

**EXECUTIVE
23 SEPTEMBER 2014
5.00 - 5.55 PM**



Present:

Councillors Ward (Vice-Chairman, in the Chair), Dr Barnard, Brunel-Walker, Mrs Hayes, McCracken and Turrell

Apologies for absence were received from:

Councillors Bettison and Birch

13. Minutes

RESOLVED that the minutes of the meeting of the Executive on 22 July 2014 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

14. Declarations of Interest

There were no declarations of interest.

15. Executive Decisions

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

Item 5. Provision of Short Breaks (Aiming High)

RESOLVED that, having regard to the equalities screening record appended to the Director of Children, Young People and Learning's report,

- i. Option A as detailed in Appendix 4 of the Director of Children, Young People and Learning's Report be progressed
- ii. That the 2015-16 Commitment Budget is updated to include savings against the Aiming High budget of £106,000

Item 6. Enforcement Policy (Regulatory Services)

RESOLVED that the revised draft Enforcement Policy (attached as Annex A to the Director of Environment, Culture and Communities report) be approved or the purposes of consultation over an 8 week period.

Item 7. Community Hubs - Strategic Housing Areas

RESOLVED that:

- i. the development of community hubs at the Warfield and TRL sites and the expansion of Farley Wood community centre using S106 funds be endorsed

- ii. the proposed approach to the management of the centres outlined in paragraphs 5.26-5.29 of the Director of Corporate Services' report and discussions on this with the Parish and Town Councils and other interested parties be endorsed

Item 8. Update on Customer Contact Strategy

RESOLVED that:

- i. The content of the Director of Corporate Services' report and the progress made on the Customer Contact Strategy and Channel Strategy to date be noted
- ii. The extension of the current Customer Contact Strategy and the Channel Strategy into 2015 be supported
- iii. The development of a new Customer Contact and Channel Strategy, and a Digital Strategy, to establish the direction of travel for the Council beyond 2015 be supported

Item 9. Office Accommodation Strategy - Progress Report

RESOLVED that:

- i. The progress made on the first phase of the Office Accommodation Strategy be noted
- ii. The work being undertaken on Phase 2 be endorsed

Item 10. Business & Enterprise Work Programme

RESOLVED that:

- i. The work plan for the Business and Enterprise Service (BES) as set out at Annex One of the Assistant Chief Executive's report be endorsed
- ii. The draw down of funds from the Economic Development Reserve to fund the plan for the period up to 31 March 2016 be endorsed

Item 11. Corporate Performance Overview Report

RESOLVED that the performance of the Council over the period from April to June 2014, highlighted in the Overview Report in Annex A of the Chief Executive's report be noted.

Item 12. Education Capital Programme - Cranbourne Primary School Award of Contract

RESOLVED that the contract for the construction works for the new classrooms at Cranbourne Primary School under the Education Capital Programme, previously approved by the Executive, be awarded to Tenderer A as detailed in Appendix A of the Director of Children, Young People and Learning's report, subject to the final lump sum not exceeding the amount set out in paragraph 18 of the restricted Appendix A attached to the Director of Children, Young People and Learning's report.

CHAIRMAN

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I048967
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1. **TITLE:** Provision of Short Breaks (Aiming High)
2. **SERVICE AREA:** Children, Young People and Learning
3. **PURPOSE OF DECISION**

To approve revised provision of short breaks for young people with disabilities/learning difficulties.

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

That, having regard to the equalities screening record appended to the Director of Children, Young People and Learning's report:

- i. Option A as detailed in Appendix 4 of the Director of Children, Young People and Learning's Report be progressed
- ii. That the 2015-16 Commitment Budget is updated to include savings against the Aiming High budget of £106,000

7. **REASON FOR DECISION**

The results of the consultation have indicated Option A is the preferred option and this is broadly in line with the budget saving. This option is further endorsed by officers who have refined Option A to meet their commissioning needs

8. **ALTERNATIVE OPTIONS CONSIDERED**

When the consultation commenced a wide range of options were considered. These gradually were refined into three, Options A, B and C (see Appendix 2 of the Director of Children, Young People and Learning's report).

9. **PRINCIPAL GROUPS CONSULTED:** All stakeholders, including young people and parent/carers.
10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.
11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
23 September 2014	30 September 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I048441
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1. **TITLE:** Enforcement Policy (Regulatory Services)
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

The nature of the Environment & Public Protection Division's work is such that it must have an Enforcement Policy for most of its regulatory functions. The Policy must set out the procedure that will be adopted when seeking regulatory compliance. Our current Enforcement Policy was adopted by the Executive in June 2012. It now requires updating following the issue of the Regulators Code on 6th April 2014. This report therefore seeks approval for a revised Enforcement Policy.

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

6. **DECISION:**

That the revised draft Enforcement Policy (attached as Annex A to the Director of Environment, Culture and Communities' report) be approved or the purposes of consultation over an 8 week period

7. **REASON FOR DECISION**

The Policy has been reviewed by officers in light of changes to the legislative framework.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** The Public
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities
11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
23 September 2014	30 September 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I048637
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1. **TITLE:** Community Hubs - Strategic Housing Areas
2. **SERVICE AREA:** Corporate Services
3. **PURPOSE OF DECISION**

To seek endorsement for the provision of community hubs at new strategic housing sites.

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

That:

- i. the development of community hubs at the Warfield and TRL sites and the expansion of Farley Wood community centre using S106 funds be endorsed
- ii. the proposed approach to the management of the centres outlined in paragraphs 5.26-5.29 of the Director of Corporate Services' report and discussions on this with the Parish and Town Councils and other interested parties be endorsed

7. **REASON FOR DECISION**

The Local Planning Authority (LPA) needs to be able to defend its requests for infrastructure contributions from new development. The LPA indicates that the proposed community hubs are needed to support new and existing communities and have identified their inclusion in the newly adopted Site Allocations Local Plan (SALP). The two proposed community hubs and one extended community centre are likely to be viable for delivery but they need to be supported as Council policy to strengthen our case for provision. Community hubs are listed as infrastructure in SALP policy and in the Infrastructure Delivery Plan; however, the LPA needs to ensure that CMT and the Executive are committed to the development of community hubs to support their negotiations with developers and the prioritisation of these facilities as these will be subject to negotiation from developers. Details of the provision are in section 5.4 'Multi-functional Community Hubs' of the draft Planning Obligations Supplementary Planning document May 2014.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Council could choose not to provide community hubs in the new housing development. However, evidence from Jennetts Park and The Parks shows that community centres are highly valued by residents as a place to meet, get to know each other and access services and activities, supporting community cohesion and engagement. The Jennetts Park Community Centre is very well used and the Community Association running it is generating significant income from it to reinvest in community activities such as a Kids Club.

The provision of these hubs is also a requirement of the policies in the SALP adopted by the

Council in July 2013.

9. **PRINCIPAL GROUPS CONSULTED:** Bracknell Forest Council Planning Officers, Corporate Management Team and Ward Councillors.
10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services
11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
23 September 2014	30 September 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I048540
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1. **TITLE:** Update on Customer Contact Strategy

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

Update report on Action Plan relating to the Customer Contact Strategy 2011-2014

4 **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That:

- i. The content of the Director of Corporate Services' report and the progress made on the Customer Contact Strategy and Channel Strategy to date be noted
- ii. The extension of the current Customer Contact Strategy and the Channel Strategy into 2015 be supported
- iii. The development of a new Customer Contact and Channel Strategy, and a Digital Strategy, to establish the direction of travel for the Council beyond 2015 be supported

7. **REASON FOR DECISION**

Good progress has been achieved in the delivery of the Customer Contact and Channel Strategies, and it is still relevant in the current climate. The investigations into a number of potential channel developments have resulted in further work being required to deliver the benefits offered by these channels, and this work will take place over the coming year.

In addition, developments in the digital world since the original strategy was written now give us an opportunity to rethink how we enable customers to interact with the Council. To establish the right strategy for the future requires some considerable research and consultation with Elected Members as well as with Officers across the Council, therefore the development of the new strategy should take place through 2014-2015.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Significant progress has been made through the existing strategy, and the Council could leave it in place as it is. However this is likely to miss opportunities that arise from developments in the digital world and new systems / technologies.

A new strategy could be developed more quickly, to come into effect in 2014. However, the current one is still relevant, with a number of actions arising from the current strategy still being delivered. In addition, a new Council elected in 2015 might want to review its Customer Contact Strategy, therefore a strategy adopted now could require significant re-work

9. **PRINCIPAL GROUPS CONSULTED:** Departmental Management Teams and Corporate Management Team
10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services
11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
23 September 2014	30 September 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I048963
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1. **TITLE:** Office Accommodation Strategy - Progress Report

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To provide an update on phase 1 of the Council's Accommodation Strategy and seek endorsement of phase 2 of the Strategy.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That:

- i. The progress made on the first phase of the Office Accommodation Strategy be noted
- ii. The work being undertaken on Phase 2 be endorsed

7. **REASON FOR DECISION**

To allow the rationalisation of the Council's property portfolio to progress and achieve the changes agreed in the Office Accommodation Strategy.

8. **ALTERNATIVE OPTIONS CONSIDERED**

There were a range of options for the phase 2 Easthampstead House works schedule including moving the minority groups room to 2nd floor but there was insufficient free space available. Other options were to move the mayoral suite and use the fourth floor as the space for the Construction and Maintenance team.

9. **PRINCIPAL GROUPS CONSULTED:** None.

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

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

Date Decision Made	Final Day of Call-in Period
23 September 2014	30 September 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I046759
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1. **TITLE:** Business & Enterprise Work Programme

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

3. **PURPOSE OF DECISION**

To endorse the draft Work Programme for the Business & Enterprise Team.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That:

- i. The work plan for the Business and Enterprise Service (BES) as set out at Annex One of the Assistant Chief Executive's report be endorsed
- ii. The draw down of funds from the Economic Development Reserve to fund the plan for the period up to 31 March 2016 be endorsed

7. **REASON FOR DECISION**

The Council's sixth strategic priority is to "sustain economic prosperity" for the Borough. The Council has recently created a dedicated team to support the delivery of this priority and the team's work plan is presented for endorsement.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None. The work plan is a fundamental requirement to ensure that the new team has a clear and deliverable programme of work to support economic development within the borough.

9. **PRINCIPAL GROUPS CONSULTED:** Key stakeholders involved in the Bracknell Forest economy and internal consultation across Council departments.

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

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

Date Decision Made	Final Day of Call-in Period
23 September 2014	30 September 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I047846
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1. **TITLE:** Corporate Performance Overview Report

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

3. **PURPOSE OF DECISION**

To inform the Executive of the Council's performance over the first quarter of 2014-15

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the performance of the Council over the period from April to June 2014, highlighted in the Overview Report in Annex A of the Chief Executive's report be noted

7. **REASON FOR DECISION**

To brief the Executive on the Council's performance, highlighting key areas, so that appropriate action can be taken if needed.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None

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

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

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

Date Decision Made	Final Day of Call-in Period
23 September 2014	30 September 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I046268
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1. **TITLE:** Education Capital Programme - Cranbourne Primary School Award of Contract

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

3. **PURPOSE OF DECISION**

To approve the award of contract for the Cranbourne additional classrooms works.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the contract for the construction works for the new classrooms at Cranbourne Primary School under the Education Capital Programme, previously approved by the Executive, be awarded to Tenderer A as detailed in Appendix A of the Director of Children, Young People and Learning's report, subject to the final lump sum not exceeding the amount set out in paragraph 18 of the restricted Appendix A attached to the Director of Children, Young People and Learning's report

7. **REASON FOR DECISION**

The value of this contract requires Executive approval under the Council's Contract Standing Orders.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Doing nothing is not an option because the Council has a statutory duty to provide sufficient pupil places.

9. **PRINCIPAL GROUPS CONSULTED:** Cranbourne School, Education Capital Programme Board

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

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

Date Decision Made	Final Day of Call-in Period
23 September 2014	30 September 2014