



**Council
Wednesday 29 May 2002, 7.30 pm**

AGENDA

	Page No
1. Apologies for Absence	
2. To approve as a correct record the minutes of the meeting of the Council held on 1 May 2002	3 - 20
3. Declarations of Interest To receive any declarations of interest in any matters on the agenda for the meeting.	
4. Mayor's Announcements	
5. Executive Report To receive the Leader's report on the work of the Executive since the Council meeting on 1 May 2002.	21 - 24
6. Budget and Policy Framework	
1) Food Law Enforcement Plan 2002-2003	25 - 66
a) To receive the draft Food Law Enforcement Plan 2002-2003.	
b) The Executive Member for Public & Environmental Services and Parish Liaison (Councillor Mills) will move adoption.	
2) Community Safety Strategy 2002-2005	
a) To receive the draft Community Safety Strategy 2002-2005.	
b) The Executive Member Public & Environmental Services and Parish Liaison (Councillor Mills) will move adoption.	
7. Annual Report of the Voluntary Sector Champion	

To receive the first annual report of the Voluntary Sector Champion,
Councillor Mrs Ryder.

67 - 68

8. **Motion Submitted Under Council Procedure Rule 11**

Motion 1/2002 submitted by Councillors Glasson and Jones

Having commissioned an expert report on housing needs in the Borough that identifies a major shortfall in the provision of affordable housing for local people and recommends that 40% of all new housing developments should be affordable housing, the Council will change its policies to substantially increase its planning requirement for affordable housing on new developments.

COUNCIL 1 MAY 2002

Present: Councillors Adams, Mrs Ballin, Barnard, Beadsley, Bettison, Birch, Mrs Birch, Blatchford, Ms Brown, Browne, Mrs Clifford, Edger, Egan, Finnie, Flood, Glasson, Grayson, Harrison, Miss Haydon, Mrs Hayes, Ms Henfrey, Jones, Kendall, McCracken, Mrs Mattick, North, Piasecki, Mrs Pile, Mrs Ryder, Sargeant, Mrs Shillcock, Simonds, Thompson, Turrell, Wade, Wallace, Ward and Worrall

Apologies for absence were received from:
Councillors McCormack and Mills

The Mayor's Chaplain, Reverend Richard Neill, opened the meeting with prayers.

THE MAYOR, COUNCILLOR MRS HAYES, IN THE CHAIR

1. Election of Mayor

It was proposed by Councillor Bettison, seconded by Councillor Birch, that Councillor Mrs Dorothy Hayes be elected as Mayor for the 2002/03 municipal year.

There being no other nominations it was

RESOLVED that Councillor Mrs Dorothy Hayes be elected Mayor of the Borough of Bracknell Forest for the 2002/03 municipal year.

Councillor Mrs Hayes then made and signed the Declaration of Acceptance of Office of Mayor, whereupon she thanked members of the Council for her re-election.

2. Appointment of Deputy Mayor

It was moved by Councillor Bettison and seconded by Councillor Birch that Councillor Mrs Shelagh Pile be appointment Deputy Mayor for the 2002/03 municipal year.

There being no further nominations it was

RESOLVED that Councillor Mrs Shelagh Pile be appointed Deputy Mayor of the Borough of Bracknell Forest for the 2002/2003 municipal year.

The Mayor expressed her thanks to the outgoing Deputy Mayor, Councillor North and his wife, Elizabeth, for their service during the last year.

Mrs Pile then made and signed the Declaration of Acceptance of Office of Deputy Mayor whereupon she was invested with the chain of office. Councillor Mrs Pile thanked the Council for her appointment. She and her husband, Alan, who would act as Deputy Mayor's Consort, were both looking forward to their role in the civic life of the Borough. The Chief Executive then invested Mr Pile with his chain of office as Deputy Mayor's Consort.

ADJOURNMENT

The Council meeting adjourned at 7.50 pm and reconvened at 8.00 pm

4. **Declarations of Interest**

No Member of the Council declared any personal or prejudicial interest in any item of business on the Agenda for the meeting.

5. **Minutes**

RESOLVED that the minutes of the meeting of the Council held on 27 March 2002 be approved as a correct record and signed by the Mayor.

6. **Mayor's Announcements**

(i) Councillor Barry Egan

The Mayor had pleasure in presenting to Councillor Egan the Immediate Past Mayor's badge and the Mayoral photograph which would be displayed outside the Council Chamber.

(ii) Mayor's Charity Golf Day

The Mayor thanked those Members and officers who had attended the Mayor's Charity Golf day at Mill Ride Golf Centre on 25 April 2002.

(iii) Bracknell Team Ministry Golden Jubilee Service

A service to celebrate the golden jubilee of Her Majesty the Queen would be held at Holy Trinity Church, Bracknell on Sunday 2 June 2002, at 11.00am, followed by a reception at the Grange Hotel.

(iv) Mayor's Charities

The Mayor announced that her chosen charity for the new municipal year would be the Paul Bevan Hospice. The funds raised for Marie Curie Cancer Care would be announced and presented at the next meeting of the Council.

7. **Election of Leader of the Council**

RESOLVED that Councillor Bettison be elected Leader of the council for the 2002/02 municipal year.

8. **Report of the Leader on the appointment of the Members of the Executive**

The Council noted that the Leader of the Council had appointed the following members to serve on the Executive for the 2002/03 municipal year:-

Councillor Mrs Ballin	Executive Member for Planning & Transportation
Councillor Barnard	Executive Member for Social and Healthcare Services and Housing

Councillor Bettison	Executive Member for Corporate Services (Chairman of the Executive)
Councillor Birch	Executive Member without portfolio (Deputy Leader)
Councillor McCracken	Executive Member for Leisure Services
Councillor Mills	Executive Member for Public & Environmental Services and Parish Liaison
Councillor North	Executive Member without portfolio
Councillor Wade	Executive Member for Policy Implementation
Councillor Ward	Executive Member for Education

The Council noted the delegation of executive functions made by the Leader of the Council to individual Executive Members and sub groups for the 2002/03 municipal year.

9. **Local Government and Housing Act 1989: Review of Allocation of Seats and Appointments to Committees 2002/2003**

RESOLVED that:

- (i) the total number of seats on ordinary Committees appointed by the Council shall be 36 and that such seats shall be allocated to party groups as follows:-

Conservative Group – 28 Labour Group – 8

- (ii) Members be appointed to serve on the Standards Committee and on the ordinary committees in accordance with the nominations made by the political groups as set out in Appendix A hereto

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Planning & Highways Committee	20	16:4	3 : 3
Employment Committee	8	6:2	3 : 3
Licensing & Safety Committee	4	3:1	3 : 3
Governor Appointment Committee	4	3:1	3 : 3
Total	36	28 : 8	

- (iii) The following formula for the allocation of seats on Sub-Committees to be appointed by Committees be confirmed.

Number of Members	Allocation of Seats
4	3 : 1
8	6 : 2

- (iv) the total number of seats on Select Committees appointed by the Council shall be 40 and that such seats shall be allocated to party groups as follows:-

Conservative Group – 30 Labour Group – 10

- (v) pending a review of the Constitution, the Select Committee on Economic and Sustainable Development be known as the Environment Select

Committee.

- (vi) Members be appointed to serve on the following select committees in accordance with nominations made by the political groups as set out in Appendix A hereto.

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Co-ordination Select Committee	8	6 : 2	3 : 3
Environment Select Committee	8	6 : 2	3 : 3
Select Committee on Corporate & Resource Issues	8	6 : 2	3 : 3
Select Committee on Lifelong Learning	8*	6 : 2	3 : 3
Select Committee on Social Care	8	6 : 2	3 : 3
Total	40	30 : 10	

* plus one further 'balancing' member of the Conservative Group to maintain an overall majority.

10. **Appointment of Representatives to Other Groups**

RESOLVED that Members be appointed to serve on the other groups indicated for the 2002/03 municipal year as set out in Appendix A hereto.

11. **Appointment of Representatives to External Organisations**

RESOLVED that the persons indicated be appointed to serve as the Council's representatives on the bodies and other organisations listed in Appendix B hereto.

12. **Scheme for Public Participation**

The Council received a petition presented by Councillor Ward on behalf of the Pipers Field Residents' Association in the following terms:-

"Memorial Park

In the latest edition of the Pipers Voice, you may have read the main story, we are now asking for your opinion, are you in favour of this youth project to be built on the Memorial Park even though it breaks a 'recreational use only' covenant or do you think that you are against the proposed building to be built shortly on our Memorial Park?"

The petition had been signed by 83 residents against the project and 4 residents in favour of the project.

Councillor Ward responded to questions on the petition and advised the Council that

a postal referendum was being organised by Sandhurst Town Council to establish public opinion on this matter.

The Council noted the petition.

13. Question – Procedure Rule 10 (2)

Notice had been given of the following question by Councillor Glasson to the Executive Member for Social Services & Housing:-

“What action does the portfolio holder plan to take to alleviate the financial crisis inflicted on Homestart as a consequence of his recent decision on grants to voluntary organisations?”

Councillor Barnard advised the Council that some members had raised concerns over the grant awarded to Homestart and this had been a factor in their decision to call-in a range of grant allocation decisions. Councillor Barnard had advised the Select Committee on Social Care that he would ask officers to comprehensively review the application and report to him. He had also explained that, as he had done with other organisations, he would work with the organisation personally to understand the concerns. The Select Committee had decided to make no recommendations as the decision had been taken in line with previously adopted Council policy.

Councillor Barnard had met with the Chairman of Homestart on 29 April 2002 and explored a range of concerns in some detail. The discussion had centred on the need to strengthen working relationships between Homestart and Social Services. It was clear from this and other meetings that there was no financial crisis at Homestart at this time. Councillor Barnard had pledged to ensure that one did not develop and that both the Council and Homestart would protect the work that was currently undertaken and seek to expand capacity in the future. During the course of the meeting it had become clear that the Chairman of Homestart had no knowledge of the tabled question by Councillor Glasson and that if there had been a discussion with the Chairman it would have revealed that the issues were much more complex than just funding.

Councillor Barnard then responded to a supplementary question.

14. Executive Report

The Leader of the Council reported on the main activities of the Executive since the meeting on 27 March 2002 and attention was drawn to the following topics:

Community Plan The first draft had been published by the Executive for consultation. The plan was based on five key ambitions and the necessity to redevelop Bracknell Town Centre.

Policy and Performance Plan The draft Plan gave a clear statement of the Council's objectives for the year. It was linked to the Community Plan and underpinned by detailed departmental service plans. It would be the subject of widespread consultation prior to the next meeting of the Executive.

Cultural Strategy: Life is for Living The cultural strategy had been prepared in consultation with other partner organisations. It set out the strategic priorities for enhancing the cultural life of the Borough, supported by detailed action plans.

In the coming weeks the Executive would be working on the following key projects:-

- Public Service Agreement
- Children's Services Inspection – action plan
- Town Centre Masterplan

The Leader of the Council responded to questions on the Executive report.

15. Overview and Scrutiny Work Programme

The Council received the report of the Co-ordination Select Committee on the overview and scrutiny work programme for the 2002/03 municipal year.

RESOLVED that the overview and scrutiny work programme for 2002/03 be approved as set out in the report.

16. Schedule of Meetings 2002/03

The Council noted the schedule of Council, Executive and Committee meetings for the forthcoming municipal year.

The meeting commenced at 7.30 pm
and concluded at 9.00 pm

MAYOR

APPOINTMENTS TO SELECT COMMITTEES 2002/03

<p>CO-ORDINATION SELECT COMMITTEE</p> <p>Councillors (8) Beadsley Edger Flood Kendall Mrs Mattick McCormack Mrs Pile (Vice Chairman) Sargeant (Chairman)</p> <p>Substitute Members (6) Glasson Jones Piasecki Mrs Ryder Wallace Worrall</p>	<p>SELECT COMMITTEE ON CORPORATE & RESOURCE ISSUES</p> <p>Councillors (8) Mrs Birch Kendall McCormack Piasecki Sargeant (Chairman) Simonds Turrell Worrall</p> <p>Substitute Members (6) Beadsley Egan Finnie Flood Glasson Jones</p>	<p>ENVIRONMENT SELECT COMMITTEE</p> <p>Councillors (8) Adams Blatchford Browne Finnie Flood (Chairman) Henfrey Jones (Vice Chairman) Mrs Ryder</p> <p>Substitute Members (6) Ms Brown Glasson Harrison Mrs Hayes Piasecki Turrell</p>
<p>SELECT COMMITTEE ON LIFELONG LEARNING</p> <p>Councillors (9) Beadsley (Chairman) Mrs Birch Edger (Vice Chairman) Egan Mrs Hayes Kendall Mrs Shillcock Thompson Wallace</p> <p>Substitute Members (6) Adams Blatchford Ms Brown Browne Fawcett Henfrey</p> <p>Church Representatives (2) Mr G S Anderson (<i>voting</i>) Mr D McCann (<i>voting</i>) Parent Governor Representatives (2) Mr D Clitheroe (<i>voting</i>) One vacancy (<i>voting</i>)</p> <p>Teachers Associations Representatives (3) Mrs V Richardson (<i>non-voting</i>) Mrs L Wales (<i>non-voting</i>) (One Vacancy – <i>non-voting</i>)</p>	<p>SELECT COMMITTEE ON SOCIAL CARE</p> <p>Councillors (8) Edger Glasson Harrison Miss Haydon Mrs Mattick (Chairman) Mrs Pile (Vice Chairman) Mrs Ryder Mrs Shillcock</p> <p>Substitute Members (6) Ms Brown Egan Fawcett McCormack Thompson Simonds</p> <p>Tenants' Panel Representative (1) Mr P Boorman (<i>non voting</i>)</p>	

APPOINTMENTS TO ORDINARY AND OTHER COMMITTEES 2002/03

<p>STANDARDS COMMITTEE</p> <p>Councillors (4) Finnie (Vice Chairman) Glasson Jones Thompson</p> <p>Substitute Members (2) Flood Mrs Shillcock</p> <p>Independent Members (2) Mr D Briggs (Chairman) Revd D Osborn</p>	<p>EMPLOYMENT COMMITTEE</p> <p>Councillors (8) Adams Edger (Chairman) Fawcett Finnie Grayson Henfrey (Vice Chairman) Mrs Pile Wallace <i>Ward (non-voting)</i></p> <p>Substitute Members (6) Blatchford Ms Brown McCormack Piasecki Turrell Worrall</p>	<p>LICENSING AND SAFETY COMMITTEE</p> <p>Councillors (4) Ms Brown Egan Mrs Pile (Chairman) Simonds</p> <p>Substitute Members (6) Adams Browne Edger Fawcett Jones Ryder</p>
<p>PARISH STANDARDS SUB COMMITTEE</p> <p>Bracknell Forest Borough Council (1) Finnie</p> <p>Parish Councillors (2) I W Leake Mrs M Kaye</p> <p>Independent Member (1) Revd D Osborn (Chairman)</p> <p>Substitute Members (8) <i>Borough Councillors (3)</i> Glasson Jones Thompson</p> <p><i>Parish/Town Councillors (4)</i> C W Bailey Mrs S E Edger P Taylor Mrs L Tyler</p> <p><i>Independent Member (1)</i> Mr D Briggs</p>	<p>PLANNING AND HIGHWAYS COMMITTEE</p> <p>Councillors (20) Adams Mrs Ballin Barnard Birch (Vice Chairman) Blatchford Browne Fawcett Flood Grayson Mrs Hayes Jones Mrs Mattick Mills Piasecki Mrs Pile Mrs Ryder Sargeant Simonds Thompson Worrall (Chairman)</p> <p>Substitute Members (6) Beadsley Ms Brown Glasson Henfrey Kendall Wallace</p>	<p>EDUCATION EMPLOYMENT SUB COMMITTEE</p> <p>Councillors (4) Edger (Vice Chairman) Fawcett Henfrey Sargeant (Chairman) <i>Ward (non-voting)</i></p> <p>Substitute Members (6) Adams Blatchford Ms Brown McCormack Turrell Worrall</p> <hr/> <p>TEACHERS JOINT CONSULTATIVE COMMITTEE</p> <p>Councillors (4) Beadsley Edger Ward (Chairman) Wallace</p> <hr/> <p>PERSONNEL APPEALS PANEL</p> <p>Councillors (4) Edger Fawcett Finnie Sargeant</p>

<p>EDUCATION GOVERNOR APPOINTMENTS COMMITTEE</p> <p>Councillors (4) Mrs Hayes (Chairman) Mrs Shillcock Wallace Ward (Vice Chairman)</p> <p>Substitute Members (6) Beadsley Ms Brown Edger Fawcett Henfrey Mills</p>	<p>HEALTH FORUM</p> <p>Councillors (8) Barnard (Vice Chairman) Blatchford Miss Haydon McCormack McCracken Mills (Chairman) Mrs Shillcock Thompson</p> <p>Substitute Members (4) Beadsley Birch Glasson Mrs Mattick</p>	<p>CONSTITUTION REVIEW GROUP</p> <p>Councillors (8) Beadsley Edger Mrs Mattick McCormack Thompson Turrell Wade (Chairman) Ward (Vice Chairman)</p> <p>Substitute Members (5) Bettison Flood Jones Piasecki Sargeant</p>
<p>ACCESS ADVISORY PANEL</p> <p>Councillors (4) Ms Brown Finnie Harrison (Chairman) Miss Haydon</p> <p>Substitute Members (4) Piasecki Mrs Pile Mrs Ryder Mrs Shillcock</p>	<p>EARLY YEARS CHILDCARE & DEVELOPMENT PARTNERSHIP</p> <p>(Local Education Authority Representatives) (2)</p> <p>Mrs Shillcock Ward</p>	<p>SCHOOL ORGANISATION COMMITTEE</p> <p>(Local Education Authority Representatives) (5)</p> <p>Glasson Mrs Hayes Kendall Thompson Ward</p>
<p>LOCAL JOINT COMMITTEE</p> <p>Councillors (4) Edger (Chairman) Fawcett Turrell Ward</p> <p>Reserve Members (2) Adams Sargeant</p>	<p>LOCAL AGENDA 21 IMPACT GROUP</p> <p>Councillor (1) Mills</p> <p>CROWTHORNE ENTERPRISE CENTRE ADVISORY GROUP</p> <p>Councillors (3) Finnie Jones Wade (Chairman)</p>	<p>STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION</p> <p>(Local Education Authority Representatives) (5)</p> <p>Fawcett Mrs Hayes Kendall Thompson Ward</p>
<p>HEALTH & SAFETY PANEL</p> <p>Councillor (1) Edger</p> <p>Substitute Member (1) Sargeant</p>	<p>COUNTRYSIDE MANAGEMENT STEERING GROUP</p> <p>Councillors (2) McCracken North</p>	<p>FOSTERING PANEL</p> <p>Councillor (1) Miss Haydon</p>

<p>EDGBARROW & SANDHURST SPORTS CENTRE MANAGEMENT COMMITTEE</p> <p>Bracknell Forest Borough (3) Beadsley Finnie North</p> <p>Substitute Members (4) Birch Fawcett Grayson</p> <p>Crowthorne Parish (2) Cllr M Pierce - Jones Cllr J C Thompson</p> <p>Sandhurst Town (2) Cllr N Bowers Cllr N Skinner</p> <p>Edgbarrow School (2) Mr R Elsey Mr P Floyd</p> <p>Sandhurst School (2) Mr A Fletcher Mr L Osmond</p>	<p>COMMUNITY SAFETY FOCUS GROUP</p> <p>Councillors (4) Mills (Chairman) North Piasecki Mrs Ryder</p> <hr/> <p>SECURE ACCOMMODATION REVIEW PANEL</p> <p>Executive Member for Social and Health Care Services and Housing, together with a suitable qualified social services officer and an independent person, appointed by the Director of Social Services and Housing.</p>	<p>CHAMPIONS</p> <p>Children's Champion: Councillor Miss Haydon</p> <p>Pensioners' Champion: Councillor Thompson</p> <p>Tenants' and Leaseholders' Champion: Councillor Edger</p> <p>Voluntary Sector Champion: Councillor Mrs Ryder</p> <hr/> <p>CUSTOMER CONTACT INITIATIVE FOCUS GROUP</p> <p>Councillors (8) Barnard Beadsley Edger McCracken (Vice Chairman) Mills (Chairman) Piasecki Wade Ward</p>
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**GROUPS APPOINTED BY THE LEADER OF THE COUNCIL
(EXECUTIVE FUNCTIONS)**

<p>APPEALS AND GRANTS PANEL</p> <p>Councillors (4) Barnard Birch McCracken Ward</p> <p>Substitute Members (Any member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Panel.)</p>	<p>EMERGENCY PLANNING ADVISORY PANEL</p> <p>Councillors (4) Blatchford (Vice Chairman) Ms Brown Flood (Chairman) Turrell</p> <p>SUBSTITUTE MEMBERS (4) Adams Glasson Mrs Pile Simonds</p>	<p>SCHOOL PERFORMANCE ADVISORY PANEL</p> <p>Councillors (8) Edger Mrs Hayes (Chairman) Mrs Shillcock Ward (Vice Chairman)</p> <p>Substitute Members (6) Beadsley Fawcett Mrs Mattick Thompson</p> <p>Parent Representative (1) Governor (to be advised)</p>
<p>VOLUNTARY SECTOR COMPACT ADVISORY PANEL</p> <p>Councillors (3) Ms Brown Edger Mrs Ryder (Chairman)</p>	<p>EXECUTIVE COMMITTEE</p> <p>Councillors (3) Mrs Ballin Birch Ward</p> <p>Substitute Members (Any member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Panel.)</p>	<p>ADVISORY GROUP FOR YOUTH PERSPECTIVES ON TOWN CENTRE REGENERATION</p> <p>Councillors (4) Flood Miss Haydon North (Chairman) Piasecki</p>

APPENDIX B

**BRACKNELL FOREST BOROUGH COUNCIL
APPOINTMENTS TO EXTERNAL ORGANISATIONS
FOR 2002/2003**

	BODY	Representation Requirements	NOMINATIONS
1.	Age Concern Berkshire	1 Representative - as Observer	Councillor Miss Haydon
2.	Association of Councils of the Thames Valley Region	2 Representatives 2 Standing Deputies 2 Observers	Representatives: Councillor Mrs Ballin Councillor Ward Standing Deputies: Councillor Bettison Councillor Thompson Observers: Councillor Barnard Councillor Egan
3.	Association of Councils of the Thames Valley Region: European Group	1 Representative 1 Substitute	Councillor Mrs Ballin Councillor Barnard
4.	Berkshire Archaeological Trust Limited	1 Representative	Councillor Mrs Hayes
5.	Berkshire Association of Young People	1 Representative	Mr L Swann
6.	Berkshire Central and West Community Legal Service Partnership	1 Representative	Councillor Thompson
7.	Berkshire Community Foundation	1 Representative	Councillor Finnie
8.	Berkshire Pension Fund Advisory Panel	1 Representative	Councillor Thompson
9.	Berkshire Valuation Tribunal	3 Representatives	Councillor Mrs Hayes <i>(Term of office expires 31 March 2004)</i> Councillor Mrs Mattick <i>(Term of office expires 31 March 2004)</i> Councillor Mrs Ryder <i>(Term of office expires 31 March 2004)</i>
10.	Berkshire Young Musicians' Trust	1 Trustee	Councillor Ward
11.	Binfield Badger Group - Management Committee	1 Representative	Councillor Mills

	BODY	Representation Requirements	NOMINATIONS
12.	Binfield School Joint Management Project	2 Representatives	Councillor Harrison Councillor Mills
13.	Birch Hill Community Association – Management Committee	1 Representative	Councillor Browne
14.	Blackwater Valley Network - Members Steering Group	3 Representatives 1 Reserve	Representatives: Councillor Mrs Ballin Councillor Blatchford Councillor Simonds Reserve: Councillor Worrall
15.	Blackwater Valley Recreation & Countryside Management Service Steering Group	2 Representatives 1 Reserve	Representatives: Councillor McCracken Councillor Simonds Reserve: Councillor Blatchford
16.	Bracknell Age Concern	1 Representative	Councillor Thompson
17.	Bracknell & District Victim Support Scheme	1 Representative	Councillor Wallace
18.	Bracknell & Wokingham College Corporation	1 Co-opted Member	Councillor Ward
19.	Bracknell Citizens Advice Bureau	1 Representative	Councillor Finnie
20.	Bracknell Council for Voluntary Service	1 Representative	Councillor Mrs Mattick
21.	Bracknell Forest, Wokingham and Reading Joint Waste Disposal Board	2 Representatives	Councillor Mrs Ballin Councillor Mills
22.	Bracknell Tea House Association	1 Representative	Councillor Bettison
23.	Bracknell Town Council Environment & Safety Committee	1 Representative	Councillor Mills
24.	Bracknell Twinning Association	1 Representative	Councillor McCracken
25.	Bracknell Volunteer Centre	1 Representative	Councillor Mrs Mattick
26.	British Federation of Cremation Authorities	1 Representative	Councillor Mrs Mattick

	BODY	Representation Requirements	NOMINATIONS
27.	Bullbrook Community Association	1 Representative	Councillor Sargeant
28.	Community Council for Berkshire	1 Representative	Councillor Mrs Ryder
29.	Crown Wood Community Association	1 Representative	Councillor Henfrey
30.	Crowthorne Initiative Group	1 Representative	Councillor Finnie
31.	East Berkshire Adoption Panel	1 Representative	Councillor Miss Haydon
32.	East Berkshire Community Health Council	4 Representatives	Councillor Barnard <i>(Term of office expires 31 August 2002)</i> Councillor Miss Haydon <i>(Term of office expires 31 August 2002)</i> Councillor Mrs Ryder <i>(Term of office expires 31 August 2004)</i> Councillor Thompson <i>(Term of office expires 31 August 2003)</i>
33.	Eastern Wessex Territorial Auxiliary and Volunteer Reserve Association	1 Representative	Councillor Grayson
34.	Easthampstead & Wildridings Community Association	1 Representative	Councillor Grayson
35.	Easthampstead Parochial Charities, Easthampstead	2 Representatives	Councillor Mrs Mattick Mrs M Beadsley
36.	Environmental Trust for Berkshire	1 Representative	Councillor Mills
37.	Farley Wood Community Association	1 Representative	Councillor Mills
38.	Forestline	1 Representative	Councillor Birch
39.	Forest Park Community Association	1 Representative	Councillor Mrs Hayes
40.	Great Hollands Community Association	1 Representative	Councillor Piasecki

	BODY	Representation Requirements	NOMINATIONS
41.	Hanworth Community Association	1 Representative	Councillor Wallace
42.	Harmans Water Community Association	1 Representative	Councillor Turrell
43.	Heathrow Airport Consultative Committee	1 Representative: 1 Deputy:	Councillor Mrs Ballin Councillor Sargeant
44.	Homestart – Bracknell Forest	1 Representative	Councillor Ward
45.	Joint Strategic Planning Committee	2 Representatives	Councillor Mrs Ballin Councillor Mills
46.	Keep Mobile	1 Representative	Councillor Birch
47.	Local Government Against Poverty	1 Representative	Councillor Ward
48.	Local Government Association	3 Representatives 1 Observer	Representatives: Councillor Bettison Councillor McCormack Councillor Ward Observer: Councillor Mrs Ballin
49.	Local Government Association New Towns Committee	1 Representative 1 Reserve	Representative: Councillor Ward Reserve: Councillor Sargeant
50.	Local Government Association Rural Commission	1 Representative	Councillor Mills
51.	Local Government Information Unit Management Committee	1 Representative 1 Reserve	Representative: Councillor Ward Reserve: Councillor Mrs Ballin
52.	Martins Heron and the Warren Community Association	1 Representative	Councillor Mrs Hayes
53.	MIND Day Centre Executive Committee	1 Representative	Councillor Mrs Mattick

	BODY	Representation Requirements	NOMINATIONS
54.	National Housing & Town Planning Council Southern Regional Executive	1 Representative 1 Reserve	Representative: Councillor Harrison Reserve: Councillor Barnard
55.	New Owlsmoor Community Centre	1 Representative	Councillor Worrall
56.	North Ascot Community Association	1 Representative	Councillor Miss Haydon
57.	Parents and Children Together	1 Representative	Councillor Blatchford
58.	Priestwood Community Association	1 Representative	Councillor Glasson
59.	Relate	1 Representative	Councillor Mrs Mattick
60.	Rhos-y-Gwaliau Trust	1 Representative	Councillor Ward
61.	Royal Berkshire Fire Authority	3 Representatives	Councillor Flood Councillor Glasson Councillor Mills
62.	Royal British Legion (Bracknell Branch) (Service and Welfare Committee)	1 Representative	Councillor Sargeant
63.	Sandhurst Day Centre Association	1 Representative	Councillor Ward
64.	South East Employers	2 Representatives 2 Reserves	Representatives: Councillor Edger Councillor Sargeant Reserves: Councillor Grayson Councillor Wade
65.	South Eastern Museums Service	1 Representative 1 Observer	Representative: Councillor Mrs Hayes Observer: Councillor North
66.	South East England Regional Assembly	1 Representative 1 Reserve	Representative: Councillor Mrs Ballin Reserve: Councillor Bettison
67.	South East Regional Association for the Deaf	1 Representative	Councillor Jones

	BODY	Representation Requirements	NOMINATIONS
68.	Southern Arts	2 Representatives	Councillor Kendall Councillor Ward
69.	South Hill Park Trust Board	4 Representatives	Councillor Finnie to 2005 Councillor Thompson to 2005 Councillor Mrs Ryder to 2003 Councillor Wallace to 2003
70.	South Hill Park Trust Limited (The Company)	1 Representative	Councillor Mills
71.	Standing Conference for Archives	1 Representative	Councillor Mrs Hayes
72.	Thames Forest Area Community and Police Consultative Group	1 Representative 1 Standing Deputy	Representative: Councillor Thompson Standing Deputy: Councillor Barnard
73.	Thames Valley Economic Partnership Advisory Board	2 Representatives	Councillor Mrs Ballin Councillor Barnard
74.	Thames Valley Police Authority Joint Committee	1 Representative	Councillor North
75.	Thames Valley Police Authority	<i>(The appointment of local authority representatives to the Thames Valley Police Authority is the responsibility of the Thames Valley Police Authority Joint Committee)</i>	Councillor North
76.	University of Reading - Court and Council	1 Representative (until July 2002)	Councillor Bettison
77.	Warfield Parochial Charities - Trustees	2 Representatives	Councillor Sargeant Mr D Swindells

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**COUNCIL
29 MAY 2002**

EXECUTIVE REPORT

Since the report to the Council meeting earlier in the month the Executive met on 21 May to take Executive decisions. These are brought to the attention of the Council in this report.

1 CHILDREN'S SERVICES ACTION PLAN

All members of the Council were invited to a presentation on 18 April 2002 when the Social Services Lead Inspector introduced his report on the inspection of children's services undertaken during October 2001. This was an encouraging report overall, which showed considerable improvement since the Social Services Joint Review. Although there is no room for complacency, as reported to the last Council meeting, the Executive is totally committed to maintaining the substantial progress that has been made over the last year. A joint member/officer group, including three Directors was established to review the inspection report and bring forward a draft action plan. The action plan specifically addresses a number of areas for improvement which were included in the inspectorate's report and includes actions, responsibilities, timescales and performance measures in the following key areas:

- Consultation and participation
- Commissioning
- Assessment and care planning
- Child protection
- Looked after children
- Access governance
- Partnership working
- Organisational development

The plan is a vigorous programme of work which the Executive is confident will lead to still further improvements in the quality of services provided.

2 BRACKNELL FOREST VOLUNTARY SECTOR COMPACT

The Executive has previously reported that the Voluntary Sector Compact, comprising representatives of the voluntary and statutory sectors have been developing a series of codes of practice to guide voluntary activities in the Borough and relationships with the Council. The first two codes covering consultation and communication, and funding, respectively have been approved previously and the Executive has now approved the third code which deals with volunteering and community action. The code stresses the importance of volunteering and the contribution made by volunteers to the quality of life in Bracknell Forest, it offers guidance to partners in the voluntary sector in a flexible and non prescriptive way.

3 FOOD LAW ENFORCEMENT PLAN 2002-2003

There is a statutory requirement under the Food Standards Act 1999 for the Council to produce a Food Law Enforcement Plan regulating the way that national priorities and standards in relation to food hygiene will be delivered effectively and consistently at a local level. The Executive has now approved the Food Law Enforcement Plan 2002-2003. The plan is one of the central policy framework documents which must be adopted by the full Council and will therefore be listed elsewhere on the agenda for the Council meeting.

4 LILY HILL PARK LOTTERY GRANT

The Council will be aware of the background which led up to the submission of a major application to the Heritage Lottery Fund for the restoration of the landscaping of part of Lily Hill Park. A provisional award has been made and, following the formulation and costing of detailed design proposals and an extensive public consultation exercise, the Executive has approved proposals for proceeding to the second stage of the application.

This is a major project involving a significant financial commitment from the Council in both revenue and capital funding terms. However, if we are successful the project will protect and enhance an important part of the cultural heritage of the Borough and improve this important area of parkland beyond measure. In particular the release of £121,100 of Section 106 Funding held for recreational purposes is required. The release of this funding requires approval by the full Council and the Council is therefore requested to approve the necessary release.

RECOMMENDED: THAT THE COUNCIL APPROVE THE RELEASE OF £121,000 OF SECTION 106 FUNDS AS A CONTRIBUTION TO THE COST OF LANDSCAPE RESTORATION AT LILY HILL PARK.

5 BRACKNELL FOREST COMMUNITY SAFETY STRATEGY 2002-2005

There is a statutory requirement under the Crime and Disorder Act 1998 for each Community Safety Partnership to prepare a Community Safety Strategy every three years. The Community Safety Strategy should focus on priority action by organisations working together to make a difference over and above what they already do as part of their normal responsibilities. The main partners in the Bracknell Forest Community Safety Partnership are the Thames Valley Police and the Borough Council. The Executive has now approved the Community Safety Strategy for 2002-2005. The strategy is also one of the central policy framework documents which must be adopted by the full Council and will therefore be listed elsewhere on the agenda for the Council meeting.

6 LOOKING AHEAD

Our Forward Plan which is always available for inspection at Easthampstead House shows that the coming month of June is likely to be extremely busy. As usual, I urge members who are not on the Executive to approach the appropriate Executive member or Director if they require further information about any items listed.

I have previously notified the Council that we expect negotiations on the Public Service Agreement to be concluded during the coming month. Present indications are that an additional special meeting of the Executive might be required to deal with this crucial topic towards the end of June. Following on from this, Members are reminded that the self assessment process to be undertaken as part of the Comprehensive Performance Assessment will be carried out during the coming month with onsite fieldwork by the Inspection Team arranged for 15-26 July.

Amongst the other important topics we will be dealing with during June, the Executive draws specific attention to the Housing Strategy, Policy and Performance Plan and Town Centre Masterplan. Each of these are topics which should be of considerable interest to the community inside and outside the Council Chamber.

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Environment Department



Food Law Enforcement Plan 2002 / 2003

**Environmental Health
and Safety Section and**



**Trading Standards
Services Section**

Awarded for excellence

BRACKNELL FOREST BOROUGH COUNCIL
ENVIRONMENT DEPARTMENT
FOOD LAW ENFORCEMENT PLAN 2002/2003

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1. Food Service Aims and Objectives

1.1 Aims and Objectives

The relevant aims of the Environment Department are:

- To contribute to health promotion within the community
- To encourage and promote high standards in retail premises
- Promoting an equitable and mixed trading environment
- Working with the community to promote healthy and sustainable lifestyles
- To promote quality of life throughout all sectors of the community
- To maintain and improve the visual and living environment
- To aid movement of people and goods in the Borough
- Making service more accessible to the public through an integrated Customer Service Centre

Food law enforcement is a function of the Environmental Health and Trading Standards sections.

To be effective, officers are required to allocate a risk rating to all food premises in accordance with the Food Safety Act 1990 and statutory codes of practice to ensure that all relevant premises are inspected according to risk to meet the requirements of the Food Standards Agency's 5-year inspection programme.

To assist in the process of achieving this, a number of operational objectives have been set.

For Trading Standards these are:

- To seek to ensure that all food and drink produced, imported or sold within the Borough is of appropriate quality and composition, and in conformance with its description.
- To plan and carry out a programme of food sampling, to determine by analysis, whether or not food and drink produced, imported or sold within the Borough is of appropriate quality and composition, and in accordance with its description. Priority will be given to locally controlled or produced foods.
- To promote awareness of food safety issues, especially in relation to information contained on food labels

For Environmental Health these are:

- To seek to ensure that all food and drink produced, imported or sold within the Borough is fit for human consumption and free from contamination.
- To undertake a bacteriological sampling programme with special emphasis on foodstuffs or ingredients produced or distributed from within the Borough.
- To enhance public and trade awareness through education and publicity of the need to maintain high standards of food hygiene/control.

Progress against all these objectives is measured monthly and reported in detail to the Executive quarterly. Resources are allocated where appropriate to ensure that targets

are achieved. The Borough Council is committed to the concepts and process of Best Value. The Council has a robust Performance Review system in place. Service delivery is constantly reviewed to ensure that new initiatives and proposals can be put forward to further improve the service for customers and to highlight efficiencies where these can be made.

1.2 Links to Corporate objectives and plans

The Bracknell Forest Best Value Performance Plan sets out the strategic and service priorities. The Environment Plan together with the Environmental Health and Trading Standards Plans for 2002/2003 complement the Bracknell Forest Plan to deliver those priorities.

The Corporate medium-term objective that encompasses food safety is:

'Improving Health and Well Being'

2. **Background**

2.1 Profile of the local authority

The Borough of Bracknell Forest is in a prime location, at the very centre of the Thames Valley, some 25 miles from London. This location of the Borough and the development of Bracknell new town have meant that the Borough has traditionally enjoyed high employment growth and low levels of unemployment.

The Borough of Bracknell Forest is a mix of urban and rural environments with a very low unemployment rate. It is home to a large number of national and international companies, particularly within the information technology fields. With regard to the food industry other than Waitrose Ltd, a major supermarket chain, it has no significant food producers or importers. Also located within the Borough is the head office of Initial Catering, which provides catering facilities to a range of local authorities and corporate businesses.

Bracknell town centre provides a mix of large and small traders, along with a vibrant market. There are over 40 household name stores in the town, with several large supermarkets situated on the outskirts of the town. In addition there is a very large supermarket complex at The Meadows, to the south of the Borough.

The Borough Council became a Unitary Authority on 1 April 1998. A restructuring programme has meant that Public and Environmental Services has just merged with that of Planning and Transportation to form the Environment Department. This means the Authority now consists of 5 Directorates and employs in excess of 3,200 staff.

2.2 Organisation structure

The Borough Council has recently restructured its working arrangement Government Proposals for Modernisation after consulting with residents in line with the Government Proposals for Modernisation. The Council now works to the Executive model with the new Environment Department having two Executive Members to report to. Within the Environment Department different functions report to specialist committees such as the Licensing and Safety Committee which in relation to food matters deals with food registration and licensing of food premises such as game dealers.

Trading Standards and Environmental Health functions form part of the Sustainability Division of the Environment Department. This Division is made up of four service areas:

Trading Standards and Services, Environmental Health and Safety, and Planning and Building Control and Planning and Transport Policy.

The Trading Standards and Environmental Health sections are part of high profile front-line services of the Borough Council. The food safety functions are fulfilled by a team within both sections. Both Teams have a manager who reports to a Head of Service who in turn reports to the Assistant Director of Sustainability. In total 6 officers are involved in issues relating to food safety as part of their day-to-day duties.

A function of both sections is the promotion and maintenance of a safe, fair and equitable trading environment to benefit local residents, businesses and visitors to the area.

The sections work from a legislative basis and much of the work is mandatory and may result in enforcement action. The sections are, however, committed to achieving their objectives in the most effective and efficient manner possible. This includes developing partnerships, both within the community and the business sector. 'Self-help' is encouraged wherever possible to generate a sense of community involvement and to find the most appropriate solution to the particular issue. There is a commitment to customer care and both services remain focused on the provision of services that reflect the expectations of its service users.

2.3 Scope of the food service

Environmental Health and Trading Standards are together responsible for enforcing a wide range of consumer legislation. As a Unitary Authority this Food Law Enforcement Plan establishes the principles for ensuring local compliance with both food standards and food hygiene under the Food Safety Act provisions.

The main service areas for the Food and Health & Safety Team are:

Food Safety	Health and Safety	Health Promotion
Infectious Diseases		

The main service areas for the Trading Standards and Licensing Team are:

Metrology	Consumer Credit	Pest Control
Product Safety	Taxi and Private Hire Licensing	Dog Control
Licensing	Animal Health & Welfare	
Food Standards	Trade Descriptions	

Both teams will carry out inspections on businesses located within Bracknell Forest in accordance with appropriate risk assessment procedures. They will provide advice and assistance to businesses on compliance with existing or new legislative requirements by means of a range of options including visits, advice sheets, talks, presentations, training courses and the Borough Council's website. The officers also seek to ensure consumers are informed members of the community in order to help maintain standards. This is achieved by providing relevant information by means of advice sheets, talks, and presentations to specific groups or highlighting possible areas of concern by utilising an Exhibition Trailer (Out and About in Bracknell Forest) to take the message to various public locations within the Borough.

Establishing effective partnerships with others in government offices, voluntary organisations and business are seen as vital to deliver the service in an effective and comprehensive manner. The officers seek to develop existing arrangements and establish new ones where service provision within existing resources can be improved.

2.4 Demands on the food service

The Borough of Bracknell Forest has 899 registered food business premises. The summarised total number of food premises located in the Borough is detailed below:

TYPE OF PREMISES	NUMBER OF PREMISES
Producers	2
Slaughterhouse	0
Manufacturers	3
Packers	0
Importers	2
Distributors	23
Retailers	229
Restaurants	630
Materials and Articles	9
Manufacturers selling by retail	1
TOTAL	899

Table 1: Types of Food Businesses

Table 1 shows the classification of the type of food businesses in the Borough. The classification is a national one and the table shows that restaurants represent the highest type of premises in the Borough. The classification is broad and includes take-aways, office restaurants and school kitchens.

In relation to Food Standards (Trading Standards), the food safety risk assessment breaks down as follows:

Risk	2001/2	2002/3
High	0	24
Medium	364	690
Low	227	76
Non inspectable	26	109
Unrated	264	40
Total	1081	899

Table 2: Food Standards Risk Rating System

Table 2 shows the Trading Standards food premises rated according to risk. As part of the team's work, the premises are continuously being re-assessed and re-rated. As a result of the team's work during 2001/2 24 high risk premises were identified and are to be included in this year's inspection programme.

To ensure the Trading Standards team uses its resources effectively, it has discretion to classify some of its premises as non-inspectable because of their low risk activity in relation to food. These premises are subject to surveys when necessary and remain in contact with the Council through mailshots.

In relation to food hygiene, the food safety risk assessment breaks down as follows:

Category	Frequency of Inspection	Number of Premises
Category A	6 months	32
Category B	12 months	127
Category C	18 months	279
Category D	2 years	80
Category E	3 years	125
Category F	5 years	241
Unrated		15
TOTAL		899

Table 3: Inspection Risk Rating System

Table 3 shows the total number of premises broken down according to risk. Category A premises are the highest risk and are inspected every 6 months and category F premises are the lowest risk and are inspected every 5 years.

Unrated premises includes new premises outside the programme waiting risk assessment and premises not selling food, but selling materials and articles which come into contact with food which are inspected for food standards purposes.

The table below details the number of food complaints and food hygiene complaints received over the last 4 years.

	1998/1999	1999/2000	2000/2001	2001/2002
Food complaints	112	121	115	102
Food hygiene	130	153	120	112

Table 4: Food Complaints and Food Hygiene Complaints

Table 4 shows the breakdown of the food complaints and complaints of poor hygiene in the Borough's food premises. In relation to the number of food premises in the Borough, the total is low. The purpose of the Environment Department's food inspection programme each year is to be proactive and inspect premises at the minimum frequency to prevent serious food complaints and failures in food hygiene. The Commercial Team made 428 food safety inspections during 2001/2002 to prevent food complaints and failures in food hygiene arising.

Within the Food and Health & Safety Team, detailed Practice Notes have been written to cover all aspects of service delivery and these include: undertaking food hygiene inspections; surrender/condemnation of foods; food complaints; and investigating food poisoning incidents.

Written procedures have been introduced within the Trading Standards and Licensing Team to cover Food Sampling, Food Inspections, Authorisation of Officers, Premises Updating, Food Complaints and Fertilisers and Feeding Stuff Sampling in line with the requirements within the Framework Agreement.

All information relating to the inspection of premises is contained upon a common database system and is fully accessible by all officers.

Factors that may effect changes upon delivery of this plan include:

- The new Departmental structure, merger and relocation of offices.
- The Department is pursuing a policy of flexible working to include, hot-desking, remote working and flexible hours, which is to be extended to all officers within the new Department.
- New and changing legislation resulting in additional responsibilities.
- Major incidents such as another Foot and Mouth Outbreak.
- Increased consumer awareness, interest and concern in respect of issues relating to matters of food safety such as food allergies, genetic modification, animal feeding stuffs, and weight control.
- Government priorities such as a new Consumer Bill.
- Developments in the areas of e-commerce and e-government.

2.5 Enforcement policy

The Departmental Enforcement Policy has been developed to demonstrate that the officer's approach is to use enforcement powers sympathetically and relative to the seriousness of the situation. All staff are required to take a fair but firm view to enforcement and this is reflected in the Enforcement Policy. The Policy has been developed and has been produced in line with the Enforcement Concordat and with reference to other appropriate guidance. The new Enforcement Policy is detailed in Appendix 1 and is made freely available to businesses in the Borough.

Officers are required to give full regard to the Code for Crown Prosecutors and Food Safety Act Code of Practice 2, before making a recommendation to instigate legal action.

3. **Service Delivery**

3.1 Inspection of Food Premises

Inspection of premises for the purpose of food standards is to be carried out as indicated below:

High risk – inspect at least once a year

Medium risk – inspect every 2 years

Low risk – inspect every 5 years

This indicates, given the existing risk assessment carried out, that to achieve the target of 100% inspection rate, 385 food standards inspection visits will need to be carried out in the year 2002/2003. Some of these inspections will be carried out in conjunction with other Trading Standards functions, where the risk-rating schemes give the same result.

The purpose of such inspections is to ensure that food supplied is of the nature, substance, quality demanded, and complies with any description. Where possible, these visits will be combined with other activities such as the investigation of complaints, purchasing of samples for analysis or testing, or referrals from other authorities.

A number of items of equipment that are suitable for screen-testing purposes have been acquired for use by officers conducting food standards work. These can be utilised on business premises or within department's the laboratory. This equipment is seen as a vital tool in providing value for money in the checking of compositional and descriptive requirements.

Food standards premises have historically been classified under the LACOTS risk assessment procedure. The software supplier is working on converting this data into the food standards risk-rating scheme from the code of practice and inserting historical data into a food standards dedicated area. It is anticipated that this will be achieved in the first quarter.

In order to provide a service that is integrated, responsive and effective, Environmental Health and Trading Standards staff have received training to improve awareness of the food safety aspects of each other's roles. This enables staff, whilst carrying out inspections, to identify potential problems across both areas of enforcement. This contributes to improved intelligence; more focused inspections and provides business with an integrated comprehensive food safety service. It is planned that this year this concept will be further developed to increase the benefits already accrued.

The Borough Council target for achieving the minimum inspection frequency targets for food safety is 100% completion. This target has been achieved for the past 5 years.

The inspection programme for food safety is as follows:

	A	B	C	D	E	F	TOTAL
Targeted 2002/2003	32	127	157	36	56	79	487

Table 5: Food Safety Inspection Programme 2002/3

Table 5 shows the number of premises out of a total 899 (Table 2) that according to the risk rating system will require a food hygiene inspection this year. As can be seen from the table, as well as the highest risk premises some of the Borough's lowest risk rated premises that have not been inspected for five years will be included this year.

3.2 Inspections of feeding stuffs premises

The Borough does not have a feeding stuffs producer or distributor within its area. The intention was to establish an inspection and sampling programme for the year 2001/2002. Due to the Foot and Mouth outbreak this was delayed, taking into account bio-security measures and resources tied up on Foot and Mouth issues including the licensing schemes.

3.3 Farm visit medicine record checks

Trading Standards Officers, as part of their routine programmed visits to livestock farms, will carry out checks on medicine records. It is estimated that 15 routine checks will be carried out in 2002/2003 at the 40 livestock farms within the Borough.

3.4 Food and feeding stuffs complaints

Complaints concerning food are allocated to either the Environmental Health or Trading Standards Officers according to the nature of the complaint. Generally, food hygiene and any matters that impact on public health will be dealt with by Environmental Health, whereas other matters that do not immediately have this impact are referred through to Trading Standards. Where urgent action must be taken, food qualified officers from either Team, as available, are called upon. Where appropriate, samples are taken for analysis. Audits are to be carried out, sometimes in conjunction with neighbouring

authorities, where intelligence from complaints or other sources indicate that problems may exist.

In relation to food complaints and food hygiene complaints, the target for an initial response is one day and the performance achieved in 2001/2002 was 85%.

3.5 Home Authority Principle

The Officers dealt with over 80 matters under the Home Authority Principle last year. A large proportion of those were for Waitrose, a major supermarket retailer and the majority of which were food-related. One officer from both teams is designated as contact officer for Waitrose and to facilitate this arrangement there are monthly meetings as well as other regular communications.

3.6 Advice to business

The Department has a strong commitment to providing advice to business, to assist them to comply with legal requirements, including working with them on the development of good practice to deal with consumer complaints. The services expect to receive in excess of 350 requests from local businesses for assistance in the coming year. In addition there will be further requests under the Home Authority principle and about 250 visits will be made to businesses following consumer complaints.

The Department has developed a range of Trader Advice Leaflets to aid business to meet legal requirements. These are available by request through the Department's Customer Service Centre or from officers at the time of visits. In addition a range of these leaflets is accessible through the Borough Council website at www.tradingstandards.gov.uk/bracknell-forest. Businesses are also able to e-mail enquiries and requests for assistance to the Department.

3.7 Managing diversity

The Department is aware of the need to recognise the diverse nature of the food industry. In response we have available a range of leaflets and guidance which explains what the law says in clear and simple language. We also have access to leaflets and posters in several foreign languages, which reflect diverse nature of food businesses in the Borough. The Food and Health and Safety Team has developed contacts with trainers in foreign languages which are made available to businesses during visits and on the Council's website.

3.8 Food and feeding stuffs inspection and sampling

There is a budget of £14,000 available for the testing of goods and services to check for compliance with safety, compositional and descriptive requirements. £10,000 will be allocated to the testing of food products which at costs per sample of between £95 and £200 would amount to around 75 samples. Priority will be given to the sampling of products either manufactured or produced within Bracknell Forest, or which have undergone some significant change within the Borough in the form of processing, re-packaging or re-labelling.

A sampling plan is produced at the beginning of each year. The Department supports the Thames Valley Food Liaison Group and therefore part of the sampling plan relates to a co-ordinated plan through this group. In determining sample projects, discussions take place with our Public Analysts to identify possible areas for concern.

As there is no major producer of animal feeding stuffs, no specific budget has been set aside for routine sampling of these products.

Informal samples are taken except where follow-up samples cannot be easily repeated or if they are taken as part of complaint, previous failure, or as a result of a screen testing failure. Formal samples are taken in accordance with Code of Practice 7, Food Safety Act.

The remaining £4,000 in the sampling budget will be directed to the testing of consumer goods and services for compliance with safety or descriptive requirements.

The authority has appointed the following Public Analysts for the purposes of testing products under the Food Safety Act and Agriculture Act:

Mr R A and Mrs C R Stevens
Worcestershire County Council Scientific Services
County Buildings
St Mary's Street
Worcester
WR1 1TN

Eurofin Scientific
445 New Cross Road
London
SE14 6JA

Mr P Berryman
Hampshire Scientific Services
Hyde Park Road
Southsea

A comprehensive departmental Practice Note details the work to be undertaken on food sampling. A budget of £4,000 is provided each year by the PHLS at Reading. The sampling programme is based on guidance from LACOTS and the Berkshire Food Liaison Group and in response to complaints/food poisoning outbreaks. The food safety sampling programme for 2002/2003 will total around 200 samples.

3.9 Control and investigation of outbreaks and food-related infectious disease

The Borough Council subscribes to the joint Infectious Disease Incident Plan for Berkshire which is produced jointly with the local Health Authority.

The method of investigation of all possible food poisoning incidents is detailed in a departmental Practice Note that is reviewed every year and also where new practices are developed. The table below details the number of infectious disease notifications received for the past 4 years.

1998/1999	1999/2000	2000/2001	2001/2002
471	394	374	368

Table 6: Infectious Disease Notifications

From the table the notifications of infectious disease to the Environment Department has remained stable for the past four years. This compares favourably with the rest of Berkshire where the notifications reported to the five other Berkshire local authorities range between 200-480. Nationally there were 85,581 notifications to local authorities during 2001.

The target time for response is one day and this has achieved for all cases to date. Resources are allocated to notifications as appropriate with numbers of officers being involved where the outbreak may involve multiple cases. The two most recent multiple case outbreaks were confirmed as being caused by rotavirus enteritis and food hygiene practices were not implicated during the investigation.

3.10 Food safety incidents

Food hazard warnings are actioned as required by the Food Safety Act, Code of Practice No 16. Such warnings are stored electronically and all officers involved in food safety are kept up-to-date of developments using e-mails to ensure that all are aware of the situation and that appropriate action is initiated.

3.11 Liaison with other organisations

Ensuring consistency of enforcement is seen as vital and the Council has in place arrangements to liaise with other organisations.

- Thames Valley Chief Officers Liaison Group in relation to Food via LACOTS and its panels
- Thames Valley Food Liaison Group
- Berkshire Food Safety Liaison Group
- Berkshire Food Sampling
- Berkshire Communicable Disease Liaison Group
- Professional bodies such as Trading Standards Institute, and Chartered Institute of Environmental Health
- Arrangements have also been made with other enforcement agencies such as FSA, Wine Standards Board, Egg Marketing Inspectorate, etc.

3.12 Food hygiene and standards promotion

Arrangements have been made to enable a newsletter to be sent from time to time to all food businesses in the Borough, which advises on new food safety legislation, current trends, new initiatives and also on the availability of food hygiene and health and safety courses. Currently 6 food hygiene courses are scheduled each year with additional courses run on demand. In addition a food hygiene refresher course is to be offered in addition to the standard courses.

The Council supports Food Safety Week. In recent years the Council's contribution has involved visits to a number of schools and also displays on tips for good food hygiene at various locations around the Borough. A competition is usually run in association with the campaign with prizes given by local businesses.

A comprehensive list of food-related leaflets has been developed and these are made available at the Borough Council receptions, the Town/Parish Council offices and at all outside events. Feedback is encouraged from all who receive them.

At Christmas a campaign is usually organised to promote hygienic practices and raise awareness of safety issues in the home. Again, competitions with prizes donated by local businesses usually form part of this initiative.

The Council also organises an annual Environment Fair, which is attended by in excess of 8000 residents. A specific topic area is "Health and Well-Being", and there is ample opportunity to contribute. Of particular interest to residents last year were displays on issues such as organic and genetically modified food, as well as information on the control of BSE.

A Food Hygiene Award scheme has been introduced which is run alongside the programme of premises inspections. A written hazard analysis is required together with no smoking areas if seating is provided. This gives added value to the process and has been very well received by local businesses. Officers are currently working in partnership with Berkshire Health Authority to develop a healthy eating award during 2002/03.

4. Resources

4.1 Financial allocation

Officers are required to provide a comprehensive enforcement regime and food law enforcement is delivered within that framework. An officer when visiting a business will therefore seek to advise and inspect upon a range of functions such as Weights and Measures, Consumer Safety and Food Safety or Health and Safety and Food Safety depending on the qualifications and professional competencies. In this context it is therefore difficult to accurately assess those resources that are specifically allocated to food law enforcement. Work is presently being conducted on ways in which our computer-based information on enforcement work is analysed in order to provide improved information on where enforcement is taking place.

4.2 Staffing allocation

With respect to food standards enforcement, 2 officers meet the necessary qualification criteria, and one other officer is undertaking relevant training and is expected to qualify in 2002. Their duties include all other Trading Standards work including advice to businesses and enforcement/investigation activities.

Within the Food and Health & Safety Team there are 4 suitably qualified officers.

4.3 Staff development plan

The Council has in place a formal appraisal scheme involving a full staff appraisal every 12 months with a 6-monthly review in between. The area of staff development is vital to that scheme and staff contribute to the identification of a personal development and action plan.

Corporate Training opportunities are circulated to all staff and are freely accessible on the Council Intranet site.

Details of other organisations offering training and development are circulated to all staff and posted on notice boards.

Arrangements have been made with other authorities within the Thames Valley to have regular training updates on new legislative provisions or good practice. Membership of

the Southern Branch of the Trading Standards Institute is encouraged. They also facilitate training courses for staff to maintain competencies.

Officers who are not qualified in accordance with Code of Practice 19 are encouraged to qualify, and 1 member of staff has taken the opportunity for study this year.

Staff have one-to-one sessions with their managers every 2 weeks where personal development is discussed.

5. Quality assessment

Environmental Health attained a Charter Mark in 1995 and again in 1999. Trading Standards gained their Award in 2000. This reflects the Department's approach to customer service quality and delivery.

Environmental Health officers within Berkshire have recently completed a comprehensive benchmarking exercise. This was based on the Hampshire and Isle of Wight Quality Toolkit. Bracknell's Environmental Health's performance reflecting well against the other Berkshire local authorities. The matrix criteria and score for Bracknell are detailed in Appendix 3.

A number of customer consultation surveys is undertaken throughout the year in order to monitor customer satisfaction. The feedback is reported to Committee quarterly and services amended as appropriate.

6. Review

6.1 Review against the Service Plan

Performance standards have been set and the resources needed to achieve those standards have been assessed using available historical data from the Sections and also data made available from other local authorities. Performance standards and resources are kept under review.

With the concept of 'flexible working' now fully incorporated into the working culture, performance management has become a crucial tool in the monitoring of officers' workload, outputs and service quality. A formal system is in place where officers meet with their line managers every two weeks, when topics such as workload, complaints against service, training needs, problematic issues, etc are discussed. Notes are taken at these meetings and learning identified. The formal appraisal scheme involves a full staff appraisal every 12 months with a 6-monthly review in between. The use of technology has been developed to the full to provide officers with the right tools to allow them to undertake their tasks, whilst also providing management with quick and comprehensive data around officer performance and evolving workloads.

6.2 Identification of any variation from the Service Plan

Monitoring procedures are in place to assist in evaluating the effectiveness of the services as a whole. Performance reports are presented quarterly to Committee with comments where performance exceeds or fails to meet targets. This information will then be fed back into the development of other service plans.

6.3 Areas of improvement

- (a) Implement measures to improve record-keeping for the retrieval of information on service requests, complaints and food standards inspections.

- (b) Develop further the awareness training of staff from both sections.
- (c) Identify additional training needs and budget requirements to ensure that enforcement staff remain competent to enforce food safety legislation.
- (d) Publish plan and performance on website to improve transparency and openness.
- (e) Work within the Berkshire Unitaries groups to develop a benchmarking model for food standards.
- (f) As part of the Benchmarking arrangements, third party reviews and audits will take place during the 2002/2003 period.

Following criteria used to determine action taken into account including on the relevance of legal proceedings, although this is not exhaustive:

- Relevance of the type of offence.
- Need for a suitable deterrent.
- Risk of danger or injury to the public.
- Failure to comply with a statutory notice or respond to about legal requirements.
- Disregard of legal requirements for financial reward.
- Significant financial loss, potential or actual, to a third party.
- History of similar offences.
- Persistence of breaches of legislation.
- Evidence of fraud, gross negligence or guilty knowledge is a factor.
- Breaches of a number of statutes.
- Where possible an offender will be told as soon as sufficient evidence is obtained that a prosecution may follow.
- Executions will be brought without unnecessary delay.

Complaints About Enforcement Action

Where we have failed to apply the principles contained in our Policy in respect of any enforcement action taken by an officer, you should complain initially to the officer concerned. If you are unable to resolve your complaint you should write to the Environmental Health Officer, Director of Environment, at the address below. Your complaint will normally be dealt with by the relevant Head of Department who will endeavour to contact you within 2 working days to discuss the situation in detail. If the situation is serious and likely to take some time to resolve, you will be contacted within 10 working days. An indication of the time within which a detailed response will be made.

Availability of Officers

The nature of the work is such that officers spend a large part of the working day away from the office.

Officers can be contacted through our Customer Service Centre which is open during the following times:

8.45am - 5.15 pm Monday to Thursday
(8.45am - 4.45pm on Fridays)

Address for correspondence:

John Osborne
Environment Department
Bracknell Forest Borough Council
Time Square
Market Street
Bracknell

Berkshire
RG12 1JD
Tel: 01344 351400
Fax: 01344 352555
www.bracknell-forest.gov.uk



Environment
Department
Enforcement Policy

Advice to Businesses

Enforcement Policy

Introduction

The purpose of this Policy is to help your business comply with legislation in a manner that is equitable and without placing an unreasonable burden on anyone.

The Policy explains the approach adopted by the Environment Department when carrying out the Council's duty to enforce a wide range of legislation. It is written in general terms as it is intended to be applied to the wide range of responsibilities falling to the department. The Council has adopted the Enforcement Concordant.

The 4 guiding principles enshrined in this Policy are as follows:

- Fairness : to ensure a fair and even-handed approach.
- Proportionality: to ensure that action taken relates directly to the actual or potential risk to health, safety, the environment, or economic disadvantage to the consumer or business.
- Transparency: to ensure that the reasons for taking any form of enforcement action is understood by those having to comply and that clear distinctions are made between legal requirements and advice or guidance.
- Objectivity: to ensure that decisions are not influenced by the gender ethnic origin, religious or political beliefs or sexual preferences of the offender, victim or witnesses. Sensitive consideration will be given where persons involved are children, elderly, infirm or suffering from a mental disorder.

Levels of Enforcement Action

Legislation may be enforced by one or a combination of methods:

- Education: to raise awareness about legal standards and promote good practice. This is typically achieved through the media, information leaflets, the internet, training courses, and face-to-face contact with the enforcement officers.
- Informal warnings: these are used in situations where, whilst the law may have been broken or where a minor offence had been committed, it was not thought appropriate to take any other action. An informal warning can be oral or written.

- Formal enforcement: this includes the use of statutory (legal) notices, the refusal to grant, revoke or suspend a licence or registration, undertaking works in default, use of formal cautions and in the most serious cases, prosecution. This course of action would be taken following procedures as laid down in legislation, codes of practice, Council policies and professional guidance notes.

Understanding the forms of Formal Action

1. Statutory (legal) Notices

Many Acts of Parliament provide for the service of Statutory Notices. This requires a person, business or organisation to comply with specific requirements. Where a formal notice is served, the appeal provisions against the Notice will be provided in writing at the same time. The Notice will explain what is wrong, what is required to put things right and what will happen if the Notice is not complied with.

In general, failure to comply with a Notice makes the recipient liable to prosecution. In some cases the Council is able to, carry out works to comply with the Notice should the Notice not be complied with and public health be put at risk. If the Council does so, it will invariably seek to recover the cost of doing so from the recipient of the notice. In exceptional circumstances both prosecution and service of a notice may be considered appropriate.

2. Formal Cautions

Under certain circumstances, a Caution may be an appropriate alternative to prosecution. This option will be considered before prosecution. Being given a caution is still a serious matter. It is recorded on the Central Register of Convictions and may be used to influence any decision whether or not to institute proceedings if the person should offend again. It may be referred to in any subsequent court proceedings. It will not be referred to in respect of any conviction recorded more than 3 years earlier. Cautions are invariably given by exchange of letters.

Cautions serve the following purposes:

- a. to deal quickly and simply with less serious offenders;
- b. to avoid unnecessary appearance in criminal courts;
- c. to reduce the chance of offenders re-offending.

Before issuing a Caution, the following conditions must be satisfied:

- i. there must be evidence of guilt sufficient to give a realistic prospect of conviction;
- ii. the suspected offender must admit the offence, usually by signing a declaration;
- iii. The suspected offender must understand the significance of Caution and give an informed consent to the Caution.

3. Prosecution

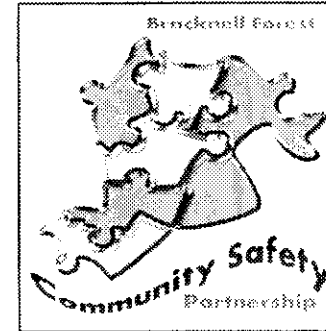
Discretion is used in deciding whether to initiate a prosecution. Where the circumstances justify it, prosecution without warning may take place.

Prosecution will be considered when:

- it is appropriate in the circumstances, as a way to draw attention to the need for compliance with the law, especially where there would be a normal expectation of a prosecution or where, through the conviction of offenders, others may be deterred from offending; or
- there is the potential for considerable harm arising from breach; or
- the gravity of the offence, taken together with the general record and approach of the offender justifies it.
- there is sufficient evidence for a realistic prospect of conviction taking account of any defence that may be available
- it is in the public interest to do so

The decision to prosecute will always take account of criteria set down in the Code for Crown Prosecutors and Attorney General's Guidelines.

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Bracknell Forest **Community Safety Strategy** Working Draft

The Community Safety Partnership includes:

BRACKNELL FOREST POLICE BRACKNELL FOREST BOROUGH COUNCIL NATIONAL PROBATION SERVICE THAMES VALLEY CHAMBER OF COMMERCE & INDUSTRY THAMES VALLEY POLICE AUTHORITY HEALTH SERVICES; and a range of bodies from Business, Voluntary and Statutory Sectors

INTRODUCTION



Natasha and Jordan Foley launch the Bracknell Town Centre Safe Child Scheme on 27th May 2000. In the year ending 31st May 2001, it was responsible for reuniting 43 children safely with their parents. The Safe Child Scheme was one of many Community Safety achievements from the last Community Safety Strategy.

"Everyone has the right to feel safe" and all of us have a part to play in making Bracknell Forest safer. Increased Community Safety is achieved through joint effort - and that means local organisations, communities and individuals pulling together.

This joint effort happens in many ways. Every time you see the Bracknell Forest Community Safety Partnership logo, it is a reminder that local people are working together to combat nuisance, anxiety, crime and disorder in our Borough throughout the year.

We know that voluntary bodies, like Victim Support; or community schemes, like Neighbourhood Watch; or statutory services, like the Probation Service, already do much to make the Borough safer. Yet, if we concentrate on the issues that concern local people

and key Government priorities, we can make an extra difference when working together.

That is what the Partnership and this Strategy is all about. Local people have identified their concerns, for example 'Community Nuisance', and we have put them into this Strategy. These priority themes will be our joint focus for the next three years.

This is the second Strategy since the 1998 Crime and Disorder Act. It plays an important part in ensuring Bracknell Forest remains a vibrant economic and commercial centre with a good quality of life.

"By involving the whole community we will continue to make Bracknell Forest a safe and pleasant place in which to live and work."



The new 'Jigsaw' logo for the Community Safety Partnership is based upon the local Towns and Parishes in Bracknell Forest.

It symbolises the fact that different communities are all part of the joint solutions and problem-solving work of the Partnership.

The Community Safety Partnership makes a difference by encouraging individuals, organisations and communities to work together to make Bracknell Forest even safer.



Chief Superintendent
Adrian Becks
Area Commander
Thames Forest
Police



Adrian Becks



Gordon Mitchell,
Chief Executive



Bracknell Forest
Borough Council

Gordon S. Mitchell

2001 CRIME STATISTICS IN BRACKNELL FOREST

Vehicle crime has been the highest crime type in Bracknell Forest for the last five years. Regional and national figures show a similar trend. Vehicle crime also makes up the largest proportion of crime counted by the British Crime Surveys (1996-2000). However, vehicle crime in Bracknell Forest fell from 41% of all crime recorded in 1998 to about 33% in 2001. In the last year, Theft of Motor Vehicles has been cut by a third from the previous year's figures.

The number of incidents recorded for Disorder in Bracknell Forest fell slightly from 1,563 in 1999/2000 to 1,513 in the year to March 2001, showing a decrease of 3.2% over that year.

Although crime overall has risen in Bracknell Forest, this is mainly due to the rise in violent crime which results from more ethical and accurate recording methods. The number of robberies however remains low. In addition to the reduction in vehicle crimes, there has been a significant reduction in the number of domestic burglaries.

The rate of violent crime in Bracknell Forest of 7.2 violent crimes per 1,000 population was still well below the national average of 14 violent crimes per 1,000 population and below the Thames Valley average of 8.6 per 1,000.

There has been an apparent rising trend in Bracknell Forest for reported violent crimes compared to the last 'Crime Audit' in 1998. Changes in the recording practices used by the Police and encouragement to report these crimes can account for at least some of these rises. This is what the current Community Safety Strategy describes as 'hidden crime', which includes violence in the home.

The changes in the numbers of recorded crime is due in part to how the Government requires crimes to be recorded and in part to changes in criminal activity. The Community Safety Strategy has to remain flexible enough to be able to adapt to these changes.

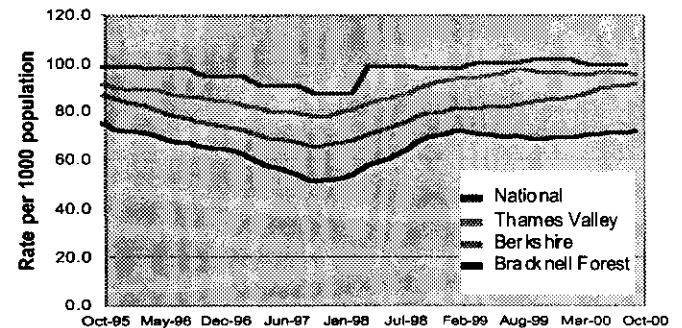
The Community Safety Partnership looks at all aspects of Community Safety, including road safety. In Bracknell Forest, the 'casualty to traffic flow ratio' - how many accidents happen compared to how much traffic is on our roads - has been lower in the Borough than in the country as a whole and progress has been made to reduce the number of people killed or seriously injured on the Borough's roads.

During 2000/2001 a total of 473 casualties resulted from road accidents in the Borough. The figures for 2000/2001 (1999/2000 figures in brackets) were 4 (3) fatal road traffic accidents, 59 (62) 'serious' injuries and 410 (453) 'slight' injuries.

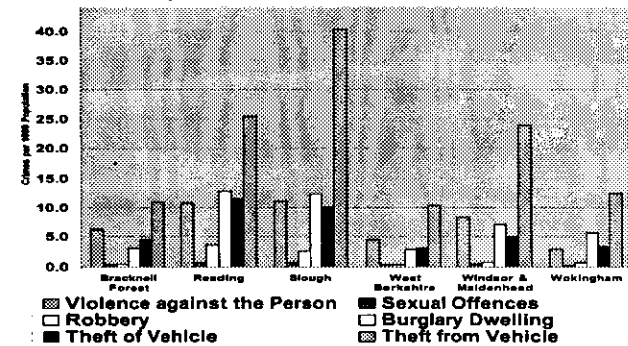
These crime figures formed part of extensive consultations to determine our priorities. Local people also considered other issues to be important, such as community nuisance and alcohol-related matters. As a result these have been included in the priorities in the Strategy.

From 1st April 2002 more categories of offences will be recorded as part of the new National Crime Recording Standard. This will have the effect of an apparent rise in recorded crime figures.

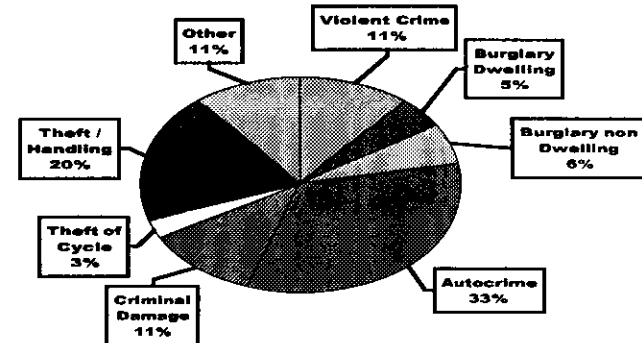
All crimes per 1,000 population in Bracknell Forest since October 1995 (Annual Moving Average)



Crime and Disorder Reduction Partnerships (Comparisons with other CDRP's in Berkshire)



Crime by category for Bracknell Forest Apr '00 to Mar '01



BRACKNELL FOREST COMMUNITY SAFETY PARTNERSHIP STRUCTURE



For more information about Community Safety in Bracknell Forest, contact:



Community Safety Manager, Bracknell Forest Borough Council
 Freepost RG3 585, Bracknell RG12 1ZP ☎ 01344 351400
communitysafety@bracknell-forest.gov.uk www.bracknell-forest.gov.uk
 (click on "Living", click on "Community Safety")



Partnership Inspector, Thames Forest Police Area, Police Station
 Bridge Road, Maidenhead, Berkshire SL6 8LB ☎ 01753 506000

Community Safety Strategy 2002-2005



Vision Statement

"By involving the whole community, we will continue to make Bracknell Forest a safe and pleasant place in which to live and work."

The Strategy runs for 3 years from April 2002. It focuses on priority action where organisations by working together can make a difference over and above what they already do as part of their usual responsibilities.

Action Plan

The following pages outline Objectives, Action Plans and Targets for our priorities for 2002-2005. Generally the targets only relate to the first year of the Strategy unless they are part of ongoing programmes. In those cases targets in years two and three are included. The

Action Plans for years two and three will be prepared annually based upon performance, emerging needs and consultation. Many of the Actions cut across more than one Priority Theme and reinforce work in other strategic plans and policies in the Borough of Bracknell Forest.

All of these are included under the umbrella of the Borough's developing Community Plan.

Targets will become more focused in subsequent years and will be based upon enhanced information and data.

Contents

Each section includes:

Priority Theme	(Community/Government)
What we want to do	(Our Objectives)
Why we want to do it	(Our Vision)
How we will do it	(Our Action Plan)
How we will measure success	(Our Targets)

Underpinning Principles

These principles will permeate the work:

- Developing "Restorative Justice"
- Promoting "Protective Behaviours"
- Improving "Information Sharing"
- Strengthening "Partnership-working"
- "Working with Businesses"

PRIORITY THEME : DRUGS AND ALCOHOL

OBJECTIVE ONE

LEAD AGENCY

Drug Action Team

What we want to do

We will address issues of drug use through education, enforcement and treatment by implementing a Drug Action Team Plan.

How we will do it

- a) Support the actions contained within the Drug Action Team Plan:
- (i) To help young people resist drug misuse in order to achieve their full potential in society.
 - (ii) To protect our communities from drug related anti-social and criminal behaviour.
 - (iii) To enable people with drug problems to overcome them and live healthy and crime-free-lives.
 - (iv) To stifle the availability of illegal drugs on our streets.

Other Key Agencies

All Partners in the Community Safety Partnership

Why we want to do it

We want to ensure that levels of drug use remain low in the Borough and that we minimise levels of drug-related crime.

How we will measure success

- (i) Review and revise ways to increase the confidence of young people with addiction to drugs (particularly heroin and cocaine) to seek help. (This will result in earlier and increased reporting).
- (ii) Identify patterns of repeat drug-related offences to inform a targeted community response.
- (iii) To increase the number of drug users in drug treatment programmes by 35%.
- (iv) To develop effective intelligence sharing on illegal drug supply and demand to reduce access by young people to class A drugs.

NB These local measures will contribute to meeting the national targets summarised below.

National Targets By 2005: 1. Reduce the proportion of people under 25 reporting use of illegal drugs in the last month and previous year substantially, and to reduce the proportion of young people using heroin and cocaine by 25%; 2. Reduce the levels of repeat offending amongst drug misusing offenders by 25%; 3. Increase the participation of problem drug misusers, including prisoners, in drug treatment programmes which have a positive impact on health and crime by 66% by 2005; and 4.Reduce access to all drugs amongst young people (under 25) significantly, and to reduce access to drugs which cause the greatest harm, particularly heroin and cocaine, by 25%.

PRIORITY THEME : DRUGS AND ALCOHOL

OBJECTIVE TWO

LEAD AGENCY

Drug Action Team

What we want to do

We will address issues of alcohol-related crime and disorder.

How we will do it

- a) Further develop the Borough Pubwatch Scheme.
- b) Promote Proof of Age Scheme.
- c) Confiscate alcohol from under 18s in public places.
- d) Provide drug and alcohol awareness training for Youth Service Staff.
- e) Refer those arrested to Substance Misuse Reduction Schemes via the Arrest Referral Scheme.
- f) Link to the "Community Nuisance" and "Young People" initiatives.

Other Key Agencies

All Partners in the Community Safety Partnership

Why we want to do it

We wish to address public concern by reducing community nuisance stimulated by alcohol use.

How we will measure success

- (i) Double the number of Pubs in the Borough Pubwatch Scheme by April 2003.
- (ii) 100% of off-licences participating in Proof of Age Schemes.
- (iii) Increase in the number of confiscations from under 18s.
- (iv) 100% of Youth Service staff trained in drug and alcohol awareness.
- (v) An effective response to locations experiencing alcohol-related community nuisance.

PRIORITY THEME : YOUNG PEOPLE

OBJECTIVE THREE

LEAD AGENCY

**Bracknell Forest Borough Council -
Youth and Community Service**

Other Key Agencies

Education, Voluntary and Community Sectors, Police,
Youth Offending Team

What we want to do

We want to enable and encourage young people to play a role in developing a safer community.

Why we want to do it

We want to ensure young people grow up in a safe community and that they can make a positive contribution.

How we will do it

- a) By continuing to work with Town and Parish Councils to jointly resource locally based youth-work opportunities.
- b) By ensuring effective consultation and involvement of young people through the Bracknell Forest Members of Youth Parliament (MYPs) and Bracknell Forest Youth Forum.
- c) By involvement in the range of initiatives targeted at young people through the Connexions Service, the Youth Offending Team and the Police.

How we will measure success

- a) The number of Town and Parish Councils jointly resourcing Youth Work opportunities.
- b) By monitoring the outcomes of the Youth Forum and other consultation programmes involving young people.
- c) Maintain and where possible increase the range of youth work activity in Connexions initiatives.

PRIORITY THEME : YOUNG PEOPLE

OBJECTIVE FOUR

LEAD AGENCY

**Bracknell Forest Borough Council -
Youth and Community Service**

What we want to do

We will develop specific provision targeted to meet the needs of young people who may become involved in criminal activity.

How we will do it

- a) By utilising the Infoactive Bus in existing and new venues targeting areas where young people are isolated or where anti-social behaviour occurs.
- b) By broadening the programme and range of activities offered to target young people who are unlikely to be engaged in existing provision.
- c) By developing daytime provision for young people (16+) including hard-to-reach groups.
- d) By piloting the accrediting of young people's achievement through non-school based learning.
- e) By identifying the Youth Service contribution to the Personal Social and Health Education (PSHE) and citizenship programmes in schools.
- f) By co-ordinating school Summer holiday provision for young people aged 13-19.
- g) By recruiting, training and supporting a detached youth work team to develop work with young people in areas of identified community safety concern.
- h) By seeking approval to develop Restorative Justice schemes in schools to respond to discipline and inter-pupil disputes.
- i) By promoting links between parenting support agencies and families.

Other Key Agencies

Education, Voluntary and Community Sectors, Police,
Youth Offending Team

Why we want to do it

We want to reduce the likelihood of young people being drawn into patterns of anti-social behaviour due to lack of meaningful activity.

How we will measure success

- a) Increase in the number of venues where the Infoactive Bus operates.
- b) Increase in range of young people and programme of the Infoactive project.
- c) Measure the take-up of 16+ daytime provision by hard-to-reach groups.
- d) Implement a Borough-wide pilot scheme, which recognises young people's achievement in non school-based learning.
- e) By monitoring the extent of Youth Service contribution in PSHE and citizenship programmes.
- f) Delivery of a co-ordinated Summer holiday programme.
- g) Establish a well trained and supported team of detached youth workers who operate in targeted areas.
- h) The number of Restorative Justice interventions in schools (See objective 9).
- j) Develop and monitor links between parenting support agencies and families.

PRIORITY THEME : TRAFFIC AND ENVIRONMENT

996281012

LEAD AGENCY

**Bracknell Forest Borough Council -
Environment Department**

Other Key Agencies

Police, Education Department, Community Groups, Licensees,
Enforcement Agencies, Town and Parish Councils

What we want to do

We intend to target areas where inappropriate driver behaviour causes accidents and alarm.

Why we want to do it

We want to promote responsible attitudes to driving and parking and to encourage drivers to take responsibility for their behaviour.

How we will do it

- a) By implementing the findings of the Northern Parishes Traffic and Safety Study.
- b) By implementing schemes to reduce conflict caused by on-street parking in residential areas.
- c) By implementing a programme of high visibility speed checks.
- d) By providing safe cycle routes/safe routes to school.
- e) By promoting young cyclist training schemes.
- f) By aiming to reduce casualties as identified in the Local Transport Plan.

How we will measure success

- a) Completion of phase 3 of the Northern Parishes Traffic and Safety Study.
- b) The number of on-street parking places created.
- c) Increase the number of high visibility police speed checks.
- d) Implementing 4 safe routes to school schemes.
- f) Increase the number of young cyclist training schemes being offered.
- g) Meet the casualty reduction targets set out in the Local Transport Plan.

PRIORITY THEME : TRAFFIC AND ENVIRONMENT



LEAD AGENCY

**Bracknell Forest Borough Council -
Environment Department**

Other Key Agencies

Police, Education Department, Community Groups, Licensees,
Enforcement Agencies, Town and Parish Councils

What we want to do

We will involve local communities in projects to improve the local environment each year.

Why we want to do it

We wish to make our living and working environment even safer and more attractive.

How we will do it

- a) By promoting the Safe Child Scheme.
- b) By improving lighting in community areas.
- c) By increasing the number of Neighbourhood Watch Schemes by 25 each year.
- d) By encouraging voluntary involvement in Community Safety Schemes.
- e) By developing at least 5 joint initiatives with Town and Parish Councils.
- f) By working with local organisations.
- g) Promote community projects.
- h) By promoting a multi-agency response to the disposal of abandoned vehicles.

How we will measure success

- ai) Increase the number of businesses involved in the Safe Child Scheme.
- aii) Increase the number of people trained in the Safe Child Scheme.
- b) Increase the number of improved lighting schemes.
- c) Increase the number of Neighbourhood Watch Schemes by 25 each year.
- d) Establish mechanisms for involving volunteers in Community safety schemes.
- e) Implement at least 5 new/sustained joint initiatives with Town and Parish Councils.
- f) Involve an increased number of organisations each year.
- g) Increase the number of community projects.
- h) Increase the numbers of abandoned vehicles removed and reduce the time taken to do so.

PRIORITY THEME : COMMUNITY NUISANCE, ANXIETY AND PERCEPTION

OBJECTIVE SEVEN

LEAD AGENCY

Police

What we want to do

We want to significantly reduce repeat criminal and nuisance behaviour in targeted hot spots each year.

How we will do it

- a) Target police resources to nuisance hot spots at key times.
- b) Remove graffiti from public property.
- c) Improve lighting and physical environment where this can significantly reduce anxiety.
- d) Involve young people in environmental schemes in targeted areas.
- e) Remove abandoned vehicles promptly.
- f) Provide support to vulnerable people through the Community Support Unit, "Supporting People initiatives" and Voluntary Sector Partners.
- g) Link with the 'Hidden Crime' priority.
- h) Improve perceptions of safety in Bracknell Town Centre.

Other Key Agencies

Bracknell Forest Borough Council, Community, Voluntary Sector, Youth Offending Teams, Town & Parish Councils, Chamber of Commerce and Industry

Why we want to do it

We believe everyone has the right to feel safe and that their quality of life should not be reduced by crime, disorder or community nuisance or anxiety about them.

How we will measure success

- a) Comprehensive recording of instances of disorder and community nuisance will be established.
- aii) Reduction in the number of repeat incidents recorded in hot spots following targeted Police responses.
- b) Remove 100% of graffiti from public places within two working days
- c) The number of new Lighting/Environmental Improvement Schemes.
- d) The number of projects and young people involved.
- e) Remove abandoned vehicles in ten working days.
- f&g) Prepare an annual report on support provided to vulnerable people and partnership responses to Hidden Crime by the Community Support Unit, "Supporting People" initiatives and Voluntary Sector Partners.
- hi) Meet target 6 ai) and aii).
- hii) Encourage sponsorship of policing and the Town Ranger.

PRIORITY THEME : **COMMUNITY NUISANCE, ANXIETY AND PERCEPTION**

OBJECTIVE EIGHT

LEAD AGENCY

Police

What we want to do

55

We want to improve the availability of information about the risks of crime.

How we will do it

- a) Crime figures will be provided at Police Liaison Group Meetings.
- b) Crime figures will be made available to Borough Councillors.
- c) Crime figures will be made available to Parish and Town Councils.
- d) Press releases will provide information about changing crime patterns and trends.
- e) Provide information to community and business groups.
- f) Provide information for vulnerable and hard-to-reach groups.
- g) Establish at least one new community Police Point within the Borough each year.

Other Key Agencies

Bracknell Forest Borough Council, Community, Voluntary Sector, Youth Offending Teams, Town & Parish Councils, Chamber of Commerce and Industry

Why we want to do it

We want to provide the right information to enable people to undertake informed judgements and precautions to minimise the impact of crime and disorder on their quality of life.

How we will measure success

- ai) The number and geographical spread of Police Liaison Group Meetings.
- aii) The number of people attending Police Liaison Group Meetings.
- d) Increase the number of press releases/press stories providing crime data.
- e) Increase the number of presentations to Community/Business Groups.
- f) Provide an Annual Report as in 7f.
- g) Recruit and train sufficient volunteers to make each new Police Point fully operational.

PRIORITY THEME : HIDDEN CRIME

OBJECTIVE NINE

LEAD AGENCY

Social Services and Housing

What we want to do

We want to encourage the reporting of Hidden Crime and increase the amount reported.

How we will do it

56

- a) Introduce common reporting forms for Hidden Crime.
- b) Promote standard ways of reporting incidents.
- c) Promote a range of reporting centres.
- d) Undertake training for joint reporting centres.
- e) Establish a database collating incidents of bullying.
- f) Encourage Restorative Justice measures to resolve incidents of bullying.
- g) Examine incidents to develop preventative strategies.
- h) Ensure all schools have an anti-bullying policy and encourage the inclusion of Restorative Justice principles.

Other Key Agencies

Police, Bracknell Forest Borough Council, Voluntary Sector, Community and User Groups

Why we want to do it

We recognise that victims of certain types of crime are isolated by the very nature of them. We want to create a situation where people in this position feel confident and secure in seeking the help they need.

How we will measure success

- a) Introduce common reporting forms in a pilot project by 1 May 2002.
- b) Collate details of the volume of reported incidents.
- c) Establish at least two reporting centres by April 2003.
- d) Train at least 20 people each year to oversee joint reporting.
- e) Establish the bullying database by 2003.
- f) Aim to resolve at least ten cases of bullying through Restorative Justice by 2004.
- g) Examined incidents and preventative measures will be incorporated into an annual report on support provided to vulnerable people as included in 7g.
- h) Audit school anti-bullying policies.

Definition of Hidden Crime

Hidden Crime includes racial, domestic, homophobic and religious abuse, bullying, stalking, bogus callers or other intimidation.

PRIORITY THEME : HIDDEN CRIME

LEAD AGENCY

Social Services and Housing

What we want to do

We want to make all organisations within the Community Safety Partnership more accessible to vulnerable and hard-to-reach communities

How we will do it

- a) Encourage participation in the Domestic Violence Forum, Berkshire Anti Homophobia Group, The Travellers Network, and groups tackling racism and supporting refugees.
- b) Record and increase the number of people and partners participating in these groups.
- c) Increase the involvement of hard-to-reach groups in the Community Safety Annual Conference.
- d) Undertake an audit of Equal Opportunities Policies of Partner Agencies.
- e) Monitor the number of convicted offenders completing Probation Programmes.

Definition of Hidden Crime

Hidden Crime includes racial, domestic, homophobic and religious abuse, bullying, stalking, bogus callers or other intimidation.

OBJECTIVE TEN

Other Key Agencies

Police, Bracknell Forest Borough Council, Voluntary Sector, Community and User Groups

Why we want to do it

We believe everyone should be treated fairly and have equal access to community safety.

How we will measure success

- a&b) Audit participation in the Domestic Violence Forum, Berkshire Anti Homophobia Group, the Travellers Network and groups tackling racism and supporting refugees.
- c) Monitor invitations and attendance by hard-to-reach groups at each Annual Conference.
- d) Complete the audit of Partners Equal Opportunities Policies by 2003.
- e) Record the number of convicted offenders completing Probation Programmes.

PRIORITY THEME : BREAKING THE CYCLE OF OFFENDING

OBJECTIVE ELEVEN

LEAD AGENCY

Youth Offending Team

What we want to do

We want to reduce the number of people being drawn into patterns of offending behaviour by collective intervention and support.

How we will do it

- a) Partners will identify up to five families/individuals each year where partners working together can reduce patterns of offending behaviour.
- b) Partners will work together and with the families/individuals to minimise the likelihood of re-offending.

Other Key Agencies

Probation Service, Police, Bracknell Forest Borough Council, Voluntary Groups, Committee Volunteers

Why we want to do it

Criminality can be fostered by a variety of circumstances. We intend to design and target our work to provide a collective approach to reduce the chance of people re-offending.

How we will measure success

Reduction in number of arrests/reports by the Police.

Increased participation by families/individuals in Education/Youth Service Provision to 50%.

Increased participation by families/individuals in drug/alcohol diversion schemes from 32% to 50%.

Decrease in demands on Partner Agencies.

PRIORITY THEME : BREAKING THE CYCLE OF OFFENDING

OBJECTIVE TWELVE

LEAD AGENCY

Youth Offending Team

What we want to do

We want to increase the number of cases where victims will be involved in Restorative Justice solutions.

How we will do it

- a) By developing victim involvement in referral orders, and increasing victim involvement in Police Final Warnings and police reprimands involving young offenders.
- b) Use Community Punishment Orders* and Community Orders* to contribute to the safety and amenity of the Borough.

Other Key Agencies

Probation Service, Police, Bracknell Forest Borough Council, Voluntary Groups, Committee Volunteers

Why we want to do it

Restorative Justice recognises that individuals and the community have needs and obligations. It requires a sensitive and constructive approach to victims' needs and those of their families, friends and the wider community.

How we will measure success

- ai) 13% of referral order panels will involve the victim at the initial panel meeting.
- aii) 60% of Police Final Warnings to young offenders will involve victim input.
- aiii) 95% of Police reprimands to young offenders will involve restorative justice.
- aiv) An increase to 10% from 5% of Police Final Warnings will involve restorative justice.
- a&b) We will monitor the number of Community Punishment Orders that:
 - reduce harm by crime or accident,
 - reduce the effects of crime,
 - put right the effects of crime.

* Community Punishment Orders require offenders to undertake projects or placements in the community for a period of time

* Community Orders are community-based sentences available to the Court which provide a series of tailored interventions aimed at addressing the cause and risk factors associated with an individual's offending behaviour

PRIORITY THEME : TACKLING CRIME – GOVERNMENT PRIORITIES

OBJECTIVE THIRTEEN

LEAD AGENCY

Police

What we want to do

We will continue to reduce the numbers of residential burglaries and vehicle crimes.

How we will do it

- a) Target known offenders.
- b) Provide support and advice to repeat victims.
- c) Maximise the range and involvement of the Bobby Van scheme. (Rapid replacement locks and repairs).
- d) Use Neighbourhood Watch Schemes to provide information and advice.
- e) Work with the media to draw attention to high risk periods.
- f) Troubleshooting joint projects with partners.

Other Key Agencies

Youth Offending Team, Probation Service, Bracknell Forest Borough Council, Thames Valley Chamber of Commerce and Industry, Victim Support

Why we want to do it

We want to meet the Government targets for the Partnership.

How we will measure success

Reduce domestic burglary (per 1000 households) by 15% each year.

Reduce vehicle crime by 8% each year.

- f) At least two troubleshooting projects each year.

PRIORITY THEME : TACKLING CRIME – GOVERNMENT PRIORITIES

OBJECTIVE FOURTEEN

LEAD AGENCY

Police

Other Key Agencies

Youth Offending Team, Probation Service, Bracknell Forest Borough Council, Thames Valley Chamber of Commerce and Industry, Victim Support

What we want to do

61

We want to encourage the reporting of Hidden Crime and reduce the true level of violent crime while supporting victims.

Why we want to do it

We want to improve the amount of hidden crime recorded and to meet Government targets relating to violent crime.

How we will do it

- a) Aim to obtain the true numbers of violent crime.
- b) Reduce the number of serious assaults and incidents.
- c) Reduce the number of alcohol and drug-related violent offences of disorder.
- d) Reduce the number of robberies of mobile phones and other personal property from young people.
- e) Reduce the number of robberies in commercial premises.

How we will measure success

We will reduce the number of robberies each year from a baseline of 55 in 2001/02.

A trend downwards in recorded violent crime by year 3 of the Strategy (excluding Hidden Crime categories).

National Government Priorities

Domestic Burglary, Car Crime and Violent Crime.

Priority Themes

DRUGS AND ALCOHOL



YOUNG PEOPLE



TRAFFIC AND ENVIRONMENT



COMMUNITY NUISANCE ANXIETY AND PERCEPTIONS



HIDDEN CRIME



BREAKING THE CYCLE OF OFFENDING



What we want to do

- 1 We will address issues of drug use through education, enforcement and treatment by implementing a Drug Action Team Plan.**
- 2 We will address issues of alcohol-related crime and disorder.**
- 3 We want to enable and encourage young people to play a role in developing a safer community.**
- 4 We will develop specific provision targeted to meet the needs of young people who may become involved in criminal activity.**
- 5 We intend to target areas where inappropriate driver behaviour causes accidents and alarm.**
- 6 We will involve local communities in projects to improve the local environment each year.**
- 7 We want to significantly reduce repeat criminal and nuisance behaviour in targeted hot spots each year.**
- 8 We want to improve the availability of information about the risks of crime.**
- 9 We want to encourage the reporting of Hidden Crime and increase the amount reported.**
- 10 We want to make all organisations within the Community Safety Partnership more accessible to vulnerable and hard-to-reach communities.**
- 11 We want to reduce the number of people being drawn into patterns of offending behaviour by collective intervention and support.**
- 12 We want to increase the number of cases where victims will be involved in Restorative Justice solutions.**

Government priorities

TACKLING CRIME



What we want to do

13 We will continue to reduce the numbers of residential burglaries and vehicle crimes.

14 We want to encourage the reporting of Hidden Crime and reduce the true level of violent crime while supporting victims.

Underpinning principles

DEVELOPING RESTORATIVE JUSTICE



Restorative Justice recognises individuals and the community have needs and obligations. It requires a sensitive and constructive approach to victims' needs and those of their families, friends and the wider community.

PROMOTING 'PROTECTIVE BEHAVIOURS'



The two guiding themes in 'Protective Behaviours' are central to the Community Safety Strategy.

- 1 Everyone has the right to feel safe.**
- 2 There is nothing so awful or so slight that victims cannot talk with someone about it.**

IMPROVING INFORMATION SHARING



We will develop effective information exchange systems to inform our decisions, priorities, responses and future strategy.

STRENGTHENING PARTNERSHIP WORKING



We will continue to make Bracknell Forest a safe and pleasant place to live and work by involving the whole community through effective partnership working.

WORKING WITH BUSINESSES

There are many opportunities to develop business involvement within the Community Safety Partnership. We recognise that expertise can be provided by and shared between business and other partners to strengthen our joint working.

WE WANT TO HEAR FROM YOU ABOUT THE COMMUNITY SAFETY STRATEGY

(PLEASE INDICATE YOUR VIEWS BY TICKING THE APPROPRIATE BOX ON THE SCALE)

	Totally disagree			Totally agree	
	1	2	3	4	5
■ I understand what the Strategy means to me and my community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ I know more about Community Safety since reading this information pack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ I think the priorities and objectives are the right ones for Bracknell Forest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ I think the Information Pack is easy to read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ I can't be bothered to read the Information Pack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Please send me details of Neighbourhood Watch Schemes					<input type="checkbox"/>
■ Please send me details of the Police Liaison Group in my area					<input type="checkbox"/>

Name Telephone

Address Postcode

Thank you for completing and sending in this questionnaire. If you return it by 31st July we will enter it in a draw and you may win a VIP visit for two with Thames Valley Police.

Community Safety Manager
Bracknell Forest Borough Council
FREEPOST RG3 585
Bracknell
Berkshire
RG12 1ZP



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(ITEM 7)

VOLUNTARY SECTOR CHAMPION'S REPORT TO FULL COUNCIL

The role of the Voluntary Sector is unique, distinctive and absolutely vital to the community of Bracknell Forest. The contribution that it makes to the wellbeing of the citizens of the Borough cannot be overstated. Bracknell Forest has thousands of volunteers who give their time and energy freely to others and bring a quality of life that could not be provided in any other way.

In creating the position of Voluntary Sector Champion the Borough Council recognised the value of the work done by the Sector in Bracknell Forest. My role is to act as a focal point and to champion the services carried out by the Voluntary Sector, within and outside the Council.

One of the six tasks identified for Champions is to make contact with the relevant organisations and to establish regular and effective consultation arrangements. With this in mind I have set up a Voluntary Sector Champion's Panel. The purposes and objectives of the Panel are to assist me by:

- acting as the Voluntary Sector's sounding board on all relevant matters;
- providing a channel for communication, enabling the Panel to review and discuss emerging issues directly with relevant officers and members;
- collecting information and identifying issues of special concern which may be beyond the remit of the Panel.
- playing an important role in consulting with the V.S. on the development of policy which could affect them.
- contributing to policy review studies requested by the Executive.

The Panel comprises four members of the Borough Council, three representatives of the Bracknell Forest Voluntary Sector Forum and one invited representative from each of the over-arching Voluntary and Community groups, such as Bracknell Citizens Advice Bureau, BCVS and Churches Together in Bracknell. I see the role of the Panel as that of helping me to strengthen the partnership between the Council and the V.S. and to breaking down barriers that can sometimes exist. Officers and Members of the Executive will be invited to attend meetings when necessary. The first Panel meeting is planned for June.

In October of last year, after serving as a member from the outset, I became the chairman of the Bracknell Forest Voluntary Sector Compact Steering Group, taking over from Mrs Sue Telfer, Director of BCVS. The Compact is a working document, which will provide a framework to support effective partnerships and good working relationships between the Voluntary, and Community Sector, BFBC, BPCT and the Thames Valley Police.

The Compact is made up of an introduction, which sets out the background to its formulation, its status, structure, underlying principles and aims and objectives, and four Good Practice Guidelines which are:- Communication & Consultation, Funding, Volunteering & Community Action and Development Issues. Careful and

comprehensive consultation is a key factor when writing a document such as this, and we have been assiduous in ensuring that this takes place at every stage of its development.

A conference was held in November of last year to discuss and agree the introduction and the first two codes of Good Practice in draft form. This goal was achieved and the texts of the introduction and the first two codes are now settled. These have been sent out to all Councillors and Chief Officers, but if anyone would like a further copy, please let me know. Each time a code is written it is sent out for consultation to all parties concerned (including Councillors and Officers). The importance and effort required to achieve a consensus should not be underestimated, and I am grateful for the support I have received from fellow Councillors and Officers, in particular Councillor Bob Edger and Vince Paliczka, the senior officer involved in the Compact. Workshops were held at the end of last month to discuss action plans for implementation of the first and second codes. This will be repeated for the third and fourth codes with workshops in September. I have to say that we still have some way to go to create the required sense of mutual understanding between the partners. This should not be a surprise; if that understanding had been there in the first place, we would not have needed a Compact. However, I do ask for your continued support and understanding in the work that remains to be accomplished.

When the Compact has been completed a launch will take place. This is planned for the end of the year. At this launch all representatives will be invited to sign up to it.

I serve on many Voluntary Sector committees including BCVS. I have been Chairman of Bracknell Volunteer Centre for 18 years. After 10 years as Chairman of Age Concern Bracknell, I retired last year, but continue to have many contacts in the part of the Sector that serves our Senior Citizens. I also attend the BFVS Forum. The Forum creates an opportunity for all VS group representatives to come together on a quarterly basis to discuss relevant matters and to share experiences and knowledge. By attending groups such as these I am able to keep in touch and fulfil my mandate to explain the policies of the Council. Without wishing to overstate my own competence, I do remind the Executive, in particular, that my experience and knowledge is there to be used in the early stages of devising policies that affect the Sector.

Finally, let me state a personal goal. I would like to see a Voluntary Sector Groups' Centre in Bracknell. My aim is for the VS to have adequate facilities in the Bracknell Town area. Some groups offering a crucial service are working in cramped conditions. They deserve better. It would also be more efficient and effective to have many of our VS groups under the same roof. This would lead to a more integrated sector, sharing knowledge and expertise. Equipment and, where appropriate, offices could also be shared. This goal will take time and effort – I am willing to give it just that!

Councillor Jacqui Ryder

21st May 2002