orientation have been identified
12. Gender re-assignment		N	Neutral impact This grant was available to all Early Years practitioners and would be withdrawn to all.	No specific implications relating to gender re-assignment have been identified.
13. Age equality		N	Neutral impact – Withdrawal of grant would be the same regardless of the age of the practitioner	There are no age limits placed upon student loan applications, therefore practitioners would not be disadvantaged in relation to age equality if the funding was withdrawn leaving a loan option as the alternative.
14. Religion and belief equality		N	Neutral impact This grant was available to all Early Years practitioners and would be withdrawn to all regardless of religion or belief.	No specific implications relating to religion and beliefs have been identified at this time.
15. Pregnancy and maternity equality		N	Neutral impact This grant was available to all Early Years practitioners and would be withdrawn to all.	No specific implications relating to pregnancy and maternity have been identified
16. Marriage and civil partnership equality		N	Neutral impact This grant is available to all Early Years practitioners and would be withdrawn to all.	No specific implications relating to marriage and civil partnerships have been identified
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Low impact – application and approval of grants to support graduate training may impact on those on very low incomes who may have concerns regarding repayment of a loan, however the student loan system is set up in such a manner to support low earners.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse negative impact identified on grounds of promoting equality of opportunity for one group has been identified.			

19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	There will be practitioners who would like the opportunity to become graduates, but this can still be achieved by anyone through a student loan should they wish to pursue this avenue of funding.		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	No impact		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Information about how to access a student loan is available on the training pages of the website or guidance can be discussed with a development officer. One to one support to complete and submit application is available if requested. Existing graduates are being used to support non graduate settings in order to raise quality of provision	Jan 2014	Out of School Support & Intervention Manager	Ensure that every setting is aware of student loan opportunities and how to apply.
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Information regarding students loans has been developed and placed on the training website along with contact details to access further support and information.		
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Equalities Screening Record Form

Date of Screening: November 2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	A reduction of grant funding allocated to Home-Start Bracknell Forest from £61,000 to £41,000. The funding enables three paid part time members of staff to train and support volunteers who work with vulnerable families of children aged 0-5 for short periods of time.	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Bridget Shepherd	
5. Who are the members of the EIA team?	Bridget Shepherd, Karen Frost	
6. What is the purpose of the activity?	Proposal to reduce the overall grant given to Home-Start Bracknell Forest by £20,000 (one third of the existing grant).	
7. Who is the activity designed to benefit/target?	<p>Data 1.4.12 to 31.3.13</p> <p>Number of children supported = 211 (Under 5 years of age = 149, including 10 children born during period of support; Over 5 years of age = 62)</p> <p>Number of children with a disability = 19</p> <p>Number of adults supported: Female = 85 Male = 2</p> <p>Ethnicity of families supported: White British = 73 W & B Caribbean = 1 Chinese = 1 White Other = 9 White Irish = 1 Mixed Other = 2 (BME families represent 16.1% of the families supported in line with BFC average.)</p> <p>Lone parents supported = 29</p>	

Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality	N	Neutral impact. This group will be impacted to the same degree as other groups. No differential or adverse impacts identified Reduced services will continue and be targeted to meet local need.	Home-Start is an inclusive service and all families are assessed for support on the same basis.
9. Racial equality	N	Neutral impact. This group will be impacted to the same degree as other groups. No differential or adverse impacts identified Reduced services will continue and be targeted to meet local need.	See above in Section 7 for detailed statistics which demonstrate that BME service users represent an average for the Borough (16%).
10. Gender equality	Y	There will be an impact on this group, as women represent a higher proportion of adult service users.	Women form the majority of users of the Home-Start service (see data in section 7 above) however. with the developing holistic Family Support approach via Family Focus the intention is to enable a more effective streamlined service
11. Sexual orientation equality	N	Neutral impact. This group will be impacted to the same degree as other groups. No differential or adverse impacts identified Reduced services will continue and be targeted to meet local need.	This information is not available unless parents chose to disclose it.
12. Gender re-assignment	N	Neutral impact. This group will be impacted to the same degree as other groups. No differential or adverse impacts identified Reduced services will continue and be targeted to meet local need.	This information is not available unless parents chose to disclose it.

13. Age equality	Y		There may be an adverse impact on this group as the Home-Start service is targeted at children aged 0-5 and their families.	See above in Section 7 for detailed statistics for the number of children and adults supported. See Section 10 above re holistic Family Support Approach
14. Religion and belief equality		N	Neutral impact. This group will be impacted to the same degree as other groups No differential or adverse impacts identified Reduced services will continue and be targeted to meet local need.	Information about the religion of service users is not currently collected Hindus are the largest minority religious group in Bracknell Forest (1.6%)_and the main concentrations of this faith group are in the South of the Borough and the centre. Muslims are the second largest minority religious group (1.4%) and their presence is evenly distributed across the Borough. They will therefore be no more affected by the mergers than any other religious group.
15. Pregnancy and maternity equality	Y		There may be an adverse impact on this group as the vast majority of service users will either be pregnant or be the parents/carers of young children.	See above in Section 7 for detailed statistics. See Section 10 above re holistic Family Support Approach
16. Marriage and civil partnership equality		N	Neutral impact. This group will be impacted to the same degree as other groups. No differential or adverse impacts identified. Lone parents and those in a civil partnership are supported to meet their needs.	This information is not available unless parents chose to disclose it. However, families of all make-ups access the Home-Start service which is inclusive.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.	Home-Start works with vulnerable families e.g. young parents, workless households, victims of domestic abuse, families with mental health issues, adults with substance misuse issues etc. Establishing relationships with vulnerable families is key to successful engagement and early intervention and a reduction in the Home-Start service will have an adverse impact on the number of families who can be supported.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The Council needs to ensure it delivers a balanced budget for the good of all its residents.			

19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	Please explain for each equality group
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None required.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	There will be a reduction to the existing service, but the service will continue.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
To ensure that all family services meet the needs of those vulnerable/targeted families	Ongoing	Children's Centre Operations Manager	Family services respond to the needs of vulnerable families
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Regular reports are received from Home-Start which are reviewed by the Children's Centre Operations Manager and representatives from CSC and Bracknell and Ascot CCG.		
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22.11.2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention	
1. Activity to be assessed	Development of Childcare Places		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Karen Frost/Cherry Hall		
6. What is the purpose of the activity?	<ul style="list-style-type: none"> Reduction of the development of childcare budget from £30,800 to £3,800 to generate a financial saving of £27,000 Funds are used to support the development of new /additional early education childcare places for 3/4/5 yr olds and childcare places for 3-12 yr olds in the private (non-profit making) and voluntary sector of the childcare market and to provide sustainability support where required to support providers to become, and remain viable 		
7. Who is the activity designed to benefit/target?	<ul style="list-style-type: none"> The activity is designed to make efficiency savings This may impact on providers setting up new provision, however providers can now apply to central Government for a grant to support new provision 		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality	N	No adverse impact	The grant offer from Central Government is open to all new providers regardless of any of the protected characteristics.
9. Racial equality	N	No adverse impact	
10. Gender equality	N	No adverse impact	

11. Sexual orientation equality		N	No adverse impact
12. Gender re-assignment		N	No adverse impact
13. Age equality		N	No adverse impact
14. Religion and belief equality		N	No adverse impact
15. Pregnancy and maternity equality		N	No adverse impact
16. Marriage and civil partnership equality		N	No adverse impact
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Existing private (non-profit) and voluntary childcare settings will not be able to access central Government grant funding as it is only available to new settings. Existing settings which need to increase the number of places to meet demand for places (childcare sufficiency) will struggle to do so without financial support. These settings operate to cover costs only to ensure childcare is affordable to parents and therefore do not have opportunities to build up financial reserves.		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	All childcare providers will be able to access support and advice from the Early Years Business Support team, ensuring equality of service provided by BFC across the sector. The proposed remaining budget of £3.8k will be targeted to support voluntary/non profit childcare provision with sustainability and development needs.		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No adverse impact		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	

23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
All childcare providers to be offered business support and advice to ensure they can become, and remain, viable in a challenging market, including signposting and support with applying for and accessing suitable external grant funds	Ongoing	Early Years Business Support Team	No providers withdrawing from the market due to sustainability issues
All potential new providers receive information regarding the Government grant	Ongoing	Out of School Support & Intervention Manager	All new providers receive the necessary information and apply for grants available from Government
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22.11.13	Directorate: Children, Young People and Learning		Section: Prevention and Early Intervention
1. Activity to be assessed	Deletion of the Early Years Foundation Stage (EYFS) Development Officer post (0.69 FTE)		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Karen Frost/Cherry Hall		
6. What is the purpose of the activity?	The EYFS Development Officer (currently a vacant post) supports the development of early years provision across Bracknell Forest within the private, voluntary, independent and maintained sectors (PVIM).		
7. Who is the activity designed to benefit/target?	The activity is designed to make necessary staff budget savings to benefit the Local Authority The activity will decrease the FTE of the EYFS team from 2.15 to 1.47 The decrease will impact on the volume of support available to PVIM providers, approximately 54 settings. This will be managed by remaining staff by improving efficiency and targeting work to those settings most in need.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality		N No adverse impact	All early years settings have to comply with the equality act and ensure that no child or parent is discriminated against or denied access to services due to any of the equality groups listed Support for settings to ensure compliance with the duty will be covered by remaining staff by improving efficiency and targeting work to those settings most in need. Targeted support for children with additional educational needs and disabilities is available through Local Authority Inclusion Officers and this
9. Racial equality		N No adverse impact	
10. Gender equality		N No adverse impact	

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				<p>service will be unaffected by the deletion of the DO post.</p> <p>Support is available for children and families with English as an additional language through a third party provider</p>
11. Sexual orientation equality		N	No adverse impact	<p>This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to sexual orientation.</p>
12. Gender re-assignment		N	No adverse impact	<p>This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to gender reassignment.</p>
13. Age equality		N	<p>No adverse impact</p> <p>Early years settings will be registered for a particular age group of children, for example, 0-5yrs, 2-5 yrs</p>	<p>Ofsted registration documentation will detail the age range of children each EY setting is registered to accept.</p> <p>No child within the age range the setting is registered for is refused access to the service for any reason relating to age. No parent or carer is refused access to the service for any reason relating to age.</p>
14. Religion and belief equality		N	No adverse impact	<p>This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to religion and belief.</p>
15. Pregnancy and maternity equality		N	<p>No adverse impact</p> <p>Some parents accessing EY services may be pregnant and all will have young children</p>	<p>No child or family is refused access to the service for any reason relating to pregnancy or maternity.</p>
16. Marriage and civil partnership equality		N	No adverse impact	<p>This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information.</p> <p>No child or family is refused access to the service for any reason relating to marriage and/or civil partnership.</p>
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	No other impact/groups identified			

18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse impact		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No adverse impact		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No adverse impact
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None required		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Workloads for remaining posts will be evaluated and responsibilities redeployed	March 2014	EYFS(IS) Manager	Workloads have been evaluated and a clear pathway for targeting support to early years settings has been implemented and all PVIM continue to receive appropriate levels of support
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22.11.2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	Deletion of the Nepali Community Support Worker post	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Karen Frost	
5. Who are the members of the screening team?	Karen Frost/Cherry Hall	
6. What is the purpose of the activity?	<ul style="list-style-type: none"> • Supports the Nepali community across Bracknell Forest to integrate and access services, works in partnership with CSC, Youth Service etc 	
7. Who is the activity designed to benefit/target?	<p>The Nepali Community Support worker supports Nepali adults to integrate into the community and access services. This work is often one to one with people helping them to orientate to life in the UK including helping new arrivals to access benefits, housing and employment. However the number of Nepali people arriving in Bracknell Forest has significantly reduced since 2009/10 and the community support worker has noticed a significant decrease in demand for this service. Combined with this a European Integration Fund (EIF) 'Healthy Voices' project has significantly increased the English language skills and awareness of life in the UK of the Nepali community in the borough so their ability to access services without support from the community worker has increased.</p> <p>The Council needs to make £XX million of savings for 2014-15, the deletion of the Nepali Community Support Worker post will contribute to this savings target. It is proposed that this post will be made redundant</p> <p>To following will help to mitigate any impact:</p> <ul style="list-style-type: none"> • Families with young children (aged 0-5 years) will be able to access support through their local Children's Centre • The English as an Additional Language project run by the Pre-school Learning Alliance will be able to support families with young children (aged 0-5 years) with translations and access to services • Schools and Family Support Advisors will be able to offer support to families accessing education within Bracknell Forest • The youth service will be able to support Nepali young people • Nepali adults and families will be able to support the services provided by Bracknell CAB and the Welcome to Bracknell Forest booklet has been translated in Nepalese to signpost non English speakers to the services that the Council and its partner provides • The Council's lifelong learning team continue to provide English for Speakers of Other Languages (ESOL) courses to support community integration working with Bracknell and Wokingham College 	

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	<ul style="list-style-type: none"> • The Council's Nepali Integration Group will continue to support the integration of the Nepali community in the borough. The group consists of Council officers from a range of service areas including housing, benefits and adult social care. Partners including Thames Valley Police and the Royal Military Academy also attend. While there will no longer be a dedicated support worker for the community work will continue mainstreamed within service areas coordinated by the Council's community engagement and Equalities Team. • A further bid for funding has been made to the European Integration Fund to support community integration. • The Bracknell and Sandhurst Nepalese Societies members provide support to individuals on a voluntary basis helping them to access services. <p>The deletion of this post does not affect the Council's commitment to supporting the integration of the Nepali community but rather that needs have changed over time.</p>			
Protected Characteristics	Please tick yes or no		Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality		N	No adverse impact	All services have to comply with the equality act and ensure that no child, parent or carer is discriminated against or denied access to services due to any of the equality groups listed. Demand for the services of the Community Support Worker has decreased significantly over the past three years. Work continues to support the community to integrate and find alternative ways to support the community.
9. Racial equality	Y		Nepali people will no longer be able to access the services of the community support worker; however the measures listed in section 7 above will help to mitigate this impact.	
10. Gender equality		N	No adverse impact	
11. Sexual orientation equality		N	No adverse impact	No child, young person or family is refused access to the service for any reason relating to sexual orientation.
12. Gender re-assignment		N	No adverse impact	No child, young person or family is refused access to the service for any reason relating to gender reassignment.
13. Age equality		N	No adverse impact	No child, young person, parent or carer is refused access to the service for any reason relating to age.

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14. Religion and belief equality		N	No adverse impact	No child or family is refused access to the service for any reason relating to religion and belief.
15. Pregnancy and maternity equality		N	No adverse impact	No child or family is refused access to the service for any reason relating to pregnancy or maternity.
16. Marriage and civil partnership equality		N	No adverse impact	No child or family is refused access to the service for any reason relating to marriage and/or civil partnership.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	No other impact/groups identified			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The financial climate means that the Council needs to make £ of savings for 2014-15. The reduced demand for the services of the Community Support Worker means that the post can no longer be sustained.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	The Community Support Worker supports between 5-10 individuals on a monthly basis.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N		
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/A			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N		

23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Ensure service plans reflect the needs of the Nepali community	March 2014	Head of Prevention and Early Intervention	Needs of Nepali community have been identified and are included in service plans
Continue to support the integration of the Nepali community through developing new projects and bids for funding to meet community needs	Ongoing	Head of Community Engagement and Equalities	Continued high levels of community cohesion in the borough and low levels of hate crime. Good levels of awareness of Council services amongst the community and knowledge of how to access them. Improved English language skills within the community.
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan/The Council's Equality Scheme 2012-16		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	<ul style="list-style-type: none"> • Nepali translated 'Welcome to Bracknell Forest' guide • Nepali safety DVDs produced with the community • Development of community and volunteer led ESOL provision • 'Healthy Voices' EIF project evaluation praised the innovative approach to community integration taken by the Council and East Berkshire PCT 		
26. Chief Officers signature.	Signature:		Date:

Initial Equalities Screening Record Form

Date of Screening: 22.11.13	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention	
1. Activity to be assessed	Service Level Agreement between BFC and The Pre-school Learning Alliance for provision of English as an additional language service for families		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Karen Frost/Cherry Hall		
6. What is the purpose of the activity?	To reduce the service level agreement by £2,500 from £27,500 to £25,000		
7. Who is the activity designed to benefit/target?	<p>The activity is for families with children up to the age of 5 years whose first language is not English.</p> <p>The service currently</p> <ul style="list-style-type: none"> • supports 9 different languages • runs 5 family language groups per month • supports approximately 40 early years settings per quarter • supports approximately 60 children per annum 		
Protected Characteristics	Please tick yes or no	<p>Is there an impact?</p> <p>What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both?</p> <p>If the impact is neutral please give a reason.</p>	<p>What evidence do you have to support this?</p> <p>E.g equality monitoring data, consultation results, customer satisfaction information etc</p> <p>Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data</p>
8. Disability Equality	N	All families meeting the criteria of English as an additional language are able to access the service regardless of ability or disability	No child or family is refused access to the service due to a disability. Current data does not identify whether children and families with disabilities are accessing the service
9. Racial equality	Y	Children and families whose first language is not English are able to access the service.	The service regularly reviews the languages it can support and where possible responds to demand

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10. Gender equality		N	The service users vary in gender. There is a higher % of female adults using the family group sessions possibly due to meetings generally taking place during the working day.	Registers of attendance reflect a higher number of female carers attending the family groups, however this data is not formally collected from the service provide
11. Sexual orientation equality		N	Neutral impact. No differential or adverse impacts identified	This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to sexual orientation.
12. Gender re-assignment		N	Neutral impact.	This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to gender reassignment.
13. Age equality		N	Age of the children able to access the service is 0-6 years, however there is no age range in relation to family members.	There are no age restrictions limiting access for families to this service.
14. Religion and belief equality		N	Neutral impact. The service will continue to be available to all families who live within Bracknell Forest	Information regarding the religion of centre users is not currently collected. No child or family is refused access to the service for any reason relating to religion.
15. Pregnancy and maternity equality		N	Neutral impact. Service users may be pregnant and all will have young children.	No child or family is refused access to the service for any reason relating to pregnancy or maternity.
16. Marriage and civil partnership equality		N	Neutral impact No differential or adverse impacts identified	This information is not available unless parents choose to disclose it. No child or family is refused access to the service for any reason relating to marriage and/or civil partnership.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	The service will continue but with a small reduction. Work with the service provider will take place to ensure that the service can be targeted to meet the needs of the most vulnerable families within the target group			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The service is targeted for children and families with English as an additional language to support families and enable them to understand and access services within their local community, including education, social care, health			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the	This service is targeted at a specific sector, i.e. children and families with English as an additional language. Within the targeted sector there is no difference in the impact for each of the equality groups listed.			

difference in terms of its nature and the number of people likely to be affected?			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None required		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Work with service provider to ensure support is available within the reduced service for the most vulnerable families	March 2014	Cherry Hall	A policy is in place to ensure fair and equitable access for service
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Quarterly reports are received and meetings held with the service provider. Discussions take place on whether any changes to service are required to continue to meet the needs of the target group.		
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: September 2013	Directorate: CYPL		Section: Learning and Achievement
1. Activity to be assessed	Pyramid for Children		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Amanda Wilton		
5. Who are the members of the screening team?	Amanda Wilton and Bob Welch		
6. What is the purpose of the activity?	<p>The Pyramid for Children provided routine screening of the emotional health of all Year 3 pupils of participating schools. This service will be funded by schools and thus the service will no longer be commissioned directly by the LA.</p> <p>Schools are now buying this service directly from the provider rather than the LA directly commissioning the service for schools</p>		
7. Who is the activity designed to benefit/target?	Children aged 8 in schools.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc
8. Disability Equality	N	The service will not impact specifically on disability and users will be able to access the service based on need.	Schools are now buying this service directly from the provider rather than the LA directly commissioning the service for schools.
9. Racial equality	N	The service will not impact specifically on race and users will be able to access the service based on need.	As above
10. Gender equality	N	The service will not impact specifically on gender and users will be able to access the service based on need.	As above
11. Sexual orientation equality	N	The service will not impact specifically on sexual orientation and users will be able to access the	As above.

			service based on need.	
12. Gender re-assignment		N	As above	As above
13. Age equality		N	The service is only accessible to children aged 8. Any proposed change to the service will be a matter for schools as commissioners of the service.	As above
14. Religion and belief equality		N	The service will not impact specifically on religion or belief and users will be able to access the service based on need.	As above
15. Pregnancy and maternity equality		N	Not applicable due to the age of the client group.	Not applicable
16. Marriage and civil partnership equality		N	As above	As above
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Not applicable.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The service is specifically designed for children aged 8 in schools. This will continue to be commissioned by schools.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Not applicable.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	The service which is currently offered and will be offered in the future does not discriminate against any specific group as access to the service is based on need.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Schools will maintain records of which children benefit from the service they now commission.			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	This initial screening is considered to be sufficient as the statutory service will not be affected by these proposals.	

23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Promote the service to schools through meetings and newsletters	Ongoing	Amanda Wilton	Discussions with schools indicate continued take up of the service.
24. Which service, business or work plan will these actions be included in?	Children, Young People and Learning: Learning and Achievement		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Not applicable		
26. Chief Officers signature.	Signature: R.H.Welch		Date: September 2013

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Equalities Screening Record Form

Date of Screening: 29/10/12		Directorate: ASCHH		Section: Housing	
1. Activity to be assessed		Social Security Civil Penalty Regulations 2012			
2. What is the activity?		<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?		x New <input type="checkbox"/> Existing			
4. Officer responsible for the screening		Simon Hendey			
5. Who are the members of the EIA team?					
6. What is the purpose of the activity?		Application of £ 50 fine for households who fail to notify of a change in circumstance that leads to an overpayment of benefit where the failure to notify was due to negligence or where there is no reasonable excuse			
7. Who is the activity designed to benefit/target?		Housing and council tax recipients			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.		What evidence do you have to support this? e.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data	
8. Disability Equality		N	There is no reason to believe there will be an adverse impact on this group		Based on the caseload in 2011/12 22.5% of households in receipt of benefit were disabled. It is not possible to link the characteristics of those households where an overpayment has occurred to the recorded overpayments in the Council's IT system
9. Racial equality		N	There is no reason to believe there will be an adverse impact on this group		Based on the caseload in 2011/12 the caseload was represented in the following groups, 90% white, 2% mixed, 4% Asian, and 4% black. It is not possible to link the overpayment data to the ethnic origin of households.
10. Gender equality		N	There is no reason to believe there will be an adverse impact on this group		It is difficult to assess the caseload in terms of gender as the gender of the applicant will be the person making the claim rather than the household. Even so, again it is not possible to link the overpayment data to gender information on claimants.

11. Sexual orientation equality		N	There is no reason to believe there will be an adverse impact on this group	Based on caseload information from 2011/12 94.9% of applicants were heterosexual, 1.5% was gay or lesbian and 2.6% were bisexual. It is not possible to link this data to overpayment data.
12. Gender re-assignment	Y	N	There is no reason to believe there will be an adverse impact on this group	There is no data on this group.
13. Age equality		N	There is no reason to believe there will be an adverse impact on this group	The 2011/12 caseload breaks down in age terms on the following basis, 29.5% 18-39 year olds 28.8% 40-59 year olds 26.3% 60-79 year olds 15.4% 80-99 year olds It is not possible to link this to overpayment data
14. Religion and belief equality	Y	N	There is no reason to believe there will be an adverse impact on this group	This data does not exist at present
15. Pregnancy and maternity equality	Y	N	There is no reason to believe there will be an adverse impact on this group	This data does not exist at present
16. Marriage and civil partnership equality	Y	N	There is no reason to believe there will be an adverse impact on this group	This data does not exist at present
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.	Clearly, the households who would be affected by the proposed implementation of civil penalties for overpayments will be on low incomes. The housing and benefit service has been redesigned to ensure that households receive advice on benefit entitlement and also on how and why changes in circumstances should be informed to a case worker. This should mitigate the impact of the penalties if implemented			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?				

19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	There should be no adverse impact on any particular group.		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	It will be necessary in future to monitor the penalties imposed by the protected characteristics.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Ensure each customer has caseworker	April 2013	Benefit manager	Each customer has case worker to inform of changes in circumstance
On –line change of circumstance available	February 2013	Benefit manager	On-line change of circumstance module available for customers
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature: Simon Hendey		Date: 31 October 2012

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

NATIONAL NON-DOMESTIC RATES RETURN - NDR1**2014-15**

Please e-mail to: ndr.statistics@communities.gsi.gov.uk by no later than 31 January 2014.
In addition, a certified copy of the form should be returned by no later than 31 January 2014 to
Dennis Herbert, Department for Communities and Local Government, Zone 5/J6 Eland House, Bressenden Place, London SW1E 5DU

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Select your local authority's name from this list:

Bournemouth	▲
Bracknell Forest	
Bradford	
Braintree	▼

Authority Name
E-code
Local authority contact name
Local authority contact number
Local authority fax number
Local authority e-mail address

Bracknell Forest
E0301
Sarah Kingston
01344 352097
01344 352201
sarah.kingston@bracknell-forest.gov.uk

Ver 1.1

PART 1A: NON-DOMESTIC RATING INCOME**COLLECTIBLE RATES**

£

1. Net amount receivable from rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs and accounting adjustments

70,352,749

TRANSITIONAL PROTECTION PAYMENTS

2. Sums due to the authority

75,138

3. Sums due from the authority

0

COST OF COLLECTION (See Note A)

4. Cost of collection formula

157,208

5. Legal costs

0

6. Allowance for cost of collection

157,208

SPECIAL AUTHORITY DEDUCTIONS

7. City of London Offset

0

DISREGARDED AMOUNTS

8. Amounts retained in respect of Enterprise Zones

0

9. Amounts retained in respect of NDD areas

0

10. Amounts retained in respect of Renewable Energy Schemes (See Note B)

803

of which:

11. sums retained by billing authority

803

12. sums retained by major precepting authority

0

NON-DOMESTIC RATING INCOME

13. Line 1 plus line 2, minus lines 3 and 6 - 10

70,269,876

NATIONAL NON-DOMESTIC RATES RETURN - NDR1**2014-15**

Please e-mail to: ndr.statistics@communities.gsi.gov.uk by no later than 31 January 2014.
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Local Authority : Bracknell Forest

PART 1B: PAYMENTS

The payments to be made, during the course of 2014-15 to:

- i) the Secretary of State in accordance with Regulation 4 of the Non-Domestic Rating (Rates Retention) Regulations 2013;
 - ii) major precepting authorities in accordance with Regulations 5, 6 and 7; and to be
 - iii) transferred by the billing authority from its Collection Fund to its General Fund,
- are set out below

	Column 1 Central Government £	Column 2 Bracknell Forest £	Column 3 £	Column 4 Berkshire Fire Authority £	Column 5 Total £
Non-Domestic Rating Income for 2014-15					
14. Non-domestic rating income from rates retention scheme	35,134,938	34,432,239	0	702,699	70,269,876
15. (less) qualifying relief in Enterprise Zones	67,402				
16 TOTAL:	35,067,537				
Other Income for 2014-15					
17. add: cost of collection allowance		157,208			157,208
18. add: amounts retained in respect of Enterprise Zones		0			0
19. add: amounts retained in respect of NDD Area		0			0
20. add: amounts retained in respect of renewable energy schemes		803	0		803
21. add: qualifying relief in Enterprise Zones		66,054	0	1,348	67,402
22. add: City of London Offset		0			0
Estimated Surplus/Deficit on Collection Fund	£	£	£	£	£
23. Estimated Surplus/Deficit at end of 2013-14	6,451,363	6,322,336	0	129,027	12,902,726
TOTAL FOR THE YEAR	£	£	£	£	£
24. Total amount due to authorities	41,586,301	40,978,639	0	833,074	83,398,015

Please investigate the error messages shown below and make the appropriate changes to the form. Any comments should be added at the bottom of Part 4

* The figures used to calculate these cells are pre-populated with data. This is a rounding issue meaning that the figure in line 24 column 2 should be

Line 24 column 5 doesn't equal the sum of columns 1 to 4. Please check why.

NATIONAL NON-DOMESTIC RATES RETURN - NDR1**2014-15**

Please e-mail to: ndr.statistics@communities.gsi.gov.uk by no later than 31 January 2014.
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Local Authority : **Bracknell Forest**

PART 1C: SECTION 31 GRANT (See Note C)

Estimated sums due from Government via Section 31 grant, to compensate authorities for the cost of changes to the business rates system announced in the 2013 Autumn Statement.

	Column 2 Bracknell Forest £	Column 3 £	Column 4 Berkshire Fire Authority £	Column 5 Total £
2014-15 Multiplier Cap				
25. Cost of 2% cap on 2014-15 small business rates multiplier	367,901	0	7,474	375,375
Small Business Rate Relief				
26. Cost to authorities of temporary doubling in 2014-15	215,345	0	4,395	219,740
27. Cost to authorities of maintaining relief on "first" property	24,760	0	505	25,265
"New Empty" Property Relief				
28. Cost to authorities of giving relief to newly-built empty property	0	0	0	0
"Long Term Empty" Property Relief				
29. Relief on occupation of "long-term empty" property	25,012	0	253	25,265
Retail Relief				
30. Relief provided to retail properties	275,140	0	2,779	277,919
TOTAL FOR THE YEAR				
31. Total amount of Section 31 grant due to authorities	908,158	0	15,406	923,564

Certificate of Chief Financial Officer / Section 151 Officer

I confirm that the entries in this form are the best I can make on the information available to me and amounts are calculated in accordance with regulations made under Schedule 7B to the Local Government Act 1988. I also confirm that the authority has acted diligently in relation to the collection of non-domestic rates.

Name of Chief Financial Officer

or Section 151 Officer : Alan Nash

Signature : Alan Nash

Date : 31/01/2014

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NDR1
2014-15

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.1

Local Authority : Bracknell Forest

PART 2: NET RATES PAYABLE

	Column 1 BA Area (exc. NDD & EZ) £	Column 2 NDD Area £	Column 3 Enterprise Zone £	Column 4 TOTAL (All BA Area) £
GROSS RATES PAYABLE (See Note D)				
1. Rateable Value at <input type="text" value="30/12/2013"/>	170,065,395	0	0	170,065,395
2. Small business rating multiplier for <input type="text" value="47.1"/> 2014-15 (pence)				
3. Gross rates 2014-15 - (RV x multiplier)	80,100,801	0	0	
4. Estimated growth/decline in gross rates	-1,365,639	0	0	
5. Forecast gross rates payable in 2014-15	78,735,162	0	0	78,735,162
TRANSITIONAL ARRANGEMENTS (See Note E)				
6. Revenue foregone because increases in rates have been deferred	85,671	0	0	85,671
7. Additional income received because reductions in rates have been deferred	20,533	0	0	20,533
8. Net cost of transitional arrangements	65,138	0	0	
9. Changes to net cost of transitional arrangements as a result of estimated growth/decline	10,000	0	0	
10. Forecast net cost of transitional arrangements	75,138	0	0	75,138
TRANSITIONAL PROTECTION PAYMENTS (See Note F)				
11. Sum due to/(from) authority	75,138	0	0	75,138
MANDATORY RELIEFS (See Note G)				
Small Business Rate Relief				
12. Forecast of relief to be provided in 2014-15	919,728	0	0	919,728
13. of which: relief on existing properties where a 2nd property is occupied	50,000	0	0	50,000
14. Additional yield from the small business supplement	1,957,992	0	0	1,957,992
15. Net cost of small business rate relief (line 12-line 14)	-1,038,264	0	0	-1,038,264
Charitable occupation				
16. Forecast of relief to be provided in 2014-15	1,951,466	0	0	1,951,466
Community Amateur Sports Clubs (CASCs)				
17. Forecast of relief to be provided in 2014-15	3,688	0	0	3,688
Rural rate relief				
18. Forecast of relief to be provided in 2014-15	0	0	0	0
19. Forecast of mandatory reliefs to be provided in 2014-15 (Sum of lines 15 to 18)	916,890	0	0	
20. Changes as a result of estimated growth/decline in mandatory relief	400,000	0	0	
21. Total forecast mandatory reliefs to be provided in 2014-15	1,316,890	0	0	1,316,890

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NDR1
2014-15

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.1

Local Authority : Bracknell Forest

PART 2: NET RATES PAYABLE

	Column 1 BA Area (exc. NDD & EZ)	Column 2 NDD Area	Column 3 Enterprise Zone	Column 4 TOTAL (All BA Area)
UNOCCUPIED PROPERTY (See Note H)				
Partially occupied hereditaments				
22. Forecast of 'relief' to be provided in 2014-15	111,738	0	0	111,738
Empty premises				
23. Forecast of 'relief' to be provided in 2014-15	2,116,844	0	0	2,116,844

24. Forecast of unoccupied property 'relief' to be provided in 2014-15 (Line 22 + line 23)	2,228,582	0	0	
25. Changes as a result of estimated growth/decline in unoccupied property 'relief'	750,000	0	0	
26. Total forecast unoccupied property 'relief' to be provided in 2014-15	2,978,582	0	0	2,978,582

DISCRETIONARY RELIEFS (See Note J)

Charitable occupation				
27. Forecast of relief to be provided in 2014-15	80,824	0	0	80,824
Non-profit making bodies				
28. Forecast of relief to be provided in 2014-15	53,979	0	0	53,979
Community Amateur Sports Clubs (CASCs)				
29. Forecast of relief to be provided in 2014-15		0	0	0
Rural shops etc				
30. Forecast of relief to be provided in 2014-15	0	0	0	0
Small rural businesses				
31. Forecast of relief to be provided in 2014-15	0	0	0	0
Other ratepayers				
32. Forecast of relief to be provided in 2014-15	0	0	0	0

33. Forecast of discretionary relief to be provided in 2014-15 (Sum of lines 27 to 32)	134,803	0	0	
34. Changes as a result of estimated growth/decline in discretionary relief	0	0	0	
35. Total forecast discretionary relief to be provided in 2014-15	134,803	0	0	134,803

36. Relief given to Case A hereditaments	of which:	of which:	0
37. Relief given to Case B hereditaments	134,803		

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NDR1
2014-15

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.1

Local Authority : Bracknell Forest

PART 2: NET RATES PAYABLE

	Column 1 BA Area (exc. NDD & EZ)	Column 2 NDD Area	Column 3 Enterprise Zone	Column 4 TOTAL (All BA Area)
DISCRETIONARY RELIEFS FUNDED THROUGH SECTION 31 GRANT (See Note K)				
"New Empty" properties				
38. Forecast of relief to be provided in 2014-15	0	0	0	0
"Long term empty" properties				
39. Forecast of relief to be provided in 2014-15	50,000	0	0	50,000
Retail relief				
40. Forecast of relief to be provided in 2014-15	550,000	0	0	550,000
41. Forecast of discretionary reliefs funded through S31 grant to be provided in 2014-15 (Sum of lines 38 to 40)	600,000	0	0	
42. Changes as a result of estimated growth/decline in Section 31 discretionary relief	0	0	0	
43. Total forecast of discretionary reliefs funded through S31 grant to be provided in 2014-15	600,000	0	0	600,000
NET RATES PAYABLE				
44. Forecast of net rates payable by rate payers after taking account of transitional adjustments, unoccupied property relief, mandatory and discretionary reliefs	£ 73,629,749	£ 0	£ 0	£ 73,629,749

Checked by Chief Financial Officer : **Alan Nash**

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2014-15

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.1

Local Authority : Bracknell Forest

PART 3: COLLECTABLE RATES AND DISREGARDED AMOUNTS

	Column 1 BA Area (exc. NDD & EZ) £	Column 2 NDD Area £	Column 3 Enterprise Zone £	Column 4 TOTAL (All BA Area) £
NET RATES PAYABLE				
1. Sum payable by rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs	73,629,749	0	0	73,629,749
(LESS) LOSSES				
2. Estimated bad debts in respect of 2014-15 rates payable	1,500,000	0	0	1,500,000
3. Estimated repayments in respect of 2014-15 rates payable	1,777,000	0	0	1,777,000
COLLECTABLE RATES				
4. Net Rates payable less losses	70,352,749	0	0	70,352,749
DISREGARDED AMOUNTS				Total Renewable Energy
5. Renewable Energy	803	0	0	803
6. Transitional Protection Payment		0	0	
7. Baseline		0	0	
DISREGARDED AMOUNTS		£	£	£
8. Total Disregarded Amounts		0	0	803

Checked by Chief Financial Officer : **Alan Nash**

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2014-15

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.1

Local Authority : Bracknell Forest

PART 4: ESTIMATED COLLECTION FUND BALANCE

OPENING BALANCE

	£	£
1. Opening Balance (From Collection Fund Statement)		0

CREDITS

2. Total amount credited, or to be credited, to the Collection Fund in 2013-14	72,574,022	
3. Transitional protection payments received, or to be received in 2013-14		
4. Transfers/payments to the Collection Fund for end-year reconciliations	9,270	
5. Transfers/payments into the Collection Fund in 2013-14 in respect of a previous year's deficit	0	
6. Total Credits		72,583,292

CHARGES

7. Total amount charged, or to be charged, to the Collection fund in 2013-14	5,297,800	
8. Transitional protection payments made, or to be made, in 2013-14	742,443	
9. Payments made, or to be made, to the Secretary of State in respect of the central share in 2013-14	26,743,402	
10. Payments made, or to be made to, major precepting authorities in respect of business rates income in 2013-14	534,868	
11. Transfers made, or to be made, to the billing authority's General Fund in respect of business rates income in 2013-14	26,208,533	
12. Transfers made, or to be made, to the billing authority's General Fund; and payments made, or to be made, to a precepting authority in respect of disregarded amounts in 2013-14	153,520	
13. Transfers/payments from the Collection Fund for end-year reconciliations		
14. Transfers/payments made from the Collection Fund in 2013-14 in respect of a previous year's surplus	0	
15. Total Charges		59,680,566
16. Adjustment for 5-Year Spread		0

ESTIMATED SURPLUS/(DEFICIT) ON COLLECTION FUND IN RESPECT OF FINANCIAL YEAR 2013-14

		£
17. Opening balance plus total credits, less total charges, plus adjustment for 5-year spread		12,902,726

Checked by Chief Financial Officer : **Alan Nash**