



**Council
Wednesday 5 February 2003, 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 4 December 2002 | 5 - 12 |
| 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 4 December 2002. | 13 - 14 |
| 6. Scheme for Public Participation
Notice has been received of the following questions submitted on behalf of the Bracknell Forest Coalition on Charging.

Questions to the Executive Member for Social and Health Care Services and Housing | |
| 1. In its Guidance on Fairer Charging, published in February 2002, the Government asked local authorities to consult on and approve their new charging policies by October 2002 in order to give sufficient time for implementing the very considerable changes contained therein. Please could you tell us why Bracknell Forest has yet to approve its new policy and is not set to do so until March 2003, despite this policy being a major change, and having significant impact on the Councils budget? | |
| 2. The Voluntary Sector Compact has a code of good practice for communication and consultation which says that partners will ensure that when consultation takes place, the outcome is able | |

to influence decisions. As a partner to the compact, can you describe how you have followed this code in the case of the clear feedback from service users in the consultation on fairer charging and the development of that policy?

7. Questions Submitted Under Council Procedure Rule 10

Notice has been received of the following questions to Members of the Executive

By Councillor Glasson to the Executive Member for Social and Health Care Services and Housing

Having withheld the results of last year's consultation on service charges for some three months, how does he now hope to provide for any kind of adequate discussion on the outcome of the consultation, and of the policy which must flow from it, when the policy must be agreed by the Executive and implemented by the 1st April?

By Councillor Fawcett to the Executive Member for Public & Environmental Services and Parish Liaison

In the light of Councillor Mills' expressed concern about the inadequacy of the bus services from Bracknell to Heatherwood and Wexham Park, would he please indicate what steps he has taken with officers and within the executive to improve the situation?

By Councillor Adams to the Executive Member for Public & Environmental Services and Parish Liaison

How will Bracknell Forest Borough Council achieve the Government target of 18% recycled household waste by April 2003?

By Councillor Jones to the Executive Member for Planning & Transportation

The CPA Improvement Plan calls for a quality partnership, with our local transport provider, to be instituted by March 2003. Could the portfolio holder for Planning and Transportation inform the Council on the progress that has been made towards meeting this target?

By Councillor Piasecki to the Executive Member for Planning & Transportation

The CPA Improvement Plan calls for a development of Travel Plans within the Council and amongst businesses in the Borough. Could the portfolio holder for Planning and Transportation inform the Council which businesses are currently actively involved with the Council in achieving this objective?

By Councillor McCormack to the Leader of the Council

In accordance with current legislation, what opportunities do residents have to make their views known on the Council's proposed spending

plans for 2003/04?

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

Motion 1/2003 submitted by Councillors Jones and Adams

That this Council has failed the residents of the Borough in its inability to secure adequate central government funding for its Local Transport Plan.

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COUNCIL
4 DECEMBER 2002
(7.30 pm – 9.30 pm)

Present: Councillors Adams, Baily, Mrs Ballin, Barnard, Beadsley, Birch, Mrs Birch, Blatchford, Ms Brown, Brown, Edger, Fawcett, Finnie, Flood, Glasson, Harrison, Miss Haydon, Mrs Hayes, Kendall, Mrs Mattick, McCormack, Mills, North, Piasecki, Mrs Pile, Sargeant, Mrs Shillcock, Simonds, Thompson, Turrell, Wade and Worrall

Apologies for absence were received from:

Councillors Bettison, Egan, Grayson, Henfrey, Jones, McCracken, Mrs Ryder and Ward

60. **Minutes**

RESOLVED that the minutes of the meeting of the Council held on 30 October 2002 be approved as a correct record and signed by the Mayor.

61. **Report of the Returning Officer (Item 3)**

The Council was advised that following the death in September of Councillor Martin Wallace, ward councillor for Hanworth Ward, an election had been held on Thursday 14 November 2002 and the votes cast for each candidate were as follows:

Charles (Chas) Walter Baily	576
Janet Hazel Keane	521
Lorraine Kerry De Laune	137
David Henry Young	120
Lawrence John Alan Boxall	71

Councillor Baily had been declared elected and had duly signed the Declaration of Acceptance of Office. A notice under Regulation 9 of the Local Government (Committees and Political Groups) Regulations 1990 had been received confirming that Councillor Baily wished to be treated as a Member of the Conservative Group.

RESOLVED that the report be noted.

62. **Declarations of Interest (Item 4)**

Councillor Mrs Pile declared a personal interest in the Motion at Agenda Item 12 due to her employment at a local GPs surgery.

63. **Mayor's Announcements (Item 5)**

(i) Schools Carol Concert

Members had all received invitations to the Schools Carol Concert on Sunday 8 December at Bracknell Sport and Leisure Centre. Twenty one of the local primary schools would be taking part.

(ii) Mayor's Charity Performance at South Hill Park

On 5 January 2003 there would be a special charity performance of "Aladdin" at South Hill Park. All proceeds would be donated to the Paul Bevan Hospice Appeal. South Hill Park staff and the performers were giving their time free of charge to stage this event. The Mayor hoped that Members would be able to attend with their families and friends.

(iii) Civic Reception 2003

Members were reminded that the annual civic reception would take place on Friday 4 April 2003, at Wellington College.

(iv) Head of Youth and Community

The Mayor was delighted to advise the Council that Susie Roberts, the Head of Youth and Community, had been elected Chairman of the national Association of Principal Youth and Community Officers.

(v) Personal Statement by the Chief Executive

The Mayor invited the Chief Executive to address the Council. The Chief Executive advised that he had been offered and accepted the post of Chief Executive of Nottingham City Council. He would take up his new position in March 2003 and in the meantime would continue to serve the Council, and would be involved in the process of recruiting a new Head of Paid Service.

64. **Appointment of Chief Executive (Head of Paid Service)**

RESOLVED on the proposition of Councillor Birch, seconded by Councillor Mrs Ballin that

- (i) a Committee of the Council be appointed with the following Terms of Reference:

To act on behalf of the Council in the following:

- (a) The interview arrangements for the recruitment of the Head of Paid Service, including approval of the statement of particulars relating to the post, the assessment and agreement on the salary in accordance with the agreed Council formula, arrangements for advertising the post appropriately and making the statement of particulars available to interested persons.
- (b) The interview and selection of candidates and the making of a recommendation for final appointment to the Council.

- (ii) the Committee comprise eight Members (6:2) including at least one Member of the Executive and be appointed on the nomination of the Group Leaders.

65. Executive Report (Item 6)

The Deputy Leader of the Council reported on the main activities of the Executive since a meeting of the Council on 30 October 2002. These had included approval of new medium term objectives for each service area, approval of a package of appropriate projects under the Community and Environmental Initiatives scheme, and the selection of a replacement information system for the Social Services and Housing Department.

The Deputy Leader outlined the programme for the budget setting process over the coming weeks including the widespread consultation that would follow the publication of the draft budget proposals by the Executive on 17 December.

The report on the Council's Comprehensive Performance Assessment was due to be published on 12 December 2002.

The Deputy Leader and other Executive Members responded to questions on the Executive report. Councillor Birch then moved a recommendation made by the Executive in respect of two virements which required the approval of the Council.

RESOLVED on the proposition of Councillor Birch, seconded by Councillor Mrs Ballin, that the following virements be approved:

	Corp £000	Educ £000	Env £000	Leisure £000	SS&H £000	Other £000
Environment Recharges – Recalculation reflecting new structure and functions of department	-79	-20	241	-54	-88	-
Pension costs – allocation of pensions increase previously included as corporate pressure	86	61	87	80	135	-449

67. Calculation of Council Tax Base – 2003/2004 (Item 7)

The Council was advised that Section 35 of the Local Government Finance Act 1992 required the Council to consider and approve the calculation of the Council Tax Base which had to be calculated in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 and subsequent amendments.

RESOLVED on the proposition of Councillor Birch, seconded by Councillor Mrs Ballin that

- (i) the report of the Borough Finance Officer, for the calculation of the Council's

Tax Base for the year 2003/2004, be approved.

- (ii) pursuant to the Borough Finance Officer's report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by the Bracknell Forest Borough Council as its Council Tax Base and for each parish for the year 2003/2004 shall be as follows:-

Binfield	3,240
Bracknell	17,340
Crowthorne	2,380
Sandhurst	7,820
Warfield	4,290
<u>Winkfield</u>	<u>6,330</u>
<u>Bracknell Forest</u>	<u>41,400</u>

68. Periodic Electoral Review – Polling Districts (Item 8)

The Council was advised that the new electoral arrangements for Bracknell Forest had been approved by the Electoral Commission on 12 September 2002. The Borough of Bracknell Forest (Electoral Changes) Order 2002 had taken effect from 13 September 2002 for the purposes of proceedings preliminary to any election held on 1 May 2003 and for all other purposes on 1 May 2003.

RESOLVED on the proposition of Councillor Birch, seconded by Councillor Mrs Ballin, that the Borough be divided into 31 polling districts as described below:

BA	Binfield	(was LA)
BB	Binfield	(was LL)
BD	Bracknell (Birch Hill)	(was MO)
BE	Bracknell (Bullbrook)	(was LD)
BF	Bracknell (Crown Wood)	(was MN)
BG	Bracknell (Garth)	(was LC)
BH	Bracknell (Gt Hollands North)	(was LH)
BJ	Bracknell (Great Hollands South)	(was MP)
BK	Bracknell (Hanworth)	(was MM)
BL	Bracknell (Harmans Water)	(was LE)
BM	Bracknell (Old Bracknell)	(was LF)
BN	Bracknell (Old Bracknell)	(was LK)
BP	Bracknell (Priestwood)	(was LB)
BT	Bracknell (Town Centre)	(new)
BW	Bracknell (Wildridings)	(was LG)
CN	Crowthorne (Crowthorne)	(was LI)
CS	Crowthorne (Crowthorne South)	(new)
SJ	Sandhurst (Owlsmoor)	(was LJ)
SO	Sandhurst (College Town)	(was LO)
SP	Sandhurst (Central Sandhurst)	(was LP)
SQ	Sandhurst (Little Sandhurst & Wellington)	(was LQ)
WG	Warfield (Whitegrove)	(was LT)
WM	Warfield (St Michael's)	(was LS)
WP	Warfield (Warfield Park)	(was LT)

WQ	Warfield (Quelm)	(was LT)
WS	Winkfield (Winkfield & Cranbourne)	(was MA)
WV	Winkfield (Martins Heron & Warren)	(was LV)
WW	Winkfield (Forest Park)	(was MW)
WX	Winkfield (Ascot Priory)	(was LW)
WY	Winkfield (Ascot Priory)	(was LY)
WZ	Winkfield (Winkfield & Cranbourne)	(was LZ)

69. **Appointments to Vacancies on Committees and Other Organisations (Item 9)**

RESOLVED on the proposition of Councillor Birch, seconded by Councillor Mrs Ballin, that

- (i) the following appointments be made to the vacancies on Committees for the remainder of the 2002/03 municipal year:

Select Committee on Lifelong Learning	Councillor Baily
Education Governor Selection Committee	Councillor Edger
Employment Committee	Councillor Baily
Teachers Joint Consultative Committee	Councillor Mrs Birch

Substitute Appointments:

Co-ordination Select Committee	Councillor Baily
Planning & Highways Committee	Councillor Turrell
Education Governor Selection Committee	Councillor Baily

- (ii) the following appointments be made to the vacancies on the external organisations listed below for the remainder of the 2002/03 municipal year (except as indicated):

South Hill Park Trust Board (as a trustee until 2003)	Councillor Mrs Birch
Hanworth Community Association	Councillor Browne
Bracknell and District Victim Support Scheme	Councillor Mrs Mattick

- (iii) Councillor Baily be appointed to serve as a member of the LEA Group of SACRE for the remainder of the 2002/03 municipal year.
- (iv) Councillor Mrs Shillcock be appointed as a member of the "School's Group" of the School Organisation Committee, under the membership category of a Governor of Kennel Lane School, for a 3 year term of office expiring on 9 September 2005.

70. **Annual Report of the Children and Young People's Champion (Item 10)**

Councillor Miss Haydon presented her first annual report on activities undertaken in her role as Children and Young People's Champion and responded to questions thereon

71. **Questions Submitted under Council Procedure Rule 10**

Notice had been received of 2 questions to Members of the Executive as follows:

By Councillor McCormack to the Executive Member for Public and Environmental Services and Parish Liaison

"Bracknell Forest's long suffering town residents continue to fall victim to flooding, most probably as a result of inadequate drainage. Could the responsible executive portfolio holder please confirm:

- 1. Whether a full and comprehensive assessment of the problem has been completed, and if so when.*
- 2. The specific nature of the problem.*
- 3. How Bracknell Forest Borough Council is intending to protect its residents from the effects of any further flooding."*

Councillor Mills responded that these were matters of national concern and were currently being addressed by the Secretary of State for the Environment and the Office of the Deputy Prime Minister. He empathised fully with the householders' concerns recognising the seriousness of the problems experienced. The Environment Agency was collating data on the flooding incidents and the Council was in direct contact with them to highlight all of the issues it was aware of.

A related element was the flooding of individual properties where sewer systems appeared to have been inundated. Thames Water was now being required by the Water Regulator, OFWAT urgently to provide information on properties and locations that had been flooded so that consideration could be given to allow water companies to fund the infrastructure improvements. The Borough was working closely with those affected to register their concerns.

The Leader of the Council had called for a full report on the flooding issues and officers and Members had sought to meet with Thames Water to discuss their response to the events to ensure these were reflected in the report. Despite several attempts no meeting had yet been fixed. They had also sought to meet personally with complainants to recognise rural and urban issues.

The flooding stemmed from a number of causes including exceptional levels of rainfall, ditches being filled in or poorly maintained and the inadequacy of some of the sewers. Where the Borough Council could act on land drainage matters it was doing so in concert with the Environment Agency. Thames Water had tried to suggest that highway gulleys were not properly maintained but following the experience of previous years the Council had a more robust gully clearing programme. It was clear that in some areas of the Borough now the sewer systems could not cope with the rainfall that was being experienced.

Such flooding could only be resolved through investment in improved drainage infrastructure. This responsibility was clearly vested in Thames Water and the Council was working to highlight and record incidents to demonstrate that such investment was needed urgently. The Council was very concerned that any flooding could occur locally and was doing all in its power to work with the Government and Thames Water, recognising that it was their responsibility to eradicate this threat to residents' homes.

Councillor Mills then responded to a supplementary question.

By Councillor Glasson to the Executive Member for Planning & Transportation

“With regard to the decision to accept the Community Transport tender submitted by Keep Mobile can you please explain the consultation process that took place with User Groups between February and September of this year? What concerns were identified by users, and how were these used to inform the preparation of the tender document?”

How is it planned to monitor Keep Mobile’s performance in meeting both the tender specification and user needs?”

Councillor Mrs Ballin advised that the Council had always recognised the importance of community transport services in enhancing the quality of life of many of the Borough’s residents. Whilst in the past the Council had helped fund these services through annual grants to operators; in order to guarantee the provision of quality services into the future and also to meet the changing needs and aspirations of all users, it had taken the initiative to see how best it could co-ordinate the future provision of community transport in the Borough.

For a number of months the Council had led discussions with the two operators to identify user needs. It had been reliant on the operators to provide accurate information as the Council had no direct access to their individual clients. Following the agreement to tender community transport provision the Council had used this information and advice from other professionals in the field such as the Community Transport Association and colleagues in Social Services to inform the preparation of a service specification. During this time both operators have been encouraged to submit a bid and also to consider a joint bid. The process of awarding the contract had therefore been completely transparent and had benefited from the input of experienced service providers. In co-ordinating the provision of community transport in this way, Councillor Mrs Ballin was confident that the Council was both protecting and improving the services provided to all users. By guaranteeing the security of long term funding to the service provider they were able to confidently invest in a service that was able to respond to changing needs and aspirations.

As with all contracts dealing with the provision of service, there was a requirement on the operator to provide detailed management information such as frequency of service, punctuality and the number of users and in so doing provide evidence of compliance with service specifications. Equally as important was the need to regularly survey users satisfaction and obtain user feedback to tailor the development of the service. Councillor Mrs Ballin was confident in Keep Mobile’s ability in partnership with the Council to provide a quality community transport service for the Borough’s residents.

Councillor Mrs Ballin and Councillor Birch then responded to a supplementary question.

72. Motions Submitted under Council Procedure Rule 11

Motion 4/2002 was submitted by Councillor Mills and seconded by Councillor Barnard. On being put to the vote the motion was carried and it was

RESOLVED that this Council has no confidence that the Government will deliver the funding necessary to provide the quality healthcare that Bracknell Forest residents require and deserve.

MAYOR

**COUNCIL
5 FEBRUARY 2003**

EXECUTIVE REPORT

Since the report made to the last meeting of the Council, one meeting of the Executive was held on 21 January 2003. The decisions taken at that meeting are brought to the attention of the Council in this report. A number of other matters will have been dealt with by individual Executive members since the last Council meeting. These are published on the Council's Intranet and can be inspected by the public at Easthampstead House.

1 SCHOOL FINANCE

1.1 A statutory consultation exercise has been undertaken with school governing bodies and other interested parties relating to possible changes to the existing LMS formula and other matters relevant to delegated budgets under the new arrangements for calculating the Education Standard Spending Assessment for schools and Local Education Authorities. Views were also requested on other areas of budget pressure and how these should be ranked.

1.2 The consultation exercise comprised the issue of questionnaires and response sheets to all governing bodies and other statutory consultees and meetings were held with Head Teachers, Chairs of Governors and finance officers. The process was reviewed by the Finance Task Group and the newly constituted Schools Forum was also involved. The Executive received a detailed report on the outcome of the consultation exercise and, as a result, a number of changes to the existing resource allocation formulae will be adopted. Furthermore no items of proposed central expenditure in the LEA block will be delegated at this time and the following items included in the schools block will be centrally managed by the LEA:

- School specific contingencies
- Licences/Subscriptions
- Provision for pupils with statements (where not already delegated)
- Specialist support: pupils with statements (where not already delegated)
- Specialist support: pupils without statements (where not already delegated)
- Promoting good practice/collaboration/integration
- Pupil Referral Units
- Behaviour support plans
- Education out of school
- Fees for pupils at independent special schools
- Administration of admissions and appeals and the Admissions Forum
- Milk provision
- Education for under 5's (except nursery classes attached to schools)
- Schools Forum
- Supply cover for maternity leave, union duties etc and recruitment and retention of staff in PRUs
- Part of funding for supporting school improvement subject to consultation with the Schools Forum

The Executive also noted the priority ranking of the budget pressures identified by schools.

2 SOUTH HILL PARK – ANNUAL REVENUE GRANT

- 2.1 The Executive has approved an annual revenue grant to the South Hill Park Arts Centre for the coming year amounting to £403,360 based on the current grant plus the approved inflation increase of 1.6%. The Executive noted that the current performance by the Arts Centre had been good despite disruption from the building works which had produced excellent value for money and the Executive recorded its appreciation of the work of the Chairman of South Hill Park Arts Centre in this connection.

3. BEST VALUE REVIEW OF PERSONNEL AND TRAINING

- 3.1 A Best Value Review of Personnel and Training had taken place throughout 2002 with the key objectives of improving standards and quality of the service and the creation of a culture of continuous improvement. The Executive noted that the review had concluded that the vast majority of services provided by Personnel and Training were considered by users to be at least satisfactory and many were good. The Review had produced 18 clear recommendations which had been brought together as the basis for an improvement plan and that plan has now been approved by the Executive.

4. CORPORATE STATIONERY CONTRACT

- 4.1 The introduction of the Agresso Financial Information System has allowed the development of e-procurement and it is proposed to introduce an e-procurement pilot on 1 April 2003 relating to the Council's stationery requirement. It would not be possible to meet this timescale using the full OJEC Procedures and the Executive has therefore agreed to utilise an existing Framework Agreement set up by Central Government for the benefit of public sector bodies generally. The pilot will enable significant savings to be achieved and the only holder of a contract under an existing framework arrangement that can meet the Council's criteria is Banner Business Supplies Ltd, the sole holder of the Office of Government Commerce contract for the provision of office stationery. In these circumstances the Executive has authorised a single tender action and has agreed that all office stationery should be obtained from Banner Business Supplies Ltd under the existing OJEC Contract for an initial period of 12 months from 1 February 2003.

5. LOOKING AHEAD

- 5.1 As usual the Executive Forward Plan was published on the first of the month and is available for public inspection at Easthampstead House. Later in the month the Executive will be bringing forward its budget proposals for 2003/04 for consideration by the full Council.