

Notice of Meeting

Council – Advisory Meeting

Councillor Ms Merry (Mayor) Councillor Gbadebo (Deputy Mayor)
Councillors Allen, Angell, Atkinson, Bhandari, Dr Barnard,
Bettison OBE, D Birch, Mrs Birch, Brossard, Brown, Brunel-Walker,
Dudley, Finch, Ms Gaw, Mrs L Gibson, MJ Gibson, Green,
Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon,
Mrs Ingham, Kennedy, Kirke, Leake, Mrs McKenzie, Mrs McKenzie-
Boyle, McLean, Mrs Mattick, Mossom, Neil, Parker, Porter, Skinner,
Temperton, Tullett, Turrell, Virgo and Wade



Wednesday 14 July 2021, 7.30 - 9.00 pm

Online only

Timothy Wheadon
Chief Executive

Agenda

Recommendations arising from this meeting will be considered in accordance with the delegations approved by Council on 28 April 2021.

Item	Description	Page
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The meeting will be opened with prayers by the Mayor's Chaplain

1.	Apologies for Absence	
2.	Minutes of Previous Meeting	5 - 14
	To recommend for approval as a correct record the minutes of the meetings of the Council held on 21 and 28 April 2021.	
3.	Declarations of Interest	
	<p>Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.</p> <p>Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.</p> <p>Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.</p>	

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4.	Question submitted under Council Procedure Rule 9	
	<p>In accordance with Council Procedure Rule 9 (Public Participation), a question has been submitted by Ms P Mitchener, resident of Binfield with Warfield as set out below:</p> <p>“Can the recycling facility at Chiltern View be relocated to a more appropriate and non-residential area due to the issues that it causes with fly tipping and litter in the area?”</p>	
5.	Mayor's Announcements	
6.	Executive Report	15 - 42
	<p>To receive the Leader’s report on the work of the Executive since the Council meeting held on 21 April 2021.</p> <p>Council is asked to consider recommendations in respect of:</p> <ul style="list-style-type: none"> • adopting the working definition on antisemitism • adding the costs for Phase 1 of the Time Square works to the 2021/2022 capital programme 	
7.	Revised proportionality calculations and membership	43 - 48
	To consider the position regarding the overall allocation of seats on committees following the reduction in the number of councillors in the Conservative Group by one and requests consideration of the consequential membership changes.	
8.	Questions Submitted Under Council Procedure Rule 10	
	<p>(i) <u>Councillor Temperton to Councillor Dr Barnard, Executive Member for Children, Young People and Learning</u></p> <p>In the last two budgets, money has been allocated to develop a school of 50 places in Bracknell Forest to support our children with Social, Emotional and Mental Health issues. When will this project be realised and the school opened?</p> <p>(ii) <u>Councillor L Gibson to Councillor Dr Barnard, Executive Member for Children, Young People and Learning</u></p> <p>What schemes does this council currently have in place to support levelling up the life chances of Children looked after, and Young carers registered with the borough?</p>	
9.	Motion Submitted Under Council Procedure Rule 11	
	<p><u>Motion 01/2021 moved by Councillor Temperton and seconded by Councillor Brown</u></p> <p>This Council opposes any moves by the government to abolish the Frimley ICS.</p>	

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Published: 6 July 2021

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COUNCIL
21 APRIL 2021
7.30 - 8.50 PM



Present:

The Mayor (Councillor Ms Merry), Councillors Gbadebo (Deputy Mayor), Allen, Atkinson, Bhandari, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, Brossard, Brown, Brunel-Walker, Dudley, Finch, Ms Gaw, Mrs L Gibson, MJ Gibson, Green, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon, Mrs Ingham, Kennedy, Kirke, Leake, Mrs McKenzie, Mrs McKenzie-Boyle, McLean, Mrs Mattick, Mossom, Neil, Parker, Porter, Skinner, Temperton, Turrell, Virgo and Wade

Apologies for absence were received from:

Councillors Angell and Tullett

53. Minutes of Previous Meeting

Councillor Birch made a point of personal explanation to correct a statement he made at the Executive meeting on 9 February 2021 which was referred to during the Council meeting on 24 February 2021. He explained that he should have said 'some' and not 'all' and apologised for any offence that may have been caused. Councillor Temperton confirmed that she accepted the correction.

RESOLVED that the minutes of the Council meetings held on 24 February and 16 March 2021 be approved, and signed by the Mayor as a correct record.

54. Declarations of Interest

Councillors Brunel-Walker and Heydon declared disclosable pecuniary interests in item 5 in relation to the Site Development Plan for Market Street by virtue of being representatives on the Bracknell Forest Cambium Partnership Board and therefore left the meeting before commencement of that part of the item.

55. Mayor's Announcements

HRH The Queen's Birthday

The Mayor sent birthday wishes to HRH The Queen on her 95th birthday.

Mayor's Charity

The Mayor announced that her online charity auction had been moved to commence on 21 June 2021. The event would be in aid of her two military charities: Soldiers Sailors Airmen and Families Association (SSAFA Berkshire) and the British Forces Foundation (BFF). She encouraged members present to consider pledging an item to be included or bidding for something to help support the charities.

Civic events across the borough

The Mayor updated the meeting on a number of events she had attended including:

- meeting Year 2 of Holly Spring School over Zoom to discuss the role of the Mayor, civic duties and Bracknell
- celebrating World Book Day with Year 6 of Binfield Primary School with Councillor Leake
- assisting a member of the Brownies with a badge-earning project to write about her role as Mayor
- spectating at an online Karate session
- attending the High Sheriff Award Ceremony which recognised those organisations making such as difference to their communities
- the swearing in of the High Sheriff, Mr Willie-Hartley Russell MVO DL
- delivering a formal welcome to new citizens at remote Citizenship Ceremonies
- attending the Annual Crowthorne Parish Meeting

Reopening of the Lexicon

The Mayor reported that she had the pleasure of recording a short video in the Lexicon to encourage residents to support their local businesses and advise shoppers of the arrangements for the re-opening of non-essential shops.

Handprint tree

The Mayor and her granddaughter took part in the Lexicon's community art project to grow its own special Handprint tree in Princess Square which would be in place until 6 June 2021. Members present were encouraged to take part.

HRH Prince Philip

The Mayor advised the meeting that she had the privilege of attending a Civic Service for HRH the Prince Philip Duke of Edinburgh at Christ Church Cathedral Oxford. She reflected that this small gathering, to comply with Covid regulations, was a fitting and moving tribute to His Royal Highness and asked the meeting to join her in a minute's reflection.

Leader of the Council, Councillor Bettison OBE

The Leader of the Council, Councillor Bettison OBE welcomed Grainne Siggins, Executive Director: People to her first full Council meeting at Bracknell Forest Council.

Councillor Kirke, Ward member for Bullbrook

Councillor Kirke was pleased to report that Bracknell Town Football club and SB Group Sport and Education Academy were working together to provide a series of free professional summer sports camps. The covid secure sessions would be available at Ranelagh School every Saturday commencing on 1 May until 28 August offering rugby, futsal and kwick cricket.

56. **Executive Report**

The Leader of the Council, Councillor Bettison OBE, presented his report on the work of the Executive since that reported at the Council meeting on 24 February 2021. The Executive had met once on 16 March 2021.

The Leader highlighted the following matters that had been considered:

- The following six recommendations were all agreed from the Education, Skills and Growth Overview & Scrutiny Panel Review on Apprenticeships:
 - 1) Work with Apprenticeship pathways providers to ensure young people have best opportunities and outcomes
 - 2) Adopt Apprenticeship policy setting out expectations around pay, terms and conditions
 - 3) Promote Apprenticeships externally and internal with promotional video
 - 4) Review current Apprenticeship web pages
 - 5) Investigate possible mentoring scheme between large and small/medium businesses
 - 6) Develop partnerships across Berkshire to provide support and guidance to businesses to help use apprenticeship levy.

- Three procurement plans were agreed:
 - 1) South Central Independent Fostering Agency Framework
 - 2) MS Team Telephony
 - 3) Core Network

- To allow Council owned facilities at Bracknell Sports & Leisure Centre, Coral Reef and Downshire Golf Course managed by Everyone Active to reopen in line with Government Roadmap the follow support measures were agreed:
 - 1) Management fee break April – June 2021
 - 2) Underwrite 'open-book' losses for April – June 2021
 - 3) Review in light of Roadmap progress after three months

- The Market Street Development Plan was agreed which supports the overarching Joint Venture Business Plan. Within the Plan there would be four blocks with 25% affordable housing throughout:
 - A – 96 flats, 5070 sq ft retail
 - B & C – 87 flats, 6781 sq ft retail
 - D – outline only but predominantly office with retail on ground floor

The report contained recommendations that the Council was asked to resolve in respect of the following matter:

- Site Development Plan for Market Street

Having declared disclosable pecuniary interests Councillors Brunel-Walker and Heydon left the meeting before this element of the item commenced.

On the proposition of Councillor Bettison OBE, Leader of the Council, seconded by Councillor Birch it was

RESOLVED that:

- i) the proposed Site Development Plan for Market Street, including land drawdown where conditions have been met as set out in confidential Annex B in the Executive agenda be approved; and
- ii) the Council's equal share of funding be made available to undertake this development up to a peak requirement of £15.4m.

57. Overview and Scrutiny Annual Report

Councillor Virgo, Vice-Chair of the Overview and Scrutiny Commission presented the Overview and Scrutiny Annual Report 2019 - 21. He thanked all officers and councillors for their hard work and diligence in achieving and delivering the work programme in difficult conditions. The Commission and the three Overview and Scrutiny Panels had adapted to the new ways of working in order to continue delivering the work programme which was focused on the Council Plan, its objectives and effective delivery.

On the proposition of Councillor Virgo, Vice-Chair of Overview and Scrutiny Commission, and seconded by Councillor Porter, it was

RESOLVED that the 2019 - 21 Annual Report of the Overview and Scrutiny Commission be adopted.

58. **Champions' Annual Report**

The Council received the Champions' Annual Report for 2020 – 21, and thanked the Champions for their work during the pandemic to support residents.

Each Champion was asked if they had anything to add to their submitted report:

- Councillor Atkinson, Commuters' Champion reflected that as the area came out of lockdown he hoped that public transport services returned to standard service and patronage levels resumed, that promises of new trains from railway providers would be delivered and that advice from government regarding a new season ticket structure would be forthcoming to support commuters whose frequency of travel had reduced.
- Councillor Ms Gaw, Older People's Champion reiterated that the focus had been on supporting older people along with the services and facilities that they rely on throughout the pandemic. She highlighted the local business directory which was being developed and the Big Bingo event to be run on 1 October 2021 which is Older Person's Day.
- Councillor Wade, Small Business Champion added that the combined challenges of Covid 19 and Brexit have had a major impact on small businesses. Many non-essential businesses including travel, hospitality, charities, sport and the High Street were still facing further challenges. The range of government grants had saved many organisations and small businesses had shown resilience, high levels of creativeness and innovation as well as adapting to provide on-line sales. He thanked the Executive Director: Resources for his team's work delivering numerous government grant schemes and associated requirements.
- Councillor Bhandari, Large Business Champion reported that the focus of his first report was on looking forward and opportunities for businesses within Bracknell Forest due to the support systems in place.
- Councillor Gibson, Voluntary Sector Champion recognised that the number of volunteers had increased exponentially during the pandemic and he would focus on how to capitalise on this opportunity. He thanked his councillor colleagues for their additional volunteering roles they had undertaken during the past year.

The Council received the Champions' Annual Report for 2020 - 21, and the Mayor thanked the Champions for their work.

59. **Councillor Development Annual Report**

The Council considered the Councillor Development Annual Report which appraised the meeting of the councillor development activities and their outcomes during 2020-21.

Councillor Allen, Chair of the Member Development Charter Steering Group thanked officers for adapting councillor development to be delivered remotely, the new improved format of the report and the Chief Executive for his well-attended regular covid briefings over this period.

On the proposition of Councillor Allen, Chairman of the Member Development Charter Steering Group, seconded by Councillor Wade, it was

RESOLVED that the Member Development Annual Report 2020 - 21 be noted.

60. **Question Submitted Under Council Procedure Rule 10**

Councillor Temperton asked Councillor Harrison, Executive Member for Culture, Delivery and Public Protection the following published question:

Despite more and more volunteers regularly picking litter, deserving our thanks and our gratitude, what more can be done to reduce the increase in the amount of litter?

Councillor Harrison replied that he was grateful to all those who were working hard to keep the borough clean and green and thanked the continuing efforts of the Parks and Countryside Rangers Team, the Council's contractor CLL and all those who were taking the time to litter pick voluntarily. He emphasised that although he valued the efforts of the volunteers this was something they should not need to do. He stated that with sufficient evidence litterers would be prosecuted and he welcomed the recent change in the law which allowed the driver of a vehicle to be prosecuted for litter thrown out of that vehicle without the need to prove which person actually threw it.

He advised the meeting that:

- the litter collection programme was under regular review to target areas where litter was reported or observed as an issue because the volume of litter levels being experienced in certain areas was higher than normal
- capacity of bins had been temporarily increased by hanging spare bin bags on the outside
- the council's own parks staff had increased the amount of time spent collecting litter as a temporary measure to cope with the situation
- large capacity wheeled bins had been placed at the most popular picnic areas at South Hill Park with additional clearing each Monday after current weekend use
- communications messaging was aimed at encouraging all park users not to drop litter and to take their litter home if the bins were full
- Litter signage was being updated to prepare for warmer weather and the predicted increase in use of the council's high-quality green spaces.

He concluded by encouraging his fellow Councillors to reinforce these messages amongst their communities to treat our environment with respect.

Councillor Temperton asked a supplementary question whether it would be possible for the bins to be collected more frequently. Councillor Harrison replied that the

refuse collection schedule was not within his portfolio so he would need to discuss that with Councillor Mrs Hayes MBE, Executive Member for the Environment.

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

At the meeting the mover of the published motion 04/20 altered the wording with the consent of the meeting. Altered Motion 04/2020 was therefore moved by Councillor Temperton and seconded by Councillor Turrell, with the agreement of Councillor Neil, as follows:

I ask the Council to call upon the Executive to work to increase further the numbers of wildflowers natural to our area on our road verges and roundabouts, having due regard for safety of access, the need for clear visibility for road users, and the ongoing maintenance needs of wild flowers, extending the welcome success of the greening projects and biodiversity initiatives of recent years in increasing such wild flora and habitats.

On being put to the vote the motion was carried.

At the meeting the mover of the published motion 05/20 altered the wording with the consent of the meeting. Altered Motion 05/2020 was therefore moved by Councillor Dudley and seconded by Councillor Brown as follows:

That this Council:

- i) Acknowledges that sprinklers and other Automatic Fire Suppression Systems (AFSS) save lives, protect property, reduce the impact of fire on the environment, reduce interruption to business and improve safety for individuals in the community in general and firefighters. In recognising these benefits support the National Fire Chief's Council position on sprinklers by writing to Central Government to express support for the creation of a legal requirement to fit sprinklers or AFSS in buildings where this is the most practical way to deal with fire safety.
- ii) Commits to installation of sprinklers or other AFSS within its own building stock when planning for and constructing new buildings or as a retrofitted solution when undertaking major refurbishments of existing buildings, where an alternative fire safety strategy cannot be achieved.
- iii) Promotes and supports the installation of sprinklers and AFSS for all public and private developments, which must comply with Building Regulations.

On being put to the vote the motion was carried.

MAYOR

**COUNCIL
28 APRIL 2021
7.30 - 7.56 PM**



Present:

Councillors Ms Merry (Mayor), Gbadebo (Deputy Mayor), Allen, Angell, Atkinson, Bhandari, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, Brossard, Brown, Brunel-Walker, Dudley, Finch, Ms Gaw, Mrs L Gibson, MJ Gibson, Green, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon, Mrs Ingham, Kennedy, Kirke, Leake, Mrs McKenzie, Mrs McKenzie-Boyle, McLean, Mrs Mattick, Mossom, Neil, Parker, Porter, Skinner, Temperton, Tullett, Turrell, Virgo and Wade

DEPUTY MAYOR, COUNCILLOR GBADEBO, IN THE CHAIR

1. Declarations of Interest

There were no declarations of interest.

2. Election of the Mayor of the Borough of Bracknell Forest for the 2021/22 Municipal Year

It was proposed by Councillor Bettison OBE, and seconded by Councillor Birch, that Councillor Ms Merry be elected Mayor of the Borough of Bracknell Forest for the Municipal Year 2021 – 2022.

There being no further nominations it was

RESOLVED that Councillor Ms Merry be elected Mayor of the Borough of Bracknell Forest for the 2021 - 2022 Municipal Year.

Councillor Ms Merry made the Declaration of Acceptance of Office of Mayor and thanked Members of the Council for her election. The Chief Executive confirmed he would organise for the declaration to be signed safely.

THE MAYOR, COUNCILLOR MS MERRY, IN THE CHAIR

In her acceptance speech Councillor Ms Merry reflected that during a difficult year she had seen Bracknell Forest residents and organisations supporting each other and really putting the community before self. She considered it an honour and a privilege to represent Bracknell Forest residents by wearing the Mayoral badge.

The Mayor gave special thanks to Councillor Mrs Mattick, her Mayoress and Councillor Gbadebo, her Deputy plus past Mayors Councillor Mrs McKenzie, Mrs McKenzie-Boyle, Mrs Hayes MBE and Finch who had given their time and energy to support the Civic team. She also thanked her Mayoral Support Officer for managing the virtual engagements and successfully adapting to the new different. She thanked officers and councillors for their contributions to the success of virtual full council meetings. She concluded that she really valued her Chaplain Father Guy's contribution to the Borough.

3. **Appointment of the Deputy Mayor of the Borough of Bracknell Forest for the 2021/22 Municipal Year**

It was proposed by the Mayor and seconded by Councillor Bettison OBE that Councillor Gbadebo be appointed Deputy Mayor of the Borough of Bracknell Forest for the Municipal Year 2021 – 2022.

There being no further nominations, it was

RESOLVED that Councillor Gbadebo be appointed Deputy Mayor of the Borough of Bracknell Forest for the Municipal Year 2021 - 2022.

Councillor Gbadebo made the Declaration of Acceptance of Office of Deputy Mayor. The Chief Executive confirmed that he would arrange for this to be signed safely.

The Deputy Mayor thanked the Council for his appointment and said he was looking forward to continuing to support the Mayor to represent the Council across the borough.

4. **Mayor's Announcements**

Covid safe at the Lexicon

The Mayor advised the meeting that along with Councillor Brunel-Walker, Executive Member for Economic Regeneration she had visited the Lexicon to hand out Covid packs containing a face mask and hand-sanitiser. She was pleased to see the Lexicon busy with the return of the vegan market.

Citizenship Ceremonies

The Mayor was pleased to report that she had participated in two remote Citizenship Ceremonies. She thanked the Registration Services team for facilitating these online. She reflected it was a pleasure and privilege to attend such occasions to personally welcome the borough's new citizens.

Mayoral year 2021-22

The Mayor would use the announcements at the next Council meeting to provide more details of her plans for the year.

5. **Appointments by the Leader of the Council**

Members of the Executive

The Leader of the Council announced that he had appointed the following Members to the Executive for the 2021 - 2022 Municipal Year:

Councillor Dr Barnard	Executive Member for Children, Young People and Learning (Vice-Chair Elect of the Executive)
Councillor Bettison OBE	Executive Member for Council Strategy and Community Cohesion (Leader of the Council and Chair Elect of the Executive)
Councillor D Birch	Executive Member for Adult Services, Health and Housing (Deputy Leader of the Council)

Councillor Brunel-Walker	Executive Member for Economic Development and Regeneration
Councillor Mrs Hayes MBE	Executive Member for the Environment
Councillor Harrison	Executive Member for Culture, Delivery and Public Protection
Councillor Heydon	Executive Member for Transformation and Finance
Councillor Turrell	Executive Member for Planning and Transport

Delegation of Executive Functions

The Leader of the Council announced that the responsibility for the discharge of Executive functions was as set out in Part 2, Section 5 of the Council's Constitution.

The Leader advised the meeting that he had delegated all Executive decisions to the relevant Executive portfolio holder, following consultation with the full Executive, until December 2021 or unless he decided to either extend or end this delegation before that time.

Appointments to Executive Committees, Sub Groups and Advisory Panels

The Leader of the Council announced that he had made appointments to Committees of the Executive and its Advisory Panels (Annex A to these minutes).

Appointment of Members to External Organisations

The Leader of the Council announced that he had made appointments to external organisations, whose functions solely related to the Executive (Annex B to these minutes).

6. **Establishment of Committees, Meeting Arrangements and Associated Matters**

On the proposition of Councillor Bettison OBE, Leader of the Council, seconded by Councillor Birch, it was:

RESOLVED that:

- 2.1 the establishment of committees and the appointment of councillors to sit on them is agreed as follows:
 - (a) That the establishment of ordinary committees, their size and allocation of seats, agreeing a local variation to the proportionality rules, is agreed as set out in paragraph 5 of the report
 - (b) That the establishment of the Licensing and Safety Committee and the Overview and Scrutiny Commission, their size and allocation of seats is agreed as set out in paragraph 5 of the report
 - (c) That the establishment of Appeal Panels as required are agreed as set out in paragraph 5 of the report

- (d) That the membership of each committee, in accordance with political groups' wishes is agreed (Annex A to these minutes)
- (e) That appointments to external organisations are agreed (Annex B to these minutes)
- (f) That the appointment of Council Champions is agreed, in accordance with Part 1 Section 7 of the Constitution as set out below:
 Commuters' Champion – Cllr Atkinson
 Large Business Champion – Cllr Bhandari
 Small Business Champion – Cllr Wade
 Older People's Champion – Cllr Ms Gaw
 Voluntary Sector Champion – Cllr MJ Gibson

2.2 arrangements for meetings are agreed as follows:

- (a) That from 7 May 2021 all non-executive decision-making to be delegated to the Chief Executive, who is authorised to delegate further if appropriate. All delegations and decisions to be reported to all councillors in due course.
- (b) That all meetings will continue to take place virtually, noting that decision-making committees will meet informally to advise the Chief Executive of the committee's views before the Chief Executive takes a decision that would otherwise be reserved to the committee, as set out in detail in section 6 of the report
- (c) That if a committee advises the Chief Executive that an officer recommendation would not be supported, a quorate meeting of the committee will be held as soon as practicable to determine the matter in a covid-secure venue
- (d) That these arrangements would remain in place until 31 December 2021 unless the Council decided to extend them for a further period or to end them earlier
- (e) That these arrangements would be reviewed by the end of July
- (f) That the six-month councillor attendance rule as set out in the Local Government Act 1972, s85, be suspended for 12 months from the date of this Annual Meeting of the Council

CHAIRMAN

To: Council
14 July 2021

Executive Report to Council The Leader

1 Purpose of Report

- 1.1 Since the Council meeting on 28 April 2021, the Executive has met once, on the 1 June 2021. The meeting was conducted remotely and as such was acting in an advisory capacity, making recommendations to the individual executive members who are empowered to make the formal decisions. This approach was in line with the decisions taken by Council on 28 April 2021 to reduce, as far as possible the need for face-to-face meetings whilst the risk of COVID-19 infection remains a threat to the lives of members and officers.
- 1.2 Updated Forward Plans are published every Friday and can be viewed online at www.bracknell-forest.gov.uk. Full details on the decisions taken by individual portfolio holders can also be accessed online through the Council's website.

2 Recommendations to the Chief Executive from Council, meeting informally in accordance with the process agreed by Council on 28 April 2021:

- 2.1 Council is asked to consider the recommendations set out at paragraphs 5.1.6 and 5.2.6.

3 Reasons for Recommendation

- 3.1 The reasons for recommendations are set out in the supporting information and in the reports considered by the Executive.

4 Alternative Options Considered

- 4.1 Alternative options are discussed in the relevant individual reports considered by the Executive.

5 Supporting Information

Council Strategy & Community Cohesion

5.1 Adoption of the International Holocaust Remembrance Alliance Definition of Antisemitism

- 5.1.1 The Executive Member has agreed to recommend to Council that it should adopt the International Holocaust Remembrance Alliance (IHRA) working definition on antisemitism. The definition is:
- 5.1.2 "Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

5.1.3 The IHRA definition specifies eleven 'contemporary examples of antisemitism' in public life, the media, schools, the workplace and in the religious sphere which could include but are not limited to:

- 1 Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extreme view of religion.
- 2 Making mendacious, dehumanising, demonizing or stereotypical allegations about Jews as such or the power of Jews as collective such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other social institutions.
- 3 Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- 4 Denying the fact, scope, mechanisms (e.g., gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- 5 Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- 6 Accusing Jewish citizens as being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- 7 Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of the State of Israel is a racist endeavour.
- 8 Applying double standards by requiring of it behaviour not expected or demanded of any other democratic nation.
- 9 Using the symbols and images associated with classic anti-Semitism (e.g., claims of Jews killing Jesus or blood libel) to characterise Israel or Israelis.
- 10 Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- 11 Holding Jews collectively responsible for the actions of the state of Israel.

5.1.4 The Government adopted the definition in December 2016 and asked council leaders to adopt it in January 2017. More recently the Rt Hon Robert Jenrick MP Secretary of State for Housing, Communities and Local Government and Amanda Milling MP, Co-Chairman of the Conservative Party, have also separately written to all councils urging them to adopt the IHRA definition of antisemitism. Around 75% of local authorities in England have done so.

5.1.5 This council has not previously adopted the definition as it had an equality, diversity and cohesion strategy which stated that it was committed to eliminating discrimination, prejudice, and hatred towards all communities. However, the case for adopting the definition has continued to strengthen as nationally levels of hate crime directed towards the Jewish community have continued to increase over the past 3 years as well as there being very significant evidence of historical persecution of and

hatred towards the Jewish community internationally, most notably the WW2 holocaust.

- 5.1.6 Council is therefore invited to **RECOMMEND** that the International Holocaust Remembrance Alliance (IHRA) working definition on antisemitism be adopted.

Transformation & Finance

5.2 Time Square - Creating A New Collaboration/Community Hub Space

- 5.2.1 The Executive Member has approved the scope of the Phase 1 works for the redesign of the Time Square (council offices) to create an integrated Community/Collaboration Hub, creating a space which is shared with partners and by community groups, increasing co-location and partnership working.
- 5.2.2 The experience of staff working remotely throughout the pandemic has led to a re-appraisal of how the Council's staff work and therefore how Time Square should be configured to facilitate the new ways of working for council staff and partners, as well as opening up parts of the building for community use. Many staff will continue working remotely for a larger proportion of their time and therefore will not require traditional office facilities to the same extent as has historically been the case.
- 5.2.3 Over the course of the pandemic, it had become evident that the Council is at its most effective when working with partners, in particular across health and the voluntary sector. As such the co-location of such services is the next natural step in taking these relationships further forward. The reconfiguration of Time Square as a collaboration hub will help build on this. At the same time, the opportunity for a Community Hub space has been tested with internal stakeholders, partners and existing community groups, who have welcomed the introduction of flexible space creating more of a community focus in the town centre rather than Time Square being just a municipal office. In order to establish the Collaboration and Community space a capital allocation of £604k is being sought to undertake works to the building to create:
- a new collaboration space on the Ground floor with a Café space;
 - a new Ceremony Room (for weddings, citizenship ceremony's etc)
 - a re-imagined reception and customer meeting area;
 - a new child conferencing room on the ground floor;
 - the First floor available for partners and future rental space; and
 - a new Board Room on the Fourth floor, enabling the use of the existing board room on the ground floor for community bookings.
- 5.2.4 All spaces will be provided with new furniture suitable for collaborative working and informal meeting areas and spaces.
- 5.2.5 The first phase of the remodelling works should be completed by the end of October 2021 to enable a phased return of staff into the building between late June and then, subject to any COVID restrictions in place at that time.

- 5.2.6 Council is therefore invited to **RECOMMEND** that a supplementary capital approval of £604k to fund the costs for Phase 1 of the Time Square works be added to the 2021/2022 capital programme.

5.3 Redevelopment of the Council's Depot Site

- 5.3.1 The Executive Member has approved the strategic procurement plan for the design development and construction works to create a new depot facility for the Council at the existing Commercial Centre. The project is part of the Council's capital programme. The need for a new depot arose from the poor condition of the existing building and a wish to make more efficient use of the site.
- 5.3.2 The redevelopment of the Commercial Centre had been agreed as part of the strategic objectives of the council's Asset Management Strategy. This strategy set out to deliver a new depot facility on the site, while moving off site, office-based activities. The Emergency Duty Service and Forest Care are being relocated to Unit B at Waterside Park, where an emergency planning and resilience location is also being created. The new depot facility will accommodate the Council's Transport team, Unison and the council's partners, Continental Landscapes, Ringway and Suez, including their equipment, workshops and vehicles. A part of the site will become surplus to requirements and be disposed of. The income from the sale of this land will offset the cost of providing the new depot.
- 5.3.3 Subject to satisfactory completion of the tendering process, it is hoped to award the contract in January 2022, with work starting in April 2022 and completing in March 2023.

Culture, Delivery and Public Protection

5.4 South Hill Park Trust Limited – Pension Liabilities

- 5.4.1 The Executive Member has rejected a request from the South Hill Park Trust for the Council to act as guarantor for its part of the local government pension scheme. The request had been prompted by there no longer being any active members of the Trust's scheme paying into the pension fund. There are 25 former employees with accrued benefits, but with no current employees paying into it, it had become a "closed" scheme with liabilities exceeding its assets. In this situation a "cessation" payment was required to the Berkshire Pension Fund to bring these into equilibrium. The level of the cessation payment due depended on whether its ongoing fund was absorbed within that of another employer in the Berkshire Fund, or remained as a stand-alone entity that had to cover a potential worst case scenario difference between liabilities and assets until the final scheme member died. The Trust has concluded that it would be unable to secure the funding which was required if it could not secure a guarantor and would need to cease its operations under that scenario. It believed, however, that it could meet the payment over a 5-6 year period which would be required to have the scheme deemed by the Pension Fund Authority as "fully funded", subject to any future difference between liabilities and assets dealt with as part of a larger employer's fund. It had, however, acknowledged that there was a risk that its finances over the years ahead may not be able to accommodate this significant commitment.
- 5.4.2 The Pension Fund's Actuary had confirmed that merging the 25 former Trust employees into the overall Bracknell Forest part of the fund (assuming the Trust's pension fund was deemed to be in a "fully funded" position at the point of transfer) would be unlikely to make any material difference to the overall amount of pension

contributions the Council would need to make in future years. The Executive Director: Resources was therefore content that absorbing the Trust's pension scheme into Bracknell Forest Council's, from a fully funded position, would not represent a material financial risk. There would, however, be a risk associated in underwriting the Trust's liability to secure a fully funded position.

- 5.4.3 To avoid this risk, the Executive Member opted to reject the request as there was no legal connection between the two organisations. It was recognised that this could mean that the Trust would cease to operate, in which case the Council would then need to seek an alternative organisation to manage an Arts programme at South Hill Park or consider other uses for the facility. However, it was stressed that the building and grounds would remain in the Council's ownership and therefore be available to the community even if the Trust had to cease operations.

5.5 Support to Enable the Recovery of Leisure Activities

- 5.5.1 The Executive Member has agreed that a decision will be made on whether further financial support will be given to Everyone Active (EA) for quarter 2 of 2021/22 to allow it to continue to provide the Council's leisure facilities, once the actual usage and income figures are available at the end of the quarter. This principle for support will also be applied to the rest of the financial year. EA operate Bracknell Leisure Centre, Coral Reef and Downshire Golf Course on behalf of the Council.
- 5.5.2 The Executive had previously agreed three financial support packages for EA in April and July 2020 and March 2021. EA's income is solely dependent on customer membership fees, cash sales and ancillary sales' activities, such as catering. This income underpins a "management fee" arrangement with the Council, through which Bracknell Forest receives an annual income of £1.3m from EA. The remaining income from customers covers EA's staffing costs, premises costs and operating profit. With all three sites having re-opened, it will only become apparent at the end of the quarter to what extent the company's income has been adversely affected by the lockdown. It would not therefore be appropriate to determine whether support should be offered again until those figures are available.
- 5.5.3 The Council's income budget for the year had been £1,272,860. It had, however, waived the management fee of £334,000 for the first quarter. The Government support being provided to the end of June 2021 will provide income of £237,800 which will help mitigate this loss, but Government officials have advised that no further support will be available during the year.

Adult Services, Health & Housing

5.6 Section 106 Commuted Sum Monies for Temporary Emergency Affordable Housing (Tenterden Lodge Modular Unit)

- 5.6.1 The Executive Member has approved the spending of up to £180,000 of the secured Section 106 affordable housing commuted funds to improve the temporary emergency affordable housing provision in the Borough. The funding will allow a 1-bed wheelchair accessible single storey modular building to be placed in the rear corner of Tenterden Lodge, Wokingham Road, Bracknell, for which planning permission had been secured. It had originally been intended to utilise the Disabled Facilities Grant capital budget to fund this unit but demands on that budget are increasing and it is therefore more prudent to fund the scheme through the available Section 106 funds.

- 5.6.2 The Council has a small stock of temporary accommodation with a range of property sizes. Currently there is a lack of fully wheelchair accessible units for emergency or temporary placement of homeless households requiring wheelchair accessible provision. The provision of this unit will help to address this and will allow emergency placements both by Housing and Adult Social Care for a single person or couple needing fully accessible accommodation.
- 5.6.3 The Council has around £700,000 of affordable housing Section 106 commuted funds to allocate before Summer 2022 and is exploring other options with Registered Providers to ensure that the remaining funding is allocated.

Children, Young People & Learning

5.7 Extension of the Children’s Residential Care (CRC) Consortia Framework 2021-2024

- 5.7.1 The Executive Member has endorsed the Council’s continued membership of the of the CRC Consortia Framework for a further period of 3 years (September 2021-September 2024) and its participation in the extension process which will be led by Southampton City Council. This commitment includes an annual fee to Southampton City Council of £1,015.94 for each year of the extension, covering the procurement costs and provision for future call-offs made on the Framework by the Council which will not exceed £9,000,000 over the 3 years of the extension.
- 5.7.2 The Narey review (2016) into residential provision for children was clear in its recommendations for local authorities to come together into large consortia for the purpose of obtaining significant discounts from private and voluntary sector providers. Significant spot purchasing does not align with procurement regulations and so there is a clear need for the council to operate within requirements. Having access to the framework does provide an alternative option for some of the most complex and challenging placements. The Council is finalising a Children Looked After and Care Leavers Sufficiency Plan for 2020–2024 which will help to develop the Council’s intelligence in this area. Residential placements should be the last option and the focus is to reduce the overall number of children in such placements and make greater use of in-house carers and IFA’s and step down. As a small unitary, being part of a consortia with other local authorities, increases the Council’s influence in a highly challenging residential market. It does not prevent the Council continuing to spot purchase when necessary. The CRC Framework prices will be fixed for the 3-year extension, providing some stability in a highly expensive market where costs are increasing annually. Where appropriate, the Council will explore placements with framework providers through the recently introduced Entry to Care Panel. However, most residential placements made in the last few years have still been made through spot purchasing as it has sometimes been difficult to find local framework placements.

Planning & Transport

5.8 Crowthorne Neighbourhood Development Plan 2018-2036 - “Making” The Plan

- 5.8.1 The Executive Member has approved the formal “making” (keeping in legal force) of the Crowthorne Neighbourhood Development Plan to enable it to continue to form part of the statutory Bracknell Forest Development Plan and the form, content and publication of the related Decision Statement.

- 5.8.2 The Crowthorne Neighbourhood Development Plan came into legal force as part of the statutory Bracknell Forest Development Plan when the results of the community referendum on the Neighbourhood Plan were published, where the majority of those who voted (1,185 of the 1,401) were in favour of the Council using the Neighbourhood Plan to help decide planning applications in the Crowthorne Neighbourhood Area. As the Council is satisfied that formally 'making' the Neighbourhood Plan would not breach, or otherwise be incompatible with, any EU or human rights obligations and there has been no legal challenge related to the referendum, it is required to formally make the Neighbourhood Plan as soon as reasonably practicable after the referendum is held and, in any event, within 8 weeks of the referendum.
- 5.8.3 The Neighbourhood Plan will alter the amount of Community Infrastructure Levy (CIL) receipts that are payable to Crowthorne Parish Council. It currently receives a neighbourhood funding element of CIL receipts of 15% which is capped at £100 per dwelling. As a result of the Neighbourhood Plan being 'made', this increases to 25% of Levy receipts and is uncapped. The neighbourhood funding portion can be spent on things other than infrastructure, such as affordable housing to address the demands that development places on the area.

6 Notification of appointments made by the Leader

- 6.1 The Leader established the Bracknell Forest Lottery Working Group and confirmed the membership as Councillors Allen, Mrs Birch, Heydon and Leake.

7 Consultation and Other Considerations

Legal Advice

- 7.1 The Borough Solicitor's comments have been addressed in the reports to the Executive.

Financial Advice

- 7.2 The Director: Resources' comments have been addressed in the reports to the Executive.

Equalities Impact Assessment

- 7.3 Equalities issues, where appropriate, have been addressed in the reports to the Executive/Executive Members.

Strategic Risk Management Issues

- 7.4 Any strategic risks have been identified in the reports to the Executive/executive members.

Climate Change Implications

- 7.5 This report summarises the decisions made by executive members on advice from the Executive as a whole. As such, this report will have no direct impact on emissions of CO₂. The potential impact of each decision was summarised in the individual reports.

Background Papers
Executive Agenda – 1 June 2021

Contact for further information
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To: Executive
1 June 2021

**Adoption of the International Holocaust Remembrance Alliance
definition of antisemitism
Assistant Director: Chief Executive's Office**

1 Purpose of Report

- 1.1 To seek agreement to adopt the International Holocaust Remembrance Alliance (IHRA) working definition on antisemitism.

2 Recommendation

- 2.1 The Executive consider the non-legally binding IHRA Working Definition on antisemitism for onward recommendation that it is adopted by the Council.

3 Reasons for Recommendation

- 3.1 Central Government have asked local authorities to adopt the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism. In December 2016 the Government adopted the IHRA definition. The then Home Secretary Sajid Javid wrote to all council Leaders in January 2017 requesting that the definition be adopted at a local authority level.
- 3.2 More recently the Rt Hon Robert Jenrick MP Secretary of State for Housing, Communities and Local Government and Amanda Milling MP, Co-Chairman of the Conservative Party, have also separately written to all councils urging them to adopt the IHRA definition of antisemitism.
- 3.2 The council, through its work on the equality, diversity, inclusion and cohesion agenda is working to eradicate all forms of discrimination. Adopting the IHRA definition on antisemitism is one important element in a much wider programme of work to do this.
- 3.2 To date, circa 260 (75%) local authorities in England have adopted the definition.

4 Alternative Options Considered

- 4.1 Currently there are no other similarly agreed definitions to confront and challenge all forms of racism and discrimination that exist within our society that the Council could consider adopting.
- 4.2 The council resolves to restate its condemnation of discrimination and racism in all its manifestations, in line with our 'All of Us' Equality Strategy but does not adopt a definition specific to any one community or group.

5 Supporting Information

- 5.1 The IHRA is an intergovernmental body that unites governments and experts to strengthen, advance and promote Holocaust education, research and remembrance and to uphold the commitments to the 2000 Stockholm Declaration.
- 5.2 The United Kingdom has been a member of the IHRA since it was founded in 1998. On 26 May 2016 in Bucharest, the Plenary of the IHRA adopted the following non-legally binding working definition of antisemitism along with supporting examples that may serve as illustrations:
- “Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”*
- 5.3 Manifestations might include the targeting of the state of Israel, conceived as a collectively Jewish. However, criticism of Israel similar to that levelled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for ‘why things go wrong’. It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.
- 5.4 The IHRA definition specifies eleven ‘contemporary examples of antisemitism’ in public life, the media, schools, the workplace and in the religious sphere which could include but are not limited to:
- 1) Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extreme view of religion.
 - 2) Making mendacious, dehumanising, demonizing or stereotypical allegations about Jews as such or the power of Jews as collective such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other social institutions.
 - 3) Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
 - 4) Denying the fact, scope, mechanisms (e.g., gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust)
 - 5) Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
 - 6) Accusing Jewish citizens as being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations
 - 7) Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of the State of Israel is a racist endeavour.
 - 8) Applying double standards by requiring of it behaviour not expected or demanded of any other democratic nation.
 - 9) Using the symbols and images associated with classic anti-Semitism (e.g., claims of Jews killing Jesus or blood libel) to characterise Israel or Israelis.
 - 10) Drawing comparisons of contemporary Israeli policy to that of the Nazis
 - 11) Holding Jews collectively responsible for the actions of the state of Israel.
- 5.5 The council has not adopted the definition until now as we have an equality, diversity and cohesion strategy which states that we are committed to eliminating

discrimination, prejudice, and hatred towards all communities in the borough. However, the case for adopting the definition has continued to strengthen as nationally levels of hate crime directed towards the Jewish community have continued to increase over the past 3 years as well as there being very significant evidence of historical persecution of and hatred towards the Jewish community internationally, most notably the WW2 holocaust.

6 Consultation and Other Considerations

Legal Advice

6.1 There are no specific legal implications arising from this report.

Financial Advice

6.2 There are no financial implications arising from this report.

Other Consultation Responses

6.3 The IHRA definition of antisemitism was discussed by the:

- I. Member's Equalities Working Group on 25th January 2021. Members agreed that they would support the adoption of the definition by the council; while recognising that the council stood against discrimination, prejudice and hatred directed towards all communities in the borough.
- II. The Officer's Equalities Group on the 23 September 2020, the membership of the group unanimously supports the adoption of the definition by the council.
- III. The council has also been contacted several times by a Jewish resident who strongly supports the adoption of the definition and has asked why we have not adopted the definition and when we will do so.

Equalities Impact Assessment

6.4 Adoption of the definition will contribute to the council's commitments under the Public Sector Equality Duty. The council, like the rest of Britain, is built on free speech and the council would always uphold the rights of citizens to engage in reasoned debate. Therefore, non-anti-Semitic criticism of the policies of the government of Israel is entirely legitimate, as is the case with any country's government. The right to express such criticism is not restricted by this proposal.

Strategic Risk Management Issues

6.5 Failure to adopt the IHRA definition could have an impact on the council's reputation and relationship with communities in particular the Jewish community. There is a clear steer from central government for local authorities to adopt the definition in their work.

Background Papers

NA

Contact for further information.

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TO: EXECUTIVE
1 June 2021

TIME SQUARE - CREATING A NEW COLLABORATION/COMMUNITY HUB SPACE
Executive Director of Place Planning and Regeneration

1. Purpose of Report

- 1.1. To agree the scope of the Phase 1 works and funding outlined in this report, that have been developed to redesign Time Square (council offices) to create an integrated Community/Collaboration Hub. Creating a space which is shared with partners and by community groups, increasing co-location and partnership working.

2. Recommendations

- 2.1. **The Executive Member for Transformation and Finance recommend that Council agrees a supplementary capital approval of £604k to fund the costs for Option 1 (Phase 1) of the Time Square project in the 2021/2022 capital programme.**

3. Reasons for Recommendation

- 3.1. The way in which the Council has operated during the pandemic has provided the opportunity for staff to carry out many of their duties remotely and work more closely with partners, enabling flexible and collaborative working. This report builds on the positive outcomes of remote working since March 2020, recognising that many staff will continue working remotely for a larger proportion of time. Accepting that when staff use Time Square this does not have to be in a traditional desk-based way.
- 3.2. Over the course of the pandemic it has been evidenced that the Council is at its most effective when working with partners, in particular across health and the voluntary sector. As such the co-location of such services is the next natural step in taking these relationships further forward. This also helps for the effective use of Time Square and will help in a small part to contribute towards the revenue costs required to operate the building.
- 3.3. The opportunity for a Community Hub space has been tested with internal stakeholders, partners and existing community groups, who welcome this move. The introduction of flexible space creating more of a community focus in the town centre rather than Time Square being just a municipal office.
- 3.4. In order to establish the Collaboration and Community space a capital allocation is sought to undertake works to the building to create;
- a new collaboration space on the Ground floor with a Café space;
 - a new Ceremony Room (for weddings, citizenship ceremony's etc)
 - a re-imagined reception and customer meeting area;
 - a new child conferencing room on the ground floor;
 - the First floor available for partners and future rental space; and
 - a new Board Room on the Fourth floor, enabling the use of the existing board room on the ground floor for community bookings.

All spaces furnished with new furniture suitable for collaborative working and informal meeting areas and spaces.

4. Alternative Options Considered

- 4.1. The Council could do nothing with staff and Councillors returning to a pre Covid working pattern. This is not recommended due to the positive benefits which have emerged from the way the council has operated during this pandemic which would be lost under this option.
- 4.2. Decide not to create a Community Hub at Time Square and not to invite partners into the building. This is not recommended as the gained benefits laid out in this report would be lost and working with partners and community groups would revert to previous practices.

5. Supporting Information

Staff

- 5.1. The majority of the Council's staff are successfully working remotely at present. In considering a return to more office based working it is recognised that the workplace, should be a pleasant, flexible and effective place to work and collaborate. This changed way of working creates an opportunity to review the Council's current office accommodation needs and to develop a new future vision for Time Square. This change has enabled us to reimagine the space to create collaboration, partnership and touch down areas with an opportunity to release some office space to partners, enabling other functions/external bodies to be located within the building, allowing effective partnership working and enabling some efficiencies.
- 5.2. Analysis with staff on preferred working patterns has identified that many roles can be accomplished predominantly at home/remotely rather than being mainly office based. These have been tested through work pattern surveys and more recently interviews with Assistant Directors and service heads for each area to understand the working pattern of their staff and split between home/office. This approach aligns with the Council's Home Working policy agreed at Employment committee in February.
- 5.3. A collaboration space was highlighted in staff feedback as an opportunity to augment new ways of working, recognising the benefits this could bring, to staff, the Council and those using the council facilities. Being able to co-locate with partners was also considered to be a great benefit. The concept of this space and the addition of a Café space has been welcomed by staff and Councillors.

Partnership

- 5.4. The proposed operating strategy for the building would be;
 - to maximise effective use of the building, by creating collaboration spaces which encourage the co-location and close working between partners and Council services areas.
 - Lease/rent spare space within the building to partners.
 - to create a variety of spaces for community groups/partners and the council by the adoption of a Community/Collaboration Hub model on the ground floor.
- 5.5. This is an opportunity to bring staff and partners together to work in a different way and provide a location to connect with the community, either by co-location or by encouraging community groups to use the facilities at Time Square. By developing a hub at Time Square this provides a focus for residents, community groups and local organisations.

5.5. The Council has been speaking to the following partners regarding co-location in Time Square, including those in the health sector and in the voluntary sector.

Options

5.6. In order to progress the works needed to Time Square to support the creation of a Collaboration/Community Hub, a feasibility study was commissioned. The brief set out the following principles.

- Creation of a space which could be shared by the Council, partners and by community groups increasing co-location and partnership working.
- Creation of zoned collaboration spaces and a café area, which would be shared with partners, supporting integrated working and closer staff collaboration.
- Time Square to be redesigned to enable the community to book meeting spaces on the Ground Floor of the building including the Council chamber.
- Creation of a larger ceremony room to increase income from ceremonies.
- Letting of First Floor North to Involve, freeing up the old Magistrates Court
- Potentially letting of the First Floor South to an external partner/s or organisation/s (costs for set up are excluded from this report) is being currently considered, providing a rental income opportunity.

5.7. The study also proposed internal layouts for each floor and considered the different type of furniture to improve the working environment for both staff, partners and customers. (See Appendix A).

5.8. Interviews were held in November with senior leaders and others to ascertain the level of home, office work split. It is assumed the in the region of 400 desks would be required to meet new ways of working. The proposal at the moment is to extend that to 465 desks to ensure flexibility can be accommodated as we learn from any return to office-based working.

5.9. Most services have indicated a reduction of desks being required, however to allow for flexibility, for additional staff that may need to return to the office, the total number of desks available for BFC staff is 465 as set out in the table below. This will be reviewed once staff return and we can see how the space/desks are used. Teams across the council will have team zones and these have been accounted for in the planning of the individual floors.

South	Dept	North	Dept
Ground Floor	Civic & Community Space (furniture layout shown in Appendix A)	Ground Floor	Collaboration Space/Café/Ceremony Room
First Floor	Potential Rental Space	First Floor	For use by Involve & Charities organisations,
Second Floor	People Directorate (incl CCG)	Second Floor	People Directorate
Third Floor	Delivery Directorate	Third Floor	Place Planning and Regeneration Directorate
Fourth Floor	Leadership Space	Fourth Floor	Resources Directorate

Costs

- 5.10. The table below sets out the estimated costs for the phase 1 building works and furniture purchase required to create the Collaboration/Community hub

Phase 1	Building Works	Description of Works	Furniture Cost	Description of Furniture
Ground North	£201,941.00	Post Room, Facilities, Café, Collab Space, Waiting Area, external works, wayfinding	£119,840.00	Collaboration Furniture, includes café
Ground South	£49,980.00	Reception & Lobby Decoration and finishes	£4,680.00	New reception desk
Fourth South	£22,950.00	New Board Room	£7,150.00	Board Room furniture
Prelims & Contingency	£75,719.00		-	
General Costs	£63,136.00	Fees (Internal and External) & Third Party Surveys	£8,000	Delivery & Installation
ICT Costs	£50,000.00			
Total	£463,726.00		£139,670.00	
Total Project Cost			£603,396.00 say £604,000.00	

- 5.11. It is proposed the first phase of the remodelling works to create the spaces as set out above, will be completed by the end of October 2021 to enable a phased return of staff into the building subject to any Covid restrictions in place at that time.

6. Consultation and Other Considerations

Borough Solicitor

- 6.1. There are no specific legal implications arising from the recommendations in this report.

Director of Resources

- 6.2. The financial implications are included in the body of the report, which require consideration of a supplementary capital approval to provide the necessary funding.

Strategic Risk Management Issues

- 6.3. There are no strategic risk management issues identified in this report at this time.

Environment and Climate Implications

- 6.4. The recommendations in section 2 above are expected to have a reduction on emissions of CO₂, as a result of Involve and charities moving out of the Court House. With a reduction in staff travelling to work on a daily basis this will reduce car-based emissions of CO₂ generated by our staff.

Health in all Policies

- 6.5. The changes to Time Square will help to further enhance partnership working with Health colleagues, the voluntary sector and community groups. This will enable closer and joined up working on projects and programmes beneficial to improving the health of the wider community. It also seeks to enable further opportunities for health and well-being activities for the users of the building.

Background Papers

Appendix A - Architectural Concept Layouts

Appendix B - Equalities Assessment

Contact for further information

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Richard Payne, Head of Capital Projects and Maintenance – 01344 352275

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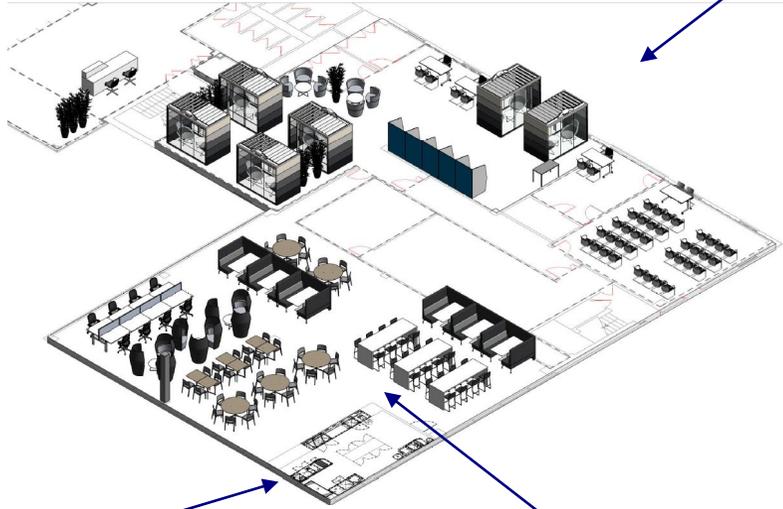
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Time Square Ground Floor North

To create a new collaboration space to be shared with partners including a new café area and a variety of different meeting areas on the Ground Floor North.

Shared Public Area including Customer Services & Partners



34

Larger Ceremony Room



New Cafe



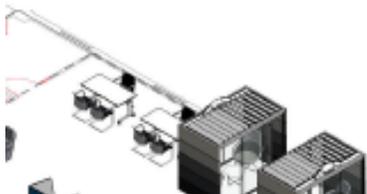
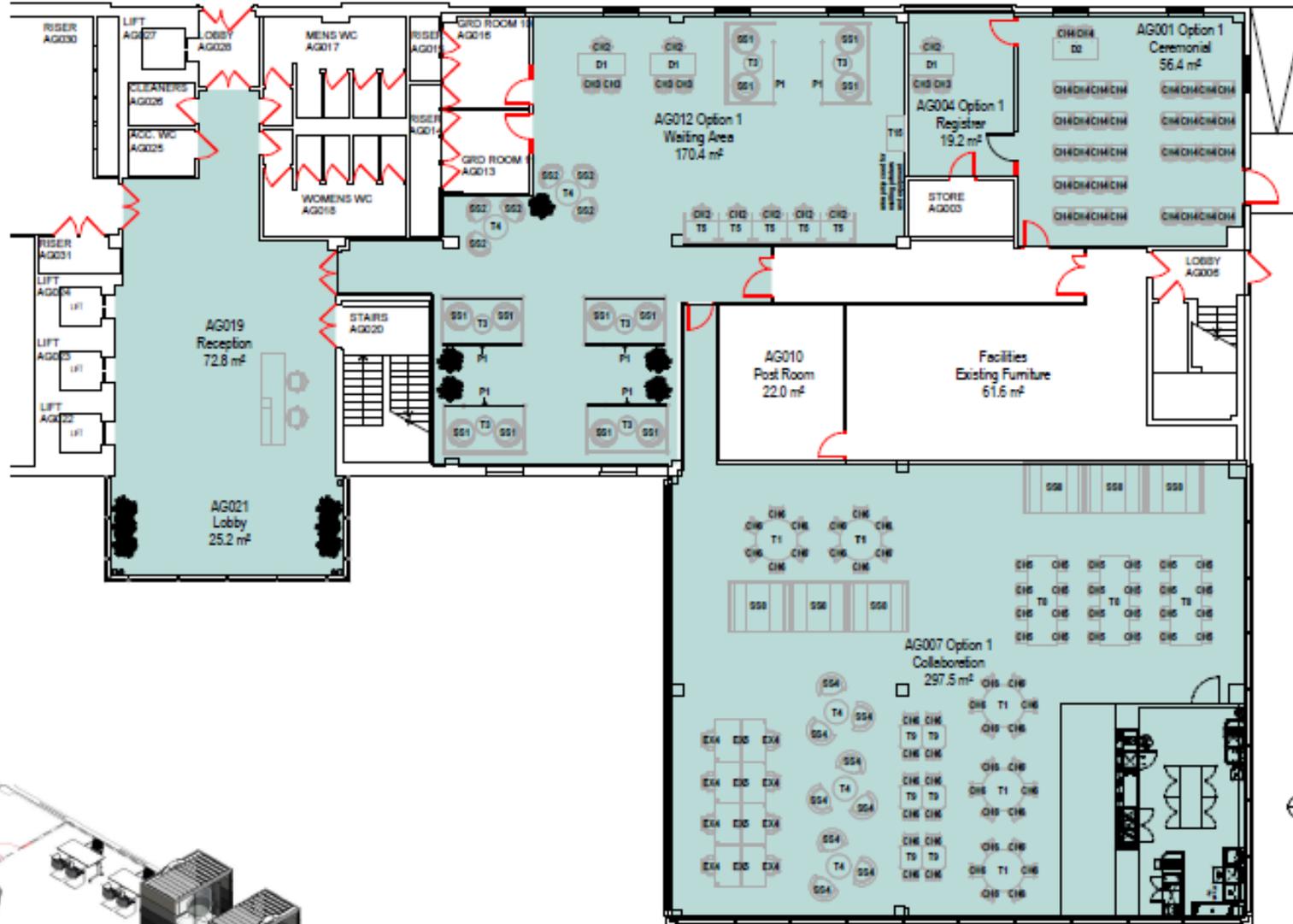
New Collaboration Area



Time Square Ground Floor North

General Arrangement

35

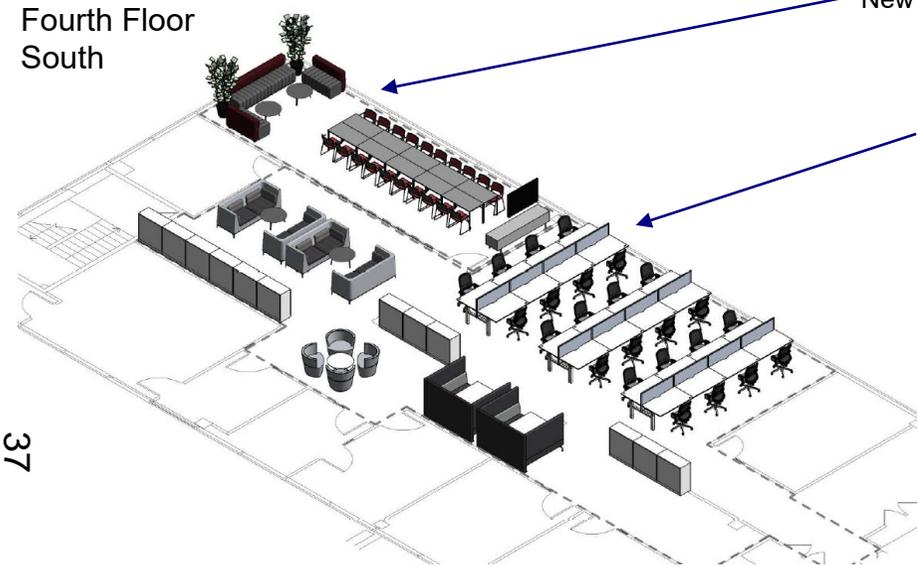


Time Square Upper Floors

Fourth Floor
South

New Boardroom

Retained desks for council & senior leadership teams



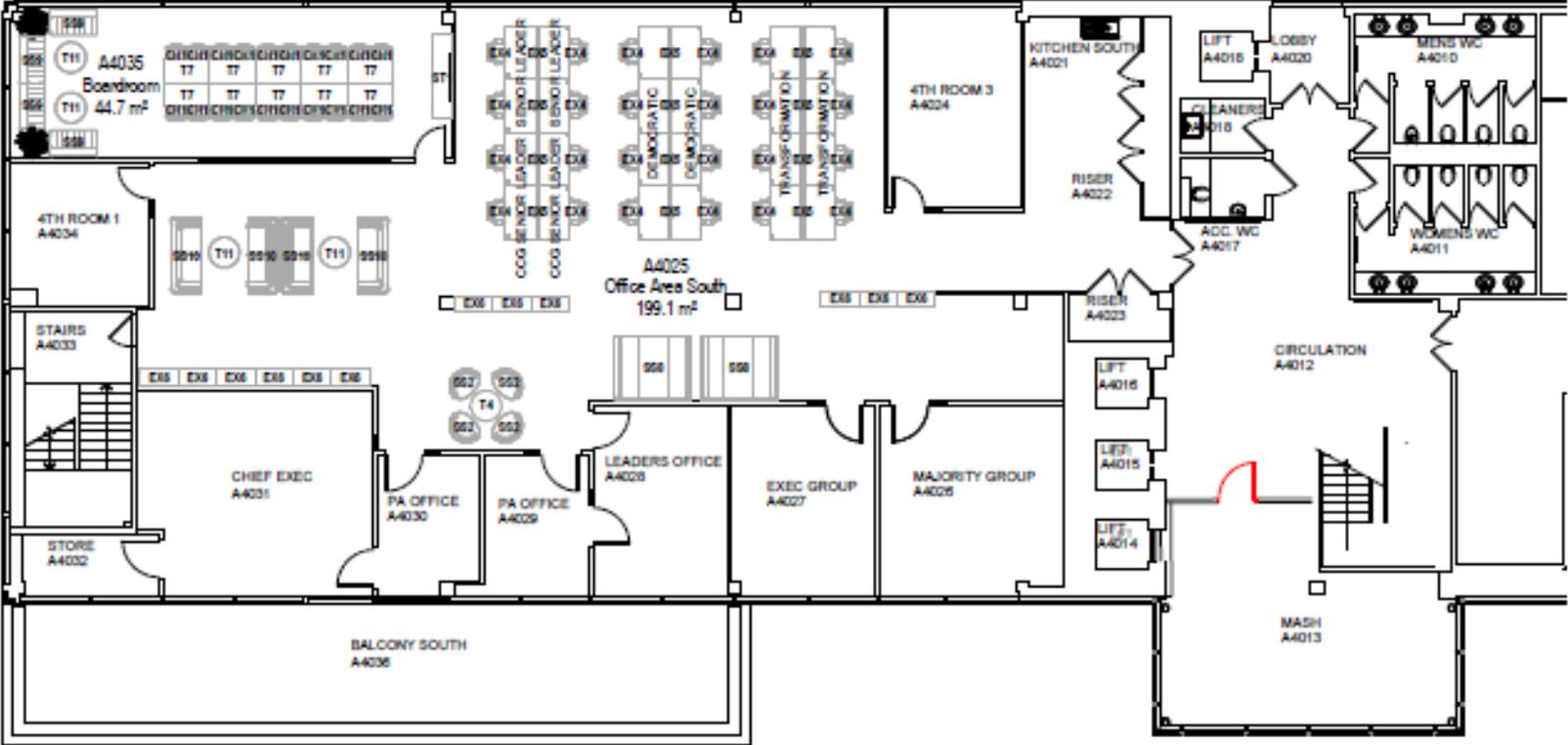
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Time Square Fourth Floor South

General Arrangement

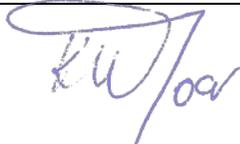
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Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Property: Construction & Maintenance
1. Activity to be assessed	The proposed adaptations to the existing head office building at Time Square, converting into a shared community hub space which is proposed to be shared with other local partners and charities.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Richard Payne		
5. Who are the members of the screening team?	Richard Payne, Kamay Toor,		
6. What is the purpose of the activity?	A review if any protected characteristics will be affected by altering staffs main place of work at Time Square.		
7. Who is the activity designed to benefit/target?	Staff & Public working from or visiting Time Square.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N There will be no change in the way staff use the building with the exception of having less floor space available to them, all welfare remains unaffected. The building now also has automatic doors to the north and south of the building in addition to the main front entrance. As part of the process to redesign space within TS for use by community groups / Partners they will be consulted to incorporate any specific service needs ie access etc. Car parking for Partners & community will only be provided for staff that have a disability (during the normal working day).	Any changes to the current layout will be carried out accordance with the Building Regs

9. Racial equality	Y	<u>N</u>	No	N/A
10. Sex equality	Y	<u>N</u>	No	N/A
11. Sexual orientation equality	Y	<u>N</u>	No	N/A
12. Gender re-assignment	Y	<u>N</u>	No	N/A
13. Age equality	Y	<u>N</u>	No	N/A
14. Religion and belief equality	Y	<u>N</u>	No	N/A
15. Pregnancy and maternity equality	Y	<u>N</u>	No	N/A
16. Marriage and civil partnership equality	Y	<u>N</u>	No	N/A
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	There are no perceived negative impacts on other groups, there are many positive elements by using the building in a collaborative manner by bringing local teams and charities together in one building.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No negative impacts are predicted with any change to the building.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	No impact is predicted.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	<p>Staff surveys are currently being completed by "Ways of Working" sub groups, any data gathered from the staff will involved a revision of this document.</p> <p>We are currently engaging with the external partners/ groups to understand their requirements to ensure these are considered as part of any redesign of TS.</p>			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	At this stage a full assessment is not required as there are no changes proposed to the building other than reducing the number of desks available to staff. After staff consultation this document will be revised and updated if so required.	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
N/A	N/A	N/A	N/A	
24. Which service, business or work plan will these actions be included in?	To enable the building to be created as a Community Hub will reduce the number of staff in the building and this is part of new corporate strategy.			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Result from the Ways of Working staff consultation are to be provided.			
26. Assistant director's signature.			Signature: Date:02.12.20	

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To: Council
14 July 2021

Revised proportionality calculations and membership Executive Director of Delivery - Democratic & Registration Services

1 Purpose of Report

- 1.1 This report sets out the position regarding the overall allocation of seats on committees following the reduction in the number of councillors in the Conservative Group by one and requests consideration of the consequential membership changes. The establishment and size of committees, sub-committees and panels agreed at the Annual Council meeting on 28 April 2021 are not affected by this review.

2 Recommendations to the Chief Executive from Council, meeting informally in accordance with the process agreed by Council on 28 April 2021:

- 2.1 That the revised proportionality calculations are agreed;
- 2.2 That changes to the membership of overview and scrutiny, committees and other groups tabled at the meeting are agreed, in accordance with political group wishes; and
- 2.3 That any changes to the Leader's appointments tabled at the meeting are noted.

3 Reasons for Recommendations

- 3.1 The Council is required to review the representation of political groups as soon as practicable after any change occurs, and to appoint to vacant seats in accordance with the wishes of the political groups.

4 Alternative Options Considered

- 4.1 This report reflects the majority group's proposals for the allocation of seats on committees which have been discussed with the Labour Group and the two independent councillors.

5 Supporting Information

Background

- 5.1 On 5 July 2021 the Proper Officer received notice that Councillor Tullett was no longer a member of the Conservative Group which triggered the requirement for the Council to review the representation of political groups and to determine any changes to the allocation of seats on committees, as required by the Local Government and Housing Act 1989 and its associated regulations.
- 5.2 The composition of the Council is now as follows:

	Number of councillors	Proportionality
Conservative Group	37	88.1%
Labour Group	3	7.14%
Liberal Democrat	1	2.38%
Independent Conservative	1	2.38%
	42	100%

- 5.4 Councillors Parker and Tullett are not currently members of any political group and therefore have no right to nominate which committees they should be appointed to.

Political balance requirements

- 5.5 At the Annual Council Meeting on 28 April 2021 the Council established committees and allocated seats in line with the relevant provisions of the Local Government and Housing Act 1989, following the principles set out below:
- (a) that not all seats on the committee are allocated to the same political group;
 - (b) that the majority of seats on each Committee should be allocated to a particular political group if the number of members of the group is a majority of the Authority's membership;
 - (c) subject to paragraphs (a) and (b) above, that the total number of all seats allocated to each political group on ordinary committees should reflect the political balance of the Council; and
 - (d) subject to paragraphs (a) to (c) above, that the number of seats on each Committee allocated to each political group should reflect the political balance of the Council.
- 5.6 Principles (a), (b) and (d) apply to all appointments to the authority's own committees and sub-committees and to certain outside bodies. However, principle (c) only relates to appointments to the 'ordinary' committees of the Council.

Allocation of seats on ordinary committees

- 5.7 The table below sets out the Conservative Group's proposed allocation of seats on ordinary committees. This satisfies three of the four principles set out in paragraph 5.5 above, (a) (b) and (c) but not (d). It is not possible for political balance to be achieved in both the total number of all seats allocated to each political group and across the total number of seats on each committee. There are no alternative options which satisfy all the principles or are a closer match.
- 5.8 In order to achieve this the Labour Group is required to lose a seat to an independent councillor on either the Employment Committee or Governance & Audit Committee. The Group has decided to lose the seat on the Governance & Audit Committee which is reflected in the table below. This results in two of the three committees achieving political balance.

Proposed allocation of seats on ordinary committees					
Committee	Number of seats	Conservative Group	Labour Group	Liberal Democrat	Independent Conservative
Employment Committee	9	8	1	0	0
Governance and Audit Committee	8	7	0	0	1
Planning Committee	18	16	1	1	0
Total allocation of places	35	31	2	1	1
Overall political balance	35	31	2	1	1
Adjustments required to achieve overall political balance		0	0	0	0

Allocation of seats on other committees/sub-committees

- 5.9 There are a further 15 seats on the Licensing and Safety Committee and 12 seats on the Overview and scrutiny Commission. These committees have not been included in the table above which shows the overall allocation of seats on ordinary committees as neither of these committees are 'ordinary' committees for the purposes of the provisions within the Local Government and Housing Act 1989. They must be politically proportionate however principle (d) does not apply. Committees are also required to observe political proportionality when setting the membership of sub-committees.
- 5.10 The proposed allocation of seats on these committees/sub-committee is set out below. To achieve political balance on the Licensing & Safety Committee the Conservative Group has given up a seat to one of the independent councillors. The allocation of seats on the Overview and Scrutiny Commission and the Education Employment Sub-Committee are unaffected.

Proposed allocation of seats on committees/sub-committees					
Committee	Number of seats	Conservative Group	Labour Group	Liberal Democrat	Independent Conservative
Licensing and Safety Committee	15	13	1	0	1
Overview & Scrutiny Commission	12	11	1	0	0
Education Employment	7	6	1	0	0

Sub-Committee					
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Membership of committees and external organisations

- 5.11 The appointments to Conservative seats currently held by Councillor Tullett are set out in Appendix A. The Conservative Group is asked to review these appointments, in light of the changes to the Group membership, and to advise the meeting of alternative nominations for the Conservative seats.
- 5.12 Appendix A also includes appointments made by the Leader and in light of the changes to the Group membership, the Leader will notify Council of any changes.

6 Consultation and Other Considerations

Legal Advice

- 6.1 The recommendations in this report reflect the requirement for political balance in the allocation of seats on committees as set out in the Local Government and Housing Act 1989.

Financial Advice

- 6.2 There are no additional revenue implications arising from the above recommendations.

Other Consultation Responses

- 6.3 These have been incorporated in the report.

Equalities Impact Assessment

- 6.4 Not relevant to this report.

Strategic Risk Management Issues

- 6.5 Not relevant to this report.

Climate Change Implications

- 6.6 The recommendations in Section 2 above are expected to have no impact on emissions of CO₂. The reason the Council believes that this will have no impact on emissions is that there will be no change to the number of appointments.

Background Papers

None

Contact for further information

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ann.moore@bracknell-forest.gov.uk

Appendix A - Conservative seats on Overview and Scrutiny, committees and other Groups currently held by Councillor Tullett

	Appointed by	Conservative Group nomination
Overview and Scrutiny		
Overview and Scrutiny Commission	Council	To be tabled at meeting
Wellbeing and Finance Overview and Scrutiny Panel	Overview and Scrutiny Commission	To be tabled at meeting
Non-Executive Decision-Making Committees		
Appeals Committee (pool of 11 councillors)	Council	To be tabled at meeting
Education Employment Sub Committee	Employment Committee	To be tabled at meeting
Employment Committee	Council	To be tabled at meeting
Governance and Audit Committee	Council	To be tabled at meeting
		Note: Labour seat becomes independent councillor seat to be taken by Cllr Tullett
Licensing and Safety Committee	Council	Note: Conservative seat becomes independent councillor seat to be taken by Cllr Tullett
Local Joint Committee (substitute member)	Employment Committee	To be tabled at meeting
Other Bodies		
Climate Change Advisory Panel	Leader	Note: Cllr Tullett to retain seat as Panel is cross party
Other Joint Committees, Panels and Groups		
Community Safety Partnership Working Group	Council	To be tabled at meeting
Portfolio Review Groups		
Finance PRG	Leader	To be tabled at meeting
Care PRG	Leader	To be tabled at meeting
Community PRG	Leader	To be tabled at meeting

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