

Date Published: 24 May 2022



EXECUTIVE

01 JUNE 2022

SUPPLEMENTARY PAPERS

TO: ALL MEMBERS OF THE EXECUTIVE

The following papers have been added to the agenda for the above meeting.

These were not available for publication with the rest of the agenda.

Kevin Gibbs
Executive Director: Delivery

	Page No
3. MINUTES	3 - 14
To consider and approve the minutes of the meeting of the Executive held on 24 May 2022.	

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**EXECUTIVE – ADVISORY MEETING
24 MAY 2022
5.00 - 5.27 PM**

Present:

Councillors D Birch (Chair), Harrison, Heydon and Turrell

Present Virtually:

Councillors Bettison OBE, Dr Barnard and Mrs Hayes MBE

Apologies for absence were received from:

Councillors Brunel-Walker

1. Declarations of Interest

There were no Declarations of Interest

2. Minutes

RESOLVED that the minutes of the meeting of the Executive on 26 April 2022 together with the accompanying decision records be confirmed as a correct record.

3. Urgent Items of Business

There were no urgent Items of Business.

Executive Decisions and Decision Records

The Executive considered the following items. The decisions are recorded in the decision sheets attached to these minutes and summarised below:

4. Household Support Grant Distribution and Procurement

RESOLVED that

- i. supermarket vouchers be purchased, or for opted schools to make equivalent arrangements, to provide support over the Summer and October Holidays to children qualifying for Free School Meals in Bracknell Forest schools and the equivalent under 5s. Households will receive a £15 voucher per child per week of the holidays. As detailed in 5.4(a)
- ii. pension age households who are in receipt of pension credit or council tax reduction are provided with a one-off supermarket voucher in June of £100. As detailed in 5.4(b)
- iii. the remaining funding of approximately £15,000, and the value of any unredeemed vouchers, be used to target low income working age disabled and carer households without children, and care leavers with a supermarket voucher of £50. As detailed in 5.4(c). If more funding is available, the decision to increase this value is recommended to be delegated to the Chief Executive.

- iv. the Discretionary Fund element of the Council Tax Energy Rebate is initially used to provide financial support to working age and pensioner households occupying properties in Council Tax Bands E-H who currently receive income based council tax support and also to care leavers, as set out in paragraph 5.10.
- v. authority for agreeing proposals to allocate the remainder of the Discretionary Fund element of the Council Tax Energy Rebate be delegated to the Executive Member for Children, Young People and Learning, advised by the Members Welfare Steering Group.

5. Request from Taxi Trade to Review Hackney Carriage Tariffs

RESOLVED that

- i. the existing tariffs which have been in place since 01 August 2021 are noted.
- ii. That the business case put forward by the trade is considered.
- iii. That if statutory consultation should be undertaken on revisions to the table of fares for hackney carriage tariffs based on the proposals set out in Appendix D to the report.
- iv. the consultation will run from the 01 June 2022 to the 15 June 2022.
- v. that a public notice (as set out in Appendix E) will be placed in the Bracknell News on the 01 June 2022.
- vi. that the consultation will be promoted on both the Bracknell Forest Council and the Public Protection Partnership's website and a note will be displayed at the Time Square Offices by the 01 June 2022.
- vii. a copy of the notice should be emailed individually to all Bracknell licensed Hackney Carriage Proprietors for their comments.
- viii. that the Licensing and Safety Committee will, at the 23 June 2022 meeting, be asked to note any responses received during the period of consultation.
- ix. that if objections are received and not withdrawn the Executive at its meeting on the 19 July 2022 will consider the business case alongside any objections and determine whether the proposed varied table of fares, with or without modification, will come in to operation and the revised implementation date.
- x. that if no objections are received, or if the objections are withdrawn, the proposed table of fares, as set out in Appendix D, will come into effect on the 16 June 2022.

6. Exclusion of Public and Press

RESOLVED that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of item 8 & 9 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

- (3) Information relating to the financial or business affairs of any particular person (including the authority).

7. Procurement of Buckler's Park Community Hub Operator

RESOLVED that

- i. The strategic procurement plan attached at Annex A to appoint an operator to manage the new Bucklers Park Community Hub with the adjacent courts, the associated car parking and car park landscaping on a 'not-forprofit' or charitable basis.
- ii. The cost/quality weighting in favour of quality at 60% and 40% cost is approved.
- iii. The contract award decision will be delegated to the Chief Executive in consultation with the Executive Member for Culture, Delivery and Public Protection.
- iv. The lease and other operational arrangements are delegated to the Assistant Director: Chief Executive's Office in consultation with the Executive Director: Place, Planning & Regeneration and the Executive Member for Culture, Delivery and Public Protection

8. Multi-discipline Consultancy Design Services

RESOLVED that

- i. The Strategic Procurement Plan to tender the appointment of a Design & Construction Support team be approved for a contract value of £15m over an initial period of 5 years and further 3 +2 years based on performance.
- ii. The Executive delegate authority to the Executive Director, Delivery and the Executive Member for Transformation, Finance and Property to award the contract to the provider meeting the requirements of this contract.

CHAIRMAN

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Bracknell Forest Council Record of Decision

Work Programme Reference	I103704
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1. **TITLE:** Household Support Grant Distribution and Procurement

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

3. **PURPOSE OF DECISION**

The distribution of the Household Support Fund

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. supermarket vouchers be purchased, or for opted schools to make equivalent arrangements, to provide support over the Summer and October Holidays to children qualifying for Free School Meals in Bracknell Forest schools and the equivalent under 5s. Households will receive a £15 voucher per child per week of the holidays. As detailed in 5.4(a)
- ii. pension age households who are in receipt of pension credit or council tax reduction are provided with a one-off supermarket voucher in June of £100. As detailed in 5.4(b)
- iii. the remaining funding of approximately £15,000, and the value of any unredeemed vouchers, be used to target low income working age disabled and carer households without children, and care leavers with a supermarket voucher of £50. As detailed in 5.4(c). If more funding is available, the decision to increase this value is recommended to be delegated to the Chief Executive.
- iv. the Discretionary Fund element of the Council Tax Energy Rebate is initially used to provide financial support to working age and pensioner households occupying properties in Council Tax Bands E-H who currently receive income based council tax support and also to care leavers, as set out in paragraph 5.10.
- v. authority for agreeing proposals to allocate the remainder of the Discretionary Fund element of the Council Tax Energy Rebate be delegated to the Executive Member for Children, Young People and Learning, advised by the Members Welfare Steering Group.

7. **REASON FOR DECISION**

1. To seek endorsement on each of the recommendations to enable the rapid and widespread distribution of the funding to households in the community.
2. The Household Support Fund has been provided by the Department for Work and Pensions (DWP), but the local authority must determine how it is spent within the

scope of the guidance that has been set out. The local authority is required by the DWP to create a local eligibility framework to disburse the funding. Recommendations have been established based on learning from how the previous equivalent Covid Winter Grant, Covid Local Support Grant and Household Support Fund was spent.

3. In addition to the mandatory Council Tax Energy Rebate which is payable to households in Band A to D properties who pay their energy bills, as directed by the Department for Levelling Up, Housing and Communities, there is also a Discretionary Fund. Councils are required to individually determine how to allocate the Discretionary Funding to households that are energy bill payers but not covered by the main scheme. Bracknell Forest's allocation is £184,650.
4. Financial Hardship is increasing and has seen a drastic increase due to the pandemic and cost of living increases. Therefore, making these recommendations aims to help alleviate the financial pressures this is causing for people. Presenting the two funds together aims to align with work across the council, maximise the reach of the funding and minimise unwanted duplication.

8. **ALTERNATIVE OPTIONS CONSIDERED**

1. The financial hardship officers group considered other options for spending the household support fund, but it was concluded that these would not be as effective as those recommended in terms of efficiently disbursing funds to those most in need whilst keeping within the guidelines set out by DWP. Several other options have been considered, including grants to voluntary and community sector organisations and fuel support for households on pre-payment metres but these are more complex and labour intensive. The proposals follow agreed practice in distributing previous tranches of this funding.
2. A range of approaches have been considered for the disbursement of the Energy Rebate Discretionary Funding, including having a completely flexible application process that any household can apply for. However, the absence of any defined criteria would mean that assessment of eligibility would be both complex and subjective and would require more resources to effectively distribute the funding. The existing Hardship Fund is well established, and it is felt that this remains the best route to direct households in acute financial hardship towards.

9. **DOCUMENT CONSIDERED:** Report of the

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

Date Decision Made	Final Day of Call-in Period
24 May 2022	31 May 2022

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I106347
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1. **TITLE:** Request from Taxi Trade to Review Hackney Carriage Tariffs

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To feedback on any responses during statutory consultation in relation to the hackney carriage table of fares and determine whether or not to modify the hackney carriage fare scale in light of the objection received (and not withdrawn) during the consultation period, if any.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the existing tariffs which have been in place since 01 August 2021 are noted.
- ii. That the business case put forward by the trade is considered.
- iii. That if statutory consultation should be undertaken on revisions to the table of fares for hackney carriage tariffs based on the proposals set out in Appendix D to the report.
- iv. the consultation will run from the 01 June 2022 to the 15 June 2022.
- v. that a public notice (as set out in Appendix E) will be placed in the Bracknell News on the 01 June 2022.
- vi. that the consultation will be promoted on both the Bracknell Forest Council and the Public Protection Partnership's website and a note will be displayed at the Time Square Offices by the 01 June 2022.
- vii. a copy of the notice should be emailed individually to all Bracknell licensed Hackney Carriage Proprietors for their comments.
- viii. that the Licensing and Safety Committee will, at the 23 June 2022 meeting, be asked to note any responses received during the period of consultation.
- ix. that if objections are received and not withdrawn the Executive at its meeting on the 19 July 2022 will consider the business case alongside any objections and determine whether the proposed varied table of fares, with or without modification, will come in to operation and the revised implementation date.
- x. that if no objections are received, or if the objections are withdrawn, the proposed table of fares, as set out in Appendix D, will come into effect on the 16 June 2022.

7. REASON FOR DECISION

1. Local authorities have a statutory power to set the maximum fares that licensed hackney carriages (taxis) can charge for a journey. Under section 65 of the Local Government (Miscellaneous Provisions) Act 1976, local authorities have the power to “...fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle, to be paid in respect of the hire of hackney carriages by means of a table (hereafter in this section referred to as a “table of fares”) made or varied in accordance with the provisions of this section.”
2. The current tariff scale was agreed in 2021. The taxi trade have submitted a business case asking for the tariffs to be reviewed urgently in light of the current fuel prices. It should be noted that it has previously been agreed that the tariffs would be consulted on annually. This request is just expediting that process. The cost of fuel could be revisited during the 2023 consultation on tariffs.

8. ALTERNATIVE OPTIONS CONSIDERED

Not to increase the fares.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

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

Date Decision Made	Final Day of Call-in Period
24 May 2022	31 May 2022

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I106498
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1. **TITLE:** Procurement of Buckler's Park Community Hub Operator

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

3. **PURPOSE OF DECISION**

To seek approval for conducting a procurement exercise to identify an operator to manage the new community hub, playing courts, changing rooms, car parking and associated landscaping at Buckler's Park in Crowthorne.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. The strategic procurement plan attached at Annex A to appoint an operator to manage the new Bucklers Park Community Hub with the adjacent courts, the associated car parking and car park landscaping on a 'not-forprofit' or charitable basis.
- ii. The cost/quality weighting in favour of quality at 60% and 40% cost is approved.
- iii. The contract award decision will be delegated to the Chief Executive in consultation with the Executive Member for Culture, Delivery and Public Protection.
- iv. The lease and other operational arrangements are delegated to the Assistant Director: Chief Executive's Office in consultation with the Executive Director: Place, Planning & Regeneration and the Executive Member for Culture, Delivery and Public Protection

7. **REASON FOR DECISION**

1. On 19th October 2021 the Executive agreed that the council would take the freehold of the Bucklers Park Community Hub from CALA in a single transfer on 1 April 2022 (or soon thereafter) in accordance with the S106 for the Buckler's Park community hub with the adjacent courts, the associated car parking, allotments, and landscaping (excluding SuDs and Orchard).
2. The Executive also agreed that the management arrangements for the community hub, including courts, car parking, associated landscaping, and allotments (excluding SuDs and Orchard) be overseen by the Council's Community Engagement and Parks and Countryside teams, through running a procurement exercise to find an operator.
3. The weighting is balanced in favour of quality at 60% and 40% cost due to the importance of securing an operator who can manage the hub competently and financially sustainably with high levels of community engagement to maximise health

and wellbeing outcomes for the local community as well as offering a 'value for money' approach to management and services offered.

8. ALTERNATIVE OPTIONS CONSIDERED

1. Several alternative options have been considered for the management of the community hub and these were set out in the report to the Executive in October 2021. They included working in partnership with Crowthorne Parish Council to enable the council to take on the ownership and management of the hub however the Parish Council are not able to commit to doing so at this time.
2. The Council was under no obligation to take on the hub so as an alternative, we could have sought that the developer finds another organisation to take on the hub. The council would have less control over the type of organisation, amount of community activity, its affordability and quality of the provision taking place at the hub.
3. Another alternative option considered was the council receiving the freehold transfer and develop a resident led charitable community association to lease the hub and facilities to. However, the facilities at the site are more complex for this centre which will have multiple internal and external facilities including playing courts. The council would also have to invest significant community development work to set up the resident led community association and its success is reliant on sufficient volunteers stepping up to get and stay involved long term in the running of the association.
4. Another alternative option that was considered was that the Council receives the freehold transfer and then manages the community facility in-house. A feasibility would need to be undertaken to assess the viability of managing the facility which would include staffing & capacity, and caretaking costs, business rates, running costs and maintenance costs set against the potential income for the facility. Operating the facility in-house by the Council will create a business rates liability which would not be payable by a charity.

9. **DOCUMENT CONSIDERED:** Report of the Chief Executive

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

Date Decision Made	Final Day of Call-in Period
24 May 2022	31 May 2022

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I105477
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1. **TITLE:** Multi-discipline Consultancy Design Services

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To seek approval for the appointment of a Design & Construction Support team, to provide construction consultancy services to aid the delivery of construction projects, routine condition surveys of the Council's property portfolio and highway works

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. The Strategic Procurement Plan to tender the appointment of a Design & Construction Support team be approved for a contract value of £15m over an initial period of 5 years and further 3 +2 years based on performance.
- ii. The Executive delegate authority to the Executive Director, Delivery and the Executive Member for Transformation, Finance and Property to award the contract to the provider meeting the requirements of this contract.

7. **REASON FOR DECISION**

1. It is a requirement of the contract standing orders that the Executive approve any strategic procurement plan with a value more than £1m. This decision seeks approval for the procurement process.
2. The current contract with the Council's Managing Partner ends June 2023 and therefore, this paper seeks the approval to procure the services of a one stop consultancy service, to aid the delivery of construction projects.

8. **ALTERNATIVE OPTIONS CONSIDERED**

1. Consideration has been given to seek a Design & Construction Support team on an individual project basis, however when Bracknell Forest Council has undertaken this in the past, it has proven to be a lengthy process, which has caused a delay in the delivery of school projects that need to be completed during the summer holidays. Having a Design & Construction Support team commissioned on a fixed term contract, ensures information on procedures and condition of our buildings is kept up to date and provides continuity.
2. An option to create an inhouse multi-disciplinary consultancy team to recruit a number of individuals, to design and manage projects lower than £0.5m, as shown in the Strategic Procurement Plan, Appendix A, item 4.2. Furthermore, the ongoing

difficulties in recruiting specialist engineers within the construction industry would undoubtedly result in a number of these roles remaining vacant. In practice, some specialisms listed would not warrant full-time roles and this would further exacerbate the challenges and reduce value for money. Therefore, internalisation of this service would not be a viable solution.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

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

Date Decision Made	Final Day of Call-in Period
24 May 2022	31 May 2022