

## Notice of Meeting

### Executive – Advisory Meeting

Councillor Bettison OBE (Chair),  
Councillor Dr Barnard (Vice-Chairman),  
Councillors D Birch, Brunel-Walker, Harrison, Mrs Hayes MBE,  
Heydon and Turrell

**Tuesday 14 December 2021, 5.00 pm**

**Online Only - Via MST**



### Agenda

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

Item	Description	Page
1.	<b>Apologies</b>	
2.	<b>Declarations of Interest</b>	
	<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>	
3.	<b>Minutes</b>	5 - 6
	To consider and approve the minutes of the meeting of the Executive held on 16 November 2021.	
4.	<b>Urgent Items of Business</b>	
	Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	

### Executive Key Decisions

The items listed below all relate to Key Executive decisions, unless stated otherwise below.

5.	<b>Overview and Scrutiny Review of Community Infrastructure Levy</b>	7 - 22
	To present the Executive with the findings of the Education, Skills and Growth Overview and Scrutiny Panel's review into Community Infrastructure	

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	Levy which have been endorsed by the Overview & Scrutiny Commission, and to seek approval of the Panel's recommendations. <b>Reporting:</b> Councillor Mrs Gill Birch	
6.	<b>Member's Equalities Working Group Recommendations</b>	23 - 56
	To seek agreement to adopt the recommendations developed by the Member's Equalities Working Group to ensure the highest standards of councillor behaviour and advance equality, diversity and inclusion. <b>Reporting:</b> Councillor Ian Kirke	
7.	<b>Capital Programme 2022/23</b>	57 - 82
	To approve the Council's budget proposals for budget consultation. <b>Reporting:</b> Stuart McKellar	
8.	<b>Revenue Budget 2022/23</b>	83 - 256
	To approve the Council's budget proposals for consultation <b>Reporting:</b> Stuart McKellar	
9.	<b>Housing Assistance Policy: Enabling Independent Living</b>	257 - 296
	To seek approval for an updated Housing Assistance Policy to offer wider financial support to older and disabled people to enable them to live independently at home for as long as possible. <b>Reporting:</b> Sarah Gee	
10.	<b>Domestic Abuse Safe Accommodation Strategy</b>	297 - 334
	To approve the Bracknell Forest Domestic Abuse Safe Accommodation Strategy, which has been written to meet the new statutory Duty under Part 4 of the Domestic Abuse Act 2021, to identify and address the need for accommodation-based support for domestic abuse victims. Part 4 of the Act requires Tier One Local Authorities to publish a draft strategy by 26 October 2021 and a final strategy by 5 January 2022. <b>Reporting:</b> Sarah Gee	
11.	<b>Council Plan Overview Report</b>	335 - 364
	To inform the Executive of the performance of the council for Q2 2021/22 <b>Reporting:</b> Timothy Wheadon	

### **Exclusion of the Press and Public**

Agenda item 12 is supported by annexes containing exempt information as defined in Schedule 12A of the Local Government Act 1972. If the Committee wishes to discuss the content of these annexes in detail, it may choose to move the following resolution:

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*That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 12 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:*

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

12.	<b>Sensory Needs Services Tender</b>	365 - 400
	To approve the strategic procurement plan for adults sensory needs services <b>Reporting:</b> Thom Wilson	

Sound recording, photographing, filming and use of social media is permitted. Please contact Hannah Harding, 01344 352308, hannah.harding@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 6 December 2021

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**EXECUTIVE – ADVISORY MEETING  
16 NOVEMBER 2021  
5.02 - 5.54 PM**

**Present:**

Councillors Bettison OBE (Chair), Dr Barnard (Vice-Chairman), D Birch, Harrison, Mrs Hayes MBE, Heydon and Turrell

**Apologies for absence were received from:**

Councillors Brunel-Walker

**199. Declarations of Interest**

There were no declarations of interest.

**200. Minutes**

**RESOLVED** that the minutes of the meeting of the Executive on 19 October 2021 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

**201. Executive Decisions**

The Executive discussed the following items in an advisory capacity and made the following recommendations to the appropriate executive members who were to make the formal decisions under the powers delegated to them by the Leader:

**202. Education Capital Strategy 2022-26**

**RECOMMENDED** to the Executive Member for Children, Young People and Learning that the proposed plan to develop a new Capital Strategy for Education & Learning 2022-26 is noted.

**203. Equality Scheme 2021-26**

**RECOMMENDED** to the Executive Member for Council Strategy and Community Cohesion that the Council's Equality Scheme 2022-25 be approved for publication.

**204. All Age Advocacy Tender**

**RECOMMENDED** that the Executive Member for Children, Young People and Learning the Executive approve the Strategic Procurement Plan for procuring a provider for all age advocacy for Bracknell Forest residents.

**205. Household Support Grant Distribution and Procurement**

**RECOMMENDED** that the Executive Member for Children, Young People and Learning

- i. agrees the proposed routes to spend the Household Support Fund by the end of March 2022.

- ii. approves the Strategic Procurement Plan for purchasing supermarket vouchers.

206. **Exclusion of Public and Press**

**RESOLVED** that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of items 10, 11 and 12 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

207. **Public Protection Partnership MK II**

**RECOMMENDED** that the Executive Member for Culture, Delivery and Public Protection:

- i. agrees the suggested priorities for the service for 22/23.
- ii. agrees to the proposed contractual position with Wokingham Council in order to protect existing PPP services.

208. **Procurement of Corporate Cleaning Contract**

**RECOMMENDED** that the Executive Member for Transformation and Finance

- i. agrees to the extension of the current contract arrangements until 30th August 2022 to align with the schools' academic year.
- ii. approves the Strategic Procurement Plan for Corporate Cleaning.

209. **Approval to Spend S106 Commuted Sum Monies to Acquire Move-On Properties for Single Homeless Households**

**RECOMMENDED** that the Executive Member for Adult Services, Health and Housing **RECOMMEND** to Council that they:

- i. Approve the total capital spend commencing in the 2021-22 financial year, in order to purchase 6 properties to ensure that Council has suitable temporary emergency affordable housing.
- ii. Approve that a proportion of this total to be funded through S106 affordable
- iii. Approve borrowing to fund the remaining balance. The cost of borrowing and MRP (minimum revenue provision) will be met by net rental income so will be cost neutral.

**CHAIRMAN**

To: **Executive**  
**14 December 2021**

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## **Community Infrastructure Levy Overview and Scrutiny Review Report Statutory Scrutiny Officer**

### **1 Purpose of Report**

- 1.1 To present to the Executive the findings of the Education, Skills and Growth Overview & Scrutiny Panel's review into Community Infrastructure Levy and ask them to consider their recommendations.
- 1.2 To provide the advice of the Executive Director: Delivery in his role as Statutory Scrutiny Officer (SSO) to inform the Executive's decision whether to agree the Panel's recommendations.

### **2 Recommendation**

- 2.1 **That the Executive considers whether to agree the Education, Skills and Growth Overview & Scrutiny Panel's recommendations as set out in the Panel report (attached as Appendix A) and paragraph 5.5 of this report, taking into account the comments of the Statutory Scrutiny Officer.**

### **3 Reasons for Recommendations**

- 3.1 It is the role of the SSO to advise the Council on any issues or concerns that may arise about the operation of the scrutiny function and the SSO may on occasion be required to make a determination about what the law says and how this should be applied to any particular situation. In carrying out this statutory role, there is a need to have a nuanced and meaningful understanding of the scrutiny function in order to accurately make judgments about its operation when disagreements or other issues arise.
- 3.2 The SSO is responsible for ensuring that the scrutiny function is adequately resourced and that service departments are contributing sufficiently to reviews to ensure that they are effective.
- 3.3 The SSO is also responsible for providing advice to the Commission and Executive on whether the recommendations within review reports are robust, taking account of resource, legal, climate change, equalities and strategic risk implications.

### **4 Alternative Options Considered**

- 4.1 The Executive could decide:
  - to agree both recommendations as set out in the Panel's report
  - to agree the recommendations in part
  - to ask for further work to be undertaken recognising that this would delay the Panel's next piece of work
  - to note the Panel report

## **5 Supporting Information**

- 5.1 The Overview and Scrutiny Commission directed the Education, Skills and Growth Panel to conduct a review into the use of Community Infrastructure Levy, as part of the overview and scrutiny four-year work programme which has been developed to track themes within the new Council Plan.
- 5.2 The Education, Skills and Growth Panel concluded their findings based on the evidence considered after conducting a survey of the six Bracknell Parish and Town Councils and speaking to several witnesses.
- 5.3 The Panel was supported by Louise Connelly, Governance & Scrutiny Officer who supported the Panel to draw up the scope of the review and prepare an evidence pack of relevant information; facilitating of a number of Panel sessions to interview a range of contributors; creating and conducting a survey, drawing out findings from the Panel's investigation; and preparing a review report. This involved in the region of 58 hours of scrutiny officer time and seven hours of Panel meetings.
- 5.5 The Commission considered the Panel's recommendations on 4 November and endorsed them for referral to the Executive. The reasons for making these recommendations are set out in the Panel report. These recommendations are:
- 1) That the Executive seeks a review of Community Infrastructure Levy (CIL) rates following the adoption of the Bracknell Forest Borough Council Local Plan.**
  - 2) That the Executive updates the Community Infrastructure Levy Policy to claw back unspent allocated CIL funding from Parish/Town Councils after five years unless funding has already been allocated to a largescale joint project or the money is already committed for revenue or capital projects. Clawed back funding should be reallocated to infrastructure projects defined at borough level.**
  - 3) Subject to recommendation 2) being agreed, that the Executive agrees an 18-month grace period for clawing back devolved funding to enable Parish/Town Councils to spend CIL funding already allocated but unspent due to Covid-19 pressures. The grace period will begin from July 19th, 2021 when all Covid-19 restrictions were lifted.**
  - 4) That the Executive ensures all Parish/Town Councils receive notification of liability notices and demand notices on a regular basis, at least twice a year, to align with the payment of the Parish Portion. A named lead officer be identified for all CIL enquiries for the Parish/Town Councils.**
  - 5) That the Parish and Town Council Liaison Group allows time to discuss CIL funding twice a year to coincide with twice yearly CIL payments to the towns and parishes. This will include time to discuss projects identified in the Council's proposed budget as well as identified projects by Parish/Town Councils.**
  - 6) That Parish/Town Councils adhere to Community Infrastructure Levy Regulations 2010 (as amended 2019) by:**
    - consulting residents about how CIL funding should be spent as part of their regular consultation with local residents,**
    - creating an annual report detailing their CIL balances and proposed spend annually,**

- ensuring their annual reports are publicly available.

**7) In addition, the Panel recommends:**

- all Parish/Town Councils agree a local CIL Policy and,
- the Parish/Town Councils commission joint training for Parish and Town Councillors regarding the purposes and potential usage of CIL funding.

5.5 In endorsing the Panel's recommendations the Commission also took account of the Statutory Scrutiny Officer's views. In summary these were that this review activity had adequate resources and the service department contributed effectively to the review. This included hosting meetings to interview witnesses, designing a survey and compiling the results and researching good practice. The comments from the relevant officers set out below do not indicate any concerns with the proposed recommendations.

**6 Commentary from Education, Skills and Communities Overview & Scrutiny Panel Chair, Councillor Gill Birch**

6.1 The Council places great emphasis on ensuring that sufficient infrastructure is in place in the right locations at the right time to support investment and growth. This can also be said of the six Parish and Town Councils in the borough. However, this review found they could all work better together to make best use of CIL funding to benefit their residents and that is why we have reached the recommendations below.

6.2 The initial approach for this review was to identify key principles and practice that underpins governance arrangements for the distribution of the neighbourhood element of CIL. It quickly became apparent there was a need for better information about what projects CIL funding could be used to support at a Parish/Town Council level. Panel members recognised that due to the complexity of the topic better information and increased joint working between Bracknell Forest Council and the six Parish/Town Councils would enable more effective use of CIL funding.

6.3 The panel used a survey of Parish/Town Councils to identify issues affecting the use of CIL then explored ways of resolving them, resulting in the recommendations above.

6.4 This review emphasises how well we work with partners and my thanks go to Andrew Hunter, Max Baker, Calvin Orr for their support for this review. The engagement by the Parish and Town Council representatives was excellent, particularly in the meetings and they have made a commitment to completing the survey again in a years' time.

6.5 I look forward to reviewing the recommendations in a years' time and seeing how CIL funding in our Parishes and Towns has helped improve the lives of residents.

**7 Response from Assistant Director: Place, Planning and Regeneration**

7.1 The conclusions of the review have been worked up collectively with the panel and the parish council's and provide a sound set of recommendations for the Executive to consider.

## **8 Consultation and Other Considerations**

### Legal Advice

- 8.1 The recommendations comply with the Community Infrastructure Levy Regulations 2010 (as amended).

### Financial Advice

- 8.2 Clarifying the regulations on un-spent CIL within Parishes and invoking the right to claw-back unspent monies should ensure a more effective use of CIL within the Borough and offer the potential for better co-ordination of joint schemes where these are desirable and appropriate.

### Equalities Impact Assessment

- 8.3 The review scope, activities and recommendations were all considered in the initial equalities screening attached at Appendix B.

### Strategic Risk Management Issues

- 8.4 The Community Infrastructure Levy (CIL) is a charge applied to new local development to help fund local infrastructure needs. Receipts from CIL differ from other local contributions for development (i.e. S106) in that these are not site-specific and can be used to support wider community infrastructure needs in that locality. The risk of CIL funding not being spent in a timely manner is that residents in the area where there has been growth are not benefiting from infrastructure improvements such as playgrounds, community centres which will enhance their community.

- 8.5 Climate Change implications

- 8.5 The recommendations in the Panel report are expected to:
- either be neutral or positively impact on emissions of CO<sub>2</sub>.

The reasons the Council believes that this activity will have no impact or reduce the impact of Co2 emission is because CIL funded projects take into consideration climate change implications as required by the CIL policy.

### Background Papers

*Appendix A: Community Infrastructure Levy Review Report*

*Appendix B: Equalities Impact Assessment*

### Contact for further information

Kevin Gibbs, Statutory Scrutiny Officer – 01344 355621

[kevin.gibbs@bracknell-forest.gov.uk](mailto:kevin.gibbs@bracknell-forest.gov.uk)

Louise Connelly, Governance & Scrutiny Officer - 01344 354047

[Louise.connelly@bracknell-forest.gov.uk](mailto:Louise.connelly@bracknell-forest.gov.uk)

# Overview and Scrutiny Panel Recommendations Report

REVIEW TITLE	O&S PANEL	DATE
Community Infrastructure Levy	Education, Skills and Growth Panel	4 November 2021

**“The Council places great emphasis on ensuring that sufficient infrastructure is in place in the right locations at the right time to support investment and growth. This can also be said of the six Parish and Town Councils in the borough. However, this review found they could all work better together to make best use of CIL funding to benefit their residents and that is why we have reached the recommendations below.”**

**Councillor Mrs Gill Birch, Chair: Education, Skills and Growth Scrutiny Panel**



## Recommendations DRAFT

- 1) That the Executive seeks a review of Community Infrastructure Levy (CIL) rates following the adoption of the Bracknell Forest Borough Council Local Plan.
- 2) That the Executive updates the Community Infrastructure Levy Policy to claw back unspent allocated CIL funding from Parish/Town Councils after five years unless funding has already been allocated to a largescale joint project or the money is already committed for revenue or capital projects. Clawed back funding should be reallocated to infrastructure projects defined at borough level.
- 3) Subject to recommendation 2) being agreed, that the Executive agrees an 18-month grace period for clawing back devolved funding to enable Parish/Town Councils to spend CIL funding already allocated but unspent due to Covid-19 pressures. The grace period will begin from July 19th, 2021 when all Covid-19 restrictions were lifted.
- 4) That the Executive ensures all Parish/Town Councils receive notification of liability notices and demand notices on a regular basis, at least twice a year, to align with the payment of the Parish Portion. A named lead officer be identified for all CIL enquiries for the Parish/Town Councils.
- 5) That the Parish and Town Council Liaison Group allows time to discuss CIL funding twice a year to coincide with twice yearly CIL payments to the towns and parishes. This will include time to discuss projects identified in the Council’s proposed budget as well as identified projects by Parish/Town Councils.
- 6) That Parish/Town Councils adhere to Community Infrastructure Levy Regulations 2010 (as amended 2019) by:
  - consulting residents about how CIL funding should be spent as part of their regular consultation with local residents,
  - creating an annual report detailing their CIL balances and proposed spend annually,
  - ensuring their annual reports are publicly available.
- 7) In addition, the Panel recommends:
  - all Parish/Town Councils agree a local CIL Policy and,
  - the Parish/Town Councils commission joint training for Parish and Town Councillors regarding the purposes and potential usage of CIL funding.

## Good practice

During the review Councillors found the following examples of good practice using CIL funding to support local projects:



**Foxes Den Café in Binfield was the number 1 highlight in its residents' survey each year**



**Crowthorne's Morgan Recreation Ground**



**Crowthorne Pre-school Parish Hall play surface**

## Background information & local context

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008, as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010.

Regulation 59c of the CIL Regulations 2010 (as amended) states that parish councils must spend Neighbourhood CIL on:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

£4,267,238.28 of CIL funding was distributed to Bracknell Parish/Town Councils since 2015. In order to receive the highest rate of CIL each Parish/Town Council must consult and adopt a Local Neighbourhood Plan. Of the six Parish/Town Councils in Bracknell only one, Binfield Parish Council, had a Local Neighbourhood Plan in place at the time of the review, entitling them to 25% of CIL funding from development within the Parish. Crowthorne Parish Council and Bracknell Town Council were in the process of implementing their Local Neighbourhood Plans and the other three were intending to consult on Local Neighbourhood Plans shortly.

Parish/Town Councils have increased flexibility over how CIL funding is spent compared to Borough Councils, and there is potential for increased joint working between Bracknell Forest Council and the Parish/Town Councils, as well as between the Parish/Town Councils themselves. However, there are still guidelines about what projects CIL funding can be used to support and certain standards regarding projects conducted by Parish/Town Councils which would need to be adhered to as they fall into the remit of the borough council.

## Review findings

### Key principles and practice

The initial approach for this review was to identify key principles and practice that underpins governance arrangements for the distribution of the neighbourhood element of CIL. It quickly became apparent there was a need for better information about what projects CIL funding could



be used to support at a Parish/Town Council level. Panel members recognised that due to the complexity of the topic, better information and increased joint working between Bracknell Forest Council and the six Parish/Town Councils would enable more effective use of CIL funding.



## Community Infrastructure Levy Funding Do's and Don'ts



**CIL funding can be spent on physical works to land and buildings such as**



**tree planting, playgrounds, allotments, cycle paths, lighting**

**But can't be spent on maintenance works such as**



**trimming hedges, building up-keep, or developing private sports facilities**

\*This infographic explains how the Borough can spend CIL funding, but Parish and Town Councils have more flexibility.

Panel members found Bracknell Forest Council worked in line with CIL regulations and had adopted a formal CIL Charging Schedule in April 2015. The Bracknell Forest Council Infrastructure Funding Statement can be found here: [Infrastructure Funding Statement 2019 to 2020 \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/infrastructure-funding-statement-2019-to-2020).

### Clawback of CIL funding

Sections (59e) of CIL Regulations allow CIL funding devolved to Parish/Town Councils to be clawed back if they remain unspent after five years or are not in line with Regulation (59c). Panel members found this was not currently happening in Bracknell. It was agreed CIL funding should be spent in a timely manner for the benefit of residents where there had been housing growth in the local area and therefore unspent CIL funding after five years should be clawed back. However, it was agreed discretion should be applied if the Parish/Town Council had committed CIL funding to a largescale joint project to ensure the project was not be put in jeopardy. It was also acknowledged the COVID-19 pandemic had been one of the reasons for the accumulation of CIL funding, so Panel members discussed the need for an 18-month extension to apply to CIL funding already devolved to Parish/Town Councils.

### CIL rates

Panel members scrutinised the amount each Parish/Town Council received from CIL receipts. The review highlighted that part of Bracknell Town Centre, as defined on the CIL charging zone map, had a nil CIL rate. Panel members challenged the nil rate and thought it timely to conduct a review of CIL rates across the borough. However, it was noted there were challenges to a review of CIL rates including a potential fall, rather than a rise in rates, and that CIL rates were developed based on localised viability considerations so an equal rate across the borough would likely mean much lower rates than currently for the parishes outside Bracknell Town.

Members were also informed CIL rates could only be reviewed once a revised Bracknell Forest Local Plan was in place, which was out for consultation.

## Survey results

### Responses from 6 councils to the Community Infrastructure Levy questions for Bracknell Forest Parish & Town Councils (August 2021)

#### ENGAGEMENT

4 councils ask residents for ideas about how to spend CIL funding

5 councils publish an annual report on their website detailing how they spend their portion of CIL



#### STRATEGY

5 councils prioritise CIL spending according to their vision

6 councils have a forward plan of projects suitable for CIL funding

4 councils have a policy on how CIL funding is spent



#### PARTNERSHIP

2 councils have worked with Bracknell Forest Council to enhance the local area using CIL funding

No councils have jointly used CIL funding with another parish or town council, but 4 were aware that they could



Panel members were keen to hear from representatives from all six Bracknell Parish/Town Councils. This was achieved by conducting a survey and speaking to Parish/Town Clerks and Chairs of Parish/Town Councils. The survey and subsequent interviews with Parish/Town representatives identified there was a lack of understanding among officers and elected members of Parish/Town Councils about the types of projects and joint funding opportunities available. A number of suggestions were made to improve their skill set including training and a 'quick reference guide'.

The survey indicated a desire by Parish/Town Council representatives to work more collaboratively with Bracknell Borough Council officers to deliver large infrastructure projects in their neighbourhoods. It was agreed it would help if Parish/Town Council Clerks sent their 'wish list' of projects in the future to a named person at Bracknell Forest Council.

It was noted in the survey that four out of six Parish/Town Council Clerks said they did not receive notice of CIL liability or demand notices regularly. The issue was explored further during interviews with the Parish/Town Council Clerks which further strengthened a need to ensure notification of liability and demand notices were made to Parish/Town Council Clerks to help with financial projection planning.

Four out of six Parish/Town Councils said they had a CIL Policy in place and five out of six included detail about CIL funding in their Annual Report, which was advertised on their website, in line with 121B of the Regulations. Panel Members were concerned all Parish/Town Councils did not have a CIL policy. They also noted not all Parish/Town Councils made reference to their CIL spending in their Annual Reports and make them publicly accessible and suggested, at a

minimum, they should be put on their website. It was suggested this should be added to the Parish and Town Liaison Committee agendas twice a year to serve as a reminder.

During interviews representatives from the Parish/Town Councils said they struggled with consulting residents on their plans to spend CIL, and how to explain its benefits, because it was such a technical subject. Whilst it was acknowledged it was difficult to explain the benefits to residents Panel members found some Parish/Town Councils were better at this than others and there should be increased collaboration to help identify the best way to convey what projects are supported by CIL funding.

It was acknowledged there needed to be better communication links between Bracknell Forest Council and Parish/Town Council to ensure information regarding CIL was shared appropriately. It was proposed that the Parish and Town Council Liaison Committee could be an appropriate vehicle for these discussions and that twice a year officers from Bracknell Forest Council could attend to discuss CIL payments and the Council's proposed budget. All six Parish/Town Councils requested a lead officer to liaise about CIL to facilitate signposting so that projects between the Borough and other towns and parishes were easier to manage.

### Future of CIL

Panel members were made aware of ongoing discussions at a national level about replacing CIL with another developer contribution scheme. However, there was no indication this was imminent, and the recommendations above would serve to enhance current use of CIL as well as providing a better platform to implement any new scheme in the future.

**I am always proud about how the Borough works with partners as it is one of our strengths, but I feel that this is an exemplar of partnership working. This is due to the professionalism of our officers, led by Andrew Hunter, giving excellent information and the Towns and Parishes engaging fully in the process in such an open and transparent way. My thanks go to all those that took part, especially my vice chair councillor Michael Brossard, and all the councillors and officers of the borough, towns and parishes. The participants are listed at the end and my grateful thanks goes to all of them. This report depends on good support and I thank Louise Connelly for all her help.**

**I look forward to reviewing the recommendations in a year's time and seeing how CIL funding in our Parishes and Towns has helped improve the lives of residents. We will do this by asking the Parish/Town Councils to complete the CIL survey again so that we can compare responses.**

Councillor Mrs Gill Birch, Chair: Education, Skills and Growth Overview and Scrutiny Panel

### Review panel members

<b>Councillor Mrs Birch (Chair)</b>	<b>Councillor Suki Hayes</b>
<b>Councillor Michael Brossard (Vice Chair)</b>	<b>Councillor Dale Birch</b>
<b>Councillor Moira Gaw</b>	<b>Councillor Gareth Barnard</b>
<b>Councillor Dee Hamilton</b>	<b>Councillor Ray Mossom</b>
<b>Councillor Mrs Hayes OBE</b>	<b>Councillor Tina McKenzie-Boyle</b>
<b>Councillor Tricia Brown</b>	<b>Councillor Chris Turrell</b>
<b>Councillor Peter Heydon</b>	<b>Councillor Lizzy Gibson</b>
<b>Councillor Mary Temperton</b>	<b>Councillor Pauline McKenzie</b>
<b>Councillor Colin Dudley</b>	<b>Mark Glanville, Parent Governor Representative</b>

## Witnesses

<b>Andrew Hunter, Executive Director: Place, Planning and Regeneration</b>	<b>Victoria Browne, Chair, Winkfield Parish Council</b>
<b>Max Baker, Assistant Director: Planning</b>	<b>Marcia Milsom, Clerk, Winkfield Parish Council</b>
<b>Calvin Orr, Head of Finance and Business Services</b>	<b>Mel Saville, Clerk, Crowthorne Parish Council</b>
<b>Simon Cridland, Infrastructure and Implementation Team Manager</b>	<b>Jackie Burgess, Clerk, Bracknell Town Council</b>
<b>Ally Wickham, Clerk, Binfield Parish Council</b>	<b>Angela Carey, Executive Officer, Sandhurst Town Council</b>
<b>Jason Mawer, Clerk, Warfield Parish Council</b>	<b>Deborah Windsor, Teacher Representative</b>



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## Initial Equalities Screening Record Form

<b>Date of Screening: June 2021</b> <b>and updated following the</b> <b>review recommendations in</b> <b>September 2021</b>	<b>Directorate: Delivery</b>	<b>Section: Democracy and Governance</b>	
<b>1. Activity to be assessed</b>	Overview and Scrutiny Panel for Education, Skills and Growth review into Community Infrastructure Levy. The review will consult with council officers and Parish/Town Council officers, reviewing good practice and review data on use of CIL funding.		
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input checked="" type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
<b>3. Is it a new or existing activity?</b>	<input checked="" type="checkbox"/> New		
<b>4. Officer responsible for the screening</b>	Louise Connelly, Governance & Scrutiny Officer		
<b>5. Who are the members of the screening team?</b>	Louise Connelly, Cllr Mrs Birch, Cllr Brossard		
<b>6. What is the purpose of the activity?</b>	The purpose of the activity is to review use of CIL funding in Bracknell Forest.		
<b>7. Who is the activity designed to benefit/target?</b>	All residents.		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b>	<b>What evidence do you have to support this?</b>
<b>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.</b>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Possible positive impact as CIL funding which is spent in a timely manner on local amenities should benefit all residents.	Difficult to provide evidence as the impact will be determined on a project-by-project basis.
<b>9. Racial equality</b>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Possible positive impact as CIL funding which is spent in a timely manner on local amenities should benefit all residents.	Difficult to provide evidence as the impact will be determined on a project-by-project basis.
<b>10. Gender equality</b>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Possible positive impact as CIL funding which is spent in a timely manner on local amenities should benefit all residents.	Difficult to provide evidence as the impact will be determined on a project-by-project basis.

<b>11. Sexual orientation equality</b>		N	Possible positive impact as CIL funding which is spent in a timely manner on local amenities should benefit all residents.	Difficult to provide evidence as the impact will be determined on a project-by-project basis.
<b>12. Gender re-assignment</b>		N	Possible positive impact as CIL funding which spent in a timely manner on local amenities should all benefit all residents.	Difficult to provide evidence as the impact will be determined on a project-by-project basis.
<b>13. Age equality</b>		N	Possible positive impact as CIL funding which is spent in a timely manner on local amenities should benefit all residents.	Difficult to provide evidence as the impact will be determined on a project-by-project basis.
<b>14. Religion and belief equality</b>		N	Possible positive impact as CIL funding which is spent in a timely manner on local amenities should benefit all residents.	Difficult to provide evidence as the impact will be determined on a project-by-project basis.
<b>15. Pregnancy and maternity equality</b>		N	Possible positive impact as CIL funding which is spent in a timely manner on local amenities should benefit all residents.	Difficult to provide evidence as the impact will be determined on a project-by-project basis.
<b>16. Marriage and civil partnership equality</b>		N	Possible positive impact as CIL funding which is spent in a timely manner on local amenities should benefit all residents.	Difficult to provide evidence as the impact will be determined on a project-by-project basis.
<b>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.</b>				
<b>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?</b>	N/A			
<b>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?</b>	N/A			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>		N		



21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	We considered a wide range of data from local and national sources. This was collated in an evidence pack which is available on BFC website.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	
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
See recommendations contained in report.	November 2021	Cllr Mrs Brich	Recommendations are endorsed by the O&S Commission and agreed by the Executive.
24. Which service, business or work plan will these actions be included in?	Overview & Scrutiny Commission work plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please see recommendations contained in the report.		
26. Assistant director's signature.	Signature: <div data-bbox="1350 831 1816 922" style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; text-align: center;"> <b>APPROVED</b>  <i>By AnnMo at 2:27 pm, Oct 26, 2021</i> </div>		

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**TO: EXECUTIVE  
14<sup>TH</sup> DECEMBER 2021**

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## **MEMBER'S EQUALITIES WORKING GROUP RECOMMENDATIONS**

### **1 PURPOSE OF REPORT**

- 1.1 The purpose of the report is to seek agreement to adopt the recommendations and Mayor's Charter developed by the Member's Equalities Working Group to ensure the highest standards of councillor behaviour and advance equality, diversity and inclusion.

### **2 RECOMMENDATIONS:**

- 2.1 **The Executive are asked to consider the recommendations of the Member's Equalities Working Group at Annex A and Mayor's Charter at Annex B for onward recommendation that they are adopted by the Council.**

### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 The Council's endorsement and support for the recommendations will enable the working group to implement, monitor and report the progress made in delivering the recommendations.

### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Councillors are committed to continuing to strive for the highest standards of behaviour therefore doing nothing is not an option that would be considered. The council has worked positively and proactively on a cross party basis to address the issues raised in the Member's Pulse Survey and develop recommendations to further enhance working relationships.

### **5 SUPPORTING INFORMATION**

#### Background

- 5.1 The Member's Equalities Working Group was established in January 2021 to lead and champion member's contribution to advancing equalities and celebrating diversity within the community and within member's work in the Council.
- 5.2 The Member's Equalities Working Group commissioned Public Perspectives (the council's independent provider of consultation and engagement services) in March to run a Member's and Member-Officer pulse survey to understand their perceptions of how well member's work together and to understand the relationship between Members and Officers.
- 5.3 The survey has raised awareness and opened discussion with a view to developing and implementing actions to further strengthen Member and Member-Officer working relationships, leading to positive outcomes for the local area, residents, and businesses.

### Survey results

- 5.4 Overall, 35 of the 42 councillors participated in the survey and 52 of the 55 officers invited participated. The survey covered topics including wellbeing, being treated fairly and communication and engagement. The results report is attached at Annex C.
- 5.5 The survey highlighted members and officers presenting mixed, differing and sometimes polarised views about the subject matter. In general, the survey demonstrated positive working relationships between members, and particularly between members and officers. However, there are examples of inappropriate and negative behaviour that is sometimes perceived as bullying and harassment amongst members and between members and officers. Although this is exhibited by a very small minority of individuals, it can sometimes be seen by other members and officers.
- 5.6 The survey report makes it clear that some of this behaviour could be described as simply *'the nature of politics'* or being *'robust'*. However, it can also *'cross the line'*, be considered *'unprofessional and inappropriate'* and move into perceived *'bullying'* between members. It can also sometimes spill over into inappropriate behaviour from members to officers.
- 5.7 Whilst this is not necessarily systemic or widespread, it does have a notable impact on the wellbeing, ability to perform and morale of members and officers that experience or witness such behaviour. The survey suggests a perception amongst both members and officers that such behaviour is *'not always or sufficiently addressed'*, either through self-regulation, informally or formally by the council or members.
- 5.8 Members and Officers said there are opportunities for further training, development and support to promote *'professional, respectful, effective, constructive and collaborative'* working relationships between members, and members and officers.

### Acting on the survey results

- 5.9 To discuss the survey results and agree how to create a political working environment with the very highest standards of behaviour, three 'Inclusive Conversations' workshops were held and facilitated by an external independent Equality Diversity and Inclusion provider during July with excellent attendance levels.
- 5.10 The Member's Equalities Working Group have developed the recommendations at Annex A based on the key issues that the Working Group members have discussed over the past six months and the views of members expressed at the three Inclusive Conversations workshops. The workshops gave all member's the opportunity to reflect on how to ensure the highest standards of member behaviour and contribute to deciding what action should be taken and the development of the recommendations. The Executive are asked to consider the recommendations for onward recommendation that they are adopted by the Council.
- 5.11 The first recommendation in Annex A focusses on the development of a Mayor's Charter, the text of which is at Annex B. The Charter sets out the

standards of behaviour expected of all members it is proposed that the charter be adopted through a motion at full council.

## **6 Consultation and Other Considerations**

### Legal Advice

- 6.1 The Borough Solicitor in his capacity as the Council's Monitoring Officer supports the recommendations set out in this report. High Standards of behaviour amongst elected officials is a cornerstone of good governance. Whilst historically the Council has benefitted from relatively low levels of complaints there remains a need to improve compliance with its Code of Conduct. An educative approach to standards based on a Mayor's charter will supplement the deterrent aspects of the Code. With regard to recommendation 6, the Code of Conduct Working Group will be convened in the coming weeks to review the Council's existing Code of Conduct and consider whether any amendments should be made to more closely reflect the provisions of the LGA Model Code which was published in December 2020 for consideration by Local Authorities. It is proposed that compliance with the Human Rights Act and Public Interest Disclosure Act are incorporated into that review with input from the Borough Solicitor and Deputy Leader. Any recommendations will subsequently be included in a wider review of the constitution (including the Member-Officer protocol) which will be reported to Councillors later this year.

### Financial Advice

- 6.2 There are no immediate financial implications arising from the contents of the report. The costs of implementing the recommendations will be met from within existing budgets.

### Equalities Impact Assessment

- 6.3 The recommendations support the council's equalities objectives and Public Sector Equalities Duty obligations. Equality Impact Assessments will be undertaken where appropriate in developing the individual recommendations.

### Strategic Risk Management Issues

- 6.4 There are risks that one or more of the recommendations not being developed or fully implemented. The members working group will closely monitor and manage the implementation of the recommendations.

### Climate Change Implications

- 6.5 The recommendations above are expected to have no adverse impact on emissions of CO<sub>2</sub>. The reasons the Council believes that this will have no impact on emissions are that council's objectives seek to reduce inequalities and advance equality of opportunity.

### Background documents

Member's 'Pulse' Survey 2021 – Public Perspectives

### Supporting officers

Abby Thomas  
Assistant Director – CXO  
Chief Executive's Office  
Tel: 01344 353307  
Email: [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk)

Kevin Gibbs  
Executive Director: Delivery  
Tel: 01344 355621  
Email: [kevin.gibbs@bracknell-forest.gov.uk](mailto:kevin.gibbs@bracknell-forest.gov.uk)

## Annex A, Member's Equalities Working Group Recommendations

<b>Recommendation 1</b>
A BFC Mayor's charter is developed, and a motion is taken to full Council for its adoption. The charter will be based on the text contained within the <a href="#">joint statement on conduct of political party members</a> , published by the <a href="#">Jo Cox Foundation</a>
<b>Recommendation 2</b>
Executive Members, committee chairs and vice chairs should be trained on the contents of the charter and how to apply them in their role. Executive Members, committee chairs and vice chairs should also receive mandatory EDI training as a condition of selection.
<b>Recommendation 3</b>
Trained Committee chairs and vice chairs should represent a confidential cadre of first point of contact for councillors to discuss issues of concern, reflecting the ethos of restorative justice.
<b>Recommendation 4</b>
All agendas should commence with a statement reminding all attendees of the requirement for respectful behaviour.
<b>Recommendation 5</b>
The "Speak Up" model of intervention, that seeks to challenge inappropriate behaviour at source should be reinforced, with councillors encouraged to use this style of communication, thus developing a culture where challenging unacceptable behaviour is accepted and expected.
<b>Recommendation 6</b>
<p>The existing councillor complaints procedure should be reviewed by the Deputy Leader &amp; Borough Solicitor to ensure that it is compliant with the following statutory provisions:</p> <ul style="list-style-type: none"> <li>• <i>Human Rights Act 1998 (decision making process)</i></li> <li>• <i>Public Interest Disclosure Act 1998 (protecting Whistle-blowers)</i></li> </ul> <p>The outcome of this review should inform the Code of Conduct Working Group's review of the Council's Code of Conduct following the publication of the LGA Model Code of Conduct for Councillors. The Member-Officer protocol should also be reviewed as part of this work.</p>

## **Annex B - BFC Mayor's Charter**

### **Statement of minimum standards of behaviour expected from all Councillors at all times.**

The Seven Principles of Public Life (the Nolan Principles) - selflessness, integrity, objectivity, accountability, openness, honesty, and leadership - have long been the basis for ensuring high standards in public life. These are the basis for the behaviours this Council and all its Councillors will adopt.

Our Councillors will:

- encourage and foster constructive democratic debate and tolerance of other points of view
- promote and defend the dignity of others, treating all with courtesy and respect
- not engage in bullying, harassment, or victimisation, nor unlawfully discriminate against another member or group
- challenge unacceptable behaviour whenever it occurs.

Any behaviour that falls short of that included in the above statement will be dealt with under the Council's Standards and Code of Conduct processes. If any breach appears to break the criminal law, it will be referred to the police.



# Bracknell Forest Council: Member and Member-Officer Survey

April 2021



## Executive Summary



Research  
Evaluation  
Community Engagement  
Strategy Development

# Introduction

- Bracknell Forest Council commissioned Public Perspectives, its independent research and consultation provider, **to administer a survey of Members and Senior Officers, and Officers that have notable contact with Members.**
- The survey is sponsored by a Member-led advisory group on equalities, **with the aim of promoting positive, constructive and effective working relationships amongst Members and between Officers and Members.**
- The survey was conducted from **w/s 22<sup>nd</sup> March through to w/e 16<sup>th</sup> April 2021.**
- **The survey involved two related questionnaires – one with Members and one with Officers.** The questionnaires and the process were designed by Council Officers and the Member-led advisory group. **The questionnaires were scripted and administered on-line by Public Perspectives, with follow-up telephone interviews.** An initial e-mail and three reminders were sent to **maximise response. Non-respondents** were also contacted by phone to encourage response and offer to conduct the survey over the phone. In addition, Members and Officers were asked to indicate if they would like to discuss their points in greater detail confidentially over the phone, and consequently a series of in-depth telephone interviews were conducted.

## Introduction (contd)

- **Overall, 35 of the 42 Members participated in the process and 52 of the 55 Officers invited participated.** The Members that decided not to participate, and whom we were able to speak with, explained this was due to other priorities or being too busy. Whilst these are good response levels, we do not know what Members that did not respond think about the subject matter.
- This report aims to **present the key points and findings from the process in a balanced, independent and constructive way, reflecting the views and voices of those that participated.** The report is structured consistent with that of the questionnaires.
- **The results are presented for Members and Officers side-by-side and have been analysed by different demographics and backgrounds of respondents,** although only very clear and meaningful differences are presented, especially given the <sup>32</sup> small numbers involved requiring notable differences to stand-out.
- The questionnaire and process included capturing open-ended comments and discussing points, confidentially, in more depth. **Key points from this element of the process have been carefully presented and summarised to protect the anonymity and confidentiality of those that participated.**
- **Results are presented as percentages for clarity,** but please note that the number of respondents is relatively small and this can exaggerate differences when presented as a percentage.
- Note: Text in italics represents direct quotes from participants.

# Summary of key findings (1 of 5)

## Wellbeing

Most **Members** agree their morale is good (69%), their current workload is manageable (79%) and the council provides adequate support for Members (74%), with half agreeing that Members are supported in their development to treat colleagues fairly and respectfully and just over half (54%) saying their job is not stressful.

Most **Officers** agree their morale is good (75%), their current workload is manageable (59%), the council provides adequate support for Officers (77%), they are supported in their development to treat colleagues fairly and respectfully (89%), with just over half (51%) saying their job is not stressful.

## Being treated fairly

Most **Members** agree Members and Officers work well together (68%) and that Officers work well together (58% with no one in disagreement), while views about Members working well together are more polarised with 35% agreeing, 26% disagreeing and 39% in the middle.

Most **Officers** agree Members and Officers work well together (58%) and that Officers work well together (96%), while views about Members working well together are more negative than positive with 27% agreeing, 39% disagreeing and 35% in the middle.

Two-fifths (41%) of **Members** that responded to the survey said bullying frequently takes place between Members, half (52%) said it sometimes takes place and 7% said it never takes place.

Almost three-quarters (72%) of **Officers** said bullying sometimes takes place between Members and Officers, 15% said it frequently takes place and 13% said it never takes place.

## Summary of key findings (2 of 5)

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### Being treated fairly (contd)

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Over half of **Members** (55%) said they have not been subjected to or observed anyone being harassed by a Council Member, while 34% said they have.

Over half of **Officers** (55%) said they have not been subjected to or observed anyone being harassed by a Council Member or vice versa, while 31% said they have.

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Most **Members** have not experienced an incident of unfair treatment or discrimination by another Member, although some mentioned gender (mainly women), age, religion, disability, pregnancy and race discrimination – and overall about a third of Members that responded to this survey mentioned at least one form of unfair treatment or discrimination.

Similarly, most **Officers** have not experienced an incident of unfair treatment or discrimination by a Member, although some mentioned gender (mainly women), age, pregnancy, religion, race, sexual orientation and marital status – and overall about a third of Officers that responded to this survey mentioned at least one form of unfair treatment or discrimination.

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### Communication and engagement

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Most **Members** agree, or at least do not disagree, that the council provides adequate opportunities for Members to be engaged (50% agree / 35% disagree), considers Members' views (56% agree), are well informed and able to make decisions (54% agree), feel listened to (54% agree) and believe they do not get too much information (53% agree), although with each of these indicators there are some Members that feel there are opportunities for improvement.

About a third (34%) of **Officers** feel the council has prepared them at least quite well for their role interacting with Members and just over a quarter (26%) said they have not been prepared well, although 79% are at least quite confident managing relationships with council Members and just 8% not that confident (all of these did not feel they have been prepared well).

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# Summary of key findings (3 of 5)

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## Points for consideration

The following points for consideration are drawn from the findings and comments of Members and Officers that participated in the survey:

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This is a nuanced, complex and sensitive subject, which a survey and report such as this cannot unpack or explore all the issues. This said, there is reasonable similarity in the views of Members and Officers surveyed, reinforcing and validating the findings from this survey. It is hoped that the survey and this report will serve to **raise awareness and open up discussion with a view to developing and implementing actions and change to help strengthen Member and Member-Officer working relationships, leading to positive outcomes for the local area, residents and businesses.**

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The survey has engaged with Members and Officers presenting mixed, differing and sometimes polarised views about the subject matter. **In general, there are positive working relationships between Members, and Members and Officers. This said, there are examples and evidence of inappropriate and negative behaviour that sometimes becomes bullying and harassment amongst Members and between Members and Officers, exhibited by a minority of Members but experienced by several Members and Officers.**

Some of this could be described as simply *‘the nature of politics’* or being *‘robust’*, but which can also *‘cross the line’*, be considered *‘unprofessional and inappropriate’* and move into perceived *‘bullying’* between Members. It can also sometimes spill over into inappropriate behaviour from Members to Officers, with Officers *‘caught in the ‘crossfire’ of disagreements between Members’* and the *‘frustrations that some Members may have about influencing decision-making or issues being resolved to their satisfaction.’*

**Whilst this is not necessarily systemic or widespread nor critical to the performance of the council, it does have a notable impact on the wellbeing, ability to perform and morale of Members and Officers that experience or witness such behaviour, and can detract from the effective management of the council.**

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## Summary of key findings (4 of 5)

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### Points for consideration (contd)

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There is a **perception amongst both Members and Officers that negative, inappropriate or bullying behaviour is ‘*not always or sufficiently addressed*’, either through self-regulation, informally or formally by the council or Members.**

This is partly due to the weakness of the national Member and Member-Officer standards and protocols. This reduces the capacity to address inappropriate behaviour and does not encourage Officers or Members to raise formal complaints due to a lack of confidence that it will result in a positive outcome and only serve to undermine working relationships and potentially be career limiting for Officers.

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<sup>36</sup>Members and Officers said there are **opportunities for further training, development and support to promote ‘*professional, respectful, effective, constructive and collaborative*’ working relationships between Members, and Members and Officers.**

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Some Members and Officers suggested there could be opportunities for **greater representation and involvement of women, younger age groups and minority populations within the Member body to reflect the local area and population demography**, which in turn ‘*may help change and challenge*’ some of the aforementioned behaviours, some of which are grounded in wider equality and inclusivity issues.

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## Summary of key findings (5 of 5)

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### Points for consideration (contd)

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Overall, some Members and Officers indicated there may be an **opportunity for a ‘re-set’ by co-creating amongst Members and Officers a new and local standard and protocol for Member and Member-Officer working relationships** that all Members and Officers are signed-up to, and is accompanied by an appropriate mechanism to address issues.

This local standard and protocol could focus on: roles and responsibilities; behaviour; the balance between operational and strategic decision-making; understanding of Governance arrangements and decision-making processes; expectations around the level of information received to inform decision-making and perform duties as Members; and the consequences of not working within the standards and protocols, ensuring there is consistent application of the standards and protocols and their consequences regardless of position or seniority of the Member or Officer.

The aim of the local standards and protocols would be to strengthen Member and Member-Officer working relationships and help address inappropriate behaviour through self-regulation, informal approaches to address or improve behaviour, or having recourse to more formal procedures where required. This said, **the local standards and protocols should not undermine, and instead promote, ‘the crucial role of elected representatives to advocate on behalf of their constituents and appropriately question, challenge or scrutinise information and decision-making’.** The intention is that local standards and protocols will promote professional, respectful, effective, constructive and collaborative working relationships between Members, and Members and Officers, with the **‘common aim of achieving positive outcomes for local residents and businesses, and making a difference to the local area.’**

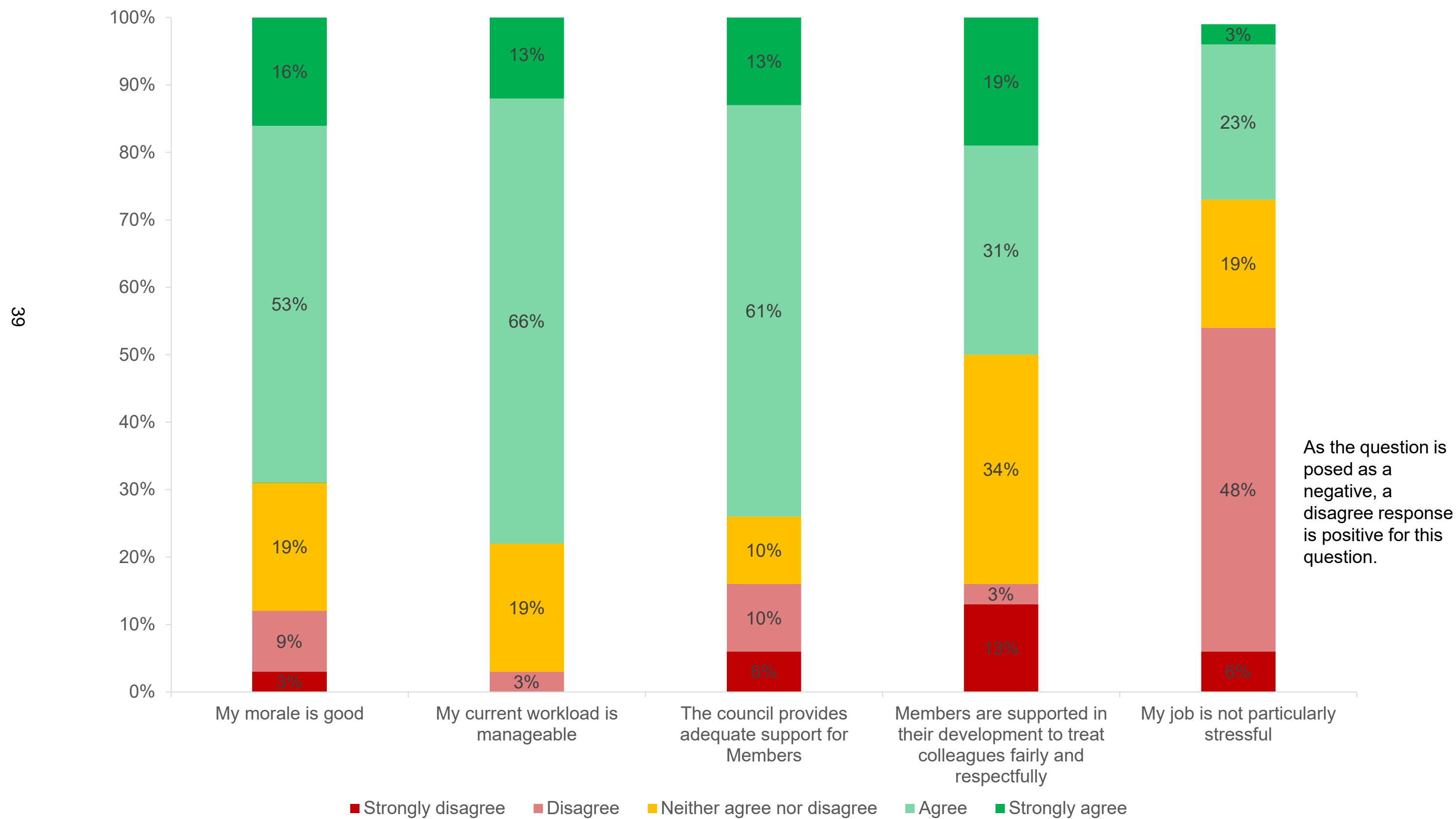
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**Wellbeing**



Research  
Evaluation  
Community Engagement  
Strategy Development

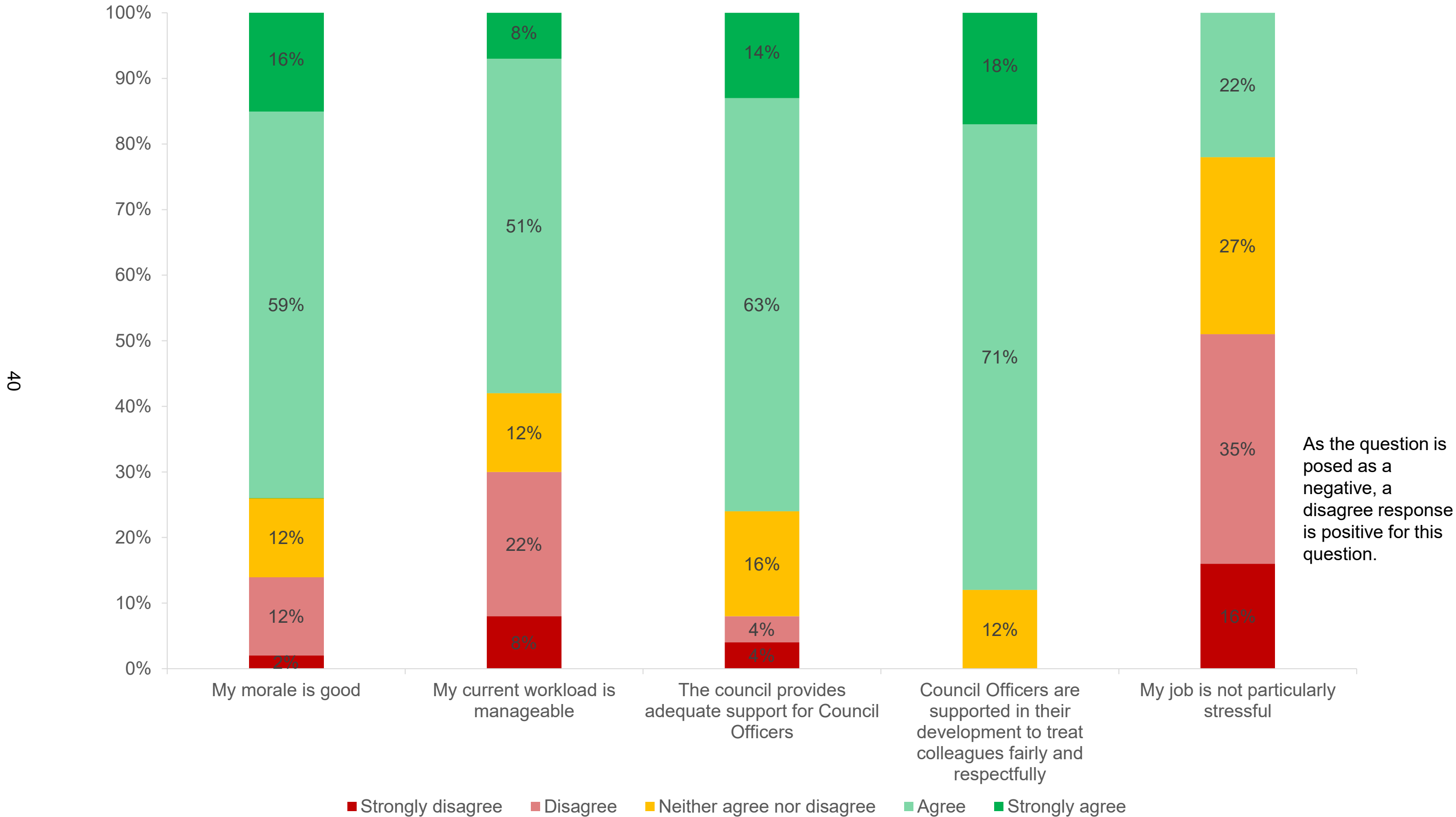
**Most Members agree their morale is good (69%), their current workload is manageable (79%) and the council provides adequate support for Members (74%), with half agreeing that Members are supported in their development to treat colleagues fairly and respectfully and just over half (54%) saying their job is not stressful**



Question asked: Thinking about your role as a Council Member, how strongly do you agree with the following statements?

Number of respondents: 35.

**Most Officers agree their morale is good (75%), their current workload is manageable (59%), the council provides adequate support for Officers (77%), they are supported in their development to treat colleagues fairly and respectfully (89%), with just over half (51%) saying their job is not stressful**



Question asked: How strongly do you agree with the following statements?

Number of respondents: 52.

# Examples and points for consideration

The following examples and points are based on comments raised in the questionnaires and telephone interviews, and are the views and voices of those that participated in the survey:

## Members:

- **Being a Member is both a privilege and a demanding, stressful role**, with high workloads and challenging issues on behalf of residents and helping manage the council.
- **The pandemic has placed increasing pressure on Members**, having to deal with its impact (both personally and professionally), supporting residents and businesses, and working virtually. Virtual meetings have placed a spotlight on some negative behaviours.
- **There are opportunities to further Member training and development, for both new and longer-standing Members and non-Executive and Executive Members.** This includes around Member-Officer protocols, understanding roles and responsibilities, striking a balance between operational and strategic decision making, and working within the Council's Governance system.
- **Members are generally supported in their development to treat colleagues fairly and respectfully, although in practice where inappropriate behaviour may occur, there is not always follow-up and redress**, either through self-regulation amongst Members themselves, informally or formally through the complaints process.
- Alongside council-led training and support, **the responsibility for Member development, behaviour and morale also resides with Members themselves and the party groups.**

## Officers:

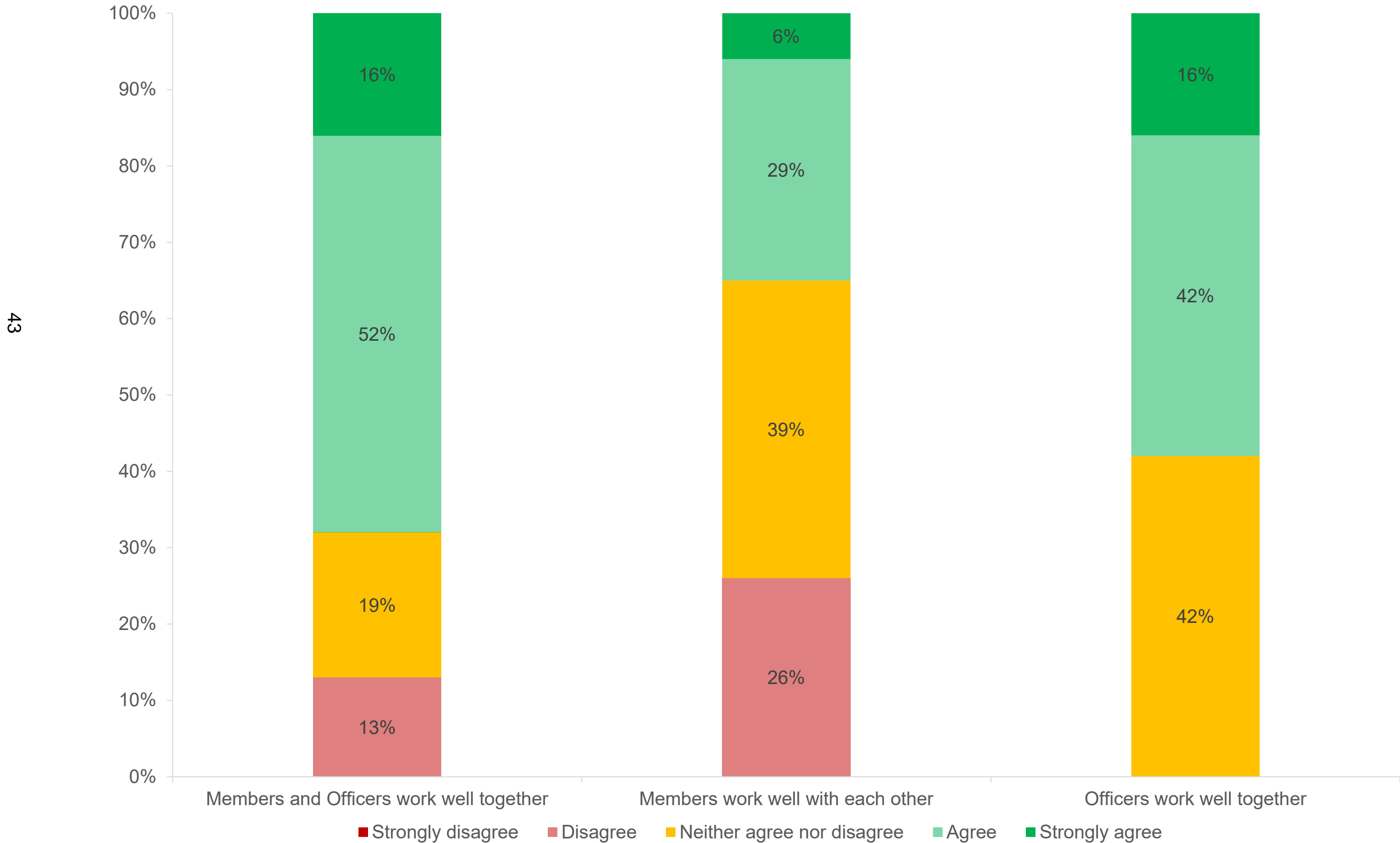
- **Officers have demanding workloads, exacerbated by the pandemic and remote working, placing pressure on wellbeing and morale.** They feel there is increasing support to help manage these challenges and promote wellbeing.
- Whilst Officers tend to feel they are supported to be fair and respectful with each other and Members, some **suggested there may be opportunities for further support and training to work effectively with Members and vice versa.**

**Being treated fairly**



Research  
Evaluation  
Community Engagement  
Strategy Development

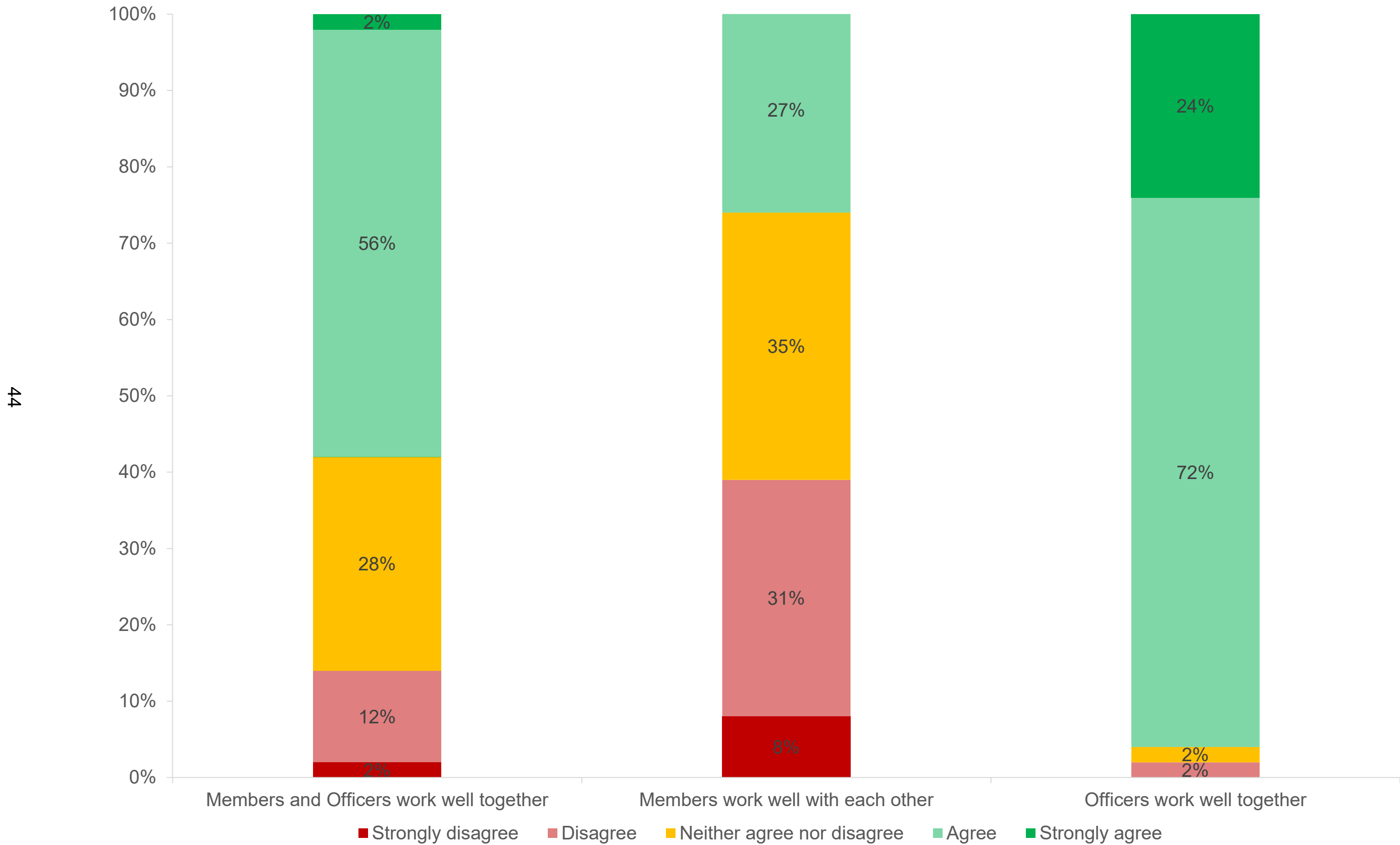
**Most Members agree Members and Officers work well together (68%) and that Officers work well together (58% with no one in disagreement), while views about Members working well together are more polarised with 35% agreeing, 26% disagreeing and 39% in the middle**



Question asked: How strongly do you agree with the following statements?

Number of respondents: 33.

**Most Officers agree Members and Officers work well together (58%) and that Officers work well together (96%), while views about Members working well together are more negative than positive with 27% agreeing, 39% disagreeing and 35% in the middle**

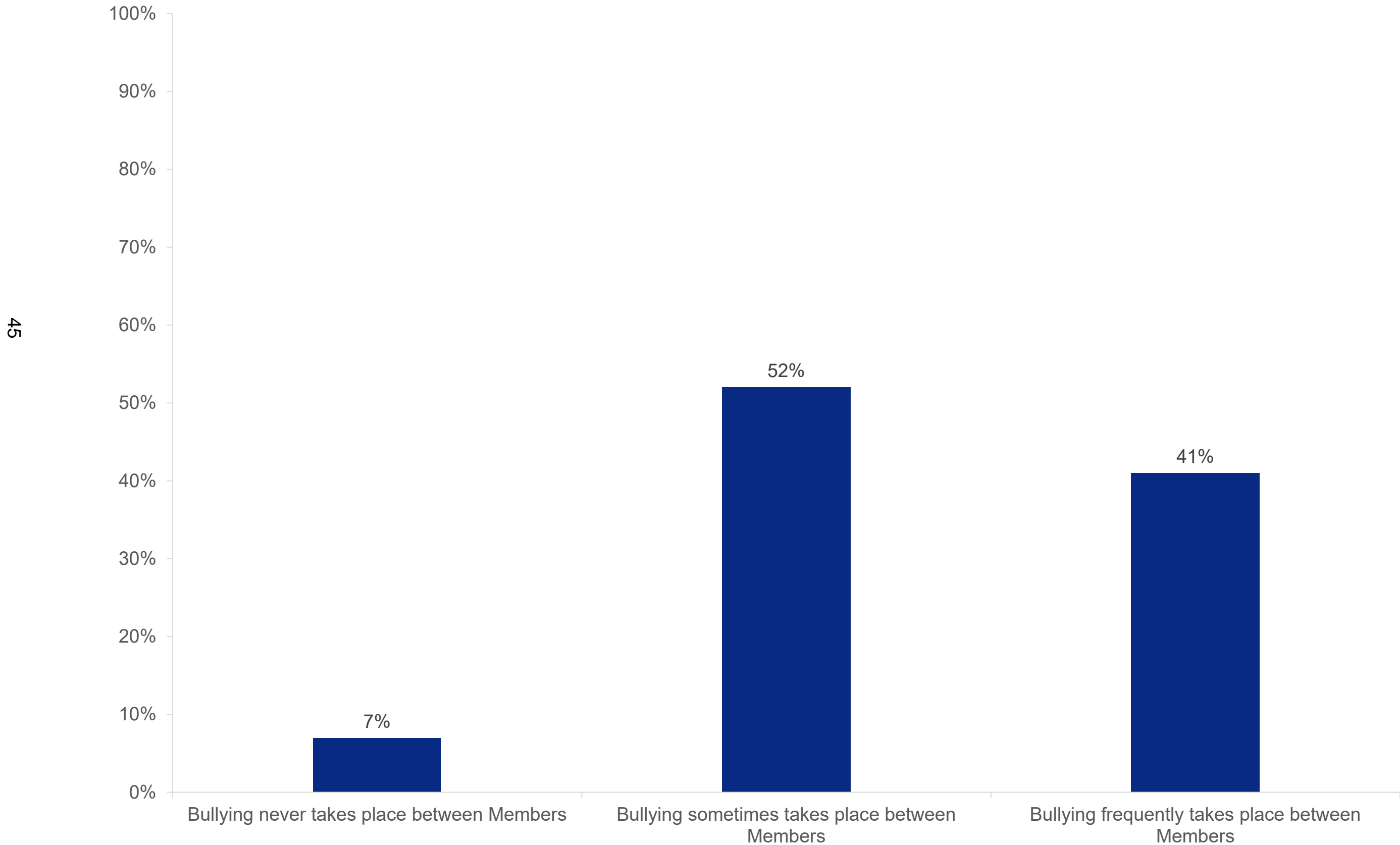


Question asked: How strongly do you agree with the following statements?

Number of respondents: 50.



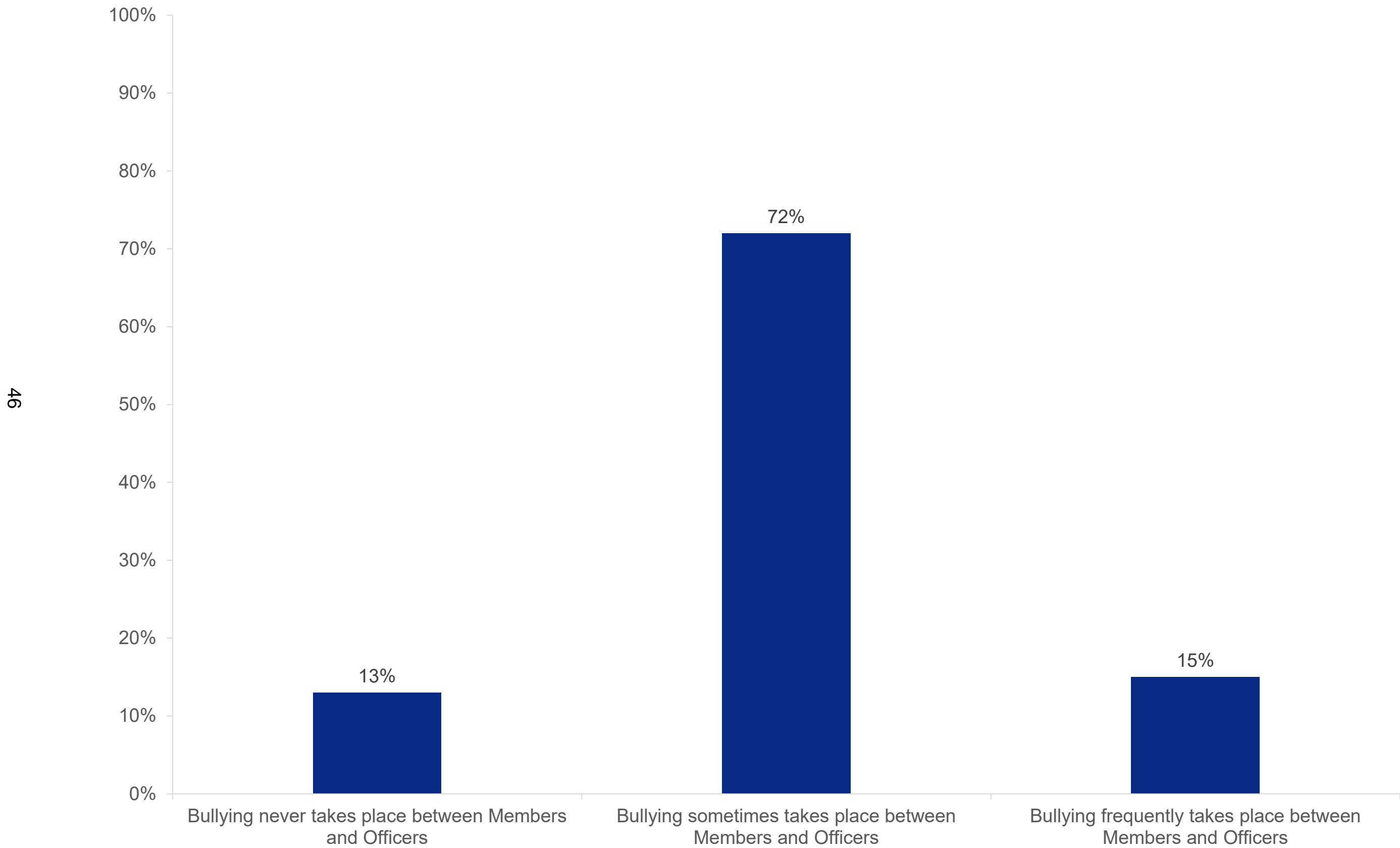
**Two-fifths (41%) of Members that responded to the survey said bullying frequently takes place between Members, half (52%) said it sometimes takes place and 7% said it never takes place**



Question asked: Based on this definition (ACAS), which of the following best describes your views about bullying between Council Members?

Number of respondents: 31.

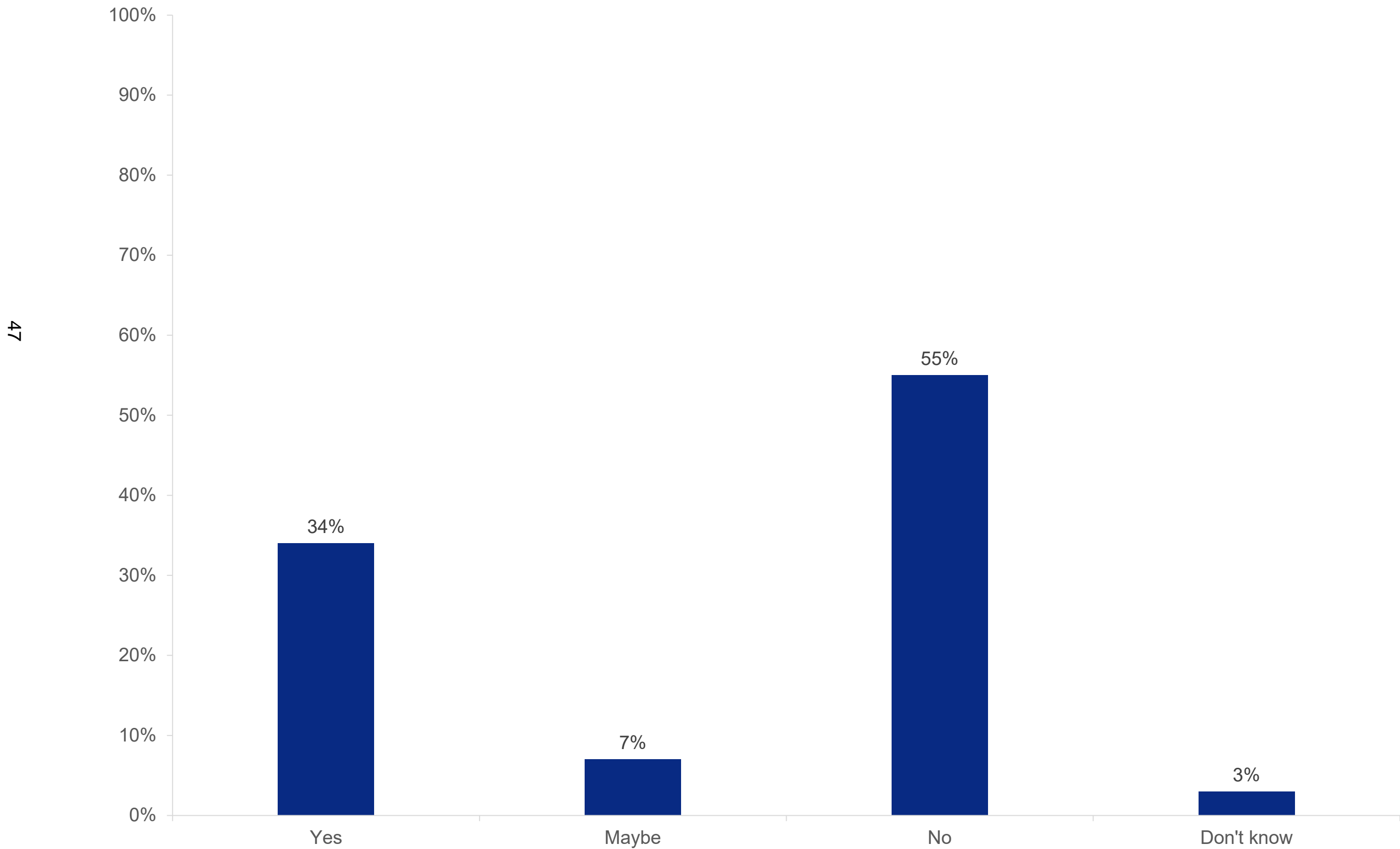
**Almost three-quarters (72%) of Officers said bullying sometimes takes place between Members and Officers, 15% said it frequently takes place and 13% said it never takes place**



Question asked: Based on this definition (ACAS), which of the following best describes your views about bullying between Council Members and Officers?

Number of respondents: 48.

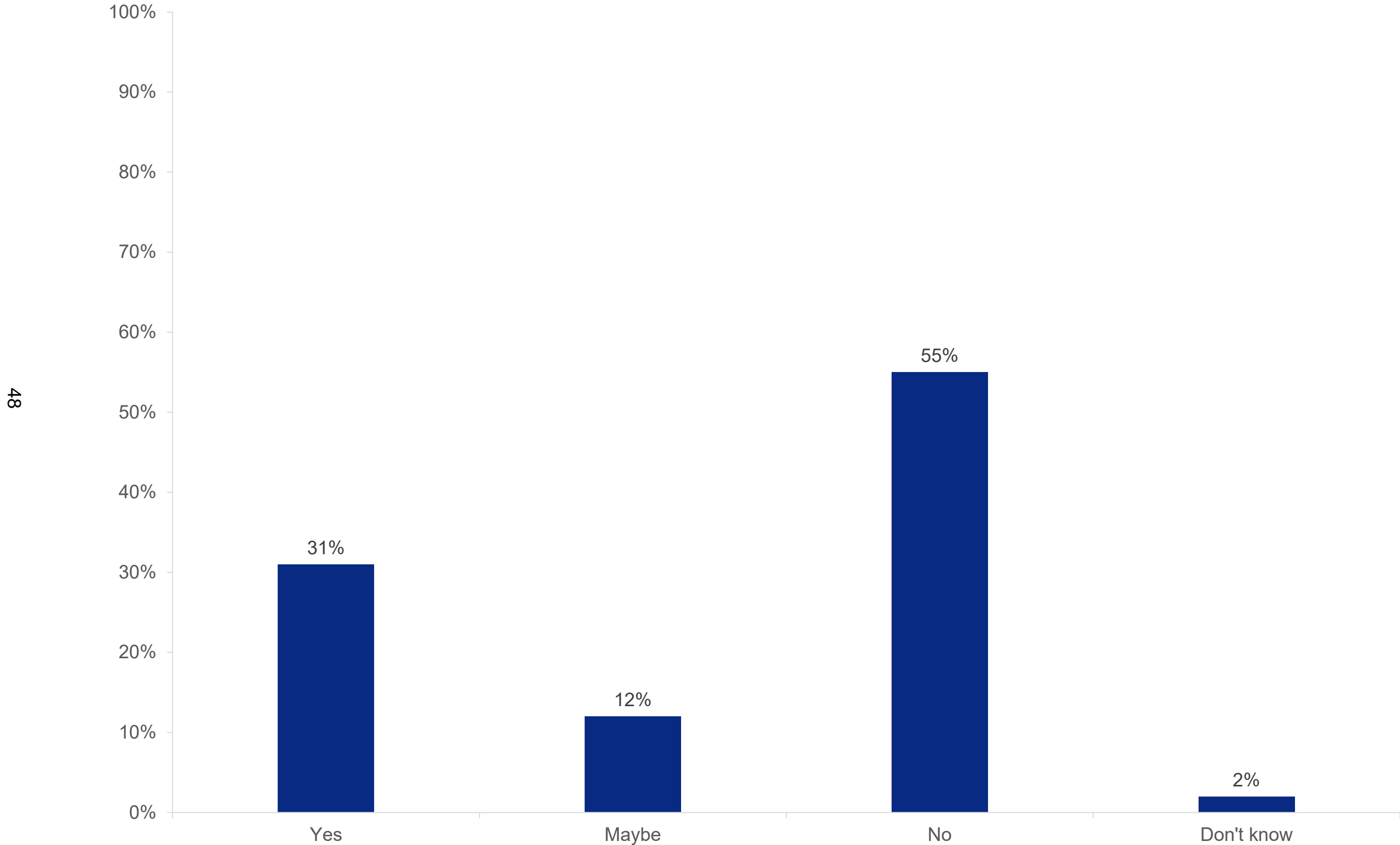
Over half of Members (55%) said they have not been subjected to or observed anyone being harassed by a Council Member, while 34% said they have



Question asked: Have you been subjected to harassmt or have you observed anyone else being harassed by a Council Member?

Number of respondents: 31.

Over half of Officers (55%) said they have not been subjected to or observed anyone being harassed by a Council Member or vice versa, while 31% said they have

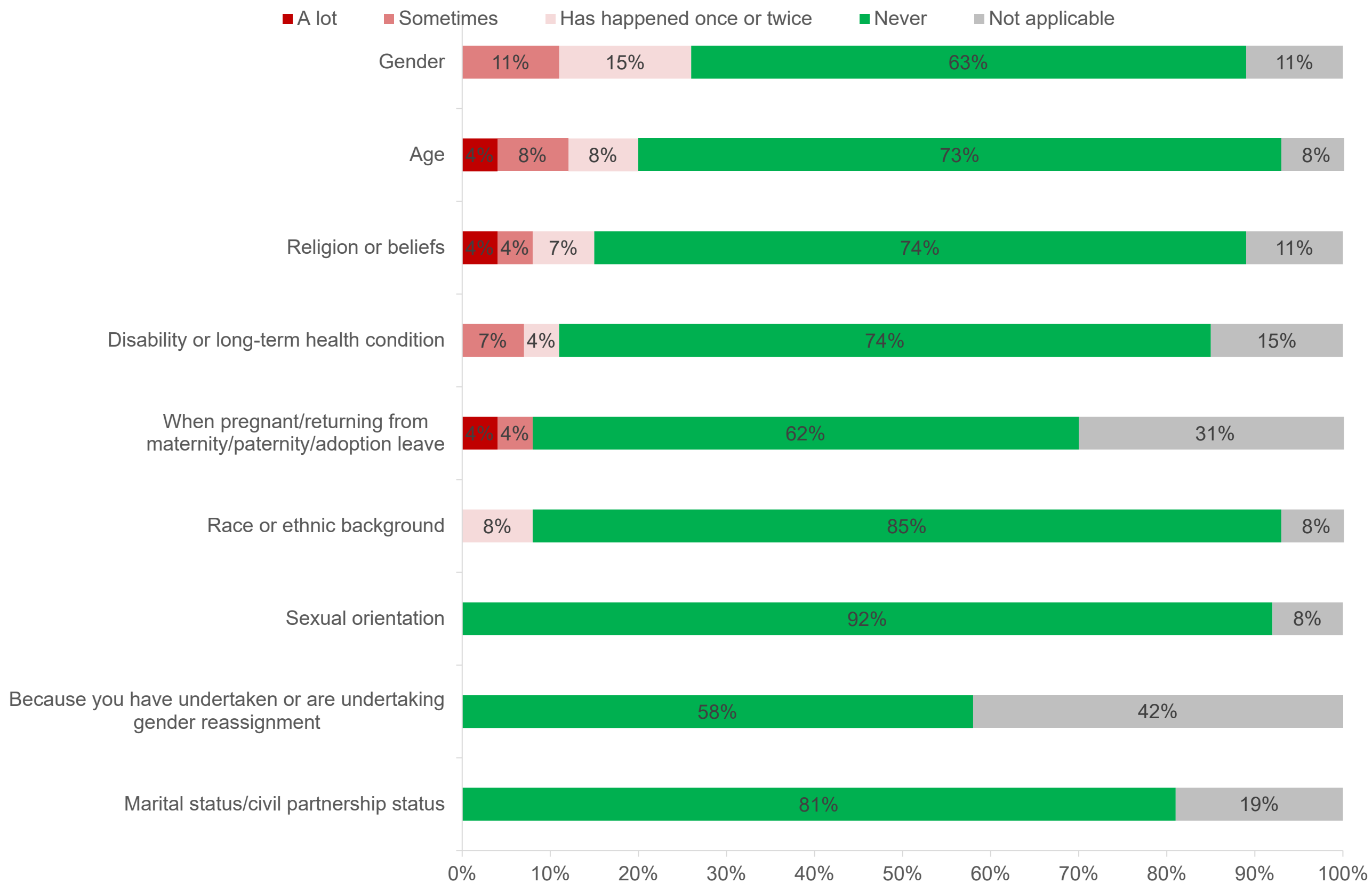


Question asked: Have you been subjected to harassmt or have you observed anyone else being harassed by a Council Member or vice versa?

Number of respondents: 49.

**Most Members have not experienced an incident of unfair treatment or discrimination by another Member, although some mentioned gender (mainly women), age, religion, disability, pregnancy and race discrimination – and overall about a third of Members that responded to this survey mentioned at least one form of unfair treatment or discrimination**

49

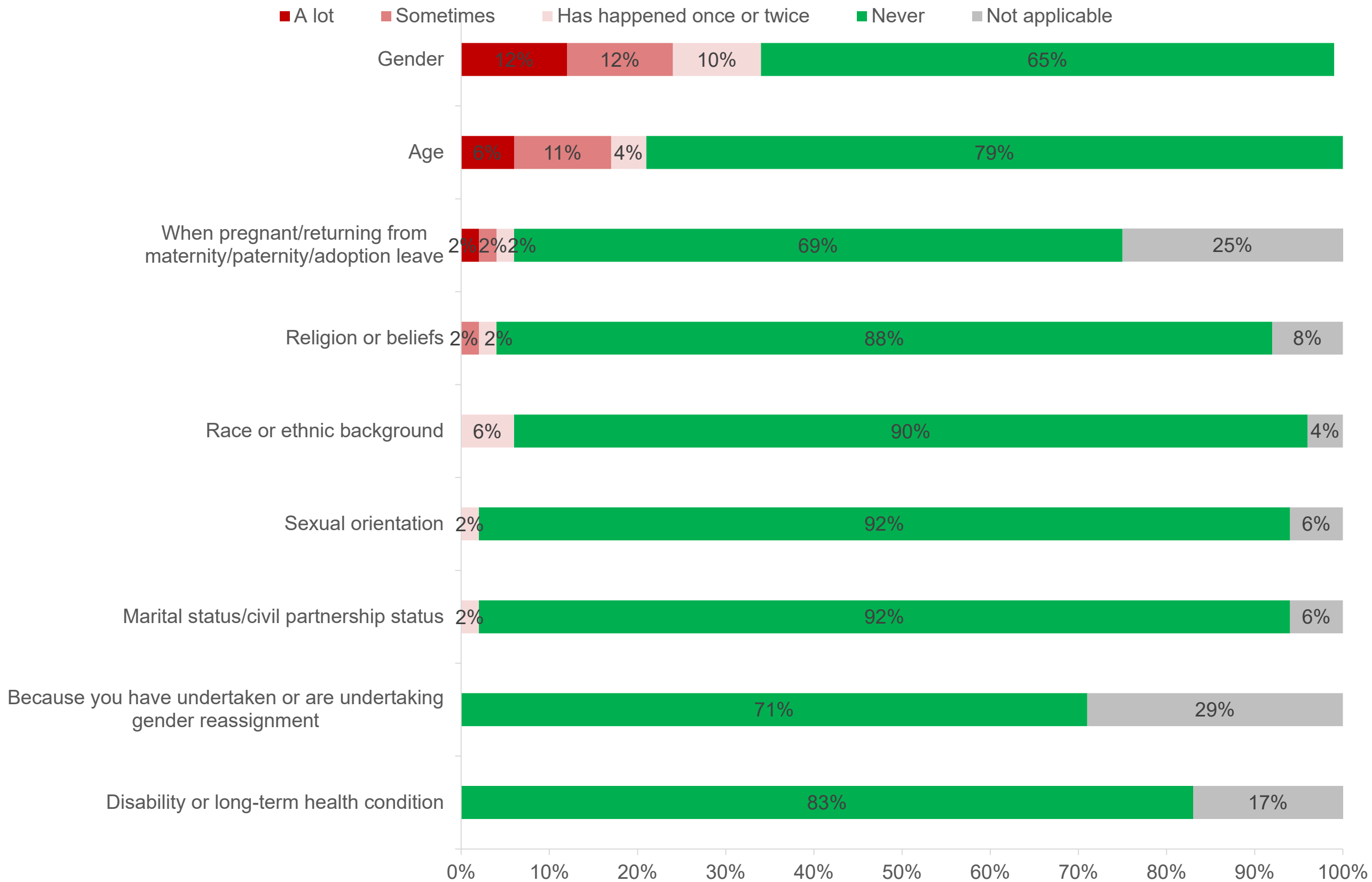


Question asked: Since you have been an elected Member, how frequently (if at all) do you feel you have personally experienced an incident of unfair treatment or discrimination by a Bracknell Forest Council Member because of the following?

Number of respondents: 31.

**Most Officers have not experienced an incident of unfair treatment or discrimination by a Member, although some mentioned gender (mainly women), age, pregnancy, religion, race, sexual orientation and marital status – and overall about a third of Officers that responded to this survey mentioned at least one form of unfair treatment or discrimination**

50



Question asked: How frequently (if at all) do you feel you have personally experienced an incident of unfair treatment or discrimination by a Bracknell Forest Council Member because of the following?  
Number of respondents: 49.

# Examples and points for consideration

The following examples and points are based on comments raised in the questionnaires and telephone interviews, and are the views and voices of those that participated in the survey:

## Members:

- **Members generally work well together on a day-to-day and practical basis**, including on task and finish working groups.
- However, there are **examples of inappropriate behaviour, exhibited by a minority of Members, which can have a notable impact on the experience of some Members**, their wellbeing and their ability to perform their role effectively.
- There are *‘groups within the Group’*, resulting in an *‘us and them’* situation. Some of this manifests itself in inappropriate behaviour – some of which could be described as **simply *‘the nature of politics’* or being *‘robust’*, but which can also *‘cross the line’*, be considered *‘unprofessional and inappropriate’* and move into perceived *‘bullying’* between <sup>9</sup>**Members** (and sometimes spill over into inappropriate behaviour from Members to Officers, with Officers caught in the *‘crossfire’* of disagreements between Members). This can vary from shouting down or undermining Members during meetings, inappropriate language including swearing or non-inclusive language (often towards women), or more targeted and personal behaviours against particular Members – either in council, public or private settings.**
- **There may be opportunities for greater challenge and redress of inappropriate behaviours** – either via self-regulation amongst the Members themselves, informal approaches to address or improve behaviour, or formal procedures.
- **There may be opportunities for greater representation and involvement** of women, younger age groups and minority populations within the Member body to reflect the local area and population demography, which in turn *‘may help change and challenge’* some of the aforementioned issues.

## Examples and points for consideration (contd)

### Officers:

- **Member-Officer relationships are generally positive and strong, although there are opportunities to strengthen relationships and work more collaboratively**, especially between non-Executive Members and Officers, and ensure there is awareness of respective roles and responsibilities and dealings are professional, respectful and civil.
- **There are examples of a minority of Members adopting negative or inappropriate behaviours with Officers that are perceived as bullying or harassment, and which can place unnecessary pressure on Officers, affecting wellbeing, morale and performance.** This can include: excessive questioning and/or time demands on Officers that undermines their abilities and leads to them questioning themselves; disregarding professional advice; inappropriate language or unprofessional or overly aggressive behaviour; occasional misogynistic or non-inclusive language and behaviour towards women (sometimes dismissed as *'banter'*); sometimes less respectful to younger staff or women including referring to male Officers over female Officers for advice/opinion; or undermining or briefing against Officers in private or public settings.
- <sup>52</sup> Some Officers said that these behaviours, when raised or witnessed, **are not always adequately addressed**, or addressed at all, either by the council or Members.
- There is acknowledgement that this behaviour can stem from ***'frustration of Members feeling like they are not able to influence decisions or resolve issues to their satisfaction', 'crossing the line from being representatives and advocates into rude and bullying behaviour'***, and also that Officers can sometimes ***'get caught in the 'crossfire' between Member disagreements'***.
- At the same time, some Officers also suggested there could **be opportunities for *'Officers to be more respectful to Members, understanding of their roles and promote collaborative and effective working relationships'***.

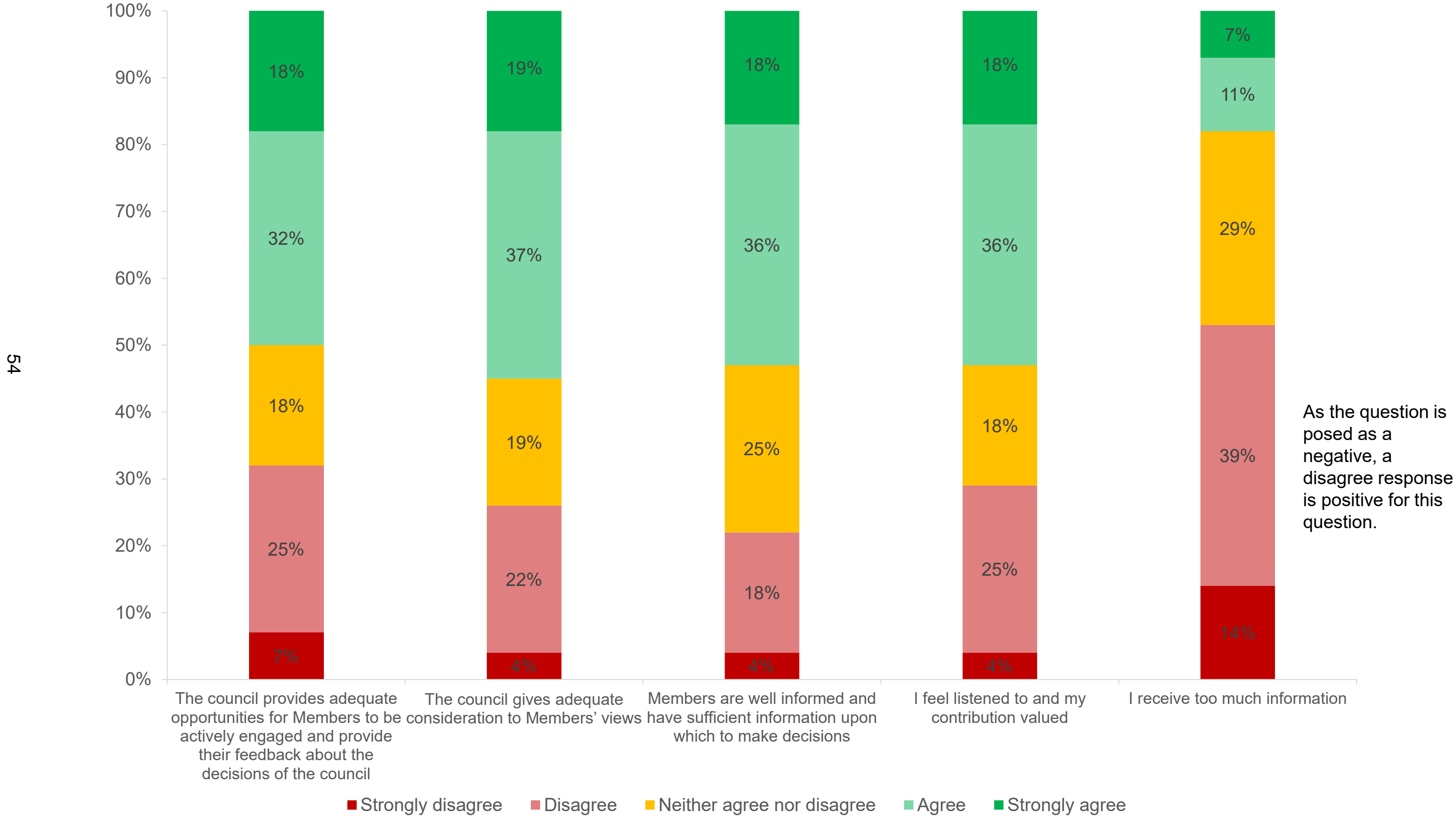


## Communication and Engagement



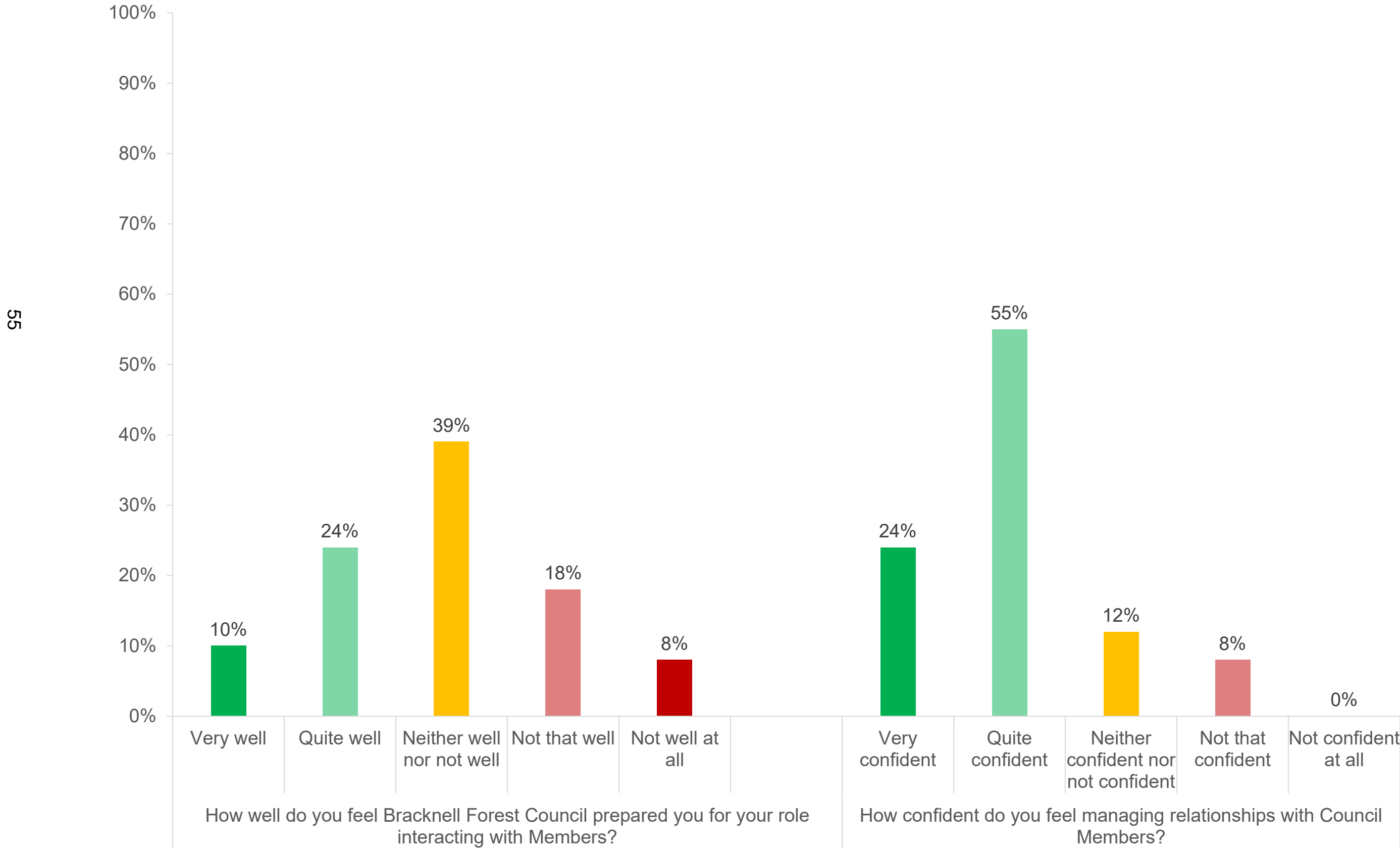
Research  
Evaluation  
Community Engagement  
Strategy Development

**Most Members agree, or at least do not disagree, that the council provides adequate opportunities for Members to be engaged (50% agree), considers Members’ views (56%), are well informed and able to make decisions (54%), feel listened to (54%) and believe they do not get too much information (53%), although with each of these indicators there are some Members that feel there are opportunities for improvement**



Question asked: Thinking about your role as a Council Member, how strongly do you agree with the following statements?  
Number of respondents: 31.

**About a third (34%) of Officers feel the council has prepared them at least quite well for their role interacting with Members and just over a quarter (26%) said they have not been prepared well, although 79% are at least quite confident managing relationships with council Members and just 8% not that confident (all of these did not feel they have been prepared well)**



## Examples and points for consideration

The following examples and points are based on comments raised in the questionnaires and telephone interviews, and are the views and voices of those that participated in the survey:

### Members:

- **Members generally feel that they are engaged, informed, listened to and able to contribute to decision-making, although there are opportunities for improvement**, including encouraging more debate and discussions in Council Meetings and other settings to influence policy and practice, and involve non-Executive, new and less engaged Members to get involved.
- There can sometimes be frustration when Members are not able to access the information they feel they require or have asked for, or able to influence decisions or resolve issues to their satisfaction – **this frustration can sometimes spill over into inappropriate behaviour with other Members or Officers.**
- **There may be opportunities to improve Member-Officer protocols around engagement, information and decision-making**, including roles, responsibilities and behaviour; taking on professional Officer opinion; the balance between operational<sup>5</sup> and strategic decision-making; expectations around access to information and influencing decision-making, whilst appreciating the role of Members as elected representatives.

### Officers:

- **There may be opportunities for further training, development and support for Officers** to promote more confident, effective and collaborative working relationships with Members.
- Whilst there is often support for Officers in working with Members from amongst their team and managers, **where issues do exist they are not always addressed or challenged at a council/corporate level.**

TO: THE EXECUTIVE  
15 DECEMBER 2021

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## **CAPITAL PROGRAMME 2022/2023 - 2024/2025** **Executive Director: Resources**

### **1 Purpose of Report**

- 1.1 Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and any other interested parties or individuals for a period of at least six weeks. This report summarises the current position on the Council's Capital Programme budget preparations for 2022/23.
- 1.2 This report draws together all service area proposals so that the Executive can agree a draft capital programme for 2022/23-2024/25 as the basis for consultation. In compiling the draft programme the main focus is inevitably on determining the requirements for 2022/23, although potential future year's schemes do also form an important part of the programme.
- 1.3 The report also requests an increased capital budget allocation for the previously approved Time Square Community Hub scheme, for the introduction of new audio visual equipment to the Council Chamber that will enable meetings to be broadcast live in high quality definition and facilitate both virtual and physical accessible participation.
- 1.4 The financial implications of the recommendations in this report are reflected in the subsequent report on the Council's draft revenue budget. Any revisions to the proposals put forward by each service would also need to be reflected in that report which will also be published as the basis for consultation following the Executive's meeting.

### **2 Recommendations**

**That the Executive:**

- 2.1 **Supports an increase in the budget for the existing Time Square Community Hub capital scheme of £0.140m for improvements to the Council Chamber, as set out in paragraphs 5.28 – 5.30;**
- 2.2 **Approves, for consultation, a Council funded capital programme of £9.309m for 2022/23 as set out in paragraph 5.19 and summarised in Annex A, including the new schemes listed in Annexes B – C;**
- 2.3 **Approves, for consultation, the inclusion of £7.037m of expenditure to be externally funded (including £1.113m of S106 funding) as outlined in paragraph 5.20;**
- 2.4 **Approves, for consultation, the inclusion of an additional budget of £1m for Invest-to-Save schemes.**

### **3 Reasons for Recommendations**

- 3.1 The reasons for the recommendations are set out in the report.

## **4 Alternative Options Considered**

- 4.1 The final budget proposals will include consideration of any alternative options highlighted during the required consultation period.

## **5 Supporting Information**

### Capital Resources

- 5.1 Each year the Council agrees a programme of capital schemes. These schemes are funded from these main sources:
- the Council's capital receipts
  - Government Grants
  - other external contributions
  - internal and external borrowing
- 5.2 The Council's total usable capital receipts generated from disposing of assets at 31<sup>st</sup> March 2021 are zero as all receipts have been applied to fund prior capital investment. Similarly, all receipts realised during the current financial year will be used to finance the 2021/22 Capital Programme. The Council is partly reliant on capital receipts and other contributions to fund its capital programme, although interest generated from capital receipts can also help support the revenue budget in the short term. However, with investment rates at historic lows it makes more economic sense to offset borrowing.
- 5.3 The proposed capital programme for 2022/23 has been developed, therefore, on the assumption that it will be funded by a combination of Government grants, other external contributions, capital receipts and borrowing only if required. Community Infrastructure Levy (CIL) contributions and some small miscellaneous property sales should enable £3.25m of the capital programme to be funded from receipts. Internal resources will be used in the first instance and borrowing from external sources (e.g. the PWLB) will be used only when necessary. The financing costs associated with the General Fund Capital Programme have been provided for in the Council's revenue budget plans which also appear on tonight's agenda.

### New Schemes

- 5.4 Within the general financial framework outlined above, Service Departments have considered priority schemes for inclusion within the Council's Capital Programme for 2022/23 – 2024/25. Given that both capital and revenue resources are under pressure, each Department has evaluated and prioritised proposed schemes into broad categories in line with the Council's agreed Asset Management Plan approach. Having done this, only the very highest priority schemes and programmes are being recommended for inclusion in the Capital Programme.

### Other Unavoidable & Committed schemes

- 5.5 This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new legislation etc. Committed schemes also include those that have been started as part of the 2021/22 Capital Programme but not yet completed. These are carried forward automatically to ensure completion, as per normal capital expenditure rules. Also included within this category are those schemes that were previously funded from the General Fund Revenue Account, but which by their nature could be legitimately capitalised, thereby reducing

pressure on the revenue budget. Schemes in this category form the first call on the available capital resources.

Maintenance (Improvements and capitalised repairs)

- 5.6 The figures below are based on the information held in the Building Groups' property management system as of August 2021. In addition to this, several more comprehensive surveys have been included namely the Commercial Depot, Waterside Park and a major update of the Council's housing stock. The Commercial Depot makes up almost £2m of Corporate Property's priority costs and should be viewed in light of the proposals for its re-development which are included in this report.
- 5.7 The Council's overall maintenance liability remains in the region of £80m (see table below). In line with the policy adopted in previous years the Asset Management Board (AMB) has considered only those works that fall within categories 1C and 1D. Given the financial constraints on both the revenue and capital budgets an allocation of £1.587m is recommended to address the most pressing 1C & 1D priorities.

		£ (000)	£ (000)
Schools	Priority 1C & 1D	2,352	
	Priority 2C & 2D	11,320	
	Lower Priorities	30,968	44,640
Corporate Properties	Priority 1C & 1D	1,936	
	Priority 2C & 2D	8,176	
	Lower Priorities	14,289	24,401
Total			<b>79,001</b>

- 5.8 There are remaining Landlord liabilities left with the Council with regard to the Leisure sites and based on updated condition surveys these works are necessary in order for the Council to fulfil these responsibilities. The table below summarises the key investment areas for planned maintenance in 2022/23

Area	£
Car Parking	100,000
Commercial Estate	160,000
Community Centre	60,000
Corporate Buildings	100,000
Housing	250,000
Leisure	320,000
Library	30,000
Other	232,000
Parks & Open Spaces	25,000
South Hill Park	210,000

- 5.9 Some works, whilst urgent, cannot be legitimately capitalised and must be met from a revenue budget. An overall allowance of £200,000 is available to meet these liabilities; however this will not be sufficient to meet the level of works that continue to be identified within the 1C and 1D categories considered to be of a revenue nature. It is becoming clear that there is a diminishing proportion of the 1C and 1D works that can be legitimately met from the Capital Budget. Unless additional revenue funds are identified then the level of outstanding works will increase. These combined bids will go some way to addressing the most urgent works within the estimated backlog identified above, with the potential to resolve some of the works currently prioritised as 1C and 1D. However, other essential, albeit slightly lower priority, works will still remain. The implications of failing to maintain buildings are progressive deterioration leading to building closures, health & safety problems, service delivery impacts and reduced property values.

#### Schools

- 5.10 Identified planned maintenance for 2022/23 will be drawn from building condition surveys carried out by the Council's Managing Partner Atkins Ltd and there is approximately £2.352m of Priority 1 (Urgent) planned maintenance works in schools on the current building condition surveys. Capital funding for planned maintenance is allocated for schools, but non school buildings (Youth Service, Childrens Social Care, Adult Learning and Early Years) form part of the Council-Wide programme. The Asset Management Board recommends the Council-Wide programme of works, and the Schools Planned Works Programme Board recommends the programme of works for schools.
- 5.11 A Schools Planned Works Programme of £2m is being put forward based on the level of grant expected to be received from DfE. This includes Planned Maintenance, Fire Safety, Asbestos and Legionella works which is normally funded from DfE Schools Capital Maintenance Grant. The programme of works will be matched to the available budget.

#### ICT Schemes

- 5.12 To support new ways of working that have become the norm in recent times, the Council will be required to invest in technology and IT infrastructure over the coming years. Some of the key areas are highlighted below and more details on specific areas of spend are laid out in the Annexes.
- Investment in additional home-working equipment
  - Laptop refresh and replacement programme
  - Core Network Upgrades

#### Rolling programmes

- 5.13 These programmes cover more than one year and give a degree of certainty for forward planning schemes to improve service delivery. They make an important contribution towards the Council's established Asset Management Plans.

#### Other Desirable Schemes

- 5.14 In addition to the schemes identified in the above categories, each service has requested funding for other high priority schemes that meet the needs and objectives of their service. The net cost of schemes which attract partial external funding are included in the schemes put forward.



### Invest-To-Save Schemes

- 5.15 These are schemes where the additional revenue income or savings arising from their implementation exceeds the Council's borrowing costs. In the past the Council has allocated £1m per annum to fund potential Invest-to-Save (ITS) schemes that may present themselves during the year. Any unspent budget is not carried forward and as such a request is made each year to enable new schemes (below £0.4m) to be brought forward and approved by Corporate Management Team. There have been no schemes approved to date however a number of schemes are being reviewed and may come forward in the coming year.

### Capital Programme 2022/23 – 2024/25

- 5.16 A summary of the cost of new schemes proposed by Departments is set out in the table below and in Annex A. A detailed list of suggested schemes within the draft capital programme, together with a brief description of each project, for each service is included in Annexes B – D.
- 5.17 Total requested Council funding for schemes amounts to £9.309m, which includes £4.150m for schemes that have commenced in the current year and will continue into 2022/23. New, additional funding requested is therefore £5.159m.

<b>Capital Programme 2022/23-2024/25</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2022/23 £000</b>	<b>2023/24 £000</b>	<b>2024/25 £000</b>
B	Delivery	8,099	4,411	1,947
C	People	4,333	0	0
D	Central Directorates	3,914	2,820	2,820
	<b>Total Capital Programme</b>	<b>16,346</b>	<b>7,231</b>	<b>4,767</b>
	less Externally Funded schemes	7,037	2,820	2,340
	<b>Council Funded Programme</b>	<b>9,309</b>	<b>4,411</b>	<b>2,427</b>

### Externally Funded Schemes

- 5.18 A number of external funding sources are also available to fund schemes within the capital programme. External support has been identified from two main sources:

#### *Government Grants*

A number of capital schemes attract specific grants. As in previous years, it is proposed that all such schemes should be included in the capital programme at the level of external funding that is available.

A significant element of the grant-funded capital programme relates to the planned investment in Schools. The schools investment programme included in this report reflects the highest priority schemes identified by the People Department and the Education Capital Programme Board. However as a result in a change to the capital funding formula and the perceived relative need for school places in Bracknell compared to other areas of the

country, the provisional allocation for 2022/23 suggest there will be no grant funding available to Bracknell Forest. However, the Council has identified a number of schemes that require funding in the coming years and these are set out in Annex B.

A second key constituent of capital grant funding relates to the Highway Maintenance and the Integrated Transport Block totalling £2.6m for 2022/23.

#### *Section 106 (£1.133m)*

Each year the Council enters into a number of agreements under Section 106 of the Town & Country Planning Act 1990 by which developers make a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. Usually the monies are given for work in a particular area and/or for specific projects

Officers have identified a number of schemes that could be funded from Section 106 funds in 2022/23, where funding becomes available. These are summarised below

Department	Schemes	Budget
		<i>£000</i>
Delivery	Warfield Memorial Grounds	150
People	10a Portman Close Flats	250
People	Warfield Migration Works	633
Central	Local Transport Plan Schemes	100
	<b>Total</b>	<b>1,133</b>

#### On-going Revenue Costs

- 5.19 There are £30k revenue costs associated with the schemes proposed for inclusion within the 2022/23 Capital Programme. These are reflected in the Revenue Budget report that follows on the agenda.

#### Funding Options

- 5.20 The Council introduced CIL in April 2015. It is difficult to estimate the potential amount of CIL that will be generated as this will depend on the delivery of additional housing development in the Borough, which is to a large extent outside of the control of the authority. However based on the most recent housing trajectory estimates and knowledge of development schemes that will come forward in the next 18 months, it is estimated that £3.25m is an appropriate assumption. However there is a downside risk to this if the current economic conditions and the impact of the pandemic continue to weigh on the national private-sector housing delivery developments
- 5.21 The proposed capital programme for 2022/23 has been developed, therefore, on the assumption that it will be funded by a combination of approximately £3.25m of capital receipts (CIL and other miscellaneous property disposals), Government grants, other external contributions and borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.
- 5.22 Any capital expenditure approved over and above capital receipts and external contributions will require the Council to borrow externally. The timing of this will depend on the level of surplus cash held by the Council which will be used in the first instance to fund the Capital Programme commitments. Any external borrowing will require a sum to be set aside as a

Minimum Revenue Provision (MRP) for debt repayment in addition to an interest charge, depending on the maturity of the loan. Current long-term borrowing rates are approximately 2.2%.

- 5.23 The redevelopment of the Depot should result in a capital receipt after the scheme is completed, most likely in 2024, estimated at a potential £1.8m. The Council also expects to receive a capital receipt in a similar timescale from the development of Coopers Hill, in excess of £2m. In addition, the Warfield Memorial Ground Enhancements represent a forward-funding approval that will be met by S106 receipts in future years.
- 5.24 Based on an internally funded Capital Programme of £6.059m (after taking account of potential capital receipts), and with long-term interest costs at 2.2%, the interest cost in 2022/23 would amount to £67k, and £133k in a full year. The MRP charge reflects the life of individual assets that are being funded – the charge is not payable until the year after the assets come into being. The MRP charge in relation to the capital programme for 2022/23 is estimated to be a maximum of £0.204m and will be charged from 2023/24.
- 5.25 Following the introduction of the Prudential Borrowing regime local authorities are able to determine the level of their own capital expenditure with regard only to affordability on the revenue account. In practice this represents the amount of borrowing they can afford to finance and will necessitate taking a medium-term view of revenue income streams and capital investment needs.
- 5.26 To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2022/23 to 2024/25 in February 2022, alongside its consideration of the specific budget proposals for 2022/23 and the Council's medium-term financial prospects.
- 5.27 If any amendments are made to the capital programme, the revenue consequences will need to be adjusted accordingly. Executive Members will therefore need to consider the impact of the capital programme as part of the final revenue budget decisions. Members will need to carefully balance the level of the Capital Programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2023/24 onwards, will need to be undertaken during next summer.

#### Proposed Amendment to the Current Year's Capital Programme

- 5.28 Members have previously approved a budget of £0.6m for works to convert Time Square into a community hub and support the letting of space to other voluntary and statutory organisations. It has become clear in recent months that the equipment in the Council Chamber is no longer fit for purpose, having not been replaced when the Council moved from Easthampstead House several years ago. In particular, it will not support Member's desire to continue on-line engagement with residents through live streaming meetings when these return to being held physically in the room.
- 5.29 Officers from across the Council have been working to develop requirements and options for conducting democratic meetings which would allow everyone joining a meeting, regardless of whether they are in the Council Chamber or a virtual attendee, to be able to see and hear all participants in the meeting. This would include the capability to live stream the meeting to any social media site. Additional functionality including electronic voting has also been taken into consideration, with a view to future proofing as far as is reasonably practical.

- 5.30 The cost of purchasing and installing the technology that has been identified as the optimum solution is around £0.140m. The Executive is requested to approve this funding with immediate effect as an addition to the Time Square Community Hub capital scheme, in order that the equipment can be ordered and installed early in 2022. In addition to its use for a range of public meeting of the Council and its Committees, the technology would be suitable for local businesses and other organisations to run hybrid meetings such as conferences, training, seminars etc. Income from such events will help cover the initial costs over time.

## **6 Consultation and Other Considerations**

### Legal Advice

- 6.1 The authorisation for incurring capital expenditure by local authorities is contained in the legislation covering the service areas. Controls on capital expenditure are contained in the Local Government Act 2003 and regulations made thereunder.

### Financial Advice

- 6.2 The financial implications are contained within the report.

### Other Consultation Responses

- 6.3 This report sets out the draft capital programme proposals that will form part of the Council's 2022/23 budget consultation. The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, town and parish councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council's web site. There will also be a dedicated mailbox to collect comments.
- 6.4 The timetable for the approval of the 2022/23 Budget is as follows.

Executive agree proposals as basis for consultation	14 December 2021
Consultation period	15 December 2021 - 25 January 2022
Executive considers representations made and recommends budget.	08 February 2022
Council considers Executive budget proposals	23 February 2022

### Equalities Impact Assessment

- 6.5 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. Where necessary, impact assessments on specific schemes within the capital programme will be undertaken before work commences.

### Strategic Risk Management Issues

- 6.6 The most significant risk facing the Council is the impact of the capital programme on the revenue budget. The scale of the Council's Capital Programme for 2020/21 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts or borrowing. The generation of capital receipts in future years may mitigate the impact on the revenue budget, but as the timing and scale of these receipts is uncertain their impact is unlikely to be significant.
- 6.7 There are also a range of risks that are common to all capital projects which include:
- Tender prices exceeding the budget
  - Planning issues and potential delays
  - Uncertainty of external funding
  - Building delays due to unavailability of materials or inclement weather
  - Availability of staff with appropriate skills to implement schemes
- 6.8 These can be managed through the use of appropriate professional officers and following best practice in project management techniques. The report also identifies the risk associated with the shortfall in maintenance expenditure compared to that identified by the latest condition surveys. With only those highest priorities receiving funding in 2020/21, there will be a further build up in the maintenance backlog and a risk that the deterioration in Council assets will hamper the ability to deliver good services.

#### Climate Change Implications

- 6.9 The recommendations in Section 2 above will have no immediate impact on emissions of CO<sub>2</sub>. Detailed consideration will be given to the impact of the final capital budget proposals in February 2022, although in general terms improvements to current assets and the construction of new facilities using modern designs and construction techniques are expected to have positive climate change implications.

#### Background Papers

None

#### Contact for further information

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## CAPITAL PROGRAMME 2022/2023-2024/25 BY CATEGORY

	2022/23 £000	2023/24 £000	2024/25 £000	TOTAL £000
<b>Committed</b>	<b>5,285</b>	<b>1,635</b>	<b>1,135</b>	<b>8,055</b>
Delivery	3,835	835	335	5,005
People	250	0	0	250
Central	1,200	800	800	2,800
<b>Unavoidable</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Delivery	0	0	0	0
People	0	0	0	0
Central	0	0	0	0
<b>Maintenance</b>	<b>2,564</b>	<b>1,346</b>	<b>1,092</b>	<b>5,002</b>
Delivery	2,564	1,346	1,092	5,002
People	0	0	0	0
Central	0	0	0	0
<b>Rolling Programme / Other Desirable</b>	<b>1,460</b>	<b>1,430</b>	<b>200</b>	<b>3,090</b>
Delivery	550	1,430	200	2,180
People	910	0	0	910
Central	0	0	0	0
<b>Council Funding</b>	<b>9,309</b>	<b>4,411</b>	<b>2,427</b>	<b>16,147</b>
<b>Total External Funding</b>	<b>7,037</b>	<b>2,820</b>	<b>2,340</b>	<b>12,197</b>
<b>Total Capital Programme</b>	<b>16,346</b>	<b>7,231</b>	<b>4,767</b>	<b>28,344</b>

## CAPITAL PROGRAMME 2022/2023-2024/25 BY DIRECTORATE

	2022/23 £000	2023/24 £000	2024/25 £000	TOTAL £000
<b>Delivery</b>	<b>8,099</b>	<b>4,411</b>	<b>1,947</b>	<b>14,457</b>
<b>People</b>	<b>4,333</b>	<b>0</b>	<b>0</b>	<b>4,333</b>
<b>Central Directorates</b>	<b>3,914</b>	<b>2,820</b>	<b>2,820</b>	<b>9,554</b>
<b>Total Capital Programme</b>	<b>16,346</b>	<b>7,231</b>	<b>4,767</b>	<b>28,344</b>
<b>External Funding</b>	<b>7,037</b>	<b>2,820</b>	<b>2,340</b>	<b>12,197</b>
<b>Council Funding</b>	<b>9,309</b>	<b>4,411</b>	<b>2,427</b>	<b>16,147</b>

## CAPITAL PROGRAMME - DELIVERY

	2022/23 £000	2023/24 £000	2024/25 £000	TOTAL £000
<b>Committed</b>				
Commercial Depot Redevelopment	3,100	500	-	3,600
Capitalisation of Project Management costs	300	300	300	900
Equipment Downshire Golf Complex	35	35	35	105
Blue Mountain Health and Community Hub	400	-	-	400
	<b>3,835</b>	<b>835</b>	<b>335</b>	<b>5,005</b>
<b>Unavoidable</b>				
No Schemes	-	-	-	-
<b>Maintenance</b>				
Buildings Planned Maintenance Programme	1,587	1,000	1,000	3,587
IT Schemes	977	346	92	1,415
	<b>2,564</b>	<b>1,346</b>	<b>1,092</b>	<b>5,002</b>
		-	-	
<b>Rolling Programme / Other Desirable</b>				
Warfield Memorial Ground Enhancements	150	1,250	-	1,400
Feasibility Studies	250	100	100	450
CCTV at Car Parks	60	-	-	60
London Road Landfill Works	50	80	100	230
Vehicle Monitoring System	40	-	-	40
	<b>550</b>	<b>1,430</b>	<b>200</b>	<b>2,180</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>6,949</b>	<b>3,611</b>	<b>1,627</b>	<b>12,187</b>
<b>External Funding</b>				
Warfield Memorial Ground Enhancements	150	800	320	1,270
Blue Mountain Health and Community Hub	1,000	-	-	1,000
<b>TOTAL EXTERNAL FUNDING</b>	<b>1,150</b>	<b>800</b>	<b>320</b>	<b>2,270</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>8,099</b>	<b>4,411</b>	<b>1,947</b>	<b>14,457</b>



## **Annex B**

### **Delivery Directorate Capital Requests – New Bids**

#### **Planned Maintenance**

Buildings planned maintenance is an annual programme of repairs and maintenance to the Councils' building stock and associated assets. It encompasses a wide range of activities, but typically includes the repair or replacement of elements of building fabric, fixtures or fittings that are worn, obsolete or otherwise damaged.

The purpose of the work is to maintain the Councils' buildings to a sufficient standard to provide a safe and appropriate environment from which its' various services can operate.

The works included in the programme are identified through a series of condition surveys, which are undertaken on our behalf by external engineers and surveyors.

The backlog figures shown in the supporting data have been arrived at following detailed analysis of all of our condition survey records, as well as consideration of wider property issues and intentions. As such, based on previous instructions or knowledge of impending project works or disposals, the value of maintenance work to the following properties are not included:

- Bridgewell Centre (Ladybank)
- Commercial properties let on full repairing leases
- Commercial Centre - the works to redevelop the Depot will be programmed to commence on site during Jan 2022, an allowance has been made for reactive capital works only.

With the above properties excluded (excluding the Commercial Centre) the estimated value of the remaining high priority works currently stands at £2.27m.

The works that are currently of the highest priorities are wide ranging and comprise numerous smaller individual items than in previous years. Whilst development of a detailed programme will be subject to the level of funding approved, the following properties have been identified with high priority works of significant value:

Ref.	Site	Works	Climate Change Implications	Costs
C1	Albert Road car park	Resurfacing of car park, works could be postponed to future years but will require patch repairs. Require status on incorporation into JV if site is to be developed	N/A	£ 50,000
C2	Ascot Heath Library	Replace BMS controls system, currently older JEL type	System will be more efficiently controlled and will save energy usage	£ 15,000
C3	Binfield Library	Replace BMS controls system, currently older JEL type	System will be more efficiently controlled and will save energy usage	£ 15,000
C4	Birch Hill Community	Fire Shutter replacement, non-compliant	N/A	£ 15,000
C5	Bracknell Leisure Centre	Replace flat roof over offices and studios	New roof will comply to Part L of Building Regulations	£ 100,000
C6	Bracknell Leisure Centre	Allowance for landlord repairs, likely requirement of additional roof repairs and M&E replacements	N/A	£ 50,000
C7	Commercial Depot	Allowance for reactive repairs before depot is replaced Spring 2023	N/A	£ 50,000
C8	Coral Reef	Allowance for landlord repairs, likely requirement of additional roof repairs and M&E replacements	N/A	£ 50,000
C9	Crown Wood Community Centre	Refurbishment of centre and air conditioning replacement, currently noted in poor condition	New A/C will be more efficient than the existing	£ 45,000
C10	Downshire Golf Complex	Drainage works and footpaths - H&S concern over condition of paths and replacing drainage to 2 greens	N/A	£ 120,000

C11	Easthampstead Park Crematorium	Final phase to replace all fascia's to the Cem & Crem	N/A	£ 50,000
C12	Farley Wood	Replace existing radiators and heating system works, currently in poor condition	More efficient heating system will require less energy usage	£ 25,000
C13	Great Hollands Shops	Provide new CCTV cameras and cabling, required due to safety concerns within the area.	N/A	£ 10,000
C14	High Street carpark	Patch Repairs to upper floors, ongoing programme of maintenance	N/A	£ 50,000
C15	Residential Housing	<p>Phased condition and compliance condition improvement work to the residential housing stock, a 5 year plan has now been compiled to carry out improvement works to the stock.</p> <p>Works included will bring up our current stock of BFC owned temporary accommodation up to a decent home standard, existing stock condition surveys and recent HHSRS surveys have found our stock to require additional investment to bring up to a safe, compliant standard for our residents.</p> <p>The properties are of a similar age and now require attention to improve the condition throughout the estate.</p>	N/A	£ 250,000
C16	Margaret Wells Furby Centre	Pitched roof replacement - in poor condition and currently leaking	New roof will comply to Part L of Building Regulations	£ 25,000
C17	Rowan Children's Centre	Replace existing oil-fired boiler to modern gas fired boiler system, the school's system is being replaced in Summer 2021	Carbon savings to replace one of our few remaining oil-fired systems	£150,000
C18	South Hill Park	Phase 2 of fire doors replacement works	N/A	£ 75,000

C19	South Hill Park	External decorations to windows, rainwater goods and external features. If not completed the building will require substantially more expenditure to replace windows and doors within the next few years if not properly maintained	N/A	£ 135,000
C20	Warren Row	Replacement of old critical windows and insulating balconies to the flats above shops, in poor condition	New windows will improve the thermal efficiency of the units	£ 30,000
C21	Waterside Park	Resurface walkways - Currently using old concrete slabs which are in poor condition and can be a trip hazard	N/A	£ 20,000
C22	Waymead Respite	Replace softwood timber double glazed windows	New windows will improve the thermal efficiency of the units	£ 20,000
C23	West Moorland	Replace/Refurbish external fascia's, soffits and bargeboards, in poor condition	N/A	£ 25,000
C24	Wildridings Square	Refurbishment works to balconies over shops to include replacement parapets	N/A	£ 100,000
C25	Birch Hill Public Convivence	Replacement Roof to the WCs	Roof insulation will be to current building regulations	£12,000
C26	76 Binfield Road	Demolition	N/A	£65,000
	Back Office	New Upgrade to Firmstep	N/A	£35,000
		<b><u>Total</u></b>	-	<b><u>£ £1,587,000.</u></b>

## **IT Schemes**

### **Homeworking Equipment (£0.1m)**

This project is designed to ensure the Council has the equipment to provide for the large increase in homeworkers since the Pandemic started around 18 Months ago. Over 500 monitors have been deployed from Time Square to staff homes from March 2020 to April 2021.

Starters to the Council are now expecting a home working package of equipment to collect as soon as they start. Now that staff have been working from home for well over a year, there are more requests from staff for monitors who are suffering health issues related to posture or vision. A total of 400 desks are to be setup for BFBC staff to return to Time Square requiring the replacement of many monitors that have currently been deployed for home working. Additional monitors will be purchased to meet the need for the requirements for new staff (all staff leaving their posts at the Council are required to return any IT Kit that has been loaned out) and for those returning to Time Square.

### **Computer Equipment Refresh (£0.45m)**

To approve a schedule to replace laptops once they are more than four years' old, starting with the oldest. These old laptops would be replaced with the Dell Latitude 2 in 1 convertible. Laptops are in warranty for three years after they are issued. A significant proportion of the estate is considerably older than this, and is increasingly failing, at a time when ever more reliance is placed on its effectiveness. This has been reflected in an increase in complaints from both staff and elected members.

There is a shortage of suitable laptop stock to meet the increased demands caused by the COVID pandemic and the failure of older equipment. New staff are often issued with reconditioned kit, which might not be adequate for their needs. Continuing to use out of date equipment increases the security risks for the organisation as it is difficult to keep the security patching up to date. A reduction in time spent on repairs to laptops would enable ICT staff to devote time to other projects, including the reconfiguration of meeting room spaces and investigating suitable technologies to facilitate new Ways of Working.

ServiceDesk and Desktop support Teams are servicing just over 1700 BFBC staff with a depreciating estate of Dell laptop and Desktop computers. The majority of these staff are using laptops. The team distributed 446 new-build, refurbished or loan laptops in 2021/2022. In the same period, the team has replaced 60 batteries, with 20 requests outstanding for further replacements. The issue with batteries is likely to worsen as staff begin to return to office-based working or working in other locations, after their laptops have been plugged in for over a year.

Much of the estate is very old, with some laptops as old as 2013, and this has been causing performance issues for staff, due to inadequate RAM and processing power, in particular for staff using power-hungry applications such as Power BI, Confirm and AutoCAD. As software develops, we need hardware to keep up. When an out of warranty laptop fails, it must be brought to Time Square to be repaired, which can be very inconvenient for any staff who live at a distance from Bracknell.

## **Core Network (£0.427m)**

Most of the current CISCO network infrastructure is already end of life and out of support with the remainder becoming end of life over the next 3 years. This results in no security updates for vulnerabilities and no available replacements for equipment that might fail.

The current infrastructure does not take advantage of increased end user and backbone network bandwidths, there is limited traffic scanning, the infrastructure needs to be configured manually and there are multiple different networks running across the infrastructure. The current set-up does not support Wi-Fi location-based services with in BFBC estate and there is a lack of high-speed broadband availability as multiple council sites in Bracknell.

The current infrastructure therefore is complex to support and is at higher risk of issues occurring. One strategic theme of the council's Digital and ICT Strategy is for robust and reliable ICT ensuring there is minimal downtime and fast recovery and restoration of services. Therefore, the Council needs to implement a more flexible and robust core network infrastructure. Although most of the Council's IT systems will be in the cloud by the next financial year, while it has staff in Time Square and a large number of remote sites to support, we will continue to need.

## **Warfield Memorial Ground Enhancements - (£0.150m)**

Warfield Memorial Ground (WMG) is a well-used publicly accessible recreational area owned by the Warfield Memorial Ground – a registered charity with an obligation to operate the WMG for public benefit, under the responsibility of a group of Trustees. It provides for activities including cricket and a play area for young children. It is located north of Warfield Street and west of Osborne Lane in Warfield, adjacent to the Warfield strategic development site, which was allocated in Policy 'SA9' of the Bracknell Forest Site Allocations Local Plan for 2,200 new homes.

Planning policy requires development to contribute towards the delivery of infrastructure needed to support growth and to mitigate any adverse impacts. Conversations between planning officers and the WMG Trustees concerning implementation of improvements go back several years. Officers initially advised the Trustees to carry out a feasibility study to identify project elements and costs in order to provide BFC with a robust evidence base and to support the case for funding.

In terms of funding, approximately £1.5m has been 'secured' by s106 planning obligation towards off-site OSPV able to serve the SA9 development. This 'secured' funding includes: i) s106 funding received to date, ii) funding secured in a s106 but not yet received, and iii) funding that is in the advanced stages of being secured.

In terms of project cost, the current index-linked WMG project cost is estimated at £1.4m based on a start date of April 2023. The significant majority of secured funding has not yet been received but would be forthcoming as development build-out triggers are reached.

All sums are index-linked. It is however understood that once BFC receives the sum, any further interest accrued is not then attributed to the project, so sums received lose value in real terms relative to project cost inflation. The opportunity should therefore be explored to forward fund the project in the knowledge that indexed sums will be received.

An analysis has shown that were the scheme to be accepted for inclusion within the 2022/23 Capital Programme, with survey costs being incurred in 2022/23, with a start on site date of

Quarter 1 2023 the cost of forward funding would be significantly less than the inflationary impact of delaying the scheme until all the S106 funding has been secured. Based on interest rates at 2% - the cost of forward funding the scheme would be approximately £40k compared to an estimated increase in costs of over £80k.

A report is being prepared and discussions with the Trustees is on-going. CMT are asked to consider approving this request for inclusion within the 2022/23 Capital Programme and a more detailed report can be brought in the coming weeks prior to detailed discussion with Members

## **Feasibility Studies (£0.25m)**

There is currently no financial allocation for feasibility budgets within property related projects. It is often the case that a scheme arises and must either be funded from a separate budget as a stop gap measure or the project is delayed pending approval of a budget for the scheme. It is often not viable to wait up to a year pending approval of budgets to understand the viability of a scheme that has been requested by a department within the council.

Within recent years the following schemes have not had set budgets for feasibilities and have either been delayed or funded elsewhere as a temporary measure which puts a strain on other budgets.

- Commercial Depot Redevelopment
- Time Square Collaboration
- Salix Decarbonisation Schemes
- Waterside Refurbishment for Forestcare/EDS
- Time Square WC Refurb

It is proposed that a figure of £150,000 is budgeted to allow for the various non education feasibilities that are proposed in 2022/23, which will also assist with cost certainty for any future capital bids

## **CCTV Car Parks (£0.06m)**

The CCTV systems in both multi-storey car parks were installed in excess of 20 years ago and are at end of life. Throughout the course of time, some cameras have been replaced, in some areas the system extended in various locations creating a mix of designs across both car parks. The original cameras and the supporting system are now obsolete and replacement parts no longer available. Many of the cameras are currently non-functional. The cameras are paramount in the deterrent against crime and provide an essential tool for observing and controlling traffic management. The system footage can also be valuable to the police to use as evidence in relation to criminal activity.

## **London Road Closed Landfill Works (£0.05m)**

London Road landfill is an Environment Agency (EA) permitted site and as such the Council is required to manage, monitor and report to the EA on a regular basis in order to comply with the permit conditions. There is no end date to the EA permit.

Through the Council's contractor works for 22/23 have been identified as part of a larger programme spanning the next few years. The cost of the site is a shared responsibility across all six Berkshire Authorities. The costs have been agreed by the Berkshire Chief Executives.

Should this work not be undertaken there is risk of prosecution from the EA and associated negative publicity. Additionally, but more significantly there is the potential for significant harm, through contamination, to local residents and a school and associated properties through escaping gas and leachate. The gas (methane) is also explosive.

## **Vehicle Monitoring System (£0.04m)**

Monitoring and managing the volume of visitors to both The Look Out and Coral Reef has on occasion proved challenging over recent years due to the popularity of these sites. Staff at the Look Out currently physically display 'car park full' boards at the front of the centre to prevent vehicles entering but this requires constant monitoring. Staff often are deployed within the Look Out car park to direct vehicles back out when there are no spaces available. Currently there is no automated way of advising customers how many spaces are available in the car parks. The layout of the Look Out car park means that on occasion vehicle can be queuing to get into the site from Nine Mile Ride.

Following a review, the proposal for a VMS (Vehicle Monitoring System) is suggested in order to advise the customer of the capacity of spaces within the car parks. The VMS would provide advanced notification in the form of visitor information in both directions on the approach to the car parks as to whether there are spaces, or a site is full.

Currently payment for parking in Coral Reef is included within the booking price of the session and numbers are known in advance via permits issued from NSL Apply. Coral reef car park is often used as the overflow for the Look Out when it is full and customers parking in Coral Reef can use the payment machines or PayByPhone to park and they cross the road to the Look Out. The Look Out attracts a range of visitors for the centre itself, Go Ape and the biking trails and therefore on anyone day the number of visitors expected is unknown (other than for pre booked activities).

The VMS can be locally controlled and managed so that if there are for example 20% pre-bookings, the numbers available can be reduced accordingly. The number of spaces available can be adjusted from the onset so that the system will automatically calculate up/down from that number. There is no requirement for barriers, in/out – loop counters would be installed at the entrance and exit so the numbers are exact, and the system shows live data. It is also possible to display other limited car park information on the VMS, such as Season tickets available / Pre-bookings only, Centre Closed etc. This method of entry also reduces queues associated with barrier operation.

Staff from the Look Out would no longer be required to physically display the 'car park full' boards and the number of vehicles attempting to enter the car park at times when no spaces are available. This would allow them time to concentrate on other duties and not have to deal with frequent confrontation and traffic management issues.



Following liaison with our Highway Network team, it would be possible for connectivity to be linked with the existing town centre VMS. This option would inevitably reduce the costs and in collaboration with the original supplier (Swarco) and the possibility of linking the systems have been discussed. They have subsequently provided an estimated cost for supply and installation based on virtual mapping.

## CAPITAL PROGRAMME - PEOPLE

	2022/23 £000	2023/24 £000	2024/25 £000	TOTAL £000
<b>Committed</b>				
10a Portman Close Flats	250	-	-	250
	<b>250</b>	<b>-</b>	<b>-</b>	<b>250</b>
<b>Unavoidable</b>				
No Schemes	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Rolling Programme / Other Desirable Non-Schools</b>				
<b>Departmental Bids:</b>				
Garth Hill College - Atrium Balconies (up to £700k)	700	-	-	700
<b>School Bids:</b>				
School Security and Safeguarding	100	-	-	100
Fire Safety	110	-	-	110
<b>Total</b>	<b>910</b>	<b>-</b>	<b>-</b>	<b>910</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>1,160</b>	<b>-</b>	<b>-</b>	<b>1,160</b>
<b>External Funding - Other</b>				
<b>Non-Schools</b>				
10a Portman Close Flats	250	-	-	250
<b>Schools</b>				
DfE Grant: Schools Capital Maintenance	2,040			2,040
DfE Grant: Devolved Formula Capital	250			250
Warfield - Migration Highway Works	633	-	-	633
	<b>3,173</b>	<b>-</b>	<b>-</b>	<b>3,173</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>3,173</b>	<b>-</b>	<b>-</b>	<b>3,173</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>4,333</b>	<b>-</b>	<b>-</b>	<b>4,333</b>

## **Annex C**

### **People Directorate Capital Requests – New Bids**

#### **Garth Hill College - Atrium Balconies (Up to £0.7m)**

The newly reconstructed school was opened in 2010 and was a One School Pathfinder project under the government's Building Schools for the Future programme. The school was designed and built with open balconies around the atrium and in the curriculum blocks protected by balustrades, which were themselves designed and constructed to be higher than Building Regulations required to specifically mitigate the potential risk of falls and falling objects. The sixth form centre was constructed in 2015 and has similar open balconies.

There have been no incidents since the new school building was opened and the school's risk assessment shows a low risk of falls and falling objects, however, a distressed pupil attempted to jump from the 2nd floor balcony in the atrium, but they were pulled back by a member of staff. This incident prompted a review of H&S by the governing body and the school has requested advice from the Council about what could/should be done to prevent this from re-occurring in the future.

The following advice has been received from the Council's insurers:

*The H&S Act 1974 states that you must reduce the risk to "as far as reasonably practicable" and cost cannot be a prohibitive factor unless it can be demonstrated that an immense cost would produce little or no benefit. However, I do not think that is the case here and improvements should be made here as a matter of urgency regardless of funding. The college would be negligent in not taking action should a further incident occur. The most effective way to reduce the risk to a minimum is to put a physical barrier up to all but ceiling height – this would prevent anyone climbing over and throwing objects which again, for those underneath, would cause serious harm. Human factors would require the removal of as many opportunities for error or violations and in my opinion in this environment robust measures would be required. I have attached an HSE briefing which considers falls from balconies in Health and Social Care settings of which they have included schools in this. It states "Balconies -Where assessment identifies that service users are at risk of falling, then sufficient protection should be provided to prevent them from accessing balconies or climbing over the balcony edge protection. This should take into account furniture or features with footholds which may allow access over the barrier (e.g. chairs, tables, plant pots, walls etc).*

A feasibility & cost report has been commissioned by Property from Atkins which identified a proposed solution for the atrium at £300k. Following advice from the Council's insurers however the scope of the works has been expanded to include the curriculum blocks and sixth form centre. The above figures are therefore a budget estimate until the revised feasibility & cost report is received.

#### **Warfield – Highways Works to Support Migration (£0.7m)**

The school currently operates on split sites with half of its pupil numbers (210) on the All Saints Rise site, and the other half (210) on the Woodhurst site. Operating on two sites has imposed financial pressures on the school including duplication of staffing and resources which is creating a deficit budget for the school, which is anticipated to be at £50k by September 2022. The deficit budget that can only be managed in the short term through draw

down of accumulated balances, and this is having a negative impact on the education of children by drawing resources away from teaching and learning.

In 2020 the Headteacher and Chair of Governors wrote to the Council highlighting financial and organisational issues operating over two sites and requesting to unite the whole school (420) on a single site by migrating the All Saints Rise pupils to Woodhurst.

Woodhurst was constructed in 2015 with capacity for 420 pupils, to allow for future expansion, however additional pupil numbers have not been forthcoming so the vacant 1FE capacity at Woodhurst is therefore available to allow the school to migrate. The Council's School Places forecasts suggest that North Bracknell currently has a surplus of 380 primary school places which is forecast to increase to 790 by 2025 so the spare capacity at Woodhurst can be taken up by migration without negatively impacting on the supply of primary school places in North Bracknell.

A statutory consultation on the migration proposal was undertaken in January/February 2021, and the results of this were a majority (52%) against migration, including a majority of parents (63%) who were also against it. The majority of negative consultation comments raised concerns with parking, travel and safe walking routes to school. In the light of this the school withdrew the proposal and the Council undertook to look into the highways implications of the migration proposal.

The Council's Managing Partner Atkins have been working with the BFC Highways team to draw up a schedule of works required to support migration, which include:-Provision of a new Toucan crossing-Widening access to two roundabouts - creation of additional parking and drop-off/pick-up at Woodhurst. The school is proposing to re-consult migration during Nov-Dec-21 with a view to the migration decision being taken in Feb-2 This is a Voluntary Controlled Church of England school. Preliminary discussions with the Oxford Church of England Diocese have indicated a willingness on their part to support the school to migrate. The Diocesan Authority's agreement would also have to be reached on the future use of the All Saints Rise site after the school migrates. Alternative uses include as a new primary SEMH Hub.1.

### **School Security and Safeguarding (£0.1m)**

A number of small schemes relating to school security and safeguarding have been identified by individual schools that will not be picked up under the maintenance programme but have been supported by the Directorate as warranting support. These schemes will include secure fencing, gates and groundworks

### **Fire Safety (£0.11m)**

This budget will be used to update and replace fire safety measures at a number of schools, undertaking work such as the replacement of exit doors, internal fire doors and upgrades to fire alarm systems.

## CAPITAL PROGRAMME - CENTRAL DIRECTORATE

	2022/23 £000	2023/24 £000	2024/25 £000	TOTAL £000
<b>Committed</b>				
Roads & Footway Resurfacing	200	200	200	600
CIL Strategic Transport Schemes	600	600	600	1,800
Highway Maintenance (Lamp Columns)	400			400
	-	-	-	-
	<b>1,200</b>	<b>800</b>	<b>800</b>	<b>2,800</b>
<b>Unavoidable</b>				
No Schemes				
	-	-	-	-
<b>Maintenance</b>				
	-	-	-	-
<b>Rolling Programme / Other Desirable</b>				
	-	-	-	-
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>1,200</b>	<b>800</b>	<b>800</b>	<b>2,800</b>
<b>External Funding</b>				
Highways Maintenance	1,888	1,300	1,300	4,488
Integrated Transport & Maintenance	726	720	720	2,166
Section 106 Schemes (LTP)	100	-	-	100
	<b>2,714</b>	<b>2,020</b>	<b>2,020</b>	<b>6,754</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>2,714</b>	<b>2,020</b>	<b>2,020</b>	<b>6,754</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>3,914</b>	<b>2,820</b>	<b>2,820</b>	<b>9,554</b>

## **Annex D**

### **PPR Directorate Capital Requests – New Bids**

#### **Integrated Transport and Maintenance**

The adopted Local Transport Plan sets out the Council's proposed strategy for capital investment to March 2026 for Highways and Transport infrastructure.

Historically, the Integrated Transport and Highway Maintenance capital programmes have been funded from a combination of direct Governments grant, Borough capital and S106 (more recently CIL) developer contributions towards related improvements. Successful bids for TVBLEP and Government funding can supplement this programme further.

The programme continues to support the delivery of local growth and the emerging new Bracknell Forest Local Plan and Berkshire Local Industrial Strategy.

The Highway Maintenance programme continues to focus on the integrity of a wide range of highway assets including carriageways, highway structures, drainage and street lighting. Nationally, local authorities are managing the threat of a background decline in overall network condition due to the fall in Government grant funding for highway maintenance over the past two decades.

**TO: THE EXECUTIVE**  
**DATE: 14 DECEMBER 2021**

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## **GENERAL FUND REVENUE BUDGET 2022/23 (Executive Director: Resources)**

### **1. PURPOSE OF REPORT**

- 1.1 Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and any other interested parties or individuals for a period of at least six weeks. This report summarises the current position on the Council's revenue budget preparations for 2022/23 as a basis for that consultation. A separate report on the agenda sets out capital expenditure proposals for consultation.
- 1.2 Preparations for next year's budget have been undertaken against a backdrop of continued uncertainty on medium term funding and the impact of the pandemic.
- 1.3 The papers for this Executive meeting have had to be published before the Provisional Local Government Financial Settlement announcement. This will set out individual authority funding calculations and is expected to be announced in the week commencing 13 December. Therefore, in the absence of the Provisional Settlement, the report is based on several high-level assumptions regarding government funding for Bracknell Forest in 2022/23. These have been informed, where possible, by the national position included in the 2021 Spending Review (SR21).
- 1.4 All comments received on these budget proposals will be submitted to the Executive on 8 February 2022 alongside any impact from the announcement of the Finance Settlement. This will allow the Executive to determine its final budget package and recommend an appropriate Council Tax level to Council, which will formally approve the 2022/23 budget and Council Tax on 23 February 2022.

### **2 RECOMMENDATIONS**

**That the Executive:**

- 2.1 **Agrees the draft budget proposals for 2022/23 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.**
- 2.2 **Agrees the Treasury Management Strategy and associated documents at Annexe E and request that the Governance and Audit Committee review each of the key elements.**
- 2.3 **Agrees that the 2022/23 Schools Budget be set at the eventual level of the Dedicated School Grant income plus any accumulated DSG balances and additional Council funding of £0.182m (paragraph 8.16).**
- 2.4 **Authorises the Leader of the Council to agree the allocation of the sums available for schools funding as set out in recommendation 2.3 having regard to the decisions and recommendations of the Schools Forum and to agree detailed budgets for services centrally managed by the Council.**

- 2.5 Agrees that the Council Tax Base be set at 48,249 (Band D equivalents) for 2022/23 as outlined in Annexe H.**
- 2.6 Agrees to fund identified one-off pressures from Earmarked Reserves, as specified in Annex B(ii).**
- 2.7 Approves the virements relating to the 2021/22 budget as set out in Annexes F and G and recommends those that are over £0.100m for approval by Council.**

### **3 REASONS FOR RECOMMENDATIONS**

- 3.1** The recommendations are designed to allow the Executive to consult on its draft budget proposals for 2022/23 as required by the Local Government Act 2003.

### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1** The range of options being considered is included in the report and its Annexes.

### **SUPPORTING INFORMATION**

### **5 COMMITMENT BUDGET 2022/23 – 2024/25**

- 5.1** Initial preparations for the 2022/23 budget have focussed on the Council's Commitment Budget for 2022/23 – 2024/25. This brings together the Council's existing expenditure plans, taking account of approved commitments and the ongoing effects of service developments and efficiencies that were agreed when the 2021/22 budget was set.
- 5.2** Several changes are proposed to the Commitment Budget since it was last considered and approved by the Executive in February and are reflected in the summary in Table 1. The most significant changes in 2022/23 are set out below:
- Removal of items approved for one year only in 2021/22 including staff retention initiatives (-£0.500m), support for the local economy (-£0.600m) and people experiencing mental health issues (-£0.250m), invest to save funding to support climate change / carbon reduction initiatives (-£0.150m) and the temporary hire of modular accommodation at Sandhurst Secondary School (-£0.200m).
  - A decrease in the projected cost of the Waste PFI arrangement partly due to reductions in tonnages as a result of the introduction of food waste collections (-£0.434m).

The overall impact of these changes is to decrease the Council's Commitment Budget by £2.309m compared to the position reported in February 2021.

- 5.3** Taking account of these changes, Table 1 summarises the position and shows that base expenditure (excluding schools) is planned to decrease by £1.763m to £72.323m next year, before consideration is given to allowances for inflation and the budget proposals identified by individual services in 2022/23. The commitment budget is shown in more detail in Annexe A.



Table 1: Summary Commitment Budget 2022/23-2024/25

	Planned Expenditure		
	2022/23	2023/24	2024/25
	£000	£000	£000
Base Budget	74,086	72,323	73,142
<i>Movements in Year:</i>			
Central	-1,468	-4	122
Delivery	-388	274	-31
People (excluding schools)	-927	-182	20
Non-Departmental / Council Wide	1,020	731	579
<i>Total Movements</i>	-1,763	819	690
<b>Adjusted Base</b>	<b>72,323</b>	<b>73,142</b>	<b>73,832</b>

## 6 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2022/23

6.1 On 27 October 2021 the Government set out the results of the 2021 Spending Review (SR21), a multi-year Spending Review which set resource and capital budgets for 2022/23 to 2024/25 for government departments. This was published alongside the Autumn Budget 2021. The key points were:

- Core spending power for local authorities is estimated to increase by an average of 3% in real-terms each year over the SR21 period (although this assumes all Councils increase Council Tax by the maximum permissible level each year);
- The government is providing councils with £4.8 billion of new grant funding over the SR21 period (£1.6 billion each year) for social care and other services. The Government has indicated that it expects that flat cash sum to provide some front loading for any remaining impact of the pandemic;
- Funding for the cost of the increase in employer's national insurance contributions (a levy to help fund health and social care) is included in the £1.6bn as are a £200 million commitment to increase Supporting Families funding, funding for cyber security and funding to improve local delivery and transparency;
- The Business Rates multiplier will be frozen for a second year. This will be cost neutral for the Council as compensation for the loss of income will be provided via a section 31 grant;
- A new temporary business rates relief will be introduced for eligible retail, hospitality and leisure properties for 2022/23. Eligible properties will receive 50% relief, up to a £110,000 per business cap. Again, grant will be provided to ensure this is cost neutral.

The sums involved will be significant for the Council, but how the additional £1.6bn additional funding will be allocated between individual authorities has yet to be determined.

6.2 The Spending Review makes no mention of whether local government will receive a three-year financial settlement or whether and when local government finance reforms, such as the fair funding review and the move to a 75% rates retention scheme will be implemented. Further clarification is also awaited on the future of the

New Homes Bonus and any Business Rates Baseline reset. As reforms have been further delayed it is felt a detailed multi-year settlement is now unlikely to be forthcoming.

- 6.3 Each of these issues are discussed in more detail below, insofar as this is possible before the announcement of the Provisional Local Government Financial Settlement.
- 6.4 Funding from central government is currently received through a share of Business Rates, Revenue Support Grant (RSG) and Specific Grants. SR21 did not refer to RSG but it is assumed it will either be frozen at -£1.781m or increased in line with inflation (3.1%) to -£1.836m for 2022/23 (-£1.781m in 2021/22). It is expected that Business Rates Baseline Funding, the other element of the 2022/23 Settlement Funding Assessment, will be frozen in line with the Business Rates multiplier (-£16.832m).
- 6.8 The Council also receives substantial external funding through several specific grants for which the following assumptions have been included within the latest budget projections.
- a) New Homes Bonus (NHB)

The NHB rewards local authorities for net additional homes added to the Council Tax Base, thereby seeking to incentivise authorities to encourage housing growth in their areas. It is unringfenced and can therefore be used for local priorities. There have been several changes in the way NHB is calculated since it was introduced in 2011/12 which have reduced the funding available to the Council. These have included:

- reducing the number of years for which legacy payments are made to 4 years from 2018/19;
- setting a national baseline for housing growth below which the Bonus will not be paid, to sharpen the incentive for councils to deliver more new homes. This was set at 0.4% in 2017/18 and has remained at this level in subsequent years;
- confirming that the allocations for 2020/21 and 2021/22 would be for one year only.

The SR20 confirmed that a consultation would be launched on the future of the NHB, with a view to implementing reform in 2022/23. The consultation was launched in February 2021 and made it clear that the government does not intend to reintroduce the concept of legacy payments for future allocations. Although the consultation closed on the 7 April 2021, the outcome of the consultation has yet to be published and there was no mention of NHB in SR21.

At this stage it is expected that NHB grant will be reduced by between £0.9m and £1.9m in 2022/23 (mid-range £1.4m). This reflects the fact that the legacy payment of £0.187m relating to 2018/19 has now dropped out of the calculation, housing growth in 2021/22 whilst significant is not at the exceptional levels experienced in 2020/21 (which resulted in a one-off receipt of -£2.473m in 2021/22) and any change in the scheme is likely to reduce overall funding. The actual amount will be confirmed in the Provisional Settlement.

b) Other Specific Grants

Some of the largest specific grants received by the Council are for Public Health and Social Care. The ring-fence on Public Health is likely to be retained in 2022/23 and SR21 has confirmed that the grant will be maintained in real terms over the next three years, however indicative figures have yet to be provided at an individual council level.

It has been assumed that all social care grants from 2021/22 will be rolled forward into 2022/23 and the Council will benefit from a share of the additional £1.6bn of grant funding. No indicative figures are available as distribution options are likely to be consulted upon through the Provisional Local Government Finance Settlement in December. Based on the proportion the Council has received from different grant streams in recent years an annual allocation of between -£1.7m and -£2.2m (-£1.95m mid-range) is felt to be realistic.

The Better Care Fund (BCF) is a pooled budget which consists of several schemes, some of which are managed by the Council and some by the Clinical Commissioning Group. The NHS contribution to adult social care through the BCF is expected to increase in real terms in 2022/23, in line with the overall NHS long-term settlement. It has been assumed that this will be cost neutral for the Council at this stage.

Specific grant was also received in 2021/22 to help meet the costs of the pandemic but as this was one-off in nature it has been removed from the budget proposals (£2.654m). No further grant to support the pandemic is expected in 2022/23.

Information on several other smaller grants normally follows several days or weeks after the Provisional Settlement and any changes will be incorporated into the February budget report to the Executive along with any changes in the Final Settlement.

- 6.10 Another important income stream for the Council is Business Rates, a proportion of which is retained locally following the introduction of the Business Rates Retention reforms in April 2013. The level of Business Rates changes each year due to inflationary increases (set by central government), the impact of appeals and local growth or decline as local businesses and economic conditions expand or contract. The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government. It has been assumed this will be frozen in line with the Business Rates multiplier (-£16.832m).
- 6.11 Currently the Council collects significantly more Business Rates than it is allowed to keep and only receives approximately 30% of any Business Rates growth. There has however been considerable volatility in Business Rates income following the transfer of a large multi-national company on to the Council's valuation list in 2013/14. This has significantly increased the level of Business Rates collected locally but following a successful appeal the rateable value was reduced by 28% in 2016/17. Further multiple appeals were lodged following the 2017 valuation some of which are still outstanding. The Government has stated that it will move all telecommunications networks onto the Central Rating List in April 2023, which will affect the treatment of this company and remove a large part of the Council's retained growth at that point.
- 6.12 An unavoidable consequence of this has been significant volatility in Bracknell Forest's Collection Fund balance each year since 2014. In 2020/21 a deficit of -£11.498m was projected on the Business Rates element of the Collection Fund. This was entirely due to the additional Business Rates reliefs granted by the

Government after income estimates were submitted at the beginning of the year. Section 31 grant was provided in 2020/21 to compensate councils for the resultant loss of income and this was subsequently transferred into the Business Rates Reliefs Reserve at the year-end so that it can be used to fund the deficit when it becomes payable in 2021/22. The deficit has been reversed out of the budget proposals in Table 5 due to the one-off nature of this cost. A final projection for the Collection Fund in 2021/22 will need to be made by the 31 January which will be incorporated into the February budget report. Early indications are that there will be a significant deficit for the same reason as last year with section 31 grant again being received as compensation.

- 6.13 The timing of the introduction of a new Business Rates system is uncertain but it won't be until at least 2023/24. To coincide with this, it is expected that a fair funding review will be used to calculate the new baseline funding levels for individual councils based on an up-to-date assessment of their relative needs and resources. Existing grants including RSG and most likely the Public Health Grant will be incorporated into the revised baseline and more responsibilities are likely to be transferred to Local Government to ensure that the new system is fiscally neutral overall. The timing of any baseline reset which could be actioned in isolation is also uncertain. The outcome of these deliberations is impossible to determine, although it will almost certainly have a significant long-term detrimental impact on the funding of the Council. It is expected that the Government will provide some clarity before Christmas, in the Provisional Settlement announcement.
- 6.14 Changes to the Central List for Business Rates to be introduced in 2023/24 will mean that all of the additional business rates that the Council has secured through the company referred to above will no longer benefit Bracknell Forest. As the Council uses a substantial element of Business Rates growth (approximately £4m) to support the budget, this will result in a significantly increased budget gap in the future.

## **7 COUNCIL TAX**

- 7.1 Council Tax at present levels will generate total income of -£66.826m in 2022/23. It was expected that the number of properties paying Council Tax would increase significantly over the coming years and to date the Council Tax Base has remained broadly in line with predictions. The Council Tax Base for 2022/23 has been calculated as 48,249 Band D equivalents (see Annexe H) which at current levels would generate total income of -£67.702m in 2022/23. This represents a net increase of 595 (-£0.834m) arising from the occupation of new properties during 2022/23 plus a small decrease in the take-up of the Local Council Tax Benefit Support Scheme (-£0.042m).
- 7.2 The surplus/deficit on the Council Tax element of the Collection Fund in 2021/22 will need to be assessed by the 15 January 2022. Early indications are that there will be a modest surplus.
- 7.3 The Government limits Council Tax increases by requiring councils to hold a local referendum for any increases equal to or more than a threshold percentage which is normally included in the Local Government Financial Settlement. Following the outcome of SR21, the Government is proposing a core referendum limit of 2% plus the option for councils with responsibility for adult social care, including Bracknell Forest, to set an adult social care precept of up to a further 1%. In 2021/22 the Council was given the option of setting an additional adult social care precept of up to 3% which could be raised in 2021/22 or spread across two financial years. 1.5% was raised in 2022/22 leaving the option to raise a further 1.5% in 2022/23, which would be in addition to the 2%+1% referred to above. Each 1% increase in Council Tax

would generate approximately -£0.677m of additional income. The referendum principles will be confirmed in the provisional settlement.

- 7.4 The Executive at its meeting in February will recommend to Council the level of Council Tax considering the Final Settlement, the results of the consultation and the final budget proposals.

## 8 BUDGET PROPOSALS 2022/23

### Service Pressures and Developments

- 8.1 In preparing the 2022/23 draft budget proposals each directorate has evaluated the potential pressures on its services and these are set out in Annexe B. Table 2 summarises the pressures by directorate.

Table 2: Service Pressures/Development

Directorate	£'000
Central	230
Delivery	1,130
People (excluding schools)	2,627
Non-Departmental / Council Wide	1,262
<b>Total Pressures/Developments</b>	<b>5,249</b>

- 8.2 As in 2021/22, a Best Case and Worst Case approach has been adopted when identifying pressures with the Council's draft budget reflecting the Best Case position as shown in Table 2 above. The additional potential impact of the worst case scenarios (£1.789m) will be a key factor to consider when setting an appropriate level for the General Contingency.
- 8.3 Many of the pressures are simply unavoidable as they relate to current levels of demand or legislation changes. They do, however, also support the six strategic themes included in the new Council Plan in the following way:
- caring for residents and their families (£2.529m);
  - providing education and skills (£0.745m);
  - providing value for money (£1.633m);
  - protecting and enhancing the environment (£0.070m).
- 8.4 A number of one-off pressures were also identified during the budget deliberations and it is proposed that these are funded in the current year from earmarked reserves. Details are contained in Annexe B(ii). Many are related to securing additional specialist expertise to help develop key strategies, in line with the Council Plan objectives
- 8.5 Service pressures will be kept under review throughout the budget consultation period. There is always the risk, in Social Care services in particular, that the numbers of people requiring care packages, the content of existing care packages and contract inflation will vary considerably from the assumptions included in these draft budget proposals. Any revisions to service pressures will be reported to the Executive in February.
- 8.6 In addition to these revenue proposals the Council continues to invest in its priorities through targeted capital expenditure. Details are contained in the capital programme

report, but any revenue cost implications arising from the capital proposals are included in these draft budget proposals.

### Service Economies

- 8.7 Members and officers have held regular meetings to determine options for savings and a list of potential draft budget savings has been developed. This list totals -£2.869m and is attached at Annexe C and summarised in Table 3. As in previous years, savings have focused as far as possible on increasing efficiency, income generation and reducing central and directorate support rather than on front line services. There will potentially be some impact on services, although this has been minimised to a large degree.

Table 3: Summary Service Economies

<b>Directorate</b>	<b>£'000</b>
Central	-327
Delivery	-1,100
People (excluding schools)	-472
Non-Departmental / Council Wide	-970
<b>Total Savings</b>	<b>-2,869</b>

### Significant Budget Decisions

- 8.8 Consideration and approval of the budget is a major policy decision. However, the budget, by its nature, includes a range of proposals, some of which in themselves represent important policy decisions. More details on each of the proposals are included in Annexe C.
- 8.9 As the budget report is a policy document and is subject to at least six weeks consultation, the identification of these issues within the budget report facilitates detailed consultation on a range of significant policy decisions.

### Council Wide Issues

- 8.10 Apart from the specific budget proposals contained in Annexes B and C there are some Council wide issues affecting all directorates' budgets which need to be considered. The precise impact of these corporate budgets is likely to change before the final budget proposals are recommended, however the current view on these issues is outlined in the following paragraphs.

#### a) Capital Programme

As outlined above, the scale of the Council's Capital Programme for 2022/23 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts (including CIL), government grants, developer contributions or borrowing. The proposed Council Funded Capital Programme of £9.009m and externally funded (including self-funding schemes) programme of £7.037m for 2022/23 features in a separate report on tonight's agenda. After allowing for projected receipts of approximately £2.0m (including CIL) and a

higher level of cash inflow from S106 and other contributions, in 2022/23 and carry forwards, the additional revenue costs will be £0.067m in 2022/23 and £0.367m in 2023/24.

b) Interest and Investments

Now that the Council is in no longer debt-free and is reliant on external borrowing to fund its capital investments, returns on surplus cash are likely to remain relatively low during 2022/23 and beyond.

The Council reviews the annual Treasury Management Strategy Statement under the requirement of the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (“the CIPFA TM Code”). The Local Government Act 2003 required the Council to “have regard to the Prudential Code and to set Prudential Indicators for the next three years to ensure that the capital investment plans are affordable, prudent and sustainable”. Annexe F outlines the Council’s prudential indicators for 2022/23 – 2024/25 and sets out the expected treasury management activities for this period. It is recommended that the Executive agree the Treasury Management Strategy and associated documents and in line with the Code of Practice request that the Governance and Audit Committee review each of the key elements.

The coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut the Bank Rate to 0.10%, it left the rate unchanged at its subsequent meetings.

There are increasing grounds for viewing the economic recovery as running out of steam during the summer and now into the autumn. This could lead into stagflation which would create a dilemma for the MPC as to whether to focus on combating inflation or supporting economic growth through keeping interest rates low.

It is not expected that Bank Rate will go up fast after the initial rate rise as the supply potential of the economy is not likely to have taken a major hit during the pandemic: it should, therefore, be able to cope well with meeting demand after supply shortages subside over the next year, without causing inflation to remain elevated in the medium-term, or to inhibit inflation from falling back towards the MPC’s 2% target after the spike up to around 5%. The forecast includes five increases in Bank Rate over the three-year forecast period to March 2025, ending at 1.25%. However, it is likely that these forecasts will need changing within a relatively short timeframe given the level of uncertainty that still exists around the world and in the UK.

c) Provision for Inflation and Pay Awards

The Commitment Budget excludes the cost of inflation on both expenditure and income. In past years, the Council has restricted the provision for inflation on prices as a general economy measure, to help address the underlying budget gap, although pay awards have been fully funded. In the context of the Council’s overall financial position, it is again prudent to consider where the provision for inflation on prices can be limited as an economy measure, although some exceptions will be necessary to reflect

actual increases that will not be containable without real service reductions or to meet contractual commitments. In particular, it will be important to have realistic discussions with key providers about what level of inflation is genuinely necessary on some contracts and placements.

At this stage the inflation provision is not finalised. For planning purposes, a sum of £4.400m (£1.198m 2021/22) has been added to the draft budget proposals on the assumptions that:

- 2022/23 pay awards will be 2% (the unexpected 2021/22 pay award has also had to be funded based on the latest offer by national employers of 1.75%);
- Employers NI contributions will be increased by 1.25% for the levy to help fund health and social care (noting that additional grant will be received that is supposed to cover the additional cost)
- contracts will be negotiated where possible to minimise inflation;
- fees and charges will be increased in line with the Council's income policy.

The Council will need to consider where it is appropriate and necessary to provide for inflation over the coming weeks so that the actual inflation provision can be added to the final budget report in February 2022.

d) Fees and Charges

Increases in fees and charges are determined by the overall economic conditions, the willingness of customers to pay the higher charges and continued demand for Council services. Certain fees are determined by statute. The Council policy for fees and charges requires each Directorate to consider the level of charges against the following criteria:

- fees and charges should aim, as a minimum, to cover the costs of delivering the service;
- where a service operates in free market conditions, fees and charges should at least be set at the market rate;
- fees and charges should not be levied where this is an ineffective use of resources, i.e. the cost of collection exceeds any income generated.

Certain other fees will attract the percentage determined by statute. The proposed fees and charges are included in Annexe D.

e) Contingencies

The Council manages risks and uncertainties in the budget by way of a general Corporate Contingency added to the Council's budget. Every year the Council faces risks on its budget in relation to demand led services, Business Rates and the general economic climate.

In 2021/22, for pressures, due to the uncertainty surrounding the continuing impact of the pandemic, both worst case and best case scenarios were considered as part of the budget setting process. Directorate budgets were set on the basis of the best case scenario, with additional funds placed in a Covid-19 specific contingency (£3.417m) to meet additional pressures as they arise during the year. A similar process has been followed for 2022/23 however all



risks to the 2022/23 budget will be managed by way of the General Contingency as the impact of the pandemic has reduced.

At this stage the General Contingency has been maintained at £2.250m, however, this will continue to be reviewed to ensure the risk associated with Worst Case pressures are adequately reflected within the allocation.

The Executive will need to make a judgement on the appropriate level of contingency at its February meeting, taking advice from the Executive Director: Resources who will need to certify the robustness of the overall budget proposals in the context of the latest performance data, continuing progress on the Transformation Programme and the Council's remaining general and earmarked reserves. All the reserves will be reviewed to ensure that they are sufficient to manage the financial risks facing the Council in the coming years.

### Spending on Schools

- 8.11 Structural changes by the Department for Education (DfE) to the way schools and education in general are funded have generally concluded and are intended to result in an efficient, simple and predictable funding system that is fair and supports pupils to achieve their potential by removing historical differences in funding allocations. As the Council is the 6th lowest funded education authority, the expectation has always been that the most likely outcome for Bracknell Forest schools would be a funding gain.
- 8.12 To enable a measured move to the new framework, transitional arrangements will remain in place with local authorities continuing to set school budgets, within parameters set by the DfE. A consultation on further moves to a more centralised approach to setting school budgets with less local authority involvement was published in July with further consultations required as decisions are taken that reflect on responses, although the commitment to remove the responsibility for calculation of school budgets from local authorities remains. At this stage, to maintain stability in the recovery from Covid-19, no new changes to the framework are to be introduced until April 2023 at the earliest.
- 8.13 As part of the process, the Education and Skills Funding Agency (ESFA), the executive agency of the DfE, has put in place a Schools National Funding Formula (SNFF) to directly fund all schools thereby reducing the role of councils. The main financial responsibilities remaining with councils would relate to ensuring the needs of vulnerable pupils are met, sufficient school places are available, working with schools to ensure they understand and discharge their safeguarding duties, ensuring fair access through admissions and promoting attendance.
- 8.14 The SR21 reaffirms the government's commitment in the Spending Round 2019 that over the 3 years 2020/23 there will be a 15% increase in the Dedicated Schools Grant (DSG) funding which the Institute for Fiscal Studies has indicated restores school spending to pre-austerity levels, although this will now have been impacted by Covid-19. For 2022/23, the DfE has increased the Bracknell Forest per pupil funding element of school budgets by 2.8%.
- 8.15 Despite the additional funding, there is a significant medium-term financial pressure on the Schools Budget arising from the cost of new schools that are being built in response to new housing and the resultant need for more school places. In order to provide sufficient places when they are required, new schools will need to open at the start of the developments but will take a number of years to fill up as house building

continues. During this period, new schools need additional financial support to cover what can be significant diseconomies of scale.

- 8.16 This cost pressure is not adequately resourced in the funding settlement from the DfE and over the medium term is expected to create a funding shortfall of around £4m. To help manage this, as part of the 2019/20 budget, the Executive agreed that £1m of Council reserves would be made available as part of a funding package which would also include £1m from accumulated balances in the DSG with the remaining circa £2m being met from the annual funding allocation to schools from the DfE. The remaining £0.182m is proposed to be applied to the 2022-23 budget.
- 8.17 In addition to grant funding for schools, the DfE makes separate allocations for pupils with special educational needs and disabilities (SEND) from age 0-24, Early Years funding for 0-4 year olds and a small number of services that support schools and pupils which councils are permitted to manage centrally.
- 8.18 Funding for SEND pupils is forecast to increase by 8.1% (£1.56m) next year to £20.74m. Whilst a substantial increase, this would still be insufficient to fund the forecast cost increase of circa £7.5m which arises from significant increases in both the numbers of pupils requiring support and the complexity of need. This is a national issue with the council working closely with the Schools Forum on a change programme.
- 8.19 In light of the significant financial pressures that councils are experiencing on the High Needs (HN) budgets (those intended to support pupils with SEND) the DfE introduced new rules to make clear that any accrued deficit is not a liability on councils but remains a DfE responsibility. Additionally, the DfE has also introduced a more rigorous monitoring and intervention regime where council areas have deficit balances or experience a significant reduction in a surplus.
- 8.20 In respect of DfE liability to underwrite accumulated debt on HN budgets, recent communications have suggested that this is a 3-year time limited period to enable councils to move towards a position of containing annual expenditure within annual income and that councils should be planning to manage any accumulated debt at April 2023 from their own resources. Without any interventions, the forecast balance for HN budgets is a cumulative deficit of £20m. This is clearly not an affordable position for a small unitary authority like Bracknell Forest and it is essential that emerging plans to address the deficit are agreed quickly and enacted by the Council and schools.
- 8.21 In terms of the more rigorous DfE monitoring and intervention regime, as the accumulated DSG balance at 31 March 2021 amounted to a £2.6m deficit, meetings are now being held with officers of the council and the Executive Member for Children, Young People and Learning. Through these the Council will explain the action plan it is putting in place to address the rising costs being experienced and how and when this will achieve a balanced budget.
- 8.22 Taking account of this information, -£113.63m of grant income is estimated to be available to the Council for 2022/23 through the specific ring-fenced Dedicated Schools Grant (DSG). This comprises -£84.47m for the Schools Block, -£7.56m for the Early Years Block, -£20.74m for the High Needs Block and -£0.86m for the Central Schools Services Block.
- 8.23 In addition to the DSG, schools also receive revenue funding from other specific grants including School Sixth Forms (currently -£1.638m), the Pupil Premium

(-£2.560m), Primary PE and Sports Premium (-0.438m) and the Universal Infant Free School Meals Grant (-£1.245m). All these amounts are subject to change in 2022/23.

#### Spending on schools – decision making

- 8.24 Setting the overall level of the Schools Budget and the operation of the funding formula that distributes the money to schools is a statutory council function. In practice, the Schools Forum is asked to consider a range of proposals and it is expected that its recommendations are implemented, except in exceptional circumstances. The Schools Forum is legally required to determine how much of the overall schools funding is centrally managed by the council.
- 8.25 The DfE requires councils to confirm the basis on which actual school budgets will be allocated, including per pupil and all other funding rates, by 21 January 2022. To meet this requirement, 2022/23 school budgets will have to be set based on the estimated level of DSG plus any other grants and accumulated balances. The draft budget proposals are prepared on this basis.
- 8.26 The approval timescale is very tight, with the DfE only expected to release the data that councils must use to set school budgets at the end of December 2021. To meet the DfE's timescale of approval by 21 January, council statutory decisions around the Schools Budget together with endorsement of the decisions that the Schools Forum has the statutory power to take are normally delegated to the Executive Member for Children, Young People and Learning. Importantly, such decisions need to be made within the context of the overall level of funding agreed by the Executive, which is covered by recommendation 2.4 in this report. Since there are funding proposals in 2022/23 specifically affecting a school where the Executive Member serves on the Governing body, it is proposed this year that the decision is delegated to the Leader of the Council.

#### Summary

- 8.27 Adding the draft proposals to the Commitment Budget and taking account of the corporate issues identified above would result in total expenditure of £89.355m as shown in Table 5.

Table 5: Summary of proposals:

	£'000
Commitment Budget	72,323
Budget Pressures	5,249
Budget Economies	-2,869
Capital Programme	67
Inflation Provision	4,400
Reversal of the one-off transfer into the Business Rates Reliefs Reserves for the projected Collection Fund - Business Rates deficit in 2020/21	11,498
Reduction in new Homes Bonus (mid-range)	1,400
One-off Covid-19 grant received in 2021/22	2,654
Share of addition £1.6bn funding for social care and other services (mid-range)	-1,950
Removal of Covid-19 specific contingency	-3,417
<b>Draft Budget Requirement 2022/23</b>	<b>89,355</b>

- 8.28 Without the Provisional Finance Settlement, assumptions have had to be made on the level of grant income. It has been assumed that the Council can anticipate income of up to -£86.342m. This arises from Revenue Support Grant (-£1.808m mid-range), Business Rates baseline funding (-£16.832m) and Council Tax at the 2021/22 level (-£67.702m).
- 8.29 With the potential overall cost of the budget package being consulted on in the region of £89.355m, this leaves a potential gap of around £3.013m. Should the final budget proposals include the Worst Case pressures the budget gap would increase to £4.877m. Members can choose to adopt any or all of the following approaches in order to bridge the remaining gap:
- an increase in Council Tax;
  - an appropriate contribution from the Council's revenue reserves, bearing in mind the Medium Term financial position;

## 9 RESERVES

- 9.1 The Council has an estimated £10.3m available in General Reserves at 31 March 2022, if spending in the current year matches the approved budget. Details are contained in Table 6.

Table 6: General Reserves as at 31 March 2022

	£m
General Fund	10.3
Planned use in 2021/22	(0.0)
<b>Estimated Balance as at 31 March 2022</b>	<b>10.3</b>

- 9.2 The Council has, in the past, planned on maintaining a minimum prudential balance currently assessed to be £4.5m. This assessment is based on the financial risks which face the Council and the Executive Director: Resources considers these in the February report to the Executive at which a final decision on the use of balances can be taken, taking account of the financial position likely to face the Council over the next five years.
- 9.3 The Council will also have an estimated £18.4m in the Future Funding Reserve as at 31 March 2022, which has been deliberately established to help manage the Medium Term financial position.

## 10 CONCLUSION

- 10.1 The Council's constitution requires a consultation period of at least six weeks on the draft budget proposals. In this context, it is inevitable that, of the broad range of options proposed for consultation, not all will necessarily be included in the final budget package. It is also likely that some further issues with a financial impact will arise between now and February. When the Final Settlement is known, the Executive can consider the prudent use of revenue balances to support expenditure in line with the overall medium term financial strategy, along with any further expenditure reductions.

- 10.2 It is suggested, therefore, that the normal process whereby the Overview & Scrutiny Commission reviews the overall budget package in January, is followed. The proposals will also be placed on the Council's website for public consultation.
- 10.3 All comments from the Overview & Scrutiny Commission and all others will then be submitted to the Executive on 8 February 2022. This will allow the Executive to determine the final budget package and recommend the appropriate Council Tax level to the Council on 23 February 2022.

## **11 BUDGET MONITORING 2021/22- VIREMENT REQUEST**

- 11.1 A virement is the transfer of resources between two budgets but it does not increase the overall budget approved by the Council. Financial Regulations require formal approval by the Executive of any virement between £0.050m and £0.100m and of virements between directorates of any amount. Full Council approval is required for virements over £0.100m. During 2021/22 several virements have been identified which require the approval of the Executive. These have been previously reported to the Corporate Management Team which recommends them to the Executive for approval. They have been included in the Quarterly Service Reports. Details of virements between directorates are set out in Annexe F. Details of internal virements exceeding £0.050m are set out in Annexe G.

## **12 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Legal Comments

- 12.1 The Council is legally obliged to calculate the Council Tax Base for 2021/2022 by 31 January 2022. Section 31B of the Local Government Finance Act 1992, as inserted by the Localism Act 2011, imposes a duty on the Council, as a billing authority, to calculate its Council Tax by applying a formula laid down in that Section. The formula involves a figure for the Council Tax Base for the year, which must itself be calculated. The Local Authority (Calculation of Council Tax Base) (England) Regulations 2012 require a billing authority to use a given formula to calculate the Council Tax Base.

### Finance Comments

- 12.2 The financial implications of this report are included in the supporting information.

### Equalities Impact Assessment

- 12.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. Several of the budget proposals require specific equality impact assessments to be carried out and draft versions of these are attached in Annexe I. Consultation with equalities groups that are likely to be affected by the proposal is part of the assessment process.

### Strategic Risk Management Issues

- 12.4 A sum of £2.25m is currently included in the draft proposals to meet the costs of unpredictable or unforeseen items that would represent in year budget risks. The Executive will need to make a judgement on the level of Contingency at its meeting in February.
- 12.5 The Executive Director: Resources, as the Council's Chief Finance Officer (Section 151 Officer), must formally certify that the budget is sound. This will involve identifying and assessing the key risk areas in the budget to ensure the robustness of estimates and ensuring that appropriate arrangements are in place to manage those risks, including maintaining an appropriate level of reserves and Contingency. This formalises work that is normally undertaken each year during the budget preparation stages and in monthly monitoring after the budget is agreed. The Executive Director: Resources will report his findings in February, when the final budget package is recommended for approval.

### Climate Change Implications

- 12.6 There are no implications arising from the proposals in this report, which are presenting draft budget options for consultation.

## **13 CONSULTATION**

### Principal Groups Consulted

- 13.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, town and parish councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council's web site at <http://consult.bracknell-forest.gov.uk/portal>. There will also be a dedicated mailbox to collect comments.
- 13.2 The timetable for the approval of the 2022/23 Budget is as follows.

Executive agree proposals as basis for consultation	14 December 2021
Consultation period	15 December 2020 - 25 January 2021
Executive considers representations made and recommends budget.	08 February 2022
Council considers Executive budget proposals	23 February 2022

### Background Papers

None

Contacts for further information

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## Commitment Budget 2022/23 to 2024/25

	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Central</b>				
Approved Budget	14,853	14,992	13,524	13,520
Residents Survey				20
Local Development Framework		-223	-4	102
Insurance		-30		
Organisational Development		-15		
Council Tax Support		-500		
Income from Bracknell Town Centre		-20		
Highways Maintenance		-100		
Support for the Local Economy		-600		
Training - Education and Learning		20		
Net Inter Departmental Virements	139			
<b>Central Departments Adjusted Budget</b>	<b>14,992</b>	<b>13,524</b>	<b>13,520</b>	<b>13,642</b>
<b>Delivery</b>				
Approved Budget	15,501	15,856	15,468	15,742
Waste Disposal PFI		-319	227	104
Bracknell Town Neighbourhood Plan Referendum			-60	
Greening Waste Collection Arrangements		0	-13	-15
Borough Elections			120	-120
Invest to Save - Food Waste Collection Vehicle		-13		
Car parking		-56		
Net Inter Departmental Virements	355			
<b>Delivery Adjusted Budget</b>	<b>15,856</b>	<b>15,468</b>	<b>15,742</b>	<b>15,711</b>
<b>People</b>				
Approved Budget	61,278	61,479	60,552	60,370
Suitability surveys		-20		20
Schools Budget - Funding for New Schools		-45	-182	
Schools Budget - High Needs deficit to be funded from Schools earmarked reserves		TBC		
Journey to Parenthood		7		
Education & Learning - NEET Prevention Programme		-25		
Additional Income / Expenditure Reductions		-13		
School Accommodation		-200		
Welfare Support		-327		
Mental Health Initiatives		-250		
Coopers Hill Site Officers		-17		
School crossing patrollers		-37		
Net Inter Departmental Virements	201			
<b>People Adjusted Budget</b>	<b>61,479</b>	<b>60,552</b>	<b>60,370</b>	<b>60,390</b>
<b>Total Service Departments</b>	<b>92,327</b>	<b>89,544</b>	<b>89,632</b>	<b>89,743</b>
<b>Non-Departmental / Council Wide</b>				
Approved Budget	-17,546	-18,241	-17,221	-16,490
Minimum and Voluntary Revenue Provision		178	249	279
Increase in employers Pension Fund contributions		660	300	300
2021/22 Capital Programme - (Full Year Effect) Interest		-50		
2021/22 Use of Balances (Full Year Effect) - Interest		10		
Earmarked Reserve - Funding for New Schools		45	182	0
Schools Budget - High Needs deficit to be funded from Schools earmarked reserves		TBC		
Council Tax Support		500		
Welfare Support		327		
Carbon Reduction		-150		
Employee Initiatives		-500		
Net Inter Departmental Virements	-695			
<b>Non-Departmental / Council Wide Adjusted Budget</b>	<b>-18,241</b>	<b>-17,221</b>	<b>-16,490</b>	<b>-15,911</b>
<b>TOTAL BUDGET</b>	<b>74,086</b>	<b>72,323</b>	<b>73,142</b>	<b>73,832</b>
<b>Change in commitment budget</b>		<b>-1,763</b>	<b>819</b>	<b>690</b>

For management purposes budgets are controlled on a cash basis. The following figures which are used for public reports represent the cost of services including recharges and capital charges:

	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
Central	19,872	18,404	18,400	18,522
Delivery	15,168	14,780	15,054	15,023
People	81,386	80,459	80,277	80,297
Non-Departmental / Council Wide	-42,340	-41,320	-40,589	-40,010
	74,086	72,323	73,142	73,832
	-	-	-	-

#### Movements

	2022/23 £'000	2023/24 £'000	2024/25 £'000
Central	-1,468	-4	122
Delivery	-388	274	-31
People	-927	-182	20
Non Departmental/Council Wide	1,020	731	579
	-1,763	819	690

### Description of Commitment Budget Items for 2022/23 to 2024/25

Directorate and Item	Description
<b>Central</b>	
Residents Survey	The Council commissions a survey of residents in the Borough to help guide future policies. The surveys are every three years with the next survey due in 2024/25.
Local Development Framework	<p>The Framework comprises a set of Local Plans containing policies to guide the future development of the Borough including where new development should go and policies to protect valuable and sensitive areas. The Council is required to produce evidence to support their policies and to be able to demonstrate that they are sound to an independent Inspector. This requires a large amount of specialist consultancy advice to provide information on the levels of need for housing, employment, leisure, retail, and other forms of development. The identification of areas for development requires assessments of many factors such as archaeological potential, landscape quality, ecology, accessibility, and flood risk.</p> <p>The regulations covering the preparation of Local Plans also require the Council to carry out extensive consultation at various stages in the process and the Council is required to cover the cost of holding public examinations into Local Plans.</p>
Insurance	Full year effect of savings on contract register and fidelity guarantee insurance.
Organisational Development	Full year effect of savings resulting from the centralisation of training budgets.
Council Tax Support	Payments of £150 to households in receipt of Council Tax support were funded from the one-off Local Council Tax Support Grant in 2021/22.
Income from Bracknell Town Centre	Additional income from commercialisation of Bracknell Town Centre.
Highways Maintenance	Capitalisation of highway maintenance works which will be funded by the Government from highways maintenance grant.
Support for the Local Economy	One-off support was provided to the local economy, notably the town centres (Bracknell, Crowthorne and Sandhurst), in 2021/22.
Training – Education and Learning	Reversal of the reduction in Education and Learning training budgets agreed in 2021/22 for one year only. The budget has now been centralised.
<b>Delivery</b>	
Waste Disposal PFI	Projection of contract costs for Recycling and Waste Disposal. The contract is shared with Wokingham and Reading Borough Councils.

Directorate and Item	Description
Bracknell Town Neighbourhood Plan Referendum	The referendum took place in 2021/22 and therefore the associated budget can be removed in 2022/23.
Green Waste Collection Arrangements	A food waste collection service and a change to the refuse collection frequency to once every three weeks was introduced from March 2021. This will reduce the Council's impact on Climate Change and generate savings over the life of the contract.
Time Square	Income from letting out office space to third party organisations.
Borough Elections	Borough Elections will be held in May 2023.
Invest to Save - Food Waste Collection Vehicle	Due to the high tonnages and participation rates of the scheme a sixth truck is required to manage the rounds successfully. This will be funded from the additional savings being generated.
Car parking	Full Year Effect of savings resulting from the retender of the car parking and enforcement management contract.
<b>People</b>	
Suitability surveys	Suitability and access surveys are undertaken every three years to update the Asset Management Plan so that up to date information is available to inform investment decisions on the capital programme.
Schools Budget – Funding for New Schools	There is a significant medium-term financial pressure on the Schools Budget arising from the cost of new schools that are being built in response to new housing and the resultant need for more school places. New schools generally need to open at the start of the developments and will take several years to fill up as house building continues. During this period, they need additional financial support to cover what can be significant diseconomies of scale. This cost pressure is not adequately resourced in the funding settlement from the government and to protect school budgets the Council agreed to provide up to £1m of funding over four years. £0.818m has been allocated to date (£0.227m in 2021/22) and at this stage it is anticipated the remaining £0.182m will be required in 2022/23.
Schools Budget - High Needs deficit	Bracknell Forest along with many other councils has had to set a deficit budget for the High Needs Block. This deficit will be balanced in the Council's budget by a contribution from school reserves as it will need to be met from the DSG over the medium term.
Journey to Parenthood	Two years of Public Health funding was secured for this family support programme in 2020/21.
Education & Learning – NEET Prevention Programme	Full year effect of providing the enhanced NEET prevention programme for 16-19 year olds in-house.

Directorate and Item	Description
Additional Income / Expenditure Reductions	Additional income and reductions in non-essential expenditure across a number of budget areas.
School Accommodation	The budget for the temporary hire of modular accommodation at Sandhurst Secondary school (due to emergency roof repairs) is no longer required.
Education & Learning - Staffing Restructure	Full year effect of the staffing restructure within the school property, place, and admissions team.
Welfare Support	Additional one-off welfare support for our most vulnerable residents was provided in 2021/22 and funded from the one-off Local Council Tax Support Grant.
Mental Health Initiatives	One-off support for individuals experiencing mental health issues was provided in 2021/22.
Coopers Hill Site Officers	Redundancy of 2 site officers who worked at Coopers Hill (-£24,230) less budget required for extension of the corporate cleaning contract for Braccan Walk (£7,520).
School Crossing Patrollers	Savings currently being achieved due to vacancies. Over the years the Highways Engineering Team have provided enhanced walking, cycling and speed management schemes outside the majority of our schools, and continue to monitor and undertake improvement schemes where the need arises on an evidence based approach. Improvements are implemented through the annual Local Transport Plan Capital Budget.
<b>Non-Departmental / Council Wide</b>	
Minimum and Voluntary Revenue Provision	The change in the principal repayment on borrowing used to finance capital expenditure.
Increase in employers Pension Fund contributions	Increase in payments required to meet prior year deficits.
Interest on External Borrowing	Interest on borrowing required to finance the Council's Capital Programme. Reflects the impact of prior year under spends, the cash flow position and current interest rates.
2020/21 use of balances (full year effect) -Interest	The full year effect of the additional interest arising from the use of balances in 2020/21.
Earmarked Reserve – Funding for New Schools	There is a significant medium-term financial pressure on the Schools Budget arising from the cost of new schools that are being built in response to new housing and the resultant need for more school places. New schools generally need to open at the start of the developments and will take several years to fill up as house building continues. During this period, they need additional financial support to cover what can be significant diseconomies of

Directorate and Item	Description
	scale. This cost pressure is not adequately resourced in the funding settlement from the government and in order to protect school budgets, up to £1m of funding will be provided by the Council over the next four years. In 2020/21 an allocation of £0.253m was built into the base budget funded from an Earmarked Reserve. This is expected to remain at £0.253m in 2021/22.
Schools Budget - High Needs deficit	Bracknell Forest along with many other councils has had to set a deficit budget for the High Needs Block. This deficit will be balanced in the Council's budget by a contribution from school reserves as it will need to be met from the DSG over the medium term.
Council Tax Support	Payments of £150 to households in receipt of Council Tax support were funded from the one-off Local Council Tax Support Grant in 2021/22. The grant is held on Council Wide Budgets.
Welfare Support	Additional one-off welfare support for our most vulnerable residents was provided in 2021/22 and funded from the one-off Local Council Tax Support Grant. The grant is held on Council Wide Budgets.
Carbon Reduction	An additional one-off budget was provided for carbon reduction initiatives in 2021/22.
Employee Initiatives	An additional one-off budget was provided for employee retention initiatives agreed in 2021/22.

## CENTRAL

Description	Best Case 2022/23 £'000	Worst Case 2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Audit</b>  Creation of in-house Senior Audit Post. The pressure will be accommodated within overall existing budgets as a transfer of function from external to internal resources, the pressure is therefore offset by corresponding saving.	51	51		
<b>Technical Accountancy</b>  Above inflationary Increase in computer software/maintenance & licence costs - Agresso, MHR Pension, PTX/Bottomline. Pressure partly carried forward from previous years when it has been covered by savings in other budgets which are no longer available.	39	39		
<b>Insurance</b>  Cyber insurance is no longer perceived as the most appropriate risk mitigation for the cyber risk. Budget will now be utilised to procure consultancy to assist in developing resilience and response plans.	55	55		
<b>Revenues</b>  Reduction in council tax costs recovered budget to reflect actual sums received.	30	30		
<b>CENTRAL – RESOURCES TOTAL</b>	<b>175</b>	<b>175</b>	<b>0</b>	<b>0</b>

<b>Description</b>	<b>Best Case 2022/23 £'000</b>	<b>Worst Case 2022/23 £'000</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>
<b>Planning</b> Conservation & Heritage advice is provided by an external specialist consultant, there is insufficient budget to support this advice.  The Council is required to have suitably qualified expertise available in dealing with heritage matters – particularly where they affect statutorily listed heritage assets.	<b>30</b>	<b>30</b>		
<b>Reactive Maintenance</b>  Part reversal of the 2021-22 saving of £0.100m.  The original proposal for a £0.200m saving, over 2 years, assumed a broader range of revenue capitalisation (as seen in other Highway Authorities). As it is not possible to capitalise the same costs as neighbouring authorities the savings proposal for 2021-22 will need to be reduced.	<b>0</b>	<b>50</b>		
<b>Transport Strategy</b>  Above inflation increases to repairs and maintenance costs due to the new traffic signal maintenance contract.	<b>25</b>	<b>25</b>		
<b>CENTRAL – PLACE, PLANNING &amp; REGENERATION TOTAL</b>	<b>55</b>	<b>105</b>	<b>0</b>	<b>0</b>



## DELIVERY

Description	Best Case 2022/23 £'000	Worst Case 2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Cemetery &amp; Crematorium</b> Budgeted income to be revised to expected forecast level.	50	100		
<b>ICT</b> As part of the migration of software and support to the cloud several system replacements and upgrades will be necessary and additional software licences purchased in the short term, pending rationalisation of systems and data storage.	265	285	-150	-150
<b>Property Services</b> Reduced commercial and industrial rental income as a result of vacant units.	0	100		
<b>Waste Disposal</b> Risk of increased disposal costs for refuse.	0	200		
<b>Home to School Transport</b> Increased cost due to additional number of pupils, transportation to new schools outside of the borough and the cost of single occupancy taxis.	650	750		
<b>Leisure Contract Management Fee</b> Covid-19 has had a major impact on the opening and attendance at the leisure facilities and these are not expected to fully return to normal during 2022/23. The Management Fee will therefore be reduced by £0.150m and repaid by an additional payment of £0.030m above the agreed contract for 5 years.	150	150	-180	
<b>Waste Management</b> Due to a national shortage of HGV drivers Suez (the Council's Waste collection contractor) intends to pay a 'Retention and Recruitment' bonus to help alleviate the problem of recruiting and retaining staff, which the Council will part fund.	15	15		
<b>DELIVERY TOTAL</b>	<b>1,130</b>	<b>1,600</b>	<b>-330</b>	<b>-150</b>

## PEOPLE

Description	Best Case 2022/23 £'000	Worst Case 2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Adult Social Care Costs</b> This represents the pressure on care packages. It has been calculated by taking current costs. The pressure also includes an estimate of the costs arising from young people turning 18 and transferring into Adult Social Care.	1,792	1,880		
<b>Children Looked After</b> This represents the pressure on care and accommodation charges. It has been calculated by taking current costs and estimating changes for the remainder of the financial year, including an anticipated reduction from young people turning 18 and transferring into Adult Social Care.	395	759		
<b>Forestcare</b> Unexpected costs have arisen this year, including increased office rental and ICT costs. In addition, income has reduced due to some contracts not being renewed. These pressures are expected to be for one year only whilst further work is carried out to move this trading account to a sustainable position.	153	153	-153	
<b>Adults Assistive Equipment and Technology</b> The equipment budget has consistently overspent in prior years due to increased use of equipment to facilitate people with care needs remaining at home. There are likely to be further pressures on the budget in the coming months due to inflation on shipping and material costs.	132	212		
<b>Schools Budget</b> The Department for Education are reducing by 20% per annum grant support for a range of areas supporting vulnerable pupils, such as education support for children looked after. Additionally, an academy conversion will result in lost income.	71	71		
<b>Fostering</b> Preparing new carers for fostering and providing support thereafter has persistently overspent. Having a strong pool of in-house foster carers is an effective cost avoidance measure and generally delivers good outcomes for children and young people.	25	25		

<b>Description</b>	<b>Best Case 2022/23 £'000</b>	<b>Worst Case 2022/23 £'000</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>
<b>Adoption</b> Cost allocation of the regional adoption service is through an agreed formula based on the proportion of adoptions by each local authority over the previous 3 years.	<b>11</b>	<b>11</b>		
<b>School Standards Income</b> Income generation has been below target for 3 years and is not expected to increase.	<b>24</b>	<b>41</b>		
<b>Family Group Conferences</b> An external review has confirmed a strong link from Family Group Conferences and future cost avoidance. There is a long-standing overspending which it is proposed is funded.	<b>24</b>	<b>24</b>		
<b>Emergency accommodation</b> The is growing demand for emergency housing accommodation which often has to be provided through expensive Bed & Breakfast accommodation. Actions are being taken to manage this demand but there remains a risk that despite this, costs continue to increase.	<b>0</b>	<b>250</b>		
<b>PEOPLE TOTAL</b>	<b>2,627</b>	<b>3,426</b>	<b>-153</b>	

## COUNCIL WIDE

Description	Best Case 2022/23 £'000	Worst Case 2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Devolved Staffing Budget</b>  Increasing devolved staffing budgets (DSB) for all directorates to reduce the required Managed Vacancy Factor (MVF). The current level is unsustainable – the Best Case assumes a 2% MVF and the Worst Case a 1% MVF. These figures currently do not include the impact of April 2022 increments.	1,222	1,692		
<b>Digital Infrastructure Group</b>  Berkshire authorities employ a small team in West Berkshire which is currently only funded until March 2022.	40	40		
<b>COUNCIL WIDE TOTAL</b>	<b>1,262</b>	<b>1,732</b>	<b>0</b>	<b>0</b>

Requests for One-Off Funding For Key Projects				
Service Area / Description	Est. Cost £'000	Requirement	Funding Source	Why needed?
<b>Leisure</b> Development of Leisure Strategy	50	Specialist external support to develop strategy linked to Council Plan	Transformation Reserve	No dedicated internal expertise
<b>Leisure</b> Development of an Arts and Culture Strategy	40	Specialist external support to develop strategy linked to Council Plan	Transformation Reserve	No dedicated internal expertise
<b>Leisure</b> Initial works related to the replacement of Bracknell Leisure Centre	50	Specialist external support to help assess strategic options and inform approach to secure long-term replacement of ageing asset	Transformation Reserve	No dedicated internal expertise
<b>Digital and ICT Services</b> Technology to support hybrid meetings	60	Introduction of new technology that will facilitate participation in meetings both physically and virtually in the Board Room and other medium-sized meeting rooms in Time Square. (Note: Technology for the Council Chamber is being funded through the Time Square Community Hub project.)	Transformation Reserve	To facilitate effective hybrid meetings involving individuals in the building and others dialling in remotely.
<b>Housing</b> Development of Housing and Homeslessness Strategies	50	Specialist external support to develop strategy linked to Council Plan	Transformation Reserve	Insufficient internal capacity
<b>Waste Management</b> Development of an Anaerobic Digester plant	10	Specialist external support to help develop detailed feasibility study	Climate Change One-off Budget	No specialist internal expertise
<b>Libraries</b> Feasibility study to inform options to move the Central Library to another town centre location	20	Specialist external support to help develop detailed feasibility plan for potential capital scheme	Regeneration Reserve	No specialist internal expertise
<b>Asset Management</b> <b>Project to deliver 5G</b> Partnership project with other Berkshire Unitary Authorities	50	Joint working across Berkshire aimed at leveraging £4m of Government money	Regeneration Reserve	As Bracknell Forest's contribution to the cost of improving mobile digital infrastructure across Berkshire
<b>Transition from Local Economic Partnership</b> Preserving capacity for economic development activities following the uncertainty of the future funding arrangement for LEPs	70	Ensuring there remains capacity for priority activities currently undertaken by the LEP if its funding is withdrawn	Regeneration Reserve	The Government is likely to withdraw funding for LEPs.
<b>Total Proposed One-off Project Funding</b>	<b>400</b>			

**CENTRAL - CHIEF EXECUTIVE'S OFFICE**

<b>Description Impact</b>	<b>2022/23 £'000</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>
<b>Equalities and Engagement</b>  Small reductions in budgets for publicity and marketing, licences, community centre equipment and other fees for bought in services.	-5		
<b>Communications and Marketing</b>  Reduction in the photography/ videography budget for the central communications and marketing team.	-2		
<b>CENTRAL - CHIEF EXECUTIVE'S OFFICE TOTAL</b>	<b>-7</b>	<b>0</b>	<b>0</b>

**CENTRAL – RESOURCES**

<b>Description Impact</b>	<b>2022/23 £'000</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>
<b>Audit</b>  Reduction in the budget for external audit support, which offsets the pressure of the creation of an in-house Senior Auditor.	-51		
<b>Revenues</b>  Deletion of the bankruptcy budget, which has been consistently underspent.	-11		
<b>Revenues</b>  Future expenditure for council tax new burdens support will be partly offset by grants.	-4		
<b>Revenues</b>  The annual cost of printing Council tax bills has been below budget in recent years. The proposed saving also reflects a system change that will enable customers to access their accounts and print bills themselves. This will be communicated to residents when the changes have been fully tested and will operate on an “opt in” basis.	-20		

<b>Human Resources</b>  Use of the new collaboration space in Time Square for staff award ceremonies, removing the need for budget to meet external room hire costs.	<b>-2</b>		
<b>Business Improvement District</b>  Income will be received for support services provided to the Bracknell BID.	<b>-13</b>		
<b>Revenues</b>  Reduction in banking charges reflecting the 2020/21 out-turn position, considering additional gov.uk charges.	<b>-5</b>		
<b>Resources</b>  Small reductions in budgets for transport, mileage, public transport etc. to reflect spend in recent years across the Department.	<b>-7</b>		
<b>Organisational Development</b>  Reduction in the core training budget, to be supplemented by drawing down from reserves held for training. Use of training budgets is being driven by the results of a recent survey of managers and staff on learning and development needs. In addition, there will be a further £15k reduction in training budgets due to commitments linked to the agreed centralisation of training budgets in 2021/22.	<b>-25</b>		
<b>Resources</b>  Reductions in various supplies and services budgets across the Department to reflect spend in recent years.	<b>-17</b>		
<b>Treasury</b>  Reduction in supplies and services budgets following a review of services provided by external advisors.	<b>-10</b>		
<b>CENTRAL – RESOURCES TOTAL</b>	<b>-165</b>	<b>0</b>	<b>0</b>

**CENTRAL – PLACE, PLANNING & REGENERATION**

<b>Description Impact</b>	<b>2022/23 £'000</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>
<b>Development and Adoptions</b>  The costs of street naming and numbering have been met from income received from developers in prior years allowing the maintenance budget to be reduced.	<b>-10</b>		
<b>Place, Planning &amp; Regeneration</b>  Various departmental budgets are consistently underspent.	<b>-20</b>		
<b>Town Centre Redevelopment</b>  Legacy budget 'Small area plans/TC Strategy' consistently underspent.	<b>-15</b>		
<b>Highways and Transport</b>  The new transport model will provide an opportunity for the Council to simply generate outputs for developers, including indications of suitable mitigation work on the highway. This service would be an additional option to the current purchased licenses which enable developers to access and use the model themselves. Indications are that developers would be keen to pay for this specialist service as it would be more efficient.	<b>-50</b>		
<b>Horseshoe Lake</b>  Heads of terms agreed on rental fee for use of Horseshoe Lake by the provider. Residual costs to be met for some aspects of building, but the site will return net income from 2022-23.	<b>-10</b>		
<b>The Look Out</b>  With Phase One transformation complete, net positive trading, (where the service covers both its cash and non-cash costs) will move a step closer in 2022/2023.  Additional income potentially greater in successive years, subject to Phase Two transformation being completed.	<b>-50</b>	<b>-50</b>	<b>-50</b>
<b>CENTRAL – PLACE, PLANNING &amp; REGENERATION TOTAL</b>	<b>-155</b>	<b>-50</b>	<b>-50</b>



## DELIVERY

Description Impact	2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>On / Off Street Parking</b> The income budget for 2021/22 was reduced by this value to recognise the impact of Covid-19 on the amount of income car parking would generate during the year. This saving is reinstating that reduction.	-777		
<b>On / Off Street Parking</b> The contract for managing the borough car parks was renegotiated last year and a saving of £0.200m included in that year's budget. This is the additional saving the renegotiation achieved.	-56		
<b>Committee</b> Ongoing underspends in the Licences & Reprographics budgets.	-2		
<b>Electoral Registration</b> Ongoing underspends in the licences budget and new Electoral Management System contract.	-3		
<b>Members &amp; Mayoralty</b> Ongoing underspends in the Photography, Publicity, Hospitality, Reprographics, Stationery and Publications budgets.	-5		
<b>ICT</b> This saving reflects the reduced resources required to support services and implement new ones following the transfer of these functions to the 'Cloud'.	-90	-90	
<b>Libraries</b> Increase in the number of Open+ hours at all libraries to increase availability of the provision overall with a reduced number of staffed hours, equivalent to a total reduction of 2.2 full time equivalent staff.	-84		
<b>Digital Services</b> Reduction in consultancy budget, reflecting that the Website redevelopment will have been completed by 2022/23 and we will have a reduced reliance on specialist expertise to support Drupal developments.	-25		
<b>Asset Review / Corporate Landlord Model</b> Target to reduce costs and increase income from use of operational property assets.	-50		
<b>Health &amp; Safety</b> Deletion of a vacant H&S Adviser role	-8		
<b>DELIVERY TOTAL</b>	-1,100	-90	0

## PEOPLE

Description Impact	2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Heathlands nursing home</b> New care home to open in early 2022. The Council will have a contract for 36 of these beds which will be provided at a competitive price.	-193	-14	
<b>Homecare framework contract</b> A new framework contract for homecare services will be established from 1 April. This will include a new flat rate which, whilst ensuring the providers currently paid a lower rate receive an increase, overall should have a beneficial impact on the budget.	-124		
<b>Surplus budgets</b> Based in prior year-outturns, budgets have been reduced where there are recurrent underspends or the action to achieve the saving has already been completed in prior years.	-115		
<b>Lease of properties to registered providers</b> Re-negotiation of leases of Council-owned properties to registered providers to provide extra-care housing.	-20		
<b>Automation of business support</b> Recording of conferences rather than minuting should enable a reduction in staff posts.	-15		
<b>Income from schools</b> A number of new Service Level Agreements will be offered to schools.	-5		
<b>PEOPLE TOTAL</b>	<b>-472</b>	<b>-14</b>	<b>0</b>

## COUNCIL WIDE

Description Impact	2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Interest</b>  Due to cash balances remaining healthy, an underspend on interest payments in the current year is expected to be maintained during 2022/23. The projected saving also includes expected incoming interest from loan notes to the Bracknell Forest Cambium Partnership (the property Joint Venture between the Council and Countryside Properties) reflecting both the Coopers Hill site value and the Councils contribution to development costs.	-400		
<b>Public Health</b>  Opportunities to use the Public Health grant and carried forward reserve to support any services that are currently Council funded are being explored, with business cases to be submitted by the end of November. The scale of potential saving will not be known in advance of the draft budget proposals being published but will be quantified for the final budget in February.	TBC		
<b>Essential Car Users</b>  Review of essential car users across the Council.	-20	-30	
<b>Agency Staff</b>  A review will be undertaken of all current contracts to ensure they remain needed. Alongside this, targeted reviews of staff terms and conditions and job descriptions for roles where agency staff are most used will be undertaken by HR, to ensure these remain attractive compared to other organisations. A Social Care Resourcing Campaign has been commenced to attract permanent staff and reduce the reliance on agency workers.	-500		
<b>Council Contracts</b>  Review of council wide contracts, and opportunities. A detailed reconciliation of savings and expenditure in the current year will be undertaken prior to the final budget being set in February to ensure the savings target is realistic.	-50		
<b>COUNCIL WIDE TOTAL</b>	<b>-970</b>	<b>-30</b>	<b>0</b>

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

**Service: Town Centre Management**

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>20</b>	<b>41</b>

**Are concessions available? Yes, Community groups and local charities pay a reduced cost - non refundable admin fee only (£50)**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
All commercial activity in the town centre is going to be booked via our commercialisation contractor. There are no set fees as each proposal is considered on a case by case basis					

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

**Service : Building Control**

**Purpose of the Charge: To recover the costs of the service**

	<b>2021/22 Budget £'000 405</b>	<b>Proposed 2022/23 Budget £'000 469</b>
<b>Income the proposed fees will generate:</b>		

**Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%

**BUILDING REGULATIONS**

Where FULL PLANS are submitted, the charges for Building Regulations are normally submitted in two stages; Stage One: (The Plan Charge) - on submission of the application; Stage Two: (The Inspection Charge) - Following the first site inspection, for which you will be invoiced. You must pay the first charge when depositing the application; the second charge is payable on demand from the Council after the first relevant site inspection has been carried out.

Where a BUILDING NOTICE is submitted instead of Full plans, the full charge is payable at the time of submission.

The charges for Building Regulation work are established at a level to cover the cost of the service so the applicant only pays for the service they need. Under the new Building (Local Authority Charges) Regulations 2010, there are two methods that Bracknell Building Control may use to establish the charge for building work. 1) Establishment of a standard charge or; 2) An individually determined charge.

**Standard Charges:**

The majority of domestic extensions and alteration work will generally attract a charge which falls within our 'Standard Charges' tables. Charges will not be payable for certain aspects of work, carried out for the benefit of disabled persons. The standard charges have been set on the basis that building work does not consist of, or include high risk or innovative construction which may require additional checking for compliance. Also, that the duration of the project from commencement to completion does not exceed 12 months. It is also assumed that the building work will be undertaken by a person or company who is competent to carry out the relevant design and building work. If not the work may incur supplementary charges.

If the charge for your building regulations work is not listed as a standard charge it will be individually determined.

**Individually Determined Charges:**

This method of determining the charge relates mainly to commercial projects or larger domestic schemes and includes all other work that is not listed in or 'Standard Charges' tables A to C. This includes:

- Building work in relation to more than one building.
- Building work consisting of a domestic extension where the floor area exceeds 60m<sup>2</sup>.
- Applications subject to a reversion charge (work reverting form and approved inspector to the local authority).
- Building work consisting of alterations to a domestic property where the estimated cost of work exceeds £100,000.
- Building work consisting of a non-exempt domestic garage or carport with a floor area in excess of 60m<sup>2</sup>.
- Non-domestic building work consisting of alterations, extension or new build where the cost of work exceeds £100,000.
- Work consisting of the erection or conversion of 5 or more dwellings or where the floor area of a dwelling exceeds 500m<sup>2</sup>. For all new housing schemes please contact our office in the first instance for an individually determined quote.

If your building work is defined as requiring an individual determined charge, please contact us at 01344 354100 or email [building.control@bracknell-forest.gov.uk](mailto:building.control@bracknell-forest.gov.uk) with a description of the work and we will contact you to discuss a charge.

**PROPOSAL**

**Domestic Plan Charge (Full Plans)**

Domestic extension not exceeding 10 sq. m floor area	220.00	183.33	227.00	189.17	3.2
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	274.00	228.33	283.00	235.83	3.3
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	489.00	407.50	504.00	420.00	3.1
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	381.00	317.50	393.00	327.50	3.1
Attached/Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building	130.00	108.33	134.00	111.67	3.1
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	220.00	183.33	227.00	189.17	3.2
Window replacement (non competent persons scheme)	185.00	154.17	235.00	195.83	27.0
Installation of domestic solar panels/wind turbines	192.00	160.00	235.00	195.83	22.4
Re-wiring or new electrical installation of a dwelling	130.00	108.33	134.00	111.67	3.1
Any electrical work other than re-wiring of a dwelling	130.00	108.33	134.00	111.67	3.1
Renovation of a thermal element	228.00	190.00	235.00	195.83	3.1

**Domestic Inspection Charge (Full Plans)**

Domestic extension not exceeding 10 sq. m floor area	380.00	316.67	392.00	326.67	3.2
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	433.00	360.83	446.00	371.67	3.0
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	481.00	400.83	496.00	413.33	3.1
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	377.00	314.17	389.00	324.17	3.2
Attached/Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building	362.00	301.67	373.00	310.83	3.0
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	271.00	225.83	280.00	233.33	3.3
Re-wiring or new electrical installation of a dwelling	313.00	260.83	323.00	269.17	3.2
Any electrical work other than re-wiring of a dwelling	228.00	190.00	235.00	195.83	3.1

**Domestic Charge (Building Notice)**

Domestic extension not exceeding 10 sq. m floor area	602.00	501.67	621.00	517.50	3.2
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area	709.00	590.83	731.00	609.17	3.1
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area	975.00	812.50	1,005.00	837.50	3.1
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	760.00	633.33	783.00	652.50	3.0
Attached/Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building	491.00	409.17	506.00	421.67	3.1
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	491.00	409.17	506.00	421.67	3.1
Window replacement (non competent persons scheme)	185.00	154.17	235.00	195.83	27.0
Installation of domestic solar panels/wind turbines	192.00	160.00	235.00	195.83	22.4
Re-wiring or new electrical installation of a dwelling	439.00	365.83	453.00	377.50	3.2
Any electrical work other than re-wiring of a dwelling	356.00	296.67	367.00	305.83	3.1
Renovation of a thermal element	228.00	190.00	235.00	195.83	3.1

CENTRAL DIRECTORATES  
2022/23 PROPOSED FEES & CHARGES

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2021/22 Budget £'000 405	Proposed 2022/23 Budget £'000 469
Income the proposed fees will generate:		

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%

**CHARGES FOR OTHER WORK**

**Plan Charge (Full Plans)**

**Table A** Where the estimated cost is (£)

0 - 2000	192.00	160.00	235.00	195.83	22.4
2,001 - 5,000	328.00	273.33	338.00	281.67	3.0
5,001 - 10,000	383.00	319.17	395.00	329.17	3.1
10,001 - 20,000	531.00	442.50	547.00	455.83	3.0
20,001 - 30,000	205.00	170.83	212.00	176.67	3.4
30,001 - 40,000	246.00	205.00	254.00	211.67	3.3
40,001 - 50,000	284.00	236.67	293.00	244.17	3.2
50,001 - 60,000	330.00	275.00	340.00	283.33	3.0
60,001 - 70,000	373.00	310.83	385.00	320.83	3.2
70,001 - 80,000	415.00	345.83	428.00	356.67	3.1
80,001 - 90,000	443.00	369.17	457.00	380.83	3.2
90,001 - 100,000	499.00	415.83	514.00	428.33	3.0

**Inspection Charge (Full Plans)**

**Table A** Where the estimated cost is (£)

0 - 2000	N/A	N/A	N/A	N/A	N/A
2,001 - 5,000	N/A	N/A	N/A	N/A	N/A
5,001 - 10,000	N/A	N/A	N/A	N/A	N/A
10,001 - 20,000	N/A	N/A	N/A	N/A	N/A
20,001 - 30,000	466.00	388.33	480.00	400.00	3.0
30,001 - 40,000	567.00	472.50	585.00	487.50	3.2
40,001 - 50,000	667.00	555.83	688.00	573.33	3.1
50,001 - 60,000	763.00	635.83	786.00	655.00	3.0
60,001 - 70,000	861.00	717.50	887.00	739.17	3.0
70,001 - 80,000	960.00	800.00	989.00	824.17	3.0
80,001 - 90,000	1,024.00	853.33	1,055.00	879.17	3.0
90,001 - 100,000	1,156.00	963.33	1,191.00	992.50	3.0

**Building Notice Charge (Building Notice)**

**Table A** Where the estimated cost is (£)

0 - 2000	192.00	160.00	235.00	195.83	22.4
2,001 - 5,000	328.00	273.33	338.00	281.67	3.0
5,001 - 10,000	383.00	319.17	395.00	329.17	3.1
10,001 - 20,000	531.00	442.50	547.00	455.83	3.0
20,001 - 30,000	668.00	556.67	689.00	574.17	3.1
30,001 - 40,000	809.00	674.17	834.00	695.00	3.1
40,001 - 50,000	950.00	791.67	979.00	815.83	3.1
50,001 - 60,000	1,089.00	907.50	1,122.00	935.00	3.0
60,001 - 70,000	1,229.00	1,024.17	1,266.00	1,055.00	3.0
70,001 - 80,000	1,371.00	1,142.50	1,413.00	1,177.50	3.1
80,001 - 90,000	1,466.00	1,221.67	1,510.00	1,258.33	3.0
90,001 - 100,000	1,651.00	1,375.83	1,701.00	1,417.50	3.0

**FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS**

**Number of Dwellings (Plan Charge)**

1	489.00	407.50	504.00	420.00	3.1
2	544.00	453.33	561.00	467.50	3.1
3	598.00	498.33	616.00	513.33	3.0
4	652.00	543.33	672.00	560.00	3.1
5	709.00	590.83	731.00	609.17	3.1

**Number of Dwellings (Inspection Charge)**

1	492.00	410.00	507.00	422.50	3.0
2	763.00	635.83	786.00	655.00	3.0
3	953.00	794.17	982.00	818.33	3.0
4	1,141.00	950.83	1,176.00	980.00	3.1
5	1,330.00	1,108.33	1,370.00	1,141.67	3.0

**CENTRAL DIRECTORATES  
2022/23 PROPOSED FEES & CHARGES**

Service : Building Control

**Purpose of the Charge:** To recover the costs of the service

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
Income the proposed fees will generate:	405	469

**Are concessions available?** There are some concessions for the disabled, which are detailed in the tables below.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>REGULARISATION CERTIFICATES</b>					
<b>Type of Work</b>					
Domestic extension not exceeding 10 sq. m floor area		614.00		633.00	3.1
Domestic extension exceeding 10 sq. m but not exceeding 40 sq. m floor area		724.00		746.00	3.0
Domestic extension exceeding 40 sq. m but not exceeding 60 sq. m floor area		1,003.00		1,034.00	3.1
Loft conversion - Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.		781.00		805.00	3.1
Detached garage or car port (or both) not exceeding 60 sq. m in floor area and to be used in common with an existing building and which is not an exempt building		503.00		519.00	3.2
Conversion of garage into habitable use (Cost of the works not exceeding £10,000)		503.00		519.00	3.2
Window Replacement (Non competent persons scheme)		205.00		235.00	14.6
Installation of domestic solar panels/wind turbines		196.00		235.00	19.9
Re-wiring or new electrical installation of a dwelling		447.00		461.00	3.1
Any electrical work other than re-wiring of a dwelling		366.00		377.00	3.0
Renovation of a thermal element		235.00		243.00	3.4
<b>Estimated Cost £</b>					
0 - 2000		196.00		235.00	19.9
2,001 - 5,000		337.00		348.00	3.3
5,001 - 10,000		391.00		403.00	3.1
10,001 - 20,000		544.00		561.00	3.1
20,001 - 30,000		683.00		704.00	3.1
30,001 - 40,000		830.00		855.00	3.0
40,001 - 50,000		972.00		1,002.00	3.1
50,001 - 60,000		1,117.00		1,151.00	3.0
60,001 - 70,000		1,259.00		1,297.00	3.0
70,001 - 80,000		1,404.00		1,447.00	3.1
80,001 - 90,000		1,501.00		1,547.00	3.1
90,001 - 100,000		1,691.00		1,742.00	3.0
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1		1,004.00		1,035.00	3.1
2		1,335.00		1,376.00	3.1
3		1,585.00		1,633.00	3.0
4		1,837.00		1,893.00	3.0
5		2,084.00		2,147.00	3.0
<b>Building Regulations Questions for anyone undertaking a Property Search</b>					
Building Regulations (1f)		2.00		3.00	50.0
Building Regulations (1g)		2.00		3.00	50.0
Building Regulations (1h)		2.00		3.00	50.0
<b>Other Charges</b>					
Hoarding / Scaffold Licences - Per Licence		205.00		215.00	4.9
Dealing with Demolition Notices		188.00		195.00	3.7
Officer Letter - Confirmation to Solicitor	54.00	45.00	56.00	46.67	3.7

**CENTRAL DIRECTORATES  
2022/23 PROPOSED FEES & CHARGES**

Service : Local Land Charges

Purpose of the Charge: To recover the costs of the service

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	147	162

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%

**LOCAL LAND CHARGES**

**Fees for Official Search of Register and Standard Enquiries**

Personal search		Free		Free	0.0
Copy search		22.00		23.00	4.5
Requisition (LLC1)		28.00		29.00	3.6
Extra Parcel Fee on (LLC1)		6.00		6.00	0.0
Standard Enquiries CON2a	109.00	90.00	113.00	93.00	3.3

**Additional**

Additional Parcels and Garages	29.00	24.17	30.00	25.00	3.4
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**Other**

Optional Enquiries (each enquiry)	15.00	12.50	16.00	13.33	6.6
Added Enquiries (each enquiry)	28.00	23.33	29.00	24.17	3.6
Cancellation Administration Fee		40.00		41.00	2.5
Commons Registration Searches	15.00	12.50	16.00	13.33	6.6



**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Monitoring Streetworks

Purpose of the Charge: To contribute to the costs of the service

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	535	551

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Highway Licences and Consents</b>					
Sample Inspection Fee		50.00		Set by Statute	0.0
Defect Inspection Fee		47.50		Set by Statute	0.0
Third Party Report Inspection Fee		68.00		Set by Statute	0.0
Skip Operators Licence annual fee		89.00		92.00	3.4
Skip Licence:					
application fee including one week occupation of the highway		22.00		23.00	4.5
per additional week or part there of		13.00		14.00	7.7
for those found without a licence		154.00		200.00	29.9
HIPPO Bags (placed on highway):					
application fee including one week occupation of the highway		22.00		23.00	4.5
per additional week or part there of		13.00		13.00	0.0
for those found without a licence		60.00		62.00	3.3
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee)		804.00		828.00	3.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Advertising costs)		Rechargeable Advertising Cost +15% Admin Fee		Rechargeable Advertising Cost +15% Admin Fee	
Registered Charity - Temporary Traffic Regulation Order (Non refundable application fee)		5.00		5.00	0.0
Registered Charity - Temporary Traffic Regulation Order (Advertising costs)		Advertising Cost		Advertising Cost	
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order. (Non refundable application fee)		5.00		5.00	0.0
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order.		Advertising Cost		Advertising Cost	
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Notice. (Non refundable application fee)		5.00		5.00	0.0
Community street event closure on minor non through roads. Traffic Regulation Notice.		190.00		196.00	3.2
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice (Non-refundable application fee)		804.00		828.00	3.0
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum)		100.00		103.00	3.0
Temporary Deposit of Materials on Public Highway:					
Non-refundable application fee including one week occupation of the highway		26.00		50.00	92.3
per additional week or part there of		19.00		20.00	5.3
per necessary inspection		60.00		62.00	3.3
for those found without a licence		154.00		159.00	3.2
Inspection of Illegally Constructed Works / Retrospective Approval inspection and admin cost		449.00		500.00	11.4
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit up to 1hr)					
Fee		443.00		456.00	2.9
per additional hour or part thereof		55.00		57.00	3.6
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) Out of Hours 16.30-08.00 Mon-Fri & All Day Sat, Sun & B/H'S					
Fee		664.00		684.00	3.0
Per additional hour or part thereof		110.00		113.00	2.7
Bus Stop Suspensions					
Application fee (minimum 7 days notice)		267.00		275.00	3.0
Application fee (minimum 3 days notice)		376.00		400.00	6.4
Application fee (≤ 2 days notice)		485.00		650.00	34.0
Parking suspension or dispensation					
Utilities, Contractors, Builders & Commercial Removals:					
Application fee (minimum 7 days notice)		267.00		275.00	3.0
Application fee (minimum 3 days notice)		376.00		387.00	2.9
Application fee (≤ 2 days notice)		485.00		500.00	3.1
Domestic Removals (per day)		60.00		62.00	3.3
Blood Transfusion Service, Health Screening		FREE		FREE	0.0
Application to place 'A' Board on the Public Highway					
per board per annum (including £25.00 non refundable application fee)		77.00		79.00	2.6
for those found without a licence		379.00		390.00	2.9

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Monitoring Streetworks

**Purpose of the Charge:** To contribute to the costs of the service

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>535</b>	<b>551</b>

**Are concessions available?** No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Application for Street Café (Registered charity)					
Fee, plus charge based on number of chairs:		128.00		132.00	3.1
1-4 Chairs		86.00		89.00	3.5
5-10 Chairs		114.00		117.00	2.6
11+ Chairs		142.00		146.00	2.8
Application for Street Café					
Fee, plus charge based on number of chairs:		284.00		293.00	3.2
1-4 Chairs		217.00		224.00	3.2
5-10 Chairs		542.00		558.00	3.0
11+ Chairs		976.00		1,005.00	3.0
for those found without a licence		379.00		390.00	2.9
Renewal for Street Café					
Fee, plus charge based on number of chairs:		190.00		196.00	3.2
1-4 Chairs		141.00		145.00	2.8
5-10 Chairs		369.00		380.00	3.0
11+ Chairs		650.00		670.00	3.1
Application to place Automatic Traffic Counters (ATC's) on the highway.					
Application Fee (Non-refundable) plus		153.00		158.00	3.3
per site (as appropriate)		60.00		62.00	3.3
Fees for administering unlicensed ATC's.		521.00		537.00	3.1
Crane/Machinery/Structure on Public Highway Licence					
Fee plus		153.00		158.00	3.3
per necessary inspection		60.00		62.00	3.3
for those found without a licence		521.00		537.00	3.1
Street Works Licence Application Fee (Initial 200m)					
Fee plus		664.00		684.00	3.0
per additional 200 metres or part thereof		152.00		157.00	3.3
per inspection		50.00		Set by Statute	0.0
Cash Bond for Street Work Licences					
< 1.5 metres depth					
<5m2		1,000.00		1,000.00	0.0
5-10m2		1,500.00		1,500.00	0.0
10-30m2		2,000.00		2,000.00	0.0
>1.5 metres depth					
<5m2		1,500.00		1,500.00	0.0
5-10m2		2,500.00		2,500.00	0.0
10-30m2		3,500.00		3,500.00	0.0
Planting/Cultivation of Public Highway					
Commercial fee or		231.00		238.00	3.0
Domestic fee plus		116.00		119.00	2.6
per necessary inspection		60.00		62.00	3.3
Road Occupation Licence with excavation					
Fee (non-refundable) plus		664.00		684.00	3.0
per necessary inspection		60.00		62.00	3.3
Road Occupation without excavation					
Fee plus		171.00		200.00	17.0
per necessary inspection		60.00		62.00	3.3
Application to place Cables etc. over the Public Highway					
Fee plus		153.00		200.00	30.7
per necessary inspection		60.00		62.00	3.3
Cost per failed core sample (layer thickness test)		Actual cost + 15% Admin		Actual cost + 15% Admin	
Cost per failed core sample (Air Voids test)		Actual cost + 15% Admin		Actual cost + 15% Admin	
Traffic Management Costs		Actual cost + 15% Admin		Actual cost + 15% Admin	
Licence to place Temporary signs on the Highway (Per 6 months or part thereof)					
Fee plus		400.00		412.00	3.0
Per site		60.00		62.00	3.3
Penalty for Temporary signs on the Highway without authorisation or Licence		664.00		684.00	3.0
Plus, removal charge per sign		60.00		62.00	3.3
Authorisation for the installation of temporary Traffic Signals. Does not apply to Statutory undertakers as per HAUC advice note No. 2009/09 by virtue of section 65 NRSWA.		237.00		244.00	3.0

CENTRAL DIRECTORATES  
2022/23 PROPOSED FEES & CHARGES

Service : Monitoring Streetworks

Purpose of the Charge: To contribute to the costs of the service

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	535	551

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Street Works Permit Scheme</b>					
<b>Main Roads</b>					
Provisional Advance Authorisation (PAA)		105.00		Set by Statute	0.0
Major Activity [over 10 days] and all major works requiring a traffic regulation order.		240.00		Set by Statute	0.0
Major Activity [4 – 10 days]		130.00		Set by Statute	0.0
Major Activity [up to 3 days]		65.00		Set by Statute	0.0
Standard activity		130.00		Set by Statute	0.0
Minor Activity		65.00		Set by Statute	0.0
Immediate activity		60.00		Set by Statute	0.0
Permit Variation		45.00		Set by Statute	0.0
<b>Minor Roads</b>					
Provisional Advance Authorisation (PAA)		75.00		Set by Statute	0.0
Major Activity [over 10 days] and all major works requiring a traffic regulation order.		150.00		Set by Statute	0.0
Major Activity [4 – 10 days]		75.00		Set by Statute	0.0
Major Activity [up to 3 days]		45.00		Set by Statute	0.0
Standard activity		75.00		Set by Statute	0.0
Minor Activity		45.00		Set by Statute	0.0
Immediate activity		40.00		Set by Statute	0.0
Permit Variation		35.00		Set by Statute	0.0
<b>Rechargeable Street Works</b>					
Repair/Replacement	Actual cost + 15% Admin		Actual cost + 15% Admin		
Specialist Contracted Services	Actual cost + 15% Admin		Actual cost + 15% Admin		
Street Works / Permit Team project registration fees for s38 and s278 or in lieu of.					
Fee for schemes up to £25k value		568.00		650.00	14.4
Fee for schemes over £25k value.		1,137.00		1,500.00	31.9
<b>Vetting of Traffic Signals designs linked to s278 &amp; s38 schemes</b>					
Fee (Up to £25k Signals, Controller & Installation Costs)		1,659.00		1,709.00	3.0
Fee (Over £25k Signals, Controller & Installation Costs)		2,765.00		2,848.00	3.0
<b>Traffic Signal Factory Acceptance Test (FAT), Site Acceptance Test (SAT) and joint post commissioning monitoring linked to s278 &amp; s38 schemes.</b>					
Fee (Up to £25k Signals, Controller & Installation Costs)		664.00		684.00	3.0
Fee (Over £25k Signals, Controller & Installation Costs)		1,327.00		1,367.00	3.0

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Highways

Purpose of the Charge: To contribute to the costs of the service

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	0

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Vehicle Access Crossings</b>					
Construction of crossing		Actual cost + 15% Admin Fee		Actual cost + 15% Admin Fee	
Domestic Vehicle Access Application Fee (BFC Contractor)		44.00		45.00	2.3
Domestic Vehicle Access Inspection Fee - Per Occasion		60.00		62.00	3.3
Domestic Vehicle Access Application Fee (Private Contractor)		83.00		85.00	2.4
Domestic Vehicle Access Inspection Fee - Per Occasion		60.00		62.00	3.3
Property Developers or Commercial Vehicle Access					
Fee plus charge based on number of properties:		472.00		486.00	3.0
1 Property		286.00		295.00	3.1
2-5 Properties		513.00		528.00	2.9
6 + Properties		798.00		822.00	3.0
per inspection		60.00		62.00	3.3
Access Protection Markings	115.00	95.83	118.00	98.33	2.6
<b>Ordinary Watercourse Consent</b>					
Application fee per structure or per alteration to channel - minimum charge - Legislative	50.00	41.67	52.00	43.33	4.0

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Development & Adoptions

**Purpose of the Charge: To contribute to the cost of the services**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>425</b>	<b>438</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>HIGHWAY ENQUIRIES</b>					
Standard rate per hour - minimum charge		67.00		69.00	3.0
Provision of a copy of Section 38 and/or Section 278 agreement	N/A	N/A	29.00	24.17	
<b>RECHARGEABLE WORKS</b>					
All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge		Minimum - At Cost Plus 15%		Minimum - At Cost Plus 15%	
<b>HIGHWAY ADOPTIONS</b>					
<b>Road Adoptions</b>					
Minimum application fee (part of the overall Section 38/278 fees)		2,550.00		2,550.00	
Surety deposit (minimum cash element of total surety value)		3,500.00		3,500.00	
Formal declarations (outside section 38)		1,110.00		1,140.00	2.7
Re-inspection rate per hour - minimum charge		96.00		99.00	3.1
<b>SECTION 38 &amp; SECTION 278</b>					
<b>Section 38/Section 278 fees</b>					
Schemes up to £25,000 - minimum charge		2,550.00		2,550.00	
Schemes over £25,000		10% of value		10% of value	
<b>Commuted sums in respect of additional highway maintenance costs</b>					
The Council will require a payment for the commuted annual maintenance costs of new work carried out under agreements made under S278 and S38 of the 1980 Highways Act where the costs of maintenance are estimated to be higher than those of the Highway Authority's standard requirements for infrastructure and street furniture or where non standard items are provided within the extent of the highway. Arrangements for such payments are set out in the council's Streetscene Supplementary Planning Document - Commuted Sums. This document is reviewed periodically and any revision will reflect any sums agreed now or in the future through the fees and charges process. Set out below are rates for infrastructure and street furniture.					
Commuted sums - Payable before the issue of the Provisional Completion Certificate or before the issue of the Final Completion Certificate, depending on the S278/S38 agreement in place.					
<b>Section 38</b>					
Manhole per item <3m depth		3,037.00		3,128.00	3.0
New Tree per item		419.00		432.00	3.1
Existing Tree per item		363.00		374.00	3.0
Parking Bay		770.00		793.00	3.0
Swales <500mm m2		83.00		85.00	2.4
Permeable paving m2		132.00		136.00	3.0
Infiltration Trench Lin m		352.00		363.00	3.1
Ditches Lin m		397.00		409.00	3.0
<b>Section 278</b>					
Manhole per item <3m depth		3,037.00		3,128.00	3.0
Carriageway m2 SMA		132.00		136.00	3.0
Carriageway m2 HRA		132.00		136.00	3.0
Carriageway block paved m2		143.00		147.00	2.8
Footway m2		88.00		91.00	3.4
Footway block paved m2		99.00		102.00	3.0
Verge m2		22.00		23.00	4.5
Shrub inspection maintenance m2		55.00		57.00	3.6
Anti-Skid m2		110.00		113.00	2.7
Gully per item		583.00		600.00	2.9
Beaney Blocks lin m		352.00		363.00	3.1
New Tree per item		419.00		432.00	3.1
Existing Tree per item		363.00		374.00	3.0
Street light 12m column		2,047.00		2,108.00	3.0
Street light 10m		2,003.00		2,063.00	3.0
Street light 8m		1,870.00		1,926.00	3.0
Street light 6m		1,816.00		1,870.00	3.0
Street Light 5m		1,794.00		1,848.00	3.0
Parking Bay		770.00		793.00	3.0
Illuminated Bollard		990.00		1,020.00	3.0
Illuminated sign <600mm replace and maintain		826.00		851.00	3.0
Non Lit Sign <600 replace and maintain		231.00		238.00	3.0
Timber Bollard		517.00		533.00	3.1
Feeder pillar		220.00		227.00	3.2
Traffic Signal per head (pedestrian)		11,004.00		11,334.00	3.0
Traffic Signal per head (junction)		13,756.00		14,169.00	3.0
The above is not a comprehensive list of all the items for Commuted Sums and other items will be considered as part of the initial design discussions. Non-standard materials that relate to items on this list will also need to be discussed early on in the process.					
In respect of all S278/38 schemes the developer must pay an initial fee of at least £2,550 before we can undertake any assessment. On larger schemes, that require a greater level of assessment, the initial fee will be decided on a scheme by scheme basis but it will be greater than the minimum amount stated above. Once agreed and paid we will then undertake the assessment. Any final fees due will reflect the level of initial fees secured prior to scheme assessment.					
Structures - costs to be agreed for individual structures at an early stage. Any structure that is to be adopted or maintained by the Highway Authority will require Commuted Sums and this will need to be assessed and agreed at an early Stage. Structural design assessment and approval (AIP etc.) will require additional fees and will be on a case by case basis.					
Any non standard drainage and SuDs systems that are to be either adopted/maintained by the Highway Authority will need to be reviewed separately and discussed at an early stage and will require Commuted Sums.					
Additional rates would relate to S38 agreements where non-standard highway detail has been applied. These rates will follow those S278 agreed rates.					

CENTRAL DIRECTORATES  
2022/23 PROPOSED FEES & CHARGES

Service : Development & Adoptions

Purpose of the Charge: To contribute to the cost of the services

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	425	438

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>STREET NAMING &amp; NUMBERING</b>					
Property Name Change (Sole identity)		96.00		99.00	3.1
Addition of Property name (To numbered property)		45.00		46.00	2.2
Amendment to Postal Address		96.00		99.00	3.1
New Build - Individual Property		96.00		99.00	3.1
New Development Fixed Fee		179.00		184.00	2.8
Plus fee per Unit		26.00		27.00	3.8
Conversion of Property into Flats - Fee per Flat		49.00		51.00	4.1
Renumbering of a Development or Block of Flats - Fee per Unit/Flat		26.00		27.00	3.8
<b>TRAFFIC SURVEY DATA</b>					
Observed or modelled junction turning counts - per junction	624.00	520.00	643.00	535.83	3.0
Traffic count information from automatic counters	184.00	153.33	190.00	158.33	3.3
Zonal information, such as population, employment, car availability etc. Per zone, up to a max. of 50 locations, above which an additional daily time charge will be incurred.	658.00	548.33	N/A	N/A	
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request	328.00	273.33	338.00	281.67	3.0
Other data requests will be assessed on their merits and charged at the discretion of the Council					
<b>Bracknell Forest Multi-Modal Transport Model (BFMMTM) - Developers Charges</b>					
Use of model for one month or each additional month exceeding six months	4,467.00	3,722.50	4,601.00	3,834.17	3.0
Use of model for first six months	22,036.00	18,363.33	22,697.00	18,914.17	3.0
In-house modelling including pro-rata licence fee. Senior Engineer - per hour	N/A	N/A	126.85	105.71	0.0
<b>CONCESSIONARY FARES</b>					
Replacement Pass		8.00		8.00	0.0
New annual Senior Citizen Railcard (with any increases made by SWT during the year to be passed on) by SWT during the year to be passed on)		16.00		17.00	6.3
Renewal of Disabled Person's Railcard		9.00		10.00	11.1

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

**Purpose of the Charge:** To contribute to the costs of the service

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,088</b>	<b>1,091</b>

**Are concessions available?** No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>PLANNING APPLICATIONS</b>					
Please note that 25% of statutory fees will be charged for invalid applications where relevant information is repeatedly not provided within a reasonable timescale.					
<b>Outline Application</b>					
All types (except B1,B4,B6,D1 and D2) where site area is:					
(a) Not more than 2.5 hectares (each 0.1 ha (or part) of site area) Charge per 0.1 hectares		462.00		Set by Statute	0.0
(b) More than 2.5 hectares (£11432+£138 each 0.1 ha (or part) of site area) Standard charge plus		11,432.00		Set by Statute	0.0
Charge per 0.1 hectares in excess of 2.5 hectares		138.00		Set by Statute	0.0
Maximum		150,000.00		Set by Statute	0.0
<b>Full Application</b>					
1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such					
One dwelling unit		206.00		Set by Statute	0.0
Two or more dwelling units		407.00		Set by Statute	0.0
2. Erection of new dwelling units					
(a) 50 dwellings or less (each dwelling) Charge per Unit		462.00		Set by Statute	0.0
(b) More than 50 dwellings (£22859+£138 for each dwelling) Standard charge		22,859.00		Set by Statute	0.0
Charge per Unit above 50		138.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
<b>Approval of Reserved Matters for dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above. For Maximum and Charge per Unit, see above rates for full application.					
Application for approval of reserved matters following outline approval		Full fee due or of full fee already paid then £462 due		Set by Statute	0.0
3. Development (other than dwelling units, agricultural buildings, or glasshouses, plant or machinery) where the floor space created is:					
a) Nil or not more than 40 sq. metres (each application)		234.00		Set by Statute	0.0
b) 40 sq. metres to 75 sq. metres (each application)		462.00		Set by Statute	0.0
c) 75 sq. metres to 3,750 sq. metres (each 75 sq. m or part)		462.00		Set by Statute	0.0
d) More than 3750 sq m (£22859+ £138 each additional 75 sq m or part of) Standard charge		22,859.00		Set by Statute	0.0
Each additional 75 sq. m or part of		138.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
<b>Approval of Reserved Matters for development other than dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above. For maximum and charge per Unit, see above rates for full application.					
4. Erection, alteration or replacement of plant or machinery					
(a) Up to 5 hectares; (charge for each 0.1 ha (or part) of site area)		462.00		Set by Statute	0.0
(b) More than 5 hectares (£22859+ £138 each additional 0.1 ha) Standard charge plus		22,859.00		Set by Statute	0.0
Each Additional 0.1ha		138.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
5. Agricultural buildings (excluding glasshouses)					
a) Up to 465 sq. metres (each application)		96.00		Set by Statute	0.0
b) 465 sq. metres to 540 sq. metres (first 540 sq. m) (each application)		462.00		Set by Statute	0.0
c) 540 sq. metres to 4,215 sq. m (each 75 sq. m of excess (or part) For the first 540 sq. metres		462.00		Set by Statute	0.0
Each additional 75 sq. m		462.00		Set by Statute	0.0
d) More than 4,215 sq m (£22859+ £138 for each 75 sq m in excess of 4,215 sq m) Standard Charge		22,859.00		Set by Statute	0.0
Each additional 75 sq. m		138.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
6. Glasshouses on land used for the purpose of agriculture (75% external area must be glass or translucent material), full or outline					
a) Up to 465 sq. metres (floor area of building proposed) (each application)		96.00		Set by Statute	0.0
b) More than 465 sq. metres (floor area of building proposed) (each application)		2,580.00		Set by Statute	0.0

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

**Purpose of the Charge:** To contribute to the costs of the service

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,088</b>	<b>1,091</b>

**Are concessions available?** No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Operations, Etc other than Building Works</b>					
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)		234.00		Set by Statute	0.0
2. Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)					
(a) Up to 15 hectares each 0.1 ha (or part)		234.00		Set by Statute	0.0
(b) More than 15 hectares (£34934+ £138 for each 0.1 ha)					
Standard Charge		34,934.00		Set by Statute	0.0
Charge per Unit (0.1ha)		138.00		Set by Statute	0.0
Maximum		78,000.00		Set by Statute	0.0
3. Operations connected with exploratory drilling for oil or natural gas					
(a) Up to 7.5 hectares (Each 0.1 hectare or part of)		508.00		Set by Statute	0.0
(b) More than 7.5 hectares (£38070 + £151 for each 0.1 of a hectare in excess of 7.5 hectares)					
Standard Charge		38,070.00		Set by Statute	0.0
Each 0.1 hectares above 7.5 hectares		151.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
4. Operations (other than exploratory drilling) for the winning and working of oil or natural gas					
a) Site area not more than 15		257.00		Set by Statute	0.0
b) Site area more than 15 hectares					
Standard charge plus		38,520.00		Set by Statute	0.0
For each 0.1 hectares in excess of 15 hectares		151.00		Set by Statute	0.0
Maximum		78,000.00		Set by Statute	0.0
5. Other operations for the winning and working of minerals excluding oil and natural gas					
a) Site area not more than 15 hectares (Per 0.1 hectares (or part of)		234.00		Set by Statute	0.0
b) Site area more than 15 hectares:					
Standard charge plus		34,934.00		Set by Statute	0.0
For each 0.1 hectares in excess of 15 hectares		138.00		Set by Statute	0.0
Maximum		78,000.00		Set by Statute	0.0
6. Other operations not coming into any of the above categories:					
for each 0.1 hectare (or part thereof)		234.00		Set by Statute	0.0
Maximum		2,028.00		Set by Statute	0.0
<b>Lawful Development Certificate</b>					
Existing use - in breach of a planning condition		Same as full		Set by Statute	0.0
Existing use - lawful not to comply with a particular condition		234.00		Set by Statute	0.0
Proposed use		Half the normal planning fee		Set by Statute	0.0
<b>Change of Use</b>					
Not more than 50 dwelling houses		462.00		Set by Statute	0.0
More than 50 dwellings (£22859+ £138 for each dwelling)					
Standard charge plus		22,859.00		Set by Statute	0.0
Charge per Unit above 50		138.00		Set by Statute	0.0
Maximum		300,000.00		Set by Statute	0.0
Other Changes of Use of a building or land		462.00		Set by Statute	0.0



**CENTRAL DIRECTORATES  
2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

Purpose of the Charge: To contribute to the costs of the service

	<b>2021/22 Budget £'000 1,088</b>	<b>Proposed 2022/23 Budget £'000 1,091</b>
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Prior Approval</b> of a building to use as one or more separate dwelling houses, or other cases					
Proposed larger home extension		96.00		Set by Statute	0.0
Agricultural and forestry buildings and operations or demolition of buildings		96.00		Set by Statute	0.0
Communications (Telecommunications code systems operators)		462.00		Set by Statute	0.0
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loans Shops or Launderettes to Offices (Class B1a)		96.00		Set by Statute	0.0
Change of Use of building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded or Registered Nursery.		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to a State-Funded School or Registered Nursery.		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to a flexible use within Shops (Use Class A1), Financial and Professional Services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2).		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from offices (Use Class B1a) Use to Dwelling houses (Use Class C3)		96.00		Set by Statute	0.0
Change of Use of a building and any land within its curtilage from an Agriculture Building to Dwelling houses (Use Class C3), - if it includes building operations in connection with the change of use		206.00		Set by Statute	0.0
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use combining one of these uses and use as a dwelling house to Dwelling house (Use Class C3) - if it includes building operations in connection with the change of use		206.00		Set by Statute	0.0
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwelling houses (Use Class C3)		96.00		Set by Statute	0.0
Change of use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwelling houses (Use Class A3) - if it includes building operations in connection with the change of use		206.00		Set by Statute	0.0
Change of use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Use Class A3) - if it includes building operations in connection with the change of use		206.00		Set by Statute	0.0
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses to Assembly and Leisure Uses (Use Class D2)		96.00		Set by Statute	0.0
Change of Use from Shops (Class A1), Professional Financial Services (Class A2), Takeaways (Class A5), Betting offices, Pay Day Loan Shops or Launderette to Offices (Class B1a)		96.00		Set by Statute	0.0
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		96.00		Set by Statute	0.0
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		96.00		Set by Statute	0.0
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt.		96.00		Set by Statute	0.0

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

Purpose of the Charge: To contribute to the costs of the service

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
Income the proposed fees will generate:	1,088	1,091

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Residential - all rates based on gross new units</b>					
These fees are based on consideration of a single scheme. Advice on additional options will be charged at 10% of overall fee for each additional option.					
<b>Householders</b>					
Stage 1 In-Principle advice for Permitted Development Enquiries	58.00	48.33	60.00	50.00	3.4
Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only	95.00	79.17	98.00	81.67	3.2
Full Standard Pre-App with site visit and all relevant consultees	147.00	122.50	151.00	125.83	2.7
<b>Developers</b>					
<b>Residential Units</b>					
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
1 unit	N/A	N/A	299.00	249.17	3.1
2-5 units	N/A	N/A	595.00	495.83	2.9
6-10 units	N/A	N/A	1,136.00	946.67	3.0
11-25 units	N/A	N/A	1,667.00	1,389.17	3.0
26-50 units	N/A	N/A	2,977.00	2,480.83	3.0
51+ units	N/A	N/A	6,669.00	5,557.50	3.0
<b>Follow-up advice (for each additional round of consultation and advice following initial feedback or in respect of amended plans submitted within 12 weeks of issue for a formal pre-app response)</b>					
1 unit	N/A	N/A	179.00	149.17	2.9
2-5 units	N/A	N/A	358.00	298.33	2.9
6-10 units	N/A	N/A	477.00	397.50	3.0
11-25 units	N/A	N/A	715.00	595.83	3.0
26-50 units	N/A	N/A	1,190.00	991.67	3.0
51+ units	N/A	N/A	1,787.00	1,489.17	3.0
<b>Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only</b>					
1 unit	174.00	145.00	N/A	N/A	0.0
2-5 units	348.00	290.00	N/A	N/A	0.0
6-10 units	463.00	385.83	N/A	N/A	0.0
11-25 units	694.00	578.33	N/A	N/A	0.0
26-50 units	1,155.00	962.50	N/A	N/A	0.0
51+ units	1,735.00	1,445.83	N/A	N/A	0.0
<b>Stage 2 Full Standard Pre-App following Stage 1 in-principle advice</b>					
1 unit	184.00	153.33	N/A	N/A	0.0
2-5 units	368.00	306.67	N/A	N/A	0.0
6-10 units	904.00	753.33	N/A	N/A	0.0
11-25 units	1,314.00	1,095.00	N/A	N/A	0.0
26-50 units	2,428.00	2,023.33	N/A	N/A	0.0
51+ units	5,890.00	4,908.33	N/A	N/A	0.0
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
1 unit	290.00	241.67	N/A	N/A	0.0
2-5 units	578.00	481.67	N/A	N/A	0.0
6-10 units	1,103.00	919.17	N/A	N/A	0.0
11-25 units	1,618.00	1,348.33	N/A	N/A	0.0
26-50 units	2,890.00	2,408.33	N/A	N/A	0.0
51+ units	6,475.00	5,395.83	N/A	N/A	0.0

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

Purpose of the Charge: To contribute to the costs of the service

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	1,088	1,091

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Commercial/Non-Residential Units</b>					
Based on floorspace including change of use					
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
0-200 sq. metres	N/A	N/A	239.00	199.17	3.0
201-1000 sq. metres	N/A	N/A	536.00	446.67	3.1
1001-2000 sq. metres	N/A	N/A	775.00	645.83	3.1
2001-3000 sq. metres	N/A	N/A	1,131.00	942.50	3.0
3001-5000 sq. metres	N/A	N/A	1,669.00	1,390.83	3.0
5001-10000 sq. metres	N/A	N/A	2,975.00	2,479.17	3.0
10001+ sq. metres	N/A	N/A	6,664.00	5,553.33	3.0
<b>Follow-up advice (for each additional round of consultation and advice following initial feedback or in respect of amended plans submitted within 12 weeks of issue for a formal pre-app response)</b>					
0-200 sq. metres	N/A	N/A	141.00	117.50	2.9
201-1000 sq. metres	N/A	N/A	299.00	249.17	3.1
1001-2000 sq. metres	N/A	N/A	406.00	338.33	3.0
2001-3000 sq. metres	N/A	N/A	476.00	396.67	3.0
3001-5000 sq. metres	N/A	N/A	715.00	595.83	3.0
5001-10000 sq. metres	N/A	N/A	1,191.00	992.50	3.0
10001+ sq. metres	N/A	N/A	1,784.00	1,486.67	3.0
Based on floorspace including change of use					
<b>Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only</b>					
0-200 sq. metres	137.00	114.17	N/A	N/A	
201-1000 sq. metres	290.00	241.67	N/A	N/A	
1001-2000 sq. metres	394.00	328.33	N/A	N/A	
2001-3000 sq. metres	462.00	385.00	N/A	N/A	
3001-5000 sq. metres	694.00	578.33	N/A	N/A	
5001-10000 sq. metres	1,156.00	963.33	N/A	N/A	
10001+ sq. metres	1,732.00	1,443.33	N/A	N/A	
<b>Stage 2 Full Standard Pre-App following Stage 1 in-principle advice</b>					
0-200 sq. metres	153.00	127.50	N/A	N/A	
201-1000 sq. metres	348.00	290.00	N/A	N/A	
1001-2000 sq. metres	536.00	446.67	N/A	N/A	
2001-3000 sq. metres	904.00	753.33	N/A	N/A	
3001-5000 sq. metres	1,318.00	1,098.33	N/A	N/A	
5001-10000 sq. metres	2,428.00	2,023.33	N/A	N/A	
10001+ sq. metres	5,892.00	4,910.00	N/A	N/A	
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
0-200 sq. metres	232.00	193.33	N/A	N/A	
201-1000 sq. metres	520.00	433.33	N/A	N/A	
1001-2000 sq. metres	752.00	626.67	N/A	N/A	
2001-3000 sq. metres	1,098.00	915.00	N/A	N/A	
3001-5000 sq. metres	1,620.00	1,350.00	N/A	N/A	
5001-10000 sq. metres	2,888.00	2,406.67	N/A	N/A	
10001+ sq. metres	6,470.00	5,391.67	N/A	N/A	
<b>Bespoke Service</b>					
Please contact the planning service to discuss requirements and charges	POA	POA	POA	POA	

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Development Management

Purpose of the Charge: To contribute to the costs of the service

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	1,088	1,091

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Extras</b>					
<b>Consideration of additional plans (within 12 weeks of original application)</b>					
<b>Residential</b>					
1 unit	95.00	79.17	98.00	81.67	3.2
2-5 units	184.00	153.33	190.00	158.33	3.3
6-10 units	347.00	289.17	357.00	297.50	2.9
11-25 units	520.00	433.33	536.00	446.67	3.1
26-50 units	694.00	578.33	715.00	595.83	3.0
51+ units	868.00	723.33	894.00	745.00	3.0
<b>Commercial/Non-Residential</b>					
201-1000 sq. metres	95.00	79.17	98.00	81.67	3.2
1001-2000 sq. metres	184.00	153.33	190.00	158.33	3.3
2001-3000 sq. metres	348.00	290.00	358.00	298.33	2.9
3001-5000 sq. metres	520.00	433.33	536.00	446.67	3.1
5001-10000 sq. metres	694.00	578.33	715.00	595.83	3.0
10001+ sq. metres	868.00	723.33	894.00	745.00	3.0
<b>Additional charges</b>					
Officer recharge rate per officer in attendance at a meeting:					
Meetings (per officer per hour)	131.00	109.17	135.00	112.50	3.1
Letter of confirmation of compliance with an enforcement notice	184.00	153.33	190.00	158.33	3.3
Non-Material amendments to a planning permission - Householder	34.00	28.33	Set by Statute	Set by Statute	0.0
Non-Material amendments to a planning permission - Non-Residential	234.00	195.00	Set by Statute	Set by Statute	0.0
<b>Miscellaneous</b>					
Change of use from a dwelling and change of use of land to garden	96.00	80.00	99.00	82.50	3.1
Non householder finding out use class, what type of amendment is required on an application e.g. non-material or material amendment	77.00	64.17	79.00	65.83	2.6
Letter of confirmation of compliance with enforcement notice	178.00	148.33	183.00	152.50	2.8
<b>Local Plan Sites - Including sites being promoted to be included in the Local Plan</b>					
Initial Meeting (up to an hour)	0.00		0.00		0.0
Follow-up Meetings - Per Office Hour	131.00		135.00		3.1
<b>Other Charges</b>					
Research Enquiries - Per Hour	131.00	109.17	135.00	112.50	3.1
Processing deed of variation to S106 Agreements	326.00	271.67	336.00	280.00	3.1
Hire of BFC rooms per day by appellants or any third parties during hearings / inquiries	252.00	200.00	260.00	200.00	3.2
<b>Mixed Developments</b>					
Where a development comprises a mix of commercial and residential development the fee payable is 75% of the sum of the fees payable in both categories.					
<b>Advertising</b>					
Relating to the business on the premises		132.00		Set by Statute	0.0
Advance signs which are not situated on or visible from the site, directing the public to a business		132.00		Set by Statute	0.0
Other advertisements		462.00		Set by Statute	0.0
<b>Application for Permission in Principle</b>					
£402 for each 0.1 hectare (or part thereof)		402.00		Set by Statute	0.0
<b>Approval/Variation/discharge of condition</b>					
Application for removal or variation of a condition following grant of planning permission		234.00		Set by Statute	0.0
Request for confirmation that one or more planning conditions have been complied with. (Each Application)		£34 per request for Householder otherwise £116 per request		Set by Statute	0.0

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
Income the proposed fees will generate:	1,307	1,397

**Are concessions available? There are concessions for people under 16, students, people over 64 & the disabled which are detailed in the fees & charges below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>WESTMORLAND PARK</b>					
<b>Football Pitch (with changing rooms)*</b>					
Senior Pitch	118.05	98.38	121.60	101.33	3.0
Senior Pitch for Junior Use	59.35	49.46	61.15	50.96	3.0
Junior Pitch	39.45	32.88	40.65	33.88	3.0
Annual Charge	6,720.10	5,600.08	6,921.75	5,768.13	3.0
<b>Baseball Diamond with Changing Rooms*</b>					
Adult	118.05	98.38	121.60	101.33	3.0
Junior Hire	59.35	49.46	61.15	50.96	3.0
Annual Charge	4,723.60	3,936.33	4,865.35	4,054.46	3.0
<b>Baseball Diamond without Changing Rooms*</b>					
Adult	74.55	62.13	76.80	64.00	3.0
Junior Hire	37.35	31.13	38.50	32.08	3.1
Annual Charge	3,633.30	3,027.75	3,742.30	3,118.58	3.0
<b>PRIORY</b>					
<b>Football Pitch (without changing rooms)*</b>					
Senior Pitch	74.55	62.13	76.80	64.00	3.0
Senior Pitch for Junior Use	37.35	31.13	38.50	32.08	3.1
Junior Pitch	24.90	20.75	25.65	21.38	3.0
Annual Charge	4,480.50	3,733.75	4,614.95	3,845.79	3.0
<b>FARLEY</b>					
<b>Football Pitch (without changing rooms)*</b>					
Senior Pitch	74.55	62.13	76.80	64.00	3.0
Senior Pitch for Junior Use	37.35	31.13	38.50	32.08	3.1
Junior Pitch	24.90	20.75	25.65	21.38	3.0
Annual Charge	3,867.50	3,222.92	3,983.55	3,319.63	3.0
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
<b>Tennis Association</b>					
Family Membership	100.00	83.33	103.00	85.83	3.0
Adult Membership	50.00	41.67	51.50	42.92	3.0
Junior Membership	28.00	23.33	28.85	24.04	3.0
<b>Tennis - Pay and Play</b>					
Adult	6.00	5.00	6.20	5.17	3.3
Under 16/64+	5.00	4.17	5.15	4.29	3.0
<b>Tennis Latika Farleywood</b>					
Annual charge additional court booking**	3,279.20	2,732.67	3,377.60	2,814.67	3.0
Cabin Hire	1,282.15	1,068.46	1,320.65	1,100.54	3.0
Additional hourly rate	1.20	1.00	1.25	1.04	4.2
** A further £1,250 is invoiced for annual court bookings which is then forwarded to Farley Wood Community Association as a contribution towards the use of floodlights.					
<b>Hall Hire</b>					
Per Hour	15.60	13.00	16.10	13.42	3.2
<b>Cricket</b>					
Adult	109.55	91.29	112.85	94.04	3.0
Junior	55.20	46.00	56.90	47.42	3.1
<b>Cricket</b>					
Adult	69.20	57.67	71.30	59.42	3.0
Junior	34.75	28.96	35.80	29.83	3.0
<b>Multi Use Games Area (MUGA)</b>					
Hire Per Hour	26.85	22.38	27.70	23.08	3.2
<b>Ranger / Officer led activity (Walks &amp; Talks)</b>					
Per Visit hourly rate (N.B.no charge applicable for audience development and community engagement activities which support site management)	31.85	26.54	32.85	27.38	3.1
Local Businesses / Commercial Groups	POA	POA	POA	POA	
With regard to the above charges for pitch and hall hire: discounting may be applied where considered necessary to support establishment and viability of local clubs and groups. This will only be applied for block bookings e.g. per season or per academic year use.					
<b>Rights of Way</b>					
Basic charge to process an application, add to register of deposits and posting notices on site		328.05		337.90	3.0
Additional parcel (e.g. land divided by public highway or multiple separate parcels) requiring further site notices		65.70		67.70	3.0
Subsequent declaration to renew Deposit (at up to 20 years intervals)		65.70		67.70	3.0

**CENTRAL DIRECTORATES**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
Income the proposed fees will generate:	1,307	1,397

**Are concessions available? There are concessions for people under 16, students, people over 64 & the disabled which are detailed in the fees & charges below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>THE LOOK OUT</b>					
<b>Admission</b>					
Adult	8.15	6.79	8.40	7.00	3.1
Under 16 / Students / 64+ / Disabled	5.95	4.96	6.15	5.13	3.4
Saver Ticket	22.25	18.54	22.95	19.13	3.1
School Children	5.25	4.38	5.45	4.54	3.8
Under 4s Group Bookings	5.25	4.38	5.45	4.54	3.8
45 minute visit special needs	3.50	2.92	3.65	3.04	4.3
Adult after 4pm	4.40	3.67	4.55	3.79	3.4
Under 16 / Students / 64+ / Disabled, after 4pm	2.95	2.46	3.05	2.54	3.4
Saver Ticket after 4pm	10.95	9.13	11.30	9.42	3.2
Parent & Toddler (Term time only)	7.15	5.96	7.40	6.17	3.5
Carers for disabled	Free	Free	Free	Free	
<b>Birthday Parties*</b>					
Venue Hire	POA	POA	POA	POA	
<b>Loyalty Card*</b>					
Adult	32.60	27.17	33.60	28.00	3.1
Under 16	23.80	19.83	24.60	20.50	3.4
Family	89.00	74.17	91.80	76.50	3.1
<b>Commercial Hire</b>					
Whole Day	276.00	230.00	284.00	236.67	2.9
Half Day	140.00	116.67	144.00	120.00	2.9
Per Hour	66.00	55.00	68.00	56.67	3.0
Evening hire, per hour	89.00	74.17	92.00	76.67	3.4
* Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.					
<b>FILMING OPPORTUNITIES</b>					
Filming charges provide an estimated cost of service, full price is confirmed on application, as is required to reflect the bespoke nature of many of the filming requests and to strategically support the ongoing development of a new borough filming business in conjunction with the new Berkshire Film Office.					
Filming administration fee (per application)	52.00	43.33	54.00	45.00	3.8
Officer fee (not including initial admin fee) Free first consult/on-site meeting and this hourly rate thereafter)	52.00	43.33	54.00	45.00	3.8
Small production (up to 5 people + small tripod)	314.00	261.67	323.00	269.17	2.9
Medium-larger productions (Between 6-29 people, kit and trucks)*	600.00- 2,500.00	500.00- 2,083.33	600.00- 2,500.00	500.00- 2,083.33	0.0
Major productions (30+ people, kit and trucks)	POA		POA		0.0
Student pieces	Free		POA		0.0
News / Weather reporting	Free		Free		
Charities (Normally free, or may charge to recover council costs if these will be incurred)	POA		POA		0.0
Extra requirements / other discretionary services such as: Site meetings / inspections, legal / licence fee, exclusivity of site fee, unit base / parking, assisting with filming on the public highway, providing access to parks / buildings, coning off areas, providing access to electricity, refuse collection, removal or addition of street furniture, street cleaning, turning off street lights, providing access to water or parking.	POA		POA		0.0
Note: * Prices for applications are agreed by negotiation, in light of the size and nature of the production, using price benchmarking and industry feedback from partnership with Berkshire Film Office, to secure best value while maximising number of filming sales.					

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service: Legal & Surveyors' Fees

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>198</b>	<b>204</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Legal &amp; Surveyors' Fees for Property Transactions</b>					
New Lease		565		585	2.7
Licence to Assign		425		440	3.5
Contracted Out Lease - fee is dependant on complexity		250/415		260/430	4/3.6
License to Alter - fee is dependant upon complexity		250/415		260/430	4/3.6
Deed of Variation - fee is dependant on complexity		250/415		260/430	4/3.6
Sale of Garages & Freehold Reversions		345		360	4.3
Letter/Deed of Postponement		155		160	3.2
Deprivation of Liberty Safeguard cases (uncontested)		0		550	0.0
Deprivation of Liberty Safeguard cases (contested)*per hour		0		150	0.0
Transfer (or hourly rate as appropriate)		405		420	3.7
Section 106 Agreements		1500**		1500**	0.0
S38/278 Highways Act Agreement - per hour		190		200	5.3
* With discretion for the Borough Solicitor to increase if time recorded costs exceed £565, at a rate of £185 per hour.					
** With discretion for the Borough Solicitor to increase if time recorded costs exceed £1,500, at a rate of £185 per hour.					

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service: Electoral Registration

Purpose of the Charge: To Contribute to the costs of the service

	<b>2021/22 Budget £'000 3</b>	<b>Proposed 2022/23 Budget £'000 3</b>
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Electoral Registration</b>					
<b>Register of Electors</b>					
In data format, £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries)		Set by Statute		Set by Statute	
In printed format, £10 plus £5 for each 1000 entries (or remaining part of 1,000 entries)		Set by Statute		Set by Statute	
<b>Register of Overseas Electors</b>					
In data format, £20 plus £1.50 for each 100 entries (or remaining part of 100 entries)		Set by Statute		Set by Statute	
In printed format, £10 plus £5 for each 100 entries or (or remaining part of 100 entries)		Set by Statute		Set by Statute	
<b>Marked copy of the Register of Electors</b>					
In data format, £10 plus £1 per 1,000 entries or part thereof		Set by Statute		Set by Statute	
In paper format, £10 plus £2 for each 1000 entries or part thereof		Set by Statute		Set by Statute	

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service: Registration of Births, Deaths and Marriages Services

Purpose of the Charge: To Contribute to the costs of the service

	<b>2021/22 Budget £'000 132</b>	<b>Proposed 2022/23 Budget £'000 132</b>
Income the proposed fees will generate:		

Are concessions available? No, but a variety of services provided at differing prices.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	2023/24 Proposed Fee (Inc VAT)	2023/2024 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
<b>Marriage and Civil Partnership Ceremonies</b>								
New Licence		2,277.00		2,369.00	4.0		2,440.00	3.0
Licence Renewal		1,951.00		2,030.00	4.0		2,091.00	3.0
Notice of Intent fee for marriage and civil partnership ceremonies at the Register Office - Mon-Fri		Set by Statute		Set by Statute			Set by Statute	
Additional fee for evenings/weekend appointments		33.00		35.00	6.1		36.00	2.9
Notice of Intent fee for marriage and civil partnership away from the Register Office (includes fee for entry in marriage notice book):								
- for a housebound person		Set by Statute		Set by Statute			Set by Statute	
- for a detained person		Set by Statute		Set by Statute			Set by Statute	
Attendance of Registrar for a marriage or civil partnership:								
- at a registered building		Set by Statute		Set by Statute			Set by Statute	
- of a housebound person		Set by Statute		Set by Statute			Set by Statute	
- of a detained person		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a marriage or civil partnership:								
- of a housebound person		Set by Statute		Set by Statute			Set by Statute	
- of a detained person		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar and Registrar for a ceremony at approved premises								
- Monday-Thursday		500.00		510.00	2.0		525.00	2.9
- Friday-Saturday		610.00		625.00	2.5		640.00	2.4
- Sunday/Bank Holiday		670.00		685.00	2.2		695.00	1.5
Attendance of celebrant for a venue other than the Haversham Room								
- Monday-Thursday	255.00	212.50	260.00	216.67	2.0	267.00	222.50	2.7
- Friday-Saturday	360.00	300.00	370.00	308.33	2.8	380.00	316.67	2.7
- Sunday/Bank Holiday	410.00	341.67	420.00	350.00	2.4	430.00	358.33	2.4
Marriage or Civil Partnership in the Haversham Room (includes Superintendent Registrar's and Registrar's attendance)								
- Monday-Thursday		500.00		510.00	2.0		525.00	2.9
- Friday-Saturday		610.00		625.00	2.5		645.00	3.2
- Sunday/Bank Holiday		670.00		685.00	2.2		705.00	2.9
Other ceremonies in the Haversham Room (includes celebrant's attendance)								
- Monday-Thursday	310.00	258.33	320.00	266.67	3.2	330.00	275.00	3.1
- Friday-Saturday	410.00	341.67	420.00	350.00	2.4	433.00	360.83	3.1
- Sunday/Bank Holiday	460.00	383.33	470.00	391.67	2.2	484.00	403.33	3.0
Pre-ceremony chat appointments								
Daytime Monday - Friday		24.00		25.00	4.2		26.00	4.0
Evening Monday - Friday		34.00		35.00	2.9		36.00	2.9
Marriage or Civil Partnership Ceremony in the Ceremony Room (Time Square)		185.00		0.00	-100		0.00	-100
Marriage or Civil Partnership Ceremony in the NEW Ceremony Room (Time Square)								
- Monday - Friday		0.00		245.00	245			
Marriage or Civil Partnership Ceremony in the Register Office		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at the Register office		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at a registered building		Set by Statute		Set by Statute			Set by Statute	
Application to convert a Civil Partnership to a marriage		Set by Statute		Set by Statute			Set by Statute	
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage:								
- of a housebound person		Set by Statute		Set by Statute			Set by Statute	
- of a detained person		Set by Statute		Set by Statute			Set by Statute	
- of a seriously ill person not expected to recover		Set by Statute		Set by Statute			Set by Statute	

Note - Appointment fees will be taken at the time of booking



DELIVERY  
2022/23 PROPOSED FEES & CHARGES

Service: Registration of Births, Deaths and Marriages Services

Purpose of the Charge: To Contribute to the costs of the service

	2021/22 Budget £'000 132	Proposed 2022/23 Budget £'000 132
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Income the proposed fees will generate:

Are concessions available? No, but a variety of services provided at differing prices.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	2023/24 Proposed Fee (Inc VAT)	2023/2024 Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
<b>Certificates and Citizenship Ceremonies</b>								
<b>Certificates</b>								
Birth (short and long), death and marriages certificates(extracts or full):								
- at time of registration		Set by Statute		Set by Statute			Set by Statute	
- after registration but in current register		Set by Statute		Set by Statute			Set by Statute	
- after registration and after register closed		Set by Statute		Set by Statute			Set by Statute	
Civil Partnership certificates (extract or full):								
- at time of registration		Set by Statute		Set by Statute			Set by Statute	
- at any other time		Set by Statute		Set by Statute			Set by Statute	
Commemorative Certificates	12.00	10.00	14.00	11.67	16.7	15.00	12.50	7.1
<b>Individual Citizenship Ceremonies at Register Office</b>								
- Monday - Friday		185.00		0.00	-100		0.00	-100
<b>Individual Citizenship Ceremonies at NEW Ceremony Room Time Square)</b>								
- Monday - Friday		0.00		245.00	245			
Additional fee for cancellation/amendment/follow-up appointment		38.00		39.00	2.6		39.00	0.0

Note - Appointment fees will be taken at the time of booking

DELIVERY  
2022/23 PROPOSED FEES & CHARGES

Service: Democratic Services

Purpose of the Charge: To Contribute to the costs of the service

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
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Income the proposed fees will generate:

Very few requests are made for agendas and the income budgets are below £1,000

Are concessions available? Agendas are available online at no charge.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Council Publications</b>			
<b>Agendas/Minutes, etc</b>			
Council agenda – Charge per Annum (Based on 8 per Annum)	184.00	190.00	3.3
Executive Agenda – Charge per Annum (based on 11 per Annum)	275.00	283.00	2.9
Planning Committee (based on 12 per Annum)	275.00	283.00	2.9
Any other Committee or Sub Committee Agendas			
Charge per Annum (Based on 4 per annum)	132.00	136.00	3.0
Charge per single copy	36.00	37.00	2.8
Part extract (any Committee) including background papers - administration fee	12.00	12.00	0.0

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service: Customer Experience

Purpose of the Charge: To Contribute to the costs of the service

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
Income the proposed fees will generate:	0	0

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Certificate</b>					
Proof of Life/Pension Certificate	13.00	10.83	13.20	11.00	1.5

DELIVERY  
2022/23 PROPOSED FEES & CHARGES

Service: Education Transport

Purpose of the Charge: To contribute to the costs of the service where there is spare capacity on an existing route.

Income the proposed fees will generate:	2021/22 Budget £'000 0	Proposed 2022/23 Budget £'000 0
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Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Home to School Travel					
<i>Farepayer fees per term on existing routes</i>					
Lost Passes		23.00		24.00	4.3

**DELIVERY  
2022/23 PROPOSED FEES & CHARGES**

**Bracknell Leisure Centre, Coral Reef, Downshire Golf Complex**

In the contract there are four pricing elements which are described as –

- **Protected Prices**  
Red Diamond Sports Club, Activate GP Referral, Wellbeing & Leisure Team, Fit for Life, Foster Carers
- **Club Prices**  
Bracknell & Wokingham Swimming Club, Bracknell Gymnastics Club, Bracknell Lifesaving Club, Bracknell Sub Aqua Club; Bracknell Athletics Club, Downshire Golf Club, Easthampstead Golf Club, Easthampstead Ladies Golf Club
- **Core Prices**  
Predominately made up from the charges agreed by Council
- **Non Core Prices**  
Everything else

**Protected Prices**

The Protected Prices can only vary if BFC agrees at its absolute discretion.

**Club Prices**

The supplier can increase these prices annually in line with inflation, subject to council approval.

The supplier can submit proposals together with supporting documentation and rationale to the Authority to change the Club Prices at the Facilities in excess of inflation but the Council is under no obligation to accept such proposals. The Council will consider the proposed changes to the Club Prices and shall either agree or reject the proposals. The Council's decision will be final.

**Core Prices**

The supplier can increase these prices annually in line with inflation, subject to council approval.

The supplier can submit proposals together with supporting documentation and rationale to the Authority to change the Core Prices at the Facilities in excess of inflation based on their assessment of market pricing. The Council will consider the proposed changes to the core prices and shall either agree or reject the proposals although changes to prices cannot unreasonably be withheld. The Council's decision will be final.

**Non-Core Prices**

The supplier can charge customers for activities not covered by the Protected Prices, the Club Prices and the Core Prices. These prices are not authorised by the Council but will be charged at market rates. Typically, these would include classes, new innovations and the like.

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Library Service

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
<b>Income the proposed fees will generate:</b>		

**Are concessions available? No**

Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£	£	£	£	%
<b>Overdue Charges Per Loan Period</b>						
Adult Books, inc multimedia	Daily		0.50		0.60	20.0
	Max Per item		11.50		13.80	20.0
Childrens Books borrowed by adults	Daily		0.20		0.20	0.0
	Max Per item		5.00		5.00	0.0
Childrens Books borrowed by children	Daily		0.20		0.20	0.0
	Max Per item		2.60		2.60	0.0
Teenage Books borrowed by young people 13-17	Daily		0.20		0.20	0.0
	Max Per item		5.00		5.00	0.0
Spoken Word Cassettes/ CD's	Daily		0.50		0.60	20.0
	Max Per item		11.50		13.80	20.0
Music CD's	Daily		0.50		0.50	0.0
	Max Per item		11.50		11.50	0.0
DVD's	Daily		0.90		1.00	11.1
	Max Per item		12.60		14.00	11.1
Computer Games	Daily		0.90		1.00	11.1
	Max Per item		12.60		14.00	11.1
<b>Loan Charges</b>						
Childrens Spoken Word Cassettes & CD's - 3 weeks			Free		Free	
Adult Spoken Word 3 weeks			2.60		2.70	3.8
Music CD's, Computer Games, DVD's - New i.e. first 3 months			2.60		2.70	3.8
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old			1.80		1.90	5.6
Music CD's, Computer Games, DVD's - Over 2 years old			0.80		0.90	12.5
<b>Requests - Books/Periodical Articles - All per item</b>						
All items held in BFC Libraries						
Requests for children's books			Free		Free	
Requests for all other books			0.80		0.90	12.5
Requests for all other books if a registered disabled person or those with a leisure			0.50		0.60	20.0
Subscription - unlimited requests	12 Months - (April-March)		22.00		22.00	0.0
	6 months - (October - March)		15.00		15.00	0.0
Requests to other Authorities and British Library (1st 10 items British Libraries)			6.00		6.00	0.0
British Library Requests (Subsequent Books)			17.00		17.00	0.0
British Library Requests (Subsequent Periodicals)			13.00		13.00	0.0
British Library Urgent Service			POA		POA	
British Library Urgent Service (Student Concession)			23.00		23.00	0.0
<b>Internet Printing Fees</b>						
Printing Mono	A4 Page	0.20	0.17	0.20	0.17	0.0
Printing Colour	A4 Page	0.50	0.42	0.50	0.42	0.0
Guest Internet Use	Half Hour	4.50	3.75	4.50	3.75	0.0
USB SticksCD Rom	Each	5.60	4.67	5.80	4.83	3.6
Scan and Print by customer	A4 Page	0.20	0.17	0.20	0.17	0.0
Scan and Print by staff	A4 Page	5.60	4.67	5.80	4.83	3.6
Scan and Print on Photo Paper	A4 Page	6.00	5.00	6.00	5.00	0.0
NEW - Print on Photo Paper	A4 Page	0.60	0.50	0.60	0.50	0.0
<b>Photocopying Charges</b>						
Black & White	A4 Page	0.20	0.17	0.20	0.17	0.0
Black & White	A3 Page	0.40	0.33	0.40	0.33	0.0
Colour	A4 Page	0.80	0.67	0.80	0.67	0.0
Colour	A3 Page	2.00	1.67	2.00	1.67	0.0
<b>Other Charges</b>						
Printing from microfilm reader	A4 Page	0.50	0.42	0.50	0.42	0.0
Facilities Hire at Libraries	Half day	48.00	40.00	50.00	41.67	4.2
Facilities Hire at Libraries	Full day	75.00	62.50	80.00	66.67	6.7
Loan of vocal scores	Multiples of 10 per week		POA		POA	
<b>Facilities Hire at Libraries</b>						
Hourly rate for block bookings		16.00	13.33	18.00	15.00	12.5

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
Income the proposed fees will generate:		

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CEMETERY</b>					
<b>For the interment of the body of:</b>					
a person aged 18 years or over		1,350.00		1,350.00	0.0
re-open Grave aged 18 years or over		1,010.00		1,010.00	0.0
a child up aged 3 years 1 day to 17 years 364 days		147.00		152.00	3.4
a stillborn child, foetus or child under 3 years		88.00		91.00	3.4
<b>For the interment of a cremation urn or casket:</b>					
a person aged 18 years or over		340.00		340.00	0.0
a child up to 17 years 364 days		147.00		152.00	3.4
<b>Exclusive rights of burial (deed for 75 years)</b>					
For the exclusive right of burial of 75 years including the preparation of the Deed of Grant for an person 18 years or over		1,195.00		1,230.00	2.9
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under) under 18 years		533.00		549.00	3.0
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max) under 18 years		665.00		685.00	3.0
The whole of the foregoing fees and charges will treble in the case of any person who, at the time of death, was not or no longer (after 12 months) a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council. Elderly persons who have been moved into a care facility are subject to the same regulations with the exception of those in the care of Bracknell Forest Council and who have been moved into a care facility chosen by Bracknell Forest Council which is not within the Borough.					
Additional charge for graves alongside roads or pathways		212.00		219.00	3.3
Additional charge for casket shaped grave for a person 16 and over		361.00		372.00	3.0
Right to erect memorial		183.00		185.00	1.1
Additional inscription of each name		77.00		80.00	3.9
Plot Selection Fee		45.00		47.00	4.4
Temporary marker on Grave		31.00		32.00	3.2
Transfer of grant of exclusive right of burial		94.00		94.00	0.0
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	
The charges for a funeral on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Cemetery & Crematorium

**Purpose of the Charge:** To operate in a commercial market and to recover the costs of maintaining high quality facilities

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

**Are concessions available?** Yes on some services

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CREMATORIUM</b>					
<b>For the cremation of the body of:</b>					
a person aged 17 years, 364 days or under		FOC		FOC	
a person aged 18 years or over					
45 Minute Chapel Time		920.00		925.00	0.5
Overrun Fee and/or additional 45 minutes in chapel/service		473.00		488.00	3.2
a person aged 18 years or over 0900 - 1545 Saturday 45 min service		1,348.00		1,355.00	0.5
Attended Cremation -15min chapel time only (No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		664.00		684.00	3.0
Body parts		268.00		277.00	3.4
Cremation fee includes Medical Referee fee, use of chapel (if required), provision of recorded music, use of organ (Braccan only - organist not included), disposal of cremated remains in the Gardens of Remembrance excluding weekends and Bank Holidays (see separate pricing below), provision of cardboard container for cremated remains and the cost of recovery for the cremators and mercury abatement (currently £65).					
In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
Direct Cremation - no chapel time/service; early am/late pm drop off only; disposal of cremated remains in the Gardens of Remembrance excluding weekends and Bank Holidays (see separate pricing below), provision of cardboard container for cremated remains and the cost of recovery for the cremators and mercury abatement (currently £65).		295.00		310.00	5.1
Scattering of Cremated remains - Sat, Sun & Bank Hol		35.00		35.00	0.0
Package and dispatch of cremated remains to an address in the UK		140.00		145.00	3.6
Use of Chapel only for memorial service includes use of organ (Braccan only - organist not included) and/or recorded music		473.00		488.00	3.2
For disposal of cremated remains when cremation has taken place elsewhere		188.00		188.00	0.0
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		75.00		75.00	0.0
Coffin to Catafalque(24hrs max)		65.00		65.00	0.0
Refrigeration Storage per coffin (per 24hr period)		25.00		25.00	0.0
Certified extract from the Register of Cremation		71.00		50.00	-29.6
CD or USB - Audio Recording	46.00	38.33	48.00	40.00	4.3
Each additional copy	40.00	33.33	42.00	35.00	5.0
USB, DVD, Blu-ray audio visual recording	61.00	50.83	63.00	52.50	3.3
Each additional copy	40.00	33.33	42.00	35.00	5.0
Webcast - per 45 minutes (including 28 day watch again)	86.00	71.67	86.00	71.67	0.0
Single Image	15.00	12.50	15.00	12.50	0.0
Simple Slideshow (up to 25 photos)	43.00	35.83	45.00	37.50	4.7
Professional Slideshow (up to 25 photos)	85.00	70.83	85.00	70.83	0.0
Additional photos for tributes - up to 25	23.00	19.17	24.00	20.00	4.3
Family supplied video checking & loading to Obitus	23.00	19.17	24.00	20.00	4.3
USB, DVD, Blu-ray of Tribute only	34.00	28.33	36.00	30.00	5.9
Each additional copy	23.00	19.17	24.00	20.00	4.3
USB, DVD, Blu-ray of Service incl Tribute	75.00	62.50	78.00	65.00	4.0
Each additional copy	39.00	32.50	41.00	34.17	5.1
The charges for a cremation on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Cemetery & Crematorium

**Purpose of the Charge:** To operate in a commercial market and to recover the costs of maintaining high quality facilities

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
<b>Income the proposed fees will generate:</b>		

**Are concessions available?** No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>MEMORIAL FEES</b>					
<b>Entries in The Book of Remembrance</b>					
2 line entry	101.00	84.17	104.00	86.67	3.0
5 line entry	149.00	124.17	153.00	127.50	2.7
8 line entry	179.00	149.17	184.00	153.33	2.8
5 line entry with floral emblem	236.00	196.67	243.00	202.50	3.0
8 line entry with floral emblem	248.00	206.67	255.00	212.50	2.8
5 line entry with badge, bird, crest or shield	262.00	218.33	270.00	225.00	3.1
8 line entry with badge, bird, crest or shield	311.00	259.17	320.00	266.67	2.9
8 line entry with coat of arms	320.00	266.67	330.00	275.00	3.1
<b>Copy of an entry from The Book of Remembrance in a folded remembrance card</b>					
2 line entry	84.00	70.00	87.00	72.50	3.6
5 line entry	101.00	84.17	104.00	86.67	3.0
8 line entry	110.00	91.67	113.00	94.17	2.7
5 line entry with floral emblem	205.00	170.83	211.00	175.83	2.9
8 line entry with floral emblem	212.00	176.67	218.00	181.67	2.8
5 line entry with badge, bird, crest or shield	223.00	185.83	230.00	191.67	3.1
8 line entry with badge, bird, crest or shield	236.00	196.67	243.00	202.50	3.0
8 line entry with coat of arms	262.00	218.33	270.00	225.00	3.1
<b>Memorial Leather Panel</b>					
Prepare and display for a 10 year period	409.00	340.83	424.00	353.33	3.7
Prepare and display for a 1 year period	233.00	194.17	240.00	200.00	3.0
Annual Renewal	22.00	18.33	23.00	19.17	4.5
Replacement of memorial leather panel	215.00	179.17	221.00	184.17	2.8
<b>Babies' Garden of remembrance Plaque</b>					
Babies Picture Book Plaque (10 years)	409.00	340.83	424.00	353.33	3.7
Babies Picture Book Plaque set up and Year 1 Lease	233.00	194.17	240.00	200.00	3.0
Annual Renewal	22.00	18.33	23.00	19.17	4.5
Babies Memorial Wall display for a 10 year period (new)	599.00	499.17	617.00	514.17	3.0
Babies Memorial Wall Standard Plaque set up and year 1 Lease (new)	343.00	285.83	353.00	294.17	2.9
Babies Wall Character (new)	73.00	60.83	75.00	62.50	2.7
Annual Renewal (new)	32.00	26.67	33.00	27.50	3.1
<b>Roses</b>					
Rose standard with plaque for a 7 year period	484.00	403.33	499.00	415.83	3.1
Rose standard with plaque set up and 1st year lease	253.00	210.83	260.00	216.67	2.8
Renewal of standard rose annual lease	42.00	35.00	42.00	35.00	0.0
Standard Plaque (additional or replacement)	59.00	49.17	60.00	50.00	1.7
Classic Plaque (additional or replacement)	71.00	59.17	73.00	60.83	2.8
Cast Bronze Plaque	146.00	121.67	150.00	125.00	2.7
<b>Memorial Garden Seats</b>					
A commemorative bench with plaque for a 10 year period	1,449.00	1,207.50	1,473.00	1,227.50	1.7
A commemorative bench, plaque, set up and 1st year lease.	793.00	660.83	817.00	680.83	3.0
Annual renewal of commemorative bench	80.00	66.67	82.00	68.33	2.5
Cast bronze plaque	130.00	108.33	134.00	111.67	3.1
<b>Cremated Remains Desk Tablet (with flower holder) Memdesk</b>					
Prepare and display for a 10 year period incl 80 letters	1,055.00	879.17	1,055.00	879.17	0.0
Prepare and display for a 1 year period incl 80 letters	495.00	412.50	495.00	412.50	0.0
Annual renewal of lease	70.00	58.33	70.00	58.33	0.0
Second and final interment (including new tablet)	369.00	307.50	380.00	316.67	3.0



**DELIVERY**  
**2021/22 PROPOSED FEES & CHARGES**

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Bracken Heal Birdbath</b>					
Plaque Row 1(10 year lease)	504.00	420.00	519.00	432.50	3.0
Plaque Row 1 set up and year 1 lease	240.00	200.00	247.00	205.83	2.9
Plaque Row 2 (10 year lease)	519.00	432.50	535.00	445.83	3.1
Plaque Row 2 set up and year 1 lease	255.00	212.50	263.00	219.17	3.1
Plaque Row 3 (10 year lease)	534.00	445.00	550.00	458.33	3.0
Plaque Row 3 set up and year 1 lease	270.00	225.00	278.00	231.67	3.0
Annual lease on all Bracken Heal Plaques	33.00	27.50	34.00	28.33	3.0
<b>Personal Plaque designs</b>					
Small design	POA	POA	POA	POA	
Medium design	POA	POA	POA	POA	
Large design (unavailable on Birdbath Plaques)	POA	POA	POA	POA	
Birdbath Seat Plaque (designs unavailable)	POA	POA	POA	POA	
Photo Plaque (4x3)with initial order(Planter,Birdbath rows 2&3)	93.00	77.50	96.00	80.00	3.2
Photo Plaque (4x3)added to existing tablet(Planter,Birdbath rows 2&3)	112.00	93.33	115.00	95.83	2.7
Photo Plaque (7x5) with initial order (Sanctum only)	140.00	116.67	144.00	120.00	2.9
Photo Plaque (7x5) added to existing tablet (Sanctum only)	167.00	139.17	172.00	143.33	3.0
<b>AILSA CRAIG</b>					
Memorial Granite Rock 10 year lease	562.00	468.33	587.00	489.17	4.4
Memorial Granite Rock set up and year 1 lease	298.00	248.33	315.00	262.50	5.7
Annual renewal of lease	33.00	27.50	34.00	28.33	3.0
Personal Plaque designs	POA	POA	POA	POA	
<b>COPSE STONE</b>					
Memorial Granite Rock 10 year lease	519.00	432.50	547.00	455.83	5.4
Memorial Granite Rock set up and year 1 lease	255.00	212.50	275.00	229.17	7.8
Annual renewal of lease	33.00	27.50	34.00	28.33	3.0
Personal Plaque designs	POA	POA	POA	POA	
<b>BLUEBELL WOOD - MUSHROOM</b>					
Mushroom Disc - set up and 10 year lease	469.00	799.17	484.00	403.33	3.2
Mushroom Disc - set up and year 1 lease	245.00	612.50	252.00	210.00	2.9
Annual renewal of lease	28.00	23.33	29.00	24.17	3.6
<b>Granite 2000 (Sundial plaque)</b>					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	504.00	420.00	519.00	432.50	3.0
Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease	240.00	200.00	247.00	205.83	2.9
Annual renewal of lease	33.00	27.50	34.00	28.33	3.0
Hand Crafted designs	POA	POA	POA	POA	
Photo on Memorial	POA	POA	POA	POA	
Additional lines (max three - Black granite only)	35.00	29.17	36.00	30.00	2.9
<b>Memorial Vase</b>					
Prepare and display for 10 year period	636.00	530.00	655.00	545.83	3.0
Prepare and display for 1 year	372.00	310.00	383.00	319.17	3.0
Replacement plaque (including inscription)	288.00	240.00	297.00	247.50	3.1
Annual renewal of lease	33.00	27.50	34.00	28.33	3.0

**DELIVERY**  
**2021/22 PROPOSED FEES & CHARGES**

Service : Cemetery & Crematorium

**Purpose of the Charge:** To operate in a commercial market and to recover the costs of maintaining high quality facilities

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

**Are concessions available?** No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Sanctum 2000® Cremated Remains (with flower holder)</b>					
Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,330.00	1,108.33	1,351.00	1,125.83	1.6
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	754.00	628.33	775.00	645.83	2.8
Annual renewal of lease	70.00	58.33	72.00	60.00	2.9
Additional inscription per letter	3.00	2.50	3.00	2.50	0.0
Second & final interment (including 50 letter inscription)	369.00	307.50	380.00	316.67	3.0
Photo Plaque with initial order	130.00	108.33	134.00	111.67	3.1
Photo plaque added to existing tablet	158.00	131.67	163.00	135.83	3.2
<b>Personal Plaque Designs</b>					
Small design	POA	POA	POA	POA	
Medium design	POA	POA	POA	POA	
Large design	POA	POA	POA	POA	
<b>SANCTUM 2000® FAMILY VAULTS (4 SETS OF C/R)</b>					
10 Years	2,469.00	2,057.50	2,543.00	2,119.17	3.0
Prepare and display for year 1	1,501.00	1,250.83	1,546.00	1,288.33	3.0
Annual renewal	121.00	100.83	125.00	104.17	3.3
<b>MISCELLANEOUS ITEMS</b>					
Other small miscellaneous items are available, with prices available on request	POA	POA	POA	POA	

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Waste Management

Purpose of the Charge: To contribute to the costs of the service

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes - Bulky Household and garden waste brown bin collection service - There is a 50% discount where the principal occupant is in receipt of an income related benefit.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee 2023/24 (Inc VAT)	Proposed Fee 2022/23 (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%	£.p	£.p	%
<b>SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS AND GARDEN WASTE</b>								
Bulky household refuse (excluding DIY material) Up to 3 items.		46.00		47.50	3.3			
Between 4 and 7 items (minimum charge 1 hour)		59.00		61.00	3.4			
Annual Collection for Garden Waste Service - 240L Brown Bin		55.00		55.00	0.0		55.00	0.0
Annual Collection for Garden Waste Service - 140L Brown Bin		51.00		51.00	0.0		51.00	0.0
Garden waste sacks(to include collection)		1.10		1.10	0.0		1.10	0.0
<b>MISCELLANEOUS</b>								
Replacement of green or blue Wheeled bin - admin charge		32.00		33.00	3.1			
Residents request to return and empty bin not presented for collection		29.00		30.00	3.4			
Additional green wheeled bin hire charge, under certain circumstances - charge per annum		41.00		42.00	2.4			
Brown Bin for Garden Waste(140L/240L) - one off purchase cost		38.00		39.00	2.6			
Brown Bin for Garden Waste Repair		16.00		16.00	0.0			
Internal food waste caddy (5 litre)		8.20		8.20	NA			

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service : **On/Off Street Parking**

**Purpose of the Charge: To maximise income to cover costs and to help fund public transport and road improvement projects.**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>3,374</b>	<b>3,374</b>

**Are concessions available? Yes**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>SEASON TICKETS- SUBJECT TO AVAILABILITY</b>					
<b>Braccan Walk</b>					
Monthly weekend season ticket	50.00	41.67	50.00	41.67	0.0
5 day monthly	100.00	83.33	100.00	83.33	0.0
5 day half yearly	550.00	458.33	550.00	458.33	0.0
5 day annual (1-50 Tickets)	990.00	825.00	1,020.00	850.00	3.0
5 day annual (51+ Tickets)	910.00	758.33	940.00	783.33	3.3
7 day annual	1,165.00	970.83	1,200.00	1,000.00	3.0
7 day monthly	110.00	91.67	110.00	91.67	0.0
7 day annual season ticket for residential properties	1,000.00	833.33	1,000.00	833.33	0.0
<b>High Street</b>					
Monthly weekend season ticket	50.00	41.67	50.00	41.67	0.0
5 day monthly	110.00	91.67	110.00	91.67	0.0
5 day annual (1-50 Tickets)	1,055.00	879.17	1,090.00	908.33	3.3
5 day annual (51+ Tickets)	935.00	779.17	965.00	804.17	3.2
7 day annual	1,340.00	1,116.67	1,385.00	1,154.17	3.4
7 day monthly	120.00	100.00	120.00	100.00	0.0
7 day annual season ticket for residential properties	1,000.00	833.33	1,000.00	833.33	0.0
<b>Albert Road</b>					
Per Hour	1.90	1.58	1.90	1.58	0.0
Mon-Sun inc - 10 hrs	6.40	5.33	6.60	5.50	3.1
7 day monthly renewal	75.00	62.50	75.00	62.50	0.0
<b>Wick Hill</b>					
Per Hour	1.90	1.58	1.90	1.58	0.0
Mon-Sun inc - 10 hrs	5.40	4.50	5.60	4.67	3.7
7 day monthly renewal	50.00	41.67	50.00	41.67	0.0
<b>Car Park Spaces Behind Banks</b>					
0-40 minutes	1.30	1.08	1.30	1.08	0.0
Overnight Mon-Sun 6pm until 6am	1.90	1.58	1.70	1.42	-10.5
Season ticket early redemption charge on 5 & 7 days annual tickets (remaining pro-rata value)	10.0%	10.0%	0.0%	0.0%	0.0
<b>DAILY CHARGES</b>					
All daily charges for the town centre car parks/parking inc Braccan Walk, High St., The Avenue car & Weather Way car parks are linked to the fees for the Avenue car park. The Avenue car park fees are set by the terms of the lease and all such fees are now to be determined annually in September by the Town Centre Regeneration Committee.					

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service : On / Off Street Parking

**Purpose of the Charge: To maximise income to cover costs and to help fund public transport and road improvement**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 £'000</b>
<b>Income the proposed fees will generate:</b>	<b>3,374</b>	<b>3,374</b>

**Are concessions available? Yes**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>LEISURE PREMISES</b>					
<b>Coral Reef Car Park</b> (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm)					
No charge for first 10 minutes					
0-5 hrs	4.50	3.75	4.60	3.83	2.2
All day charge	6.50	5.42	6.70	5.58	3.1
<b>The Look Out Discovery Centre Car Park</b> (April to September 7am to 8.30pm, October to March 7am to 6pm)					
No charge for first 10 minutes					
0-4 hrs	3.00	2.50	3.10	2.58	3.3
All day charge	6.00	5.00	6.20	5.17	3.3
<b>Season Tickets - as above</b>					
<b>RESIDENTS PARKING</b>					
1st Permit	25.00	20.83	25.00	20.83	0.0
2nd Permit	40.00	33.33	40.00	33.33	0.0
3rd Permit	60.00	50.00	60.00	50.00	0.0
4th Permit	80.00	66.67	80.00	66.67	0.0
5th Permit	100.00	83.33	100.00	83.33	0.0
4 hour reusable permit	25.00	20.83	25.00	20.83	0.0
Scratch cards - 50 x 4 hour	15.00	12.50	15.00	12.50	0.0
Scratch cards - 50 x 24 hour	40.00	33.33	40.00	33.33	0.0
Service Provider / Healthcare provider	60.00	50.00	60.00	50.00	0.0
Landlord - 10 x 4 hour scratch card	10.00	8.33	10.00	8.33	0.0
Landlord - 10 x 24 hour scratch card	20.00	16.67	20.00	16.67	0.0
Replacement Permit - where original is surrendered	5.00	4.17	5.00	4.17	0.0
Replacement Permit - where original is not surrendered	25.00	20.83	25.00	20.83	0.0
<b>OTHER PARKING CHARGES</b>					
<b>Penalty Charge Notices (Off Street)</b>					
Charge		Set by Statute		Set by Statute	
Charge if paid within 14 days		Set by Statute		Set by Statute	
<b>Penalty Charge Notices (On-Street)</b>					
Charge		Set by Statute		Set by Statute	
Charge if paid within 14 days		Set by Statute		Set by Statute	

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Regulatory Services

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
Income the proposed fees will generate:		

**Are concessions available? Yes**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>DOG CONTROL</b>					
<b>Return of Stray Dog</b>					
Prescribed fee					
Vet fees		At cost		At cost	-
Fixed penalty notice - failure to chip dog		Set by Statute		Set by Statute	-
Stray Dogs - Not taken to kennel		73.00		73.00	0.0
Stray Dogs - Taken to kennel		At cost		At cost	
Fee - cost recovery at hourly rate		At cost		At cost	
Plus overnight kennel fees		At Cost		At Cost	
Miscellaneous stray dog activities e.g. relocating, microchipping etc.					
Fee		59.00		59.00	0.0
Plus recovery of costs		At Cost		At Cost	-
Dog Fouling fixed penalty charge		75.00		75.00	0.0
50% reduction if in receipt of some benefits, proof required					
<b>ABANDONED VEHICLES</b>					
Removal (prescribed fee) less than 3.5 tonnes		150.00		150.00	-
Daily storage (prescribed fee) less than 3.5 tonnes		20.00		20.00	-
Enforcement disposal costs (prescribed fee) less than 3.5 tonnes		75.00		75.00	-
Fixed Penalty Notice reduced to £120 if paid within 7 days		200.00		200.00	-
Enforcement invoice costs		77.00		77.00	-
<b>CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT</b>					
<b>FIXED PENALTY NOTICES</b>					
Repairing Vehicles on Road - reduced to £60 if paid within 7 working days		60.00		60.00	0.0
Graffiti and fly-posting		50.00		50.00	0.0
Street litter notices and litter clearing notices - reduced to £60 if paid within 7		60.00		60.00	0.0
Unauthorised distribution of literature on designated land		50.00		50.00	0.0
Failure to produce a waste transfer note		180.00		180.00	0.0
Domestic waste Waste receptacles		60.00		60.00	0.0
Industrial and commercial waste receptacle offences		100.00		100.00	0.0
Failure to produce a waste carrier documentation - reduced to £180 if paid within 7		180.00		180.00	0.0
Offence of Dropping Litter		50.00		50.00	0.0
Offence of Littering from vehicles		50.00		50.00	0.0
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details		50.00		50.00	0.0
Nuisance parking		60.00		60.00	0.0
Abandoning a vehicle		120.00		120.00	0.0
Noise exceeding permitted level - domestic premises		100.00		100.00	0.0
Noise exceeding permitted level - licensed premises		500.00		500.00	0.0
<b>Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016</b>					
<b>FIXED PENALTY NOTICES</b>					
Waste deposit offence (fly tipping) - reduced to £120 if paid within 10 days		120.00		120.00	0.0
<b>MISCELLANEOUS</b>					
Production of Statement of Facts (Discretionary) - an hourly rate of £124		127.00		127.00	0.0
for up to 2 hours work and thereafter a charge of £62.		63.00		59.00	-6.3
Immigration reports for Home Office		400.00		404.00	1.0
Certificate for surrender of unsound food (per hour) plus disposal costs		69.00		59.00	-14.5
<b>Special Treatments: Single Payment</b>					
Premises		N/A		N/A	-
Person		N/A		N/A	-
<b>Skin Piercing Registrations</b>					
Individuals		180.00		236.00	31.1
Premises		282.00		295.00	4.6
Joint Application		451.00		423.00	-6.2
Pre-application advice per hour		59.00		59.00	0.0
<b>Commercial Food Export</b>					
Certificate		59.00		59.00	0.0
General Business Advice (Non-Primary Authority) pr hour, first 30 minutes free		0.00		59.00	
Resident Request for Advice per hour		0.00		59.00	
Food Hygiene Rating Scheme rescore - New - agreed Dec 2019		118.00		118.00	0.0

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Regulatory Services

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2021/22 Budget £'000 0</b>	<b>Proposed 2022/23 Budget £'000 95</b>
Income the proposed fees will generate:		

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>ENVIRONMENTAL PROTECTION ACT - All fees and charges set by statute law</b>					
The following fees and charges are in respect of Prescribed Processes . Please contact Environment for information in respect of fees and charges where an operator is applying for, or holds multiple authorisations for the carrying on of a crushing and/or screening process by means of mobile plant.					
<b>Environmental Permitting (E&amp;W) Regulations 2016</b>					
<b>Application Fee</b>					
Standard Process		1,650.00		1,650.00	0.0
Service Stations (PVI and PVII)		257.00		257.00	0.0
Dry Cleaners		155.00		155.00	0.0
Vehicle Refinishers		362.00		362.00	0.0
Mobile Screening and Crushing Plant		1,650.00		1,650.00	0.0
For the third to seventh applications		985.00		985.00	0.0
For the eighth and subsequent applications		498.00		498.00	0.0
<b>Substantial Changes (Sections 10 and 11 of the Act)</b>					
Standard Process		1,050.00		1,050.00	0.0
Reduced Activities		102.00		102.00	0.0
<b>Annual Subsistence Charge</b>					
Standard Process LOW		772.00		772.00	0.0
Standard Process MEDIUM		1,161.00		1,161.00	0.0
Standard Process HIGH		1,747.00		1,747.00	0.0
Service Stations LOW		113.00		113.00	0.0
Service Stations MEDIUM		226.00		226.00	0.0
Service Stations HIGH		341.00		341.00	0.0
VR's and other reduced fees LOW		228.00		228.00	0.0
VR's and other reduced fees MEDIUM		365.00		365.00	0.0
VR's and other reduced fees HIGH		548.00		548.00	0.0
Dry Cleaners/PVR1 LOW		79.00		79.00	0.0
Dry Cleaners/PVR1 MEDIUM		158.00		158.00	0.0
Dry Cleaners/PVR1 HIGH		237.00		237.00	0.0
Mobile Screening and Crushing Plant LOW		646.00		646.00	0.0
Mobile Screening and Crushing Plant MEDIUM		1,034.00		1,034.00	0.0
Mobile Screening and Crushing Plant HIGH		1,506.00		1,506.00	0.0
For the second permit LOW		646.00		646.00	0.0
For the second permit MEDIUM		1,034.00		1,034.00	0.0
For the second permit HIGH		1,506.00		1,506.00	0.0
For the third to seventh permit LOW		385.00		385.00	0.0
For the third to seventh permit MEDIUM		617.00		617.00	0.0
For the third to seventh permit HIGH		924.00		924.00	0.0
For the eighth and subsequent applications LOW		198.00		198.00	0.0
For the eighth and subsequent applications MEDIUM		316.00		316.00	0.0
For the eighth and subsequent applications HIGH		473.00		473.00	0.0
Late payment charge (when invoice issued and not paid within 8 weeks)		52.00		52.00	0.0
<b>Transfer and Surrender</b>					
Transfer		169.00		169.00	0.0
Partial Transfer		497.00		497.00	0.0
Surrender		0.00		0.00	0.0
Transfer Reduced Fees		0.00		0.00	0.0
Partial Transfer Reduced Fees		47.00		47.00	0.0
<b>PRIVATE WATER SUPPLIES</b>					
Risk Assessment - per hour		59.00		59.00	0.0
Sampling					
Per hour of officer time		59.00		59.00	0.0
Laboratory analysis		at cost		at cost	
Pool samples	72.00	60.00		59.00	-1.7
Investigation					
Fee		109.00		118.00	8.3
Laboratory analysis		At cost		At cost	
Analysis - Regulation 10		28.00		28.00	0.0
Analysis of Group A Parameters		POA		POA	
Analysis of Group B Parameters		POA		POA	

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

Service : Regulatory Services

Purpose of the Charge: To contribute to the costs of the service

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	95

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>PRIVATE SECTOR HOUSING ENFORCEMENT ACTION</b>					
New Houses in Multiple Occupation (HMO) - Assisted Application		1,098.00		1,180.00	7.5
New - A reduction where the landlord is accredited		110.00		110.00	0.0
New - A reduction where the landlord is applying for more than one licence - per property reduction		30.00		30.00	0.0
Renewal of HMO Houses in Multiple Occupation		805.00		797.00	-1.0
Renewal - A reduction where the landlord is accredited		30.00		30.00	0.0
Renewal- A reduction where the landlord is applying for more than one licence - per		30.00		30.00	0.0
Request for additional information by letter (per hour)		0.00		59.00	
Inspection of Housing Premises for Immigration purpose (Class A - Fee Discretionary)		402.00		404.00	0.5
Enforcement Notices served under Housign Act 2004		116.00		118.00	1.7
Civil Penalties Housing Offences		Up to £30,000		Up to £30,000	
<b>HIGH HEDGE ENQUIRIES</b>					
Anti-Social Behaviour Act High Hedges Fee (Class A Fee Discretionary)		1,206.00		1,206.00	0.0
<b>OTHER FEES FOR INFORMATION</b>					
Environmental Enquiries by Individuals, Non Commerical		118.00		118.00	0.0
Commercial and Government		118.00		118.00	0.0
Civil Actions		118.00		118.00	0.0
Safety Certificate and Adminstration		118.00		118.00	0.0
Pre-application Advice oer hours		59.00		59.00	0.0
<b>RESIDENT AND BUSINESS ADVICE</b>					
Charges per hour with the first 30 minutes free:					
General business Advice (non-primary authority)		59.00		59.00	0.00
Request for Advice		59.00		59.00	0.00
<b>Prevention of Damage by Pests</b>					
Pest Site survey (Hourly rate as part of cost recovery where WID only)		59.00		59.00	0.00
Rat treatment (Hourly rate as part of cost recovery where WID only)		59.00		59.00	0.00
Any other Pest treatment (Hourly rate as part of cost recovery where WID only)		59.00		59.00	0.00



Service : Regulatory Services

**Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions**

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£ p	£ p	£ p	£ p	%
<b>WEIGHTS AND MEASURES</b>					
<p>All tests to be charged at the prevailing hourly rate.</p> <p>All hourly charges are charged in quarter hour units per officer with a minimum charge of half an hour per officer.</p> <p>When calculating the charges they will be influenced by whether one of more officers are required to conduct the test, whether a certificate is required and whether office transportation is used. Please contact us for further information.</p> <p>The charge will apply in all instances where an officer's attendance is required unless specified otherwise in this document.</p> <p>The charge will apply in any circumstances when Trading Standards staff attend premises at an appointed time and a delay occurs, either before testing commences or during the test, and the delay is not in any way attributable to Trading Standards.</p> <p>The charge will also apply to travelling time beyond the Bracknell Forest border, when any work is undertaken in another local authority area. (Chargeable in addition to the normal fee for the task). Travelling time within the Bracknell Forest BC area is free of charge.</p> <p>Where specialist third party equipment is required to complete the test (and not provided by the submitter) the charges incurred for supply of that equipment will be additional to the testing fee.</p> <p>Where instruments incorporate remote display or printing facilities a second officer may be required to effectively conduct the test.</p> <p>All charges are subject to VAT unless otherwise specified.</p> <p>VAT must be charged on all verification work except where the equipment is submitted under the Measuring Instruments (EEC Requirements Regulations 1988</p> <p><b>Hourly rate of Charge</b></p> <p>The hourly rate of charge is based on the average cost of supplying an officer, including the provision of technical and administrative support staff and relevant overheads. The charge is based on the number of officers required and is based on the time involved and is not restricted to the time taken for the individual test.</p> <p><b>Certificate of errors</b></p> <p>Fee for provision of certificate containing results of errors found on testing. NB This fee is to be levied after carrying out a Weights and Measures spot check when no other fee is payable.</p> <p><b>Out of hours working</b> (subject to staff being available)</p> <p>A premium of 100% will be added to the fee as appropriate for all work carried out at the request of the submitter outside our normal working hours of 8.00am to 5.00pm Monday to Friday. This premium will also apply on bank holidays. I.e. £60 becomes £120 before VAT.</p>					
	76.80	64.00	76.80	64.00	0.0
	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	

Service : Regulatory Services

Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	286	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Explosives Licences - Set by Statute Law</b>					
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
Renewal of licence to store explosives where no minimum separation distance or 0 metres separation distance prescribed					
1 year		Set by Statute		Set by Statute	
2 years		Set by Statute		Set by Statute	
3 years		Set by Statute		Set by Statute	
4 years		Set by Statute		Set by Statute	
5 years		Set by Statute		Set by Statute	
New Licence for explosives below 250kgs Net Explosive Content (NEC)					
1 year		109.00		111.00	1.8
2 years		141.00		144.00	2.1
3 years		173.00		177.00	2.3
4 years		206.00		211.00	2.4
5 years		238.00		243.00	2.1
Renewal of licence for explosives below 250kgs Net Explosive Content (NEC)					
1 year		54.00		55.00	1.9
2 years		86.00		88.00	2.3
3 years		120.00		123.00	2.5
4 years		152.00		155.00	2.0
5 years		185.00		189.00	2.2
New Licence for explosives above 250kgs up to maximum 2000kgs Net Explosive Content (NEC)					
1 year		185.00		189.00	2.2
2 years		243.00		248.00	2.1
3 years		304.00		311.00	2.3
4 years		374.00		382.00	2.1
5 years		423.00		432.00	2.1
Renewal of Licence for explosives above 250kgs up to maximum 2000kgs Net					
1 year		86.00		88.00	2.3
2 years		147.00		150.00	2.0
3 years		206.00		211.00	2.4
4 years		266.00		272.00	2.3
5 years		326.00		333.00	2.1
Licence variation					
Varying the name of licensee or address of site		Set by Statute		Set by Statute	
Any other kind of variation		36.00		37.00	2.8
Transfer of Licence		40.00		cost recovery	
Replacement of licence if lost		36.00		37.00	2.8
Full year registration for fireworks		515.00		500.00	-2.9

DELIVERY  
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

**Purpose of the Charge:** To recover the cost of processing applications and monitoring compliance with conditions

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	286	286

**Are concessions available?** No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Petroleum Licences - per year of licence - Set by Statute Law</b>					
Not exceeding 2,500 litres		44.00		45.00	2.3
Not exceeding 50,000 litres		60.00		61.00	1.7
Exceeding 50,000 litres		125.00		128.00	2.4
Transfer of Licence		Set by Statute		Set by Statute	
<b>Miscellaneous</b>					
Administrative charge for provision of a certificate containing results of errors found on testing		Set by Statute		Set by Statute	
Minimum charge for the attendance of an authorised officer (i.e. excluding verifications carried out at the premises of the manufacturer or the Trading Standards Service). In the specified circumstances this fee overrides any fee listed above which is less than £74		Set by Statute		Set by Statute	
<b>Primary Authority</b>					
Primary Authority Work Hourly chargeable rate		59.00		59.00	0.0
Annual charge - previous year usage up to 10 hours officer time		516.00		531.00	2.9
Annual charge - previous year usage up to 20 hours officer time		1,031.00		1,062.00	3.0
Anything likely to be in excess of 20 hours		POA		POA	
<b>Support with Confidence</b>					
<b>Application fee</b>					
1-5 Employees	70.80	59.00	70.80	59.00	0.0
6-20 Employees	144.00	120.00	144.00	120.00	0.0
21+ Employees	360.00	300.00	360.00	300.00	0.0
Disbursements are charged at cost. Employees 6-21+ reduced fee to £50 if registered with confidence.					
<b>Buy with Confidence</b>					
<b>Members from 2017-18</b>					
1-5 Employees	150.00	125.00	150.00	125.00	0.0
6-20 Employees	200.40	167.00	200.40	169.00	13.2
21+ Employees	249.60	208.00	249.60	252.00	21.2
<b>Annual Fee</b>					
1-5 Employees	300.00	250.00	300.00	250.00	0.0
6-20 Employees	450.00	375.00	450.00	375.00	0.0
21+ Employees	600.00	500.00	600.00	500.00	0.0
50+	POA	POA	POA	POA	
<b>Legacy members</b>					
1-5 Employees	150.00	125.00	150.00	125.00	0.0
6-20 Employees	226.80	189.00	226.80	189.00	0.0
21+ Employees	302.40	252.00	302.40	252.00	0.0

Service : Regulatory Services

**Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions**

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	286

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£ p	£ p	£ p	£ p	%
<b>LICENSING ACT 2003</b>					
The fees for all Licensing Act 2003 permissions are statutory fees set by central government					
Fees for new and variation applications for premises licences and club premises certificates are based on the rateable value of the premises and are as set out below:					
<b>Premises Licences - one-off fee set by statute based upon rateable value (RV) of premises (Class B - Statutory Fee)</b>					
Rateable value band					
A		100.00		100.00	0.00
B		190.00		190.00	0.00
C		315.00		315.00	0.00
D		450.00		450.00	0.00
E		635.00		635.00	0.00
Pre-application Advice per hour, minimum 1 hour.		59.00		59.00	0.00
The fees for new or variation applications for premises licences where (a) the premises are in Band D or Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on the premises are as set out below:					
Rateable value band					
D		900.00		900.00	0.0
E		1,905.00		1,905.00	0.0
Also, new or variation applications for premises licences and club premises where capacity will exceed 5000, are subject to an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999		1,000.00		1,000.00	0.0
10,000 - 14,999		2,000.00		2,000.00	0.0
15,000 - 19,999		4,000.00		4,000.00	0.0
20,000 - 29,999		8,000.00		8,000.00	0.0
30,000 - 39,999		16,000.00		16,000.00	0.0
40,000 - 49,999		24,000.00		24,000.00	0.0
50,000 - 59,999		32,000.00		32,000.00	0.0
60,000 - 69,999		40,000.00		40,000.00	0.0
70,000 - 79,999		48,000.00		48,000.00	0.0
80,000 - 89,999		56,000.00		56,000.00	0.0
90,000 and over		64,000.00		64,000.00	0.0
Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee					
<b>ANNUAL FEES</b>					
Where premises licences and club premises certificates are issued, the holder shall pay an annual fee as set out below:					
Rateable value band					
A		70.00		70.00	0.0
B		180.00		180.00	0.0
C		295.00		295.00	0.0
D		320.00		320.00	0.0
E		350.00		350.00	0.0
Where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, the holder of the licence/certificate shall pay an annual fee as set out below:					
Rateable value band					
D		640.00		640.00	0.0
E		1,050.00		1,050.00	0.0
Also where the capacity of the premises exceeds 5,000, the holder of the licence/certificate shall pay an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999		500.00		500.00	0.0
10,000 - 14,999		1,000.00		1,000.00	0.0
15,000 - 19,999		2,000.00		2,000.00	0.0
20,000 - 29,999		4,000.00		4,000.00	0.0
30,000 - 39,999		8,000.00		8,000.00	0.0
40,000 - 49,999		12,000.00		12,000.00	0.0
50,000 - 59,999		16,000.00		16,000.00	0.0
60,000 - 69,999		20,000.00		20,000.00	0.0
70,000 - 79,999		24,000.00		24,000.00	0.0
80,000 - 89,999		28,000.00		28,000.00	0.0
90,000 and over		32,000.00		32,000.00	0.0

**DELIVERY**  
**2022/23 PROPOSED FEES & CHARGES**

**Annexe D**

Service : Regulatory Services

**Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions**

	<b>2021/22 Budget £'000</b>	<b>Proposed 2022/23 Budget £'000</b>
Income the proposed fees will generate:	0	286

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£ p	£ p	£ p	£ p	%
<b>OTHER FEES</b>					
There are other occasions that fees and charges must be paid to the Licensing Authority, as set out below:					
Section 25 - Theft, loss, etc. of premises licence or summary		Set by Statute		Set by Statute	
Section 29 - Application for a provisional statement where premises being built, etc.		315.00		315.00	0.0
Section 33 - Notification of change of name or address		10.50		10.50	0.0
Section 37 - Application to vary licence to specify individual as premises supervisor		23.00		23.00	0.0
Section 42 - Application for transfer of premises licence		23.00		23.00	0.0
Section 47 - Interim authority notice following death etc. of licence holder		23.00		30.00	30.4
Section 79 - Theft, loss etc. of certificate or summary		10.50		10.50	0.0
Section 82 - Notification of change of name or alteration of rules of club		10.50		23.00	119.0
Section 83(1) or (2) - Change of relevant registered address of club		10.50		23.00	119.0
Section 100 - Temporary event notice		21.00		21.00	0.0
Section 110 - Theft, loss etc. of temporary event notice		10.50		10.50	0.0
Section 117 - Application for a grant or renewal of personal licence		37.00		37.00	0.0
Section 126 - Theft, loss etc. of personal licence		10.50		10.50	0.0
Section 127 - Duty to notify change of name or address		10.50		23.00	119.0
Application to disapply mandatory DPS Condition		0.00		23.00	
Minor Variation		0.00		89.00	
Section 178 - Right of freeholder etc. to be notified of licensing matters		21.00		21.00	0.0
Pre application advice - hourly charge		59.00		59.00	0.0

Service : Regulatory Services

**Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions**

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	286

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>OTHER PREMISES LICENSING</b>					
<b>Sex Establishment: Annual Licence</b>					
Premises Application		Min £3,100 to max £5,150		Min £3,100 to max £5,150	
Pre-application advice per hour		59.00		59.00	
<b>Dangerous Wild Animal: Annual Licence</b>					
Premises - Initial		489.00		472.00	-3.5
Premises - Renewal		284.00		295.00	3.9
<b>Riding Establishment: (excluding vet fee - recharged separately)* Inspections are carried out annually, regardless of the star rating or length of licence, by a vet and officer. Vets fees will be recharged separately.</b>					
Main inspection fee , plus fee per horse - New		472.00		354.00	-25.0
Main inspection fee , plus fee per horse - Renewal		413.00		325.00	-21.3
Fee per horse, for the first 10 horses		15.00		15.00	0.0
Fee per horse, for the next 11-50 horses		10.00		10.00	0.0
Fee per horse, for every horse 51 and over		8.00		8.00	0.0
<b>Animal Boarding Establishment: combined (dogs and cats)</b>					
Animal Boarding Establishment: combined (dogs and cats) - New		590.00		413.00	-30.0
Animal Boarding Establishment: combined (dogs and cats) - Renewal		531.00		384.00	-27.7
<b>Animal Boarding Establishment: single species (dogs or cats)</b>					
Animal Boarding Establishment: single species (dogs or cats) - New		472.00		354.00	-25.0
Animal Boarding Establishment: single species (dogs or cats) - Renewal		413.00		325.00	-21.3
<b>Home Boarder</b>					
Home Boarder: Franchisee arrangers licence (excludes inspection fee per host) - New		207.00		118.00	-43.0
Home Boarder: Franchisee arrangers licence (excludes inspection fee per host) - Renewal		177.00		89.00	-49.7
Home Boarder: Assessment of hobby host as part of franchisee licence - New		118.00		118.00	0.0
Home Boarder: Assessment of hobby host as part of franchisee licence - Renewal		118.00		118.00	0.0
Home Boarder - New (separate cost recovery charge for mid term inspections and any inspections subsequent to that)		271.85		236.00	-13.2
Home Boarder - Renewal (separate cost recovery charge for mid term inspections and any inspections subsequent to that)		241.85		207.00	-14.4
<b>Dog Breeding Establishment (excluding vet fee)</b>					
Dog Breeding Establishment (excluding vet fee) - New		590.00		413.00	-30.0
Dog Breeding Establishment (excluding vet fee) - Renewal		531.00		384.00	-27.7
<b>Dog Breeding Establishment (in domestic dwelling)</b>					
Dog Breeding Establishment (in domestic dwelling) - New		472.00		354.00	-25.0
Dog Breeding Establishment (in domestic dwelling) - Renewal		413.00		325.00	-21.3
<b>Pet Vending / Sale of pets</b>					
Pet Vending / Sale of pets - New		472.00		354.00	-25.0
Pet Vending / Sale of pets - Renewal		413.00		325.00	-21.3
<b>Animal for Exhibition</b>					
Animal for Exhibition - New		590.00		413.00	-30.0
Animal for Exhibition - Renewal		531.00		384.00	-27.7
<b>Dog Day Care (as defined under )</b>					
Dog Day Care - new		590.00		413.00	-30.0
Dog Day Care - Renewal		531.00		384.00	-27.7
<b>Other Animal Welfare Act Fees</b>					
Additional mid licence visit		New		118.00	
Variation to the licence fee (including one visit)		224.00		177.00	-21.0
Replacement licens fee (lost o stolen paperwork, change of name)		56.00		30.00	-46.4
Re-evaluation of star rating (inclusive of one visit)		112.00		118.00	5.4
Transfer due to death of licensee		56.00		30.00	-46.4
<b>Zoo: Annual Licence (up to 6 years)</b>					
New /Renewal		2,066.00		2,066.00	0.0
<b>Hairdresser: Single Payment</b>					
Premises		43.00		30.00	-30.2
<b>Street Trading Consents</b>					
Week (minimum charge)		139.00		144.00	3.6
1 month		372.00		241.00	-35.2
3 months		876.00		642.00	-26.7
6 months		1,433.00		803.00	-44.0
Annual		N/a		1,365.00	
6 months max trading 2 events per week including Fri ,Sat, or Sun 40% reduction		859.00		642.00	-25.3
6 months max trading 2 events per week Monday to Thursday 60% reduction		572.00		482.00	-15.7
Street Trading Consent variation fee		91.00		89.00	-2.2
Ice Cream van 1 month (per van)		186.00		186.00	0.0
Ice Cream van 6 months (per van)		717.00		717.00	0.0
Refund for Street Traders if application withdrawn				50% of application fee	
<b>Scrap Metal Dealers: Three Year Licence</b>					
Site Licence New		501.00		472.00	-5.8
Site Licence Renewal		501.00		443.00	-11.6
Mobile Collector New		267.00		236.00	-11.6
Mobile Collector Renewal		267.00		207.00	-22.5
Variation of licence		368.00		236.00	-35.9
Change of site manager		68.00		59.00	-13.2
Copy Licence		11.00		11.00	0.0
Change of name		36.00		30.00	-16.7
Pre-application advice		59.00		59.00	0.0

DELIVERY  
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

**Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions**

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	286

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>HACKNEY CARRIAGES</b>					
<b>Hackney Carriages Vehicle: Annual Fee</b>					
Licensing (annual fee)		290.00		266.00	-8.3
Renewal				236.00	
<b>Private Hire Vehicle: Annual Fee</b>					
Licensing (annual fee)		290.00		266.00	-8.3
Renewal				236.00	
Home to School (annual fee)		148.00		148.00	0.0
Vehicle with dispensation		290.00		266.00	-8.3
Temporary Vehicle Licence (up to 3 months only)		232.00		236.00	1.7
<b>Private Hire Operators - NEW</b>					
NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 4 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2021-2022 hourly rate £59.00)					
1 vehicle		£472.00		443.00	-6.1
2 vehicles		£545.75		516.00	-5.5
3 vehicles		£619.50		590.00	-4.8
4 vehicles		£693.25		664.00	-4.2
5 vehicles		£767.00		738.00	-3.8
6 vehicles		£840.75		811.00	-3.5
7 vehicles		£914.50		885.00	-3.2
8 vehicles		£988.25		959.00	-3.0
9 vehicles		£1,062.00		1033.00	-2.7
10 vehicles		£1,135.75		1106.00	-2.6
11 vehicles		£1,209.50		1180.00	-2.4
12 vehicles		£1,283.25		1254.00	-2.3
13 vehicles		£1,357.00		1328.00	-2.1
14 vehicles		£1,430.75		1401.00	-2.1
15 vehicles		£1,504.50		1475.00	-2.0
16 vehicles		£1,578.25		1549.00	-1.9
17 vehicles		£1,652.00		1623.00	-1.8
18 vehicles		£1,725.75		1696.00	-1.7
19 vehicles		£1,799.50		1770.00	-1.6
20 vehicles		£1,873.25		1844.00	-1.6
20+ vehicles		£1,873.25		1844.00	-1.6
<b>Private Hire Operators - RENEWAL</b>					
NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 2 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2020-2021 hourly rate £59.00)					
1 vehicle		£354.00		325.00	-8.2
2 vehicles		£427.75		398.00	-7.0
3 vehicles		£501.50		472.00	-5.9
4 vehicles		£575.25		546.00	-5.1
5 vehicles		£649.00		620.00	-4.5
6 vehicles		£722.75		693.00	-4.1
7 vehicles		£796.50		767.00	-3.7
8 vehicles		£870.25		841.00	-3.4
9 vehicles		£944.00		915.00	-3.1
10 vehicles		£1,017.75		988.00	-2.9
11 vehicles		£1,091.50		1062.00	-2.7
12 vehicles		£1,165.25		1136.00	-2.5
13 vehicles		£1,239.00		1210.00	-2.3
14 vehicles		£1,312.75		1283.00	-2.3
15 vehicles		£1,386.50		1357.00	-2.1
16 vehicles		£1,460.25		1431.00	-2.0
17 vehicles		£1,534.00		1505.00	-1.9
18 vehicles		£1,607.75		1578.00	-1.9
19 vehicles		£1,681.50		1652.00	-1.8
20 vehicles		£1,755.25		1726.00	-1.7
20+ vehicles		£1,755.25		1726.00	-1.7
Variation to Operators Licence - to include reissue of licence with additional vehicle registration added plus extra fees for these for length of licence		£59.00		59.00	
<b>Driver Licences</b>					
New 3 years		271.00		301.00	11.1
Renewal				272.00	
Home to school renewal only		186.00		207.00	11.3
Home to school 3 years		186.00		207.00	11.3
Conversion of driver licence to another type		80.00		89.00	11.3
<b>Other Charges</b>					
Transfer of vehicle to new owner		118.00		59.00	-50.0
Variation to PHO Licence				59.00	
Change of vehicle		74.00		74.00	0.0
Meter Test - Retest after failure		32.00		30.00	-6.3
Knowledge Test		74.00		74.00	0.0
Missed Appointments		37.00		30.00	-18.9
First Aid Training for drivers		POA		POA	-
DBS Check		67.0		94.0	
Replacement licence		41.00		30.00	-26.8
Advertising on Hackney Carriages (Initial)		47.00		59.00	25.5
Advertising on Hackney Carriages (Renewal)		32.00		30.00	-6.3
Replacement badge (+ Badge Cost)		41.00		30.00	-26.8
Replacement vehicle licence plate (+ Plate Cost)		59.00		30.00	-49.2
Replacement backing plate		26.00		26.00	0.0
Medical exemption from carrying assistance dog		22.00		30.00	36.4
Change of address PH & HC				10.50	
Refund processing fee		59.00		30.00	-49.2
Change of vehicle registration (+ sticker and licence cost)		59.00		30.00	-49.2
Age test of vehicle		59.00		59.00	0.0
Pre-application advice per hour, minimum 1 hour		59.00		59.00	0.0

Service : Regulatory Services

**Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions**

	Budget £'000 0	2022/23 £'000 286
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>GAMBLING ACT 2005 - All fees and charges for gambling are set by statute law</b>					
<b>Casino (regional)</b>					
New Application		15,000.00		15,000.00	0.0
Provisional Statement		15,000.00		15,000.00	0.0
Application with Provisional Statement		8,000.00		8,000.00	0.0
Variation		7,500.00		7,500.00	0.0
Transfer/Reinstatement		6,500.00		6,500.00	0.0
Annual Fee		15,000.00		15,000.00	0.0
<b>Casino (large)</b>					
New Application		10,000.00		10,000.00	0.0
Provisional Statement		10,000.00		10,000.00	0.0
Application with Provisional Statement		5,000.00		5,000.00	0.0
Variation		5,000.00		5,000.00	0.0
Transfer/Reinstatement		2,150.00		2,150.00	0.0
Annual Fee		10,000.00		10,000.00	0.0
<b>Casino (small)</b>					
New Application		8,000.00		8,000.00	0.0
Provisional Statement		8,000.00		8,000.00	0.0
Application with Provisional Statement		3,000.00		3,000.00	0.0
Variation		4,000.00		4,000.00	0.0
Transfer/Reinstatement		1,800.00		1,800.00	0.0
Annual Fee		5,000.00		5,000.00	0.0
<b>Bingo Club</b>					
New Application		3,500.00		3,500.00	0.0
Provisional Statement		3,500.00		3,500.00	0.0
Application with Provisional Statement		1,200.00		1,200.00	0.0
Variation		1,750.00		1,750.00	0.0
Transfer/Reinstatement		1,200.00		1,200.00	0.0
Annual Fee		1,000.00		1,000.00	0.0
<b>Betting (Other)</b>					
New Application		3,000.00		3,000.00	0.0
Provisional Statement		3,000.00		3,000.00	0.0
Application with Provisional Statement		1,200.00		1,200.00	0.0
Variation		1,500.00		1,500.00	0.0
Transfer/Reinstatement		1,200.00		1,200.00	0.0
Annual Fee		600.00		600.00	0.0
<b>Tracks</b>					
New Application		2,500.00		2,500.00	0.0
Provisional Statement		2,500.00		2,500.00	0.0
Application with Provisional Statement		950.00		950.00	0.0
Variation		1,250.00		1,250.00	0.0
Transfer/Reinstatement		950.00		950.00	0.0
Annual Fee		1,000.00		1,000.00	0.0
<b>Family Entertainment Centres</b>					
New Application		2,000.00		2,000.00	0.0
Provisional Statement		2,000.00		2,000.00	0.0
Application with Provisional Statement		950.00		950.00	0.0
Variation		1,000.00		1,000.00	0.0
Transfer/Reinstatement		950.00		950.00	0.0
Annual Fee		750.00		750.00	0.0
<b>Adult Gaming Centre</b>					
New Application		2,000.00		2,000.00	0.0
Provisional Statement		2,000.00		2,000.00	0.0
Application with Provisional Statement		1,200.00		1,200.00	0.0
Variation		1,000.00		1,000.00	0.0
Transfer/Reinstatement		1,200.00		1,200.00	0.0
Annual Fee		1,000.00		1,000.00	0.0
<b>* Licensed Premises Gaming Machine Permit</b>					
Application (existing holder)				100.00	
New application		150.00		150.00	0.0
Pre-application advice per hour		59.00		59.00	0.0
Annual Fee		50.00		50.00	0.0
First annual fee (payable within 30 days of permit takes place)				50.00	
Variation		100.00		100.00	0.0
Transfer		25.00		25.00	0.0
Copy Permit		15.00		25.00	66.7
Change Name		25.00		25.00	0.0
Notification of 2 or less gaming machines		50.00		50.00	0.0
<b>**Club Gaming/Permit/Club Machine Permit</b>					
New		200.00		200.00	0.0
Existing Holder		100.00		100.00	0.0
Annual Fee		50.00		50.00	0.0
Renewal		200.00		200.00	0.0
Variation		100.00		100.00	0.0
Change of Name				25.00	
Transfer				25.00	
Copy Permit		15.00		15.00	0.0
<b>Registration of non-commercial lottery</b>					
Initial Fee		40.00		40.00	0.0
Annual Fee		20.00		20.00	0.0
<b>All Licences</b>					
Notification of change		50.00		50.00	0.0
Copy licence		25.00		25.00	0.0
Pre-application advice per hour		59.00		59.00	0.0

\* Where the applicant for a LPGMP is the holder of a s.34 permit issued under the Gaming Act 1968, the fee for a new permit shall be £100.

\*\* Where the applicant for a club gaming or club machine permit is the holder of a Club Premises Certificate under s.72 of the Licensing Act 2003, or an existing Part II



DELIVERY  
2022/23 PROPOSED FEES & CHARGES

Annexe D

Service : Regulatory Services

**Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions**

	2021/22 Budget £'000	Proposed 2022/23 Budget £'000
Income the proposed fees will generate:	0	286

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CARAVAN SITES</b>					
New licence		440.00		443.00	0.7
New licence per pitch		16.00		16.00	0.0
Transfer of licence		186.00		187.00	0.5
Alteration of conditions		341.00		59.00	-82.7
Annual fee per pitch		14.00		14.00	0.0
Enforcement action - per hour		59.00		59.00	0.0
Deposit, vary or delete site rules		117.00		118.00	0.9
<b>MOBILE HOMES REGULATIONS 2020</b>					
Application Fee Fit and Proper Test (applications taking more than two hours will be charged at hourly rate)				118	
Annual Check Fee (Fit and Proper Test) per hour				59	
Where the authority has to assist with appointing a site manager the costs will be specified in the agreement between the parties.					

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Adult Residential and Nursing Care - Contributions from people supported
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<b>Purpose of the Charge:</b> To contribute to the costs of accommodation
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	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	2,890	2,962

<b>Are concessions available?</b> Yes - The actual contribution will be assessed in accordance with the Care Act Guidance issued by the Department of Health (DoH).
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Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Residential and Nursing Care</b> This includes permanent, respite and short term care. Where people are in accommodation funded by the Council, the maximum contribution they will be asked to make is the cost of the accommodation, but this will be subject to a financial assessment under DH charging guidance and so the actual contribution may be lower. Fee increases will depend on each person's financial circumstances but for most will be linked to the increase in pensions and benefits they receive.	Various	Various	2.5% (Estimate)
<b>Deferred Payments</b> Interest payable The national maximum interest rate will change every 6 months on the first of January and July respectively, to track the market gilts rate specified in the most recently published report by the Office of Budget Responsibility (OBR) plus a 0.15% default component	-	-	
Deferred Payment Arrangement Fee	1,000.00	1,030.00	3.0%
Deferred Payment Annual administration fee	336.00	346.00	3.0%
<b>Arrangement of self funder social care</b>			
Arrangement Fee	336.00	346.00	3.0%
Annual Administration Fee	222.00	229.00	3.0%
<b>Provider Failure</b> Making arrangements for people who fund their own care, or people funded by Other Local Authorities, in the event of their current provider going out of business.	292.00	301.00	3.0%

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

## Service : Adult non residential services - Contributions from people supported

Purpose of the Charge: To contribute to the costs of support

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	1,629	1,670

Are concessions available? Yes - The actual contribution will be assessed in accordance with the Council's Charging Policy issued which complies with national guidance issued by the DoH under the Care Act.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Non Residential Support</b> This includes direct payments, homecare, day care and other support in the community. Where people are supported by the Council, the maximum contribution they will be asked to make is the cost of the support, but this will be subject to a financial assessment under the Council's Charging Policy and so the actual contribution may be lower. Fee increases will depend on each person's financial circumstances but for most will be linked to the increase in pensions and benefits they receive.	Various	Various	2.5% (Estimate)

## Service : Waymead respite care

Purpose of the Charge: To recover the costs of the service

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	51	53

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Waymead</b> Respite Charge per night	239.00	246.17	3.0%
<b>Day Care</b>			
<b>Waymead Day Services</b>			
Per hour	18.75	19.31	3.0%
<b>Bracknell Day Centre</b>			
Full day	112.37	115.74	3.0%
Half day	56.18	57.87	3.0%
Transport (per day - Wokingham only)	22.37	23.04	3.0%

## Service : Blue Badge Scheme

Purpose of the Charge: To contribute to the cost of the service

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	0	0

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Blue Badge - Issues and Duplicate Badges	10.00	10.00	0.0%

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service: Forestcare						
Purpose of the Charge: To recover the costs of the service						
		2021/22 Budget	Proposed 2022/23 Budget			
		£'000	£'000			
Income the proposed fees will generate:		1,356	1,397			
Are concessions available? No						
Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	£.p	£.p	%
Lifeline Rental and Monitoring						
- BFBC	Per week	4.90	4.08	5.04	4.20	3.0%
- Others	Per week	5.22	4.35	5.36	4.47	2.8%
GSM Lifeline	Per week	8.46	7.05	8.71	7.26	3.0%
Extra/Lost Pendants						
- Flat Charge		74.70	62.25	76.94	64.12	3.0%
- Lost Falls Pendants		104.28	86.90	107.41	89.51	3.0%
- Rental of additional pendant	Per week	1.30	1.08	1.33	1.11	3.0%
Sensors						
Smoke	Per week	2.35	1.96	2.41	2.01	2.7%
Carbon Monoxide	Per week	3.53	2.94	3.64	3.03	3.0%
Flood	Per week	2.99	2.49	3.06	2.55	2.5%
Temperature Extreme / Heat	Per week	2.34	1.95	2.41	2.01	3.0%
Door Exit Sensor	Per week	1.30	1.08	1.33	1.11	3.0%
Universal	Per week	1.30	1.08	1.33	1.11	3.0%
PIR / Fast PIR	Per week	1.30	1.08	1.33	1.11	3.0%
Medication Dispenser	Per week	5.22	4.35	5.36	4.47	2.7%
Epilepsy bed sensor kit	Per week	13.03	10.86	13.43	11.19	3.0%
Chair & bed sensor kit	Per week	6.52	5.43	6.73	5.61	3.3%
Falls pendant	Per week	2.59	2.16	2.70	2.25	4.0%
Bogus Caller	Per week	1.30	1.08	1.33	1.11	3.0%
Minuet watch	Per week	2.59	2.16	2.70	2.25	4.0%
Arm/ Disarm Zoning Trigger	Per week	1.30	1.08	1.33	1.11	3.0%
Jellybean Switch	Per week	2.60	2.17	2.70	2.25	3.9%
Natural Gas Detector	Per week	4.57	3.81	4.68	3.90	2.4%
Wrist Worn Epilepsy Pendant	Per week	56.05	46.71	57.74	48.12	3.0%
Responder service for lifeline customers						
- up to 12 visits per year	Per week	11.34	9.45	11.68	9.73	3.0%
- up to 24 visits per year		19.55	16.29	20.16	16.80	3.1%
- extra visits (excluding bank holidays)		40.40	33.67	41.62	34.68	3.0%
- extra visits (including bank holidays)		60.61	50.51	62.42	52.02	3.0%
Responder service for commercial customers						
- up to 6 visits per year	Per week	8.21	6.84	8.46	7.05	3.0%
- per additional visit		58.67	48.89	60.43	50.36	3.0%
Key Safes						
Keysafe Supply and Fit	Supply only	71.70	59.75	73.85	61.54	3.0%
	Supply + fit	78.22	65.18	80.57	67.14	3.0%
	Moving keysafe	58.67	48.89	60.43	50.36	3.0%
	Supply+fit subsequent visit	97.78	81.48	100.70	83.92	3.0%
Monitoring of security diallers	Per week	13.62	11.35	14.04	11.70	3.1%
Monitoring of two security diallers	Per week	19.94	16.62	20.56	17.13	3.0%
Lone Workers						
GPS Lone Worker - BFC	Per person per year	259.42	216.18	267.20	222.67	3.0%
GPS Lone Worker - External	Per person per year	358.49	298.74	369.24	307.70	3.0%
Hourly charge for adhoc work		58.67	48.89	60.43	50.36	3.0%
Extension lead		7.82	6.52	8.06	6.72	3.0%
Care calls						
- 1 care call per day	Per week	10.44	8.70	10.73	8.94	2.8%
- 2 care calls per day	Per week	19.56	16.30	20.16	16.80	3.0%
- 3 care calls per day	Per week	26.06	21.72	26.86	22.38	3.0%
- 3 care calls per day + 1 customer	Per week	39.10	32.58	40.28	33.57	3.0%
Pocket Pal						
GPS Device - customer renting device (includes SIM and monitoring)	Weekly	8.46	7.05	8.71	7.26	3.0%
Any legacy fees from charaina reaimes no longer offered to new customers will be uplifted by 2%.						

Any legacy fees from charging regimes no longer offered to new customers will be uplifted by 2%.

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service: Homelessness					
Purpose of the Charge: To contribute to the costs of the service					
	2020/21 Budget	Proposed 2021/22 Budget			
	£'000	£'000			
Income the proposed fees will generate:	1,339	1,339			
Are concessions available? No					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Homelessness					
Bed and Breakfast					
- Current Tenancies Per week		150.00		150.00	0.0%
10a Portman					
- Rent Per week		155.10		155.10	0.0%
- Service Charge Per week		19.05		19.05	0.0%
- Household Per week		9.64		9.64	0.0%
- Fuel* Per week		6.07		6.07	0.0%
- Water* Per week		2.90		2.90	0.0%
Tenterden Lodge					
- Rent Per week		165.44		165.44	0.0%
- Service Charge Per week		12.89		12.89	0.0%
- Fuel* Per week		3.32		3.32	0.0%
-Water* Per week		2.90		2.90	0.0%
York Town Road					
- Rent Per week		130.35		130.35	0.0%
- Service Charge Per week		12.89		12.89	0.0%
- Fuel* Per week		3.32		3.32	0.0%
-Water* Per week		2.90		2.90	0.0%
Council owned properties: Reading					
- 1 bed Per week		201.63		201.63	0.0%
- 2 bed Per week		232.76		232.76	0.0%
- 3 bed Per week		255.32		255.32	0.0%
- 4 bed Per week		341.22		341.22	0.0%
Council owned properties: Blackwater Valley					
- 1 bed Per week		190.91		190.91	0.0%
- 2 bed Per week		223.11		223.11	0.0%
- 3 bed Per week		215.19		215.19	0.0%
- 4 bed Per week		341.22		341.22	0.0%
Council owned properties: East Thames Valley					
- 1 bed Per week		201.63		201.63	0.0%
- 2 bed Per week		244.57		244.57	0.0%
- 3 bed Per week		276.79		276.79	0.0%
- 4 bed Per week		384.16		384.16	0.0%
* These charges will be uplifted in line with fee increases from utility companies					

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Housing
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Purpose of the Charge: To contribute to the costs of the service
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	2020/21 Budget	Proposed 2021/22 Budget
	£'000	£'000
Income the proposed fees will generate:	112	112

Are concessions available? No
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Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Rents - Learning Disability Accommodation</b>			
151 Holbeck** Per week per bedroom	99.75	99.75	0.0%
9 Portman Close** Per week per bedroom	99.75	99.75	0.0%
<b>Service Charges</b>			
151 Holbeck, 9 Portman** Per week per bedroom	14.05	14.05	0.0%
<b>Waymead</b>			
Rent** Per week per bedroom	161.37	161.37	0.0%
Service Charge** Per week per bedroom	28.70	28.70	0.0%
Fuel* Per week per bedroom	6.00	6.00	0.0%
Water* Per week per bedroom	7.03	7.03	0.0%
<b>Easthampstead Mobile Home Park</b>			
Water Charge*	-	-	0.0%
Site Rent Per week	49.70	49.70	0.0%

\* These charges will be uplifted in line with fee increases from utility companies.

\*\* Rents have not been increased pending a wider rent review.

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Adult and Community Learning

<b>Purpose of the Charge:</b> To fully fund the costs of the service not financed by external grant
---

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	10	10

<b>Are concessions available?</b> Yes. Reductions for those on Universal Credit and other benefits meeting requirements set by Education and Skills Funding Agency.
---

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT) Minimum	Increase
	£.p	£p	%

## Adult and Community Learning Plan

Course Fees (per hour)			
Community Learning	5.20 - 11.75	5.50 - 12.50	6.40
Community Learning in Family Hubs	3.05 - 4.10	3.00 - 4.50	9.70
Community Learning for well-being in identified community	1.00 - 3.00	1.50 - 3.50	16.70
Other Courses are fully funded from external grant			

Course fees are agreed on an academic year basis once external funding is confirmed .
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Flexibility is required in order for charges to be made dependant on the programme, qualification and costs. Concessions are available to those learners meeting set criteria such as the unemployed.
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## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Adult and Community Learning

Purpose of the Charge: To fully fund the costs of the service not financed by external grant

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	359	370

Are concessions available? Yes to the voluntary sector, charities and associated learning agenda organisations as well as internal BFC usage

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Brakenhale Open Learning Centre Room Hire and Refreshments

<b>Room Hire per Hour</b>				
Classroom / meeting room Bracknell Forest Council		16.00	16.50	3.10
Classroom / meeting room - Voluntary Sector, Charities & Associated Learning Agenda Organisations		17.00	17.50	2.90
Classroom / meeting room Other external users		21.00	22.00	4.80
IT Suite / Hall Bracknell Forest Council (specific requirement to use IT or Hall)		20.00	20.50	2.50
IT Suite / Hall - Voluntary Sector, Charities and Associated Learning Agenda (specific requirement to use IT or Hall)		21.00	21.50	2.40
IT Suite / Hall Other external users (specific request for IT suite or Hall)		26.00	27.00	3.80
Insurance		7% room hire	7% room hire	
<b>Refreshments</b>				
New: Tea & Coffee up to 15 delegates per half day		-	10.00	-
Tea & Coffee 16 to 30 delegates per half day		18.00	19.00	5.60
Tea & Coffee 31 to 60 delegates per half day		35.00	37.00	5.70
Tea & Coffee for 61 to 90 delegates per half day		50.00	53.00	6.00
Tea & Coffee for 91 delegates and above per half day		62.00	65.00	4.80
<b>General in-room self-service</b>				
Tea & Coffee up to 30 delegates per half day		12.00	12.50	4.20
Tea & Coffee 31 to 60 delegates per half day		24.00	25.00	4.20
Tea & Coffee for 61 to 90 delegates per half day		32.00	33.00	3.10
Tea & Coffee for 91 delegates and above per half day		44.00	45.50	3.40
Lunches		Cost + 10%	Cost + 10%	
<b>External users:</b>				
Photocopying per copy	Black and White A4	0.25	0.30	20.00
Photocopying per copy	Colour A4	0.85	0.90	5.90
Photocopying per copy	Black and White A3	0.45	0.50	11.10
Photocopying per copy	Colour A3	1.95	2.05	5.10



## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

(Community Learning charged at cost; other BFC, Voluntary Sector, Charities & Associated Learning Agenda Organisations charged at cost +10%)			
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Charges for refreshments have been simplified as one banding for anyone requiring refreshments. Fees and charges may need to be reviewed as the market develops post-pandemic.

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Education and Learning

Purpose of the Charge: To contribute to the costs of the service

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	65	67

Are concessions available? Yes, fees to Local Authority schools are lower than those charged to external customers

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Professional Development Courses

Course Fees and Timings			
<b>Internal and Other LA Schools *</b>			
Full Day (09.15 - 15.45)	152.00	157.00	3.30
Half Day (09.15 - 12.15) or (13.00 - 16.00)	84.00	87.00	3.60
Twilight (16.15 - 17.30)	39.00	41.00	5.10
<b>Independent Schools</b>			
Full Day (09.15 - 15.45)	301.00	311.00	3.30
Half Day (09.15 - 12.15) or (13.00 - 16.00)	166.00	171.00	3.00
Twilight (16.15 - 17.30)	75.00	78.00	4.00

Course fees will be increased to take account of any specific additional costs incurred. Charges to academy schools are as internal schools plus 10%. Please note that specific courses are delivered free of charge to those schools who buy into the Standards & Effectiveness SLA.

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Education and Learning

Purpose of the Charge: To Contribute to the costs of the service

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	65	67

Are concessions available? Yes, internal fees are lower than those charged to external customers see below

Additional Services which fall outside the Standards & Effectiveness SLA	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Consultancy Rates

<b>Chargeable Activities</b>			
Services offered include Curriculum Reviews, Data Analysis, On- site Training and Specialist Advice.			
All fees include normal preparation time but exclude travel and materials and must be agreed with Head of Service / Assistant Director.			
<b>BFC Schools and Academies</b>			
Daily rate	510.00	530.00	3.90
Half Day	310.00	320.00	3.20
Hourly rate	105.00	110.00	4.80
Twilight session	205.00	215.00	4.90
Evening Session	310.00	320.00	3.20
<b>Non BFC Schools, Independent Schools and Academies</b>			
Daily rate	615.00	635.00	3.30
Half Day	360.00	375.00	4.20
Hourly rate	155.00	160.00	3.20
Twilight session	310.00	320.00	3.20
Evening Session	410.00	425.00	3.70
Headteacher Performance Management Model A	530.00	550.00	3.80
Headteacher Performance Management Model B	360.00	375.00	4.20

Fees for extended work with schools and other agencies will be negotiated and agreed in advance with the Chief Officer. Charges are set at the level required to cover direct costs and contribute to overall running costs.

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Larchwood

Purpose of the Charge: To cover the costs of the service when used by other Local Authorities

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	39	40

Are concessions available? Yes, free service for Bracknell children

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Residential short break care

<b>Overnight</b>				
Per Night		483.10	497.60	3.00
<b>Day-care</b>				
Standard	per hour	19.75	20.35	3.00
Additional 1:1 staffing	per hour	16.45	16.95	3.00
Additional 2:1 staffing	per hour	32.70	33.70	3.10
<b>Day-care - New Clients</b>				
Standard	per hour	25.20	26.00	3.20
Additional 1:1 staffing	per hour	20.30	20.95	3.20
Additional 2:1 staffing	per hour	40.50	41.75	3.10

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Children Looked After

**Purpose of the Charge:** To cover the costs of foster care charges when BFC foster carers are used by other Local Authorities

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	28	29

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Foster care charges**

Charge per week	Minimum	270.00	278.10	3.00
	Maximum	646.30	665.70	3.00
Fees are increased in line with allowance inflation figure				
Additional amount: Emergency placement		52.05	53.65	3.10
Additional amount: Long term placement		104.05	107.20	3.00
Additional amounts agreed through negotiation with Berkshire Local Authorities.				

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Youth Justice

Purpose of the Charge: To charge for Training provided by Bracknell Youth Justice Service

	<b>2021/22 Budget</b>	<b>Proposed 2022/23 Budget</b>
	<b>£'000</b>	<b>£'000</b>
Income the proposed fees will generate:	2	2

Are concessions available? No

Purpose of the Charge: To contribute to the costs of the service

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Training Fees

Supply training to external organisations	per day	328.00	338.00	3.00
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NEW: Service : Children's Specialist Support Services

Purpose of the Charge: To charge for Training provided by Makesafe Service

	<b>2021/22 Budget</b>	<b>Proposed 2022/23 Budget</b>
	<b>£'000</b>	<b>£'000</b>
Income the proposed fees will generate:	10	10

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Income generation from bid writing and training fees

Supply training to external organisations	per day	700.00	725.00	3.60
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## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Youth Service

Purpose of the Charge: To Contribute to the costs of the service

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	0	0

Are concessions available? No charge to complimentary BF internal users, with not for profit groups charged at lower rates than external customers.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Brackan Walk: Hire Fees

Youth & Community Groups - not for profit basis				
Hall	per hour	-	15.00	-
Yellow Room	per hour	-	12.00	-
Green Room	per hour	-	6.75	-
Private & Commercial				
Hall	per hour	-	25.00	-
Yellow Room	per hour	-	15.00	-
Green Room	per hour	-	9.00	-

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

The opening of the new Braccan Walk town centre youth service has necessitated a review of charging and the amount of income to be generated. This will need to be kept under review as the new facility develops.

**Service : Family Hubs**

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2021/22 Budget</b>	<b>Proposed 2022/23 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>50</b>	<b>51</b>

**Are concessions available? Yes. Family Hubs are able to incentivise registration and engagement of families with the use of promotional offers which may be less than the fees detailed below.**

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Sessional Fees**

<b>Sessional Fees</b>			
BFC families - per child	-	1.50	-
Families from outside BFC - per child	-	2.00	-
Journey to Parenthood (fixed price for 6 sessions)	30.00	30.00	0.0

These charges would only apply to those sessions where additional costs are incurred, for example (but not limited to) family play sessions. In some circumstances a reduced or waiver may be applied, there may be a charge for families from outside BFC. The charging basis has been revised to amount per child.

Family Hubs are able to incentivise registration and engagement of families with the use of promotional offers which may be less than the fees detailed above. This is subject to budget limitations and management approval.



## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Family Hubs

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	<b>2021/22 Budget</b>	<b>Proposed 2022/23 Budget</b>
	<b>£'000</b>	<b>£'000</b>

<b>Are concessions available? Yes. Groups directly supporting the delivery of Family Hub services may not be charged. BFC internal users will not be charged.</b>
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<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Room Hire Fees**

<b>Rowans Family Hub</b>			
<b>Private group/ Statutory Agencies</b>			
Hall	15.20	15.70	3.3
Creative Room	12.75	13.15	3.1
Owl Room	10.30	10.65	3.4
Meeting Room	7.80	8.05	3.2
Kitchen (if used for cooking)	12.75	13.15	3.1
<b>Voluntary/non profit making Group</b>			
Hall	11.65	12.00	3.0
Creative Room	9.00	9.30	3.3
Owl Room	6.55	6.75	3.1
Meeting Room	4.05	4.20	3.7
Kitchen (if used for cooking)	9.00	9.30	3.3
<b>Willows Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>	15.20	15.70	3.3
Hall & kitchen			
<b>Voluntary/non profit making Group</b>			
Hall & kitchen	11.65	12.00	3.0

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Family Hubs

Purpose of the Charge: To Contribute to the costs of the service.

	2021/22 Budget  £'000	Proposed 2022/23 Budget £'000

Are concessions available? Yes. Groups directly supporting the delivery of Family Hub services may not be charged. BFC internal users will not be charged.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Room Hire

<b>Oaks Family Hub:</b>			
<b>Private group/ Statutory Agencies</b>			
Green Room	11.65	12.00	3.0
Yellow Room and Kitchen	15.20	15.70	3.3
Family room	17.85	18.40	3.1
<b>Voluntary/non profit making Group</b>			
Green Room	7.80	8.05	3.2
Blue Room	6.55	6.75	3.1
Family Room and Kitchen	11.65	12.00	3.0
Pre-school room	14.05	14.50	3.2
<b>Alders Family Hub</b>			
<b>Private group/ Statutory Agencies</b>			
Family Room	12.75	13.15	3.1
Meeting Room 1	9.00	9.30	3.3
Meeting Room 2	7.80	8.05	3.2
<b>Voluntary/non profit making Group</b>			
Family Room	9.00	9.30	3.3
Meeting Room 1	6.55	6.75	3.1
Meeting Room 2	4.05	4.20	3.7

Groups directly supporting the delivery of Family Hub services may not be charged. BFC internal users will not be charged.

In addition, rental income is generated from a site sharing agreement with the Health Service for accommodation used in Family Hubs.

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

NEW Service : Unauthorised non-school attendance

Purpose of the Charge: Statutory requirement.

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	25	25

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Fine

<b>Parental fine:</b>			
Penalty for each parent if fine paid within 21 days	60.00	60.00	0.0
Penalty for each parent if fine not paid within 21 days	15.20	15.20	0.0

The statutory framework allows for parents to be a fined for unauthorised non-pupil attendance. Fees are set by the government and may be subject to change

## PEOPLE DIRECTORATE

## 2022/23 PROPOSED FEES &amp; CHARGES

Service : Free entitlement to early years childcare

**Purpose of the Charge: To Contribute to the costs of the service.**

	2021/22 Budget	Proposed 2022/23 Budget
	£'000	£'000
Income the proposed fees will generate:	0	0

**All concessions are included in the fee structure detailed below**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Additional support charge**

Charge per hour	16.50	17.00	3.0
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A charge may be incurred, capped at £51 in the following circumstances:

- a provider missing the submission deadline for a funding claim
- a submission contains substantial omissions
- a submission contains substantial errors,
- a provider does not renew their agreement and requests to re-register within the same academic year

## TREASURY MANAGEMENT REPORT

- 1.1 The Local Government Act 2003 requires the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council’s capital investment plans are affordable, prudent and sustainable.
- 1.2 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council’s low risk appetite, providing adequate liquidity initially before considering investment return.
- 1.3 The second main function of the treasury management service is the funding of the Council’s capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 1.4 The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.
- 1.5 CIPFA defines treasury management as:

*“The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*

### Capital Strategy

The CIPFA revised 2017 Prudential and Treasury Management Codes requires all local authorities to prepare a capital strategy report, which will provide the following:

- a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

The Council published its Capital Strategy in 2019. It has been reviewed by officers and will be updated for 2022/23 to be reviewed by Governance and Audit Committee in January 2022 before being published. If any non-treasury investment sustains a loss during the final accounts and audit process, the strategy and revenue implications will be reported through the same procedure as the capital strategy.

## Treasury Management reporting

The Council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

**a. Prudential and treasury indicators and treasury strategy** (this report) -

The first, and most important report is forward looking and covers:

- the capital plans, (including prudential indicators);
- a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time);
- the treasury management strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
- an investment strategy, (the parameters on how investments are to be managed).

**b. A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision.

**c. An annual treasury report** – This is a backward looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

1.6 The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by the Governance and Audit Committee.

1.7 There are no substantial changes to the Treasury Strategy to be adopted in 2022/23. CIPFA's proposed changes to the Prudential Code have sparked a great deal of debate in the local government sector, with the Local Government Association requesting that their introduction be held back, pending further clarifications being formally issued. As a consequence, the proposed changes, particularly those potentially impacting on existing commercial property holdings, are not yet cast in the Code as it currently stands. The Council is, however, complying with proposed new requirement to split the Capital Financing Requirement into assets held for service purposes and others held for investment purposes, which is purely presentational and adds transparency.

1.8 The Treasury Management Strategy for 2022/23 covers two main areas:

### Capital issues

- the capital expenditure plans and the associated prudential indicators;
- the minimum revenue provision (MRP) policy.

### Treasury management issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;

- creditworthiness policy; and
- the policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, MHCLG MRP Guidance, the CIPFA Treasury Management Code and MHCLG Investment Guidance.

## **The Capital Prudential Indicators 2022/23 – 2024/25**

The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce prudential indicators. Each indicator either summarises the expected capital activity or introduces limits upon that activity and reflects the outcome of the Council's underlying capital appraisal systems. Within this overall prudential framework there is an impact on the Council's treasury management activity – as it will directly impact on borrowing or investment activity and as such the Treasury Management Strategy for 2022/23 to 2024/25 complements these indicators.

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

### **The Capital Expenditure Plans**

The Council's capital expenditure plans are summarised below, and this forms the first of the prudential indicators. A certain level of capital expenditure is grant supported by the Government; any decisions by the Council to spend above this level will be considered unsupported capital expenditure. This capital expenditure needs to have regard to:

- Service objectives (e.g. strategic planning);
- Stewardship of assets (e.g. asset management planning);
- Value for money (e.g. option appraisal);
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing);
- Affordability (e.g. implications for the council tax);
- Practicality (e.g. the achievability of the forward plan).

The revenue consequences of capital expenditure, particularly the unsupported capital expenditure, will need to be paid for from the Council's own resources. This capital expenditure can be paid for immediately (by applying capital resources such as capital receipts, capital grants, or revenue resources), but if these resources are insufficient any residual capital expenditure will add to the Council's borrowing need.

The key risks to the plans are that the level of Government support has been estimated and is therefore maybe subject to change. Similarly some estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For instance anticipated asset sales may be postponed due to external factors such as the impact of the wider economy.

The Council is asked to approve the summary capital expenditure projections below and to note the out-turn position reported to the Executive and approved on the 25th August 2020.



<b>Capital Expenditure</b>	<b>2022/23 Estimate £000</b>	<b>2023/24 Estimate £000</b>	<b>2024/25 Estimate £000</b>
Capital Expenditure	16,346	7,221	4,767
Commercial Activities	0	0	0
<b>Financed by:</b>			
Capital receipts	3,250	3,000	3,000
Capital grants & Contributions	7,037	2,820	2,340
<b>Net financing need for the year</b>	<b>6,059</b>	<b>1,401</b>	<b>-573</b>

### **The Council's Borrowing Need (the Capital Financing Requirement)**

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. The capital expenditure above which has not immediately been paid for will increase the CFR. Due to the nature of some of the capital expenditure identified above (ie grant), an element will be immediately impaired or will not qualify as capital expenditure for CFR purposes. As such the net financing figure above may differ from that used in the CFR calculation. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each assets life, and so charges the economic consumption of capital assets as they are used.

The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary payments (VRP). No additional voluntary payments are planned.

## Annex E(i)

The Council is asked to approve the CFR projections below:

£m		2020/21	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
<b>Capital Financing Requirement</b>					
CFR – services		128,975	141,099	150,930	155,966
CFR - Commercial activities/ non-financial investments		<b>85,627</b>	<b>85,115</b>	<b>84,591</b>	<b>84,055</b>
<b>Total CFR</b>		214,602	226,214	235,221	240,021
<b>Movement in CFR</b>		<b>3,013</b>	<b>11,612</b>	<b>9,307</b>	<b>4,500</b>

<b>Movement in CFR represented by</b>					
Net financing need for the year (above)		680	9,186	6,755	1,502
Less MRP/VRP and other financing movements		2,333	2,426	2,552	2,998
<b>Movement in CFR</b>		<b>3,013</b>	<b>11,612</b>	<b>9,307</b>	<b>4,500</b>

<b>MRP Analysis</b>					
MRP		1,365	1,458	1,718	1,918
VRP		501	512	524	536
Other Financing Repayments		467	456	310	507
<b>MRP</b>		<b>2,333</b>	<b>2,426</b>	<b>2,552</b>	<b>2,998</b>

CLG Regulations have been issued which require full Council to approve an MRP Statement in advance of each year. The Council is recommended to approve the MRP Statement attached in Annex E(ii)

### **Minimum Revenue Provision (MRP) Policy Statement**

The concept of the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (MRP)

Department for Local Government & Communities (DCLG) issued regulations in 2008 which require a local authority to calculate for the current financial year an amount of MRP which it considers “prudent”. The broad aim of a prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits or in the case of borrowing supported by government, reasonably commensurate with the period implicit in the determination of the grant. The Council can choose to charge more than the minimum.

Further statutory guidance on MRP was issued by Government on 2 February 2018, which largely becomes effective from 1 April 2019. The exception related to the section allowing local authorities to change their approach to calculating MRP at any time, which took effect immediately. A key part of the updated guidance clarified that the duty to make MRP extends to investment properties where their acquisition has been partially or fully funded by an increase in borrowing or credit arrangements.

In order to minimise the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of borrowing, the Council moved from the equal instalments method to the annuity method in calculating the annual charge over the estimated life of the asset from 1st April 2017. A variety of options are provided to councils under the regulations and guidance, so long as there is a prudent provision. Having sought advice from Counsel on permissible approaches following the revised guidance, the Executive Director:Resources recommends that Council approves the following MRP Statement.

- For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

**Based on CFR** – MRP will be based on the CFR. This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

- From 1 April 2008 for all unsupported borrowing (including PFI and finance leases but excluding CPIS expenditure) the MRP policy will be:

**Asset life method** - MRP will be based on the annuity basis, in accordance with the regulations. Repayments included in annual PFI or finance leases are applied as MRP.

- For assets purchased under the Commercial Property Investment Strategy (CPIS) the MRP policy will be:

**Partial deferral method** – MRP will be charged at 10% of the property value over a 15 year period to reflect a realistic level of value risk, on the basis that the properties will typically be held for a period of no greater than around 10 to 20 years.

- For all other capital expenditure funded from borrowing where there is an intention to repay the borrowing from future related receipts (including loans to companies wholly or partly owned by the Council) and there is a strong likelihood that this will happen, the MRP policy will be:

**Deferral method** - MRP will be deferred and the liability repaid through future capital receipts from disposing of the asset or loan repayments from third parties

There will be a presumption that capital receipts will be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.

The actual charge made in the year will be based on applying the above policy to the previous year's actual capital expenditure and funding decisions. Therefore the 2022/23 charge will be based on 2021/22 capital out-turn.

### **MRP Overpayments**

A change introduced by the revised MHCLG MRP Guidance was the allowance that any charges made over the statutory minimum revenue provision (MRP), voluntary revenue provision or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year. Up until the 31 March 2021 the total VRP overpayments are expected to be £1.502m.

## TREASURY MANAGEMENT STRATEGY STATEMENT

The Treasury Management service is an important part of the overall financial management of the Council's affairs. The prudential indicators in Annex E(i) consider the affordability and impact of capital expenditure decisions, and set out the Council's overall capital framework. The Treasury Management service considers the effective funding of these decisions. Together they form part of the process which ensures the Council meets its balanced budget requirement under the Local Government Finance Act 1992.

The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice - 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). This Council has adopted the revised Code.

As a result of adopting the Code the Council also adopted a Treasury Policy Statement. This adoption is the requirement of one of the prudential indicators.

The Code of Practice requires an annual strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. A further treasury report is produced after the year-end to report on actual activity for the year, and a new requirement of the revision of the Code of Practice is that there is a mid-year monitoring report.

This strategy covers:

- The Council's debt and investment projections;
- The Council's estimates and limits on future debt levels;
- The expected movement in interest rates;
- The Council's borrowing and investment strategies;
- Treasury performance indicators;
- Specific limits on treasury activities;

### Debt and Investment Projections 2022/23 – 2024/25

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed.

	2022/23 Estimated	2023/24 Estimated	2024/25 Estimated
<b>External Debt</b>			
Debt at 31 March	£100m	£110m	£115m
<b>Investments</b>			
Investments at 31 March	£15m	£10m	£10m

### Current Portfolio

The overall treasury management portfolio as at 31 March 2021 and for the position as at 31<sup>st</sup> October 2021 are shown below for both borrowing and investments

	Actual	Actual	Current	Current
	31/03/21	31/03/21	31/10/21	31/10/21
<b>Treasury Investments</b>	<b>£000</b>	<b>%</b>	<b>£000</b>	<b>%</b>
Money Market Funds	20,244	100	38,216	100
<b>External Borrowing</b>	<b>£000</b>	<b>%</b>	<b>£000</b>	<b>%</b>
Local Authorities	0	0	0	0
PWLB	80,000	100	80,000	100
<b>Net Treasury Borrowing</b>	<b>59,756</b>			

### Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2021/22 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue purposes.

The Executive Director:Resources reports that the Council has complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### The Authorised Limit for External Debt

A further key prudential indicator represents a control on the overall level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although no control has yet been exercised.

The Council is asked to approve the following Authorised Limit:

Authorised limit	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Borrowing	£220m	£225m	£230m
Other long term liabilities	£20m	£20m	£20m
Total	£240m	£245m	£250m

### Operational Boundary for External Debt

The Authority is also recommended to approve the Operational Boundary for external debt for the same period. The proposed Operational Boundary is based on the same

estimates as the Authorised Limit but reflects directly the estimate of the most likely but not worst case scenario, without the additional headroom included within the Authorised Limit to allow for unusual cash movements.

Operational Boundary	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Borrowing	£225m	£230m	£235m
Other long term liabilities	£20m	£20m	£20m
Total	£245m	£250m	£255m

### Borrowing in advance of need.

The Executive Director:Resources may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Executive Director:Resources will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year or annual reporting mechanism.

### Expected Movement in Interest Rates

The Council's treasury advisor, Link Asset Services has provided the following forecast:

Link Group Interest Rate View 8.11.21														
	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25
BANK RATE	0.25	0.25	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.25
3 month ave earnings	0.30	0.40	0.50	0.50	0.50	0.60	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00
6 month ave earnings	0.40	0.50	0.60	0.60	0.70	0.80	0.90	1.00	1.10	1.10	1.10	1.10	1.10	1.10
12 month ave earnings	0.50	0.60	0.70	0.70	0.80	0.90	1.00	1.10	1.20	1.20	1.20	1.20	1.20	1.20
5 yr PWLB	1.50	1.50	1.60	1.60	1.70	1.70	1.70	1.80	1.80	1.80	1.90	1.90	2.00	2.00
10 yr PWLB	1.80	1.90	1.90	2.00	2.00	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30	2.40
25 yr PWLB	2.10	2.20	2.30	2.40	2.40	2.40	2.50	2.50	2.60	2.60	2.60	2.60	2.70	2.70
50 yr PWLB	1.90	2.00	2.10	2.20	2.20	2.20	2.30	2.30	2.40	2.40	2.40	2.40	2.50	2.50

The coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left Bank Rate unchanged at its subsequent meetings.

It is not expected that Bank Rate will go up fast after the initial rate rise as the supply potential of the economy is not likely to have taken a major hit during the pandemic: it should, therefore, be able to cope well with meeting demand after supply shortages subside over the next year, without causing inflation to remain elevated in the medium-term, or to inhibit inflation from falling back towards the MPC's 2% target after the spike up to around 5%. The forecast includes five increases in Bank Rate over the three-year forecast period to March 2025, ending at 1.25%. However, it is

likely that these forecasts will need changing within a relatively short timeframe for the following reasons: -

- There are increasing grounds for viewing the economic recovery as running out of steam during the summer and now into the autumn. This could lead into stagflation which would create a dilemma for the MPC as to whether to focus on combating inflation or supporting economic growth through keeping interest rates low.
- Will some current key supply shortages spill over into causing economic activity in some sectors to take a significant hit?
- Rising gas and electricity prices in October and next April and increases in other prices caused by supply shortages and increases in taxation next April, are already going to deflate consumer spending power without the MPC having to take any action on Bank Rate to cool inflation.
- Supply shortages which have been driving up both wages and costs, could reduce significantly within the next six months or so and alleviate one of the MPC's key current concerns.
- It should be noted that there could be further nasty surprises on the Covid front, on top of the flu season this winter, and even the possibility of another lockdown, which could all depress economic activity.
- If the UK invokes article 16 of the Brexit deal over the dislocation in trading arrangements with Northern Ireland, this has the potential to end up in a no deal Brexit.

As shown in the forecast table above, the forecast for Bank Rate now includes five increases, one in December 2021 to 0.25%, then quarter 2 of 2022 to 0.50%, quarter 1 of 2023 to 0.75%, quarter 1 of 2024 to 1.00% and, finally, one in quarter 1 of 2025 to 1.25%. In summary, with the high level of uncertainty prevailing on several different fronts, it is likely that these forecasts will be revised again over the next few months - in line with what the new news is.

It should also be borne in mind that Bank Rate being cut to 0.10% was an emergency measure to deal with the Covid crisis hitting the UK in March 2020. At any time, the MPC could decide to simply take away that final emergency cut from 0.25% to 0.10% on no other grounds than it being no longer being warranted and as a step forward in the return to normalisation. In addition, any Bank Rate under 1% is both highly unusual and highly supportive of economic growth.

#### **Investment and borrowing rates**

- **Investment returns** are expected to improve in 2022/23. However, while markets are pricing in a series of Bank Rate hikes, actual economic circumstances may see the MPC fall short of these elevated expectations.
- **Borrowing interest rates** fell to historically very low rates as a result of the COVID crisis and the quantitative easing operations of the Bank of England and still remain at historically low levels. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years.

#### **Borrowing Strategy 2022/23**

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash



flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.

Against this background and the risks within the economic forecast, caution will be adopted with the 2022/23 treasury operations. The Executive Director:Resources will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in long and short term rates (e.g. due to a marked increase of risks around relapse into recession as a result of COVID or other economic risks), then any long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
- if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

Any decisions will be reported to the Executive at the next available opportunity.

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

### **Debt rescheduling**

As short-term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long-term debt to short-term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings;
- helping to fulfil the treasury strategy;
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

All rescheduling will be reported to the Executive, at the earliest meeting following its action.

## Investment Strategy 2022/23 – 2024/25

### Investment Policy

The Ministry of Housing, Communities and Local Government (MHCLG) and CIPFA have extended the meaning of ‘investments’ to include both financial and non-financial investments. This report deals solely with financial investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy.

The Council’s investment policy has regard to the following: -

- MHCLG’s Guidance on Local Government Investments (“the Guidance”)
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 (“the Code”)
- CIPFA Treasury Management Guidance Notes 2018

The Council’s investment priorities will be security first, portfolio liquidity second and then yield, (return).

The above guidance from the MHCLG and CIPFA place a high priority on the management of risk. This authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
2. Other information: ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as “credit default swaps” and overlay that information on top of the credit ratings.
3. Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. This authority has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in appendix under the categories of ‘specified’ and ‘non-specified’ investments.
  - **Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year.
  - **Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
5. Lending and transaction limits, (amounts and maturity), for each counterparty will be set through applying the matrix table shown under the Council’s creditworthiness policy

6. This authority has engaged external consultants, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this authority in the context of the expected level of cash balances and need for liquidity throughout the year.
7. All investments will be denominated in sterling.

### **Creditworthiness policy**

This Council applies the creditworthiness service provided by Link Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following maturities .

Dark pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
Light pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
Blue	1 year (only applies to nationalised or semi nationalised UK Banks)
Orange	1 year
Red	6 months
Green	100 days
No colour	not to be used

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks	orange	£7m	1 yr
Banks – part nationalised	blue	£7m	1 yr
Banks	red	£7m	6 months
Banks	green	£7m	100 days
Banks	No colour	£0m	0 days
Debt Management Account Deposit Facility	AAA	£10m	6 months
Local authorities	n/a	£7m	1 yr
Money Market Funds (CNAV, LVNAV & VNAV)	AAA	£10m	liquid
Enhanced money market funds with a credit score of 1.25	Dark pink / AAA	£10m	liquid
Enhanced money market funds with a credit score of 1.5	Light pink / AAA	£10m	liquid

The creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue influence to just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a short term rating (Fitch or equivalents) of short term rating F1, long term rating A-, viability rating of A-, and a support rating of 1. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored in real time. The Council is alerted to changes to ratings of all three agencies through its use of our creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that supporting government

In the normal course of the council's cash flow operations it is expected that both Specified and Non-specified investments will be utilised for the control of liquidity as both categories allow for short term investments.

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 2021/22 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

### **Country and Sector Considerations**

Due care will be taken to consider the country, group and sector exposure of the Council's investments. The current investment strategy limits all investments to UK Banks, Building Societies and Local Authorities, in addition to Sterling denominated AAA Money Market Funds.

### **Economic Investment Considerations**

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates. The criteria for choosing counterparties set out above provides a sound approach to investment in "normal" market circumstances. Whilst Members are asked to approve this base criteria above, under the exceptional current market conditions the Borough Treasurer may temporarily restrict further investment activity to those counterparties considered of higher credit quality than the minimum criteria set out for approval. These restrictions will remain in place until the banking system returns to "normal" conditions. Similarly the time periods for investments will be restricted.

Examples of these restrictions would be the greater use of the Debt Management Deposit Account Facility (a Government body which accepts local authority deposits), Money Market Funds, and strongly rated institutions. The credit criteria have been amended to reflect these facilities.

### **Sensitivity to Interest Rate Movements**

Future Council accounts will be required to disclose the impact of risks on the Council's treasury management activity. Whilst most of the risks facing the treasury management service are addressed elsewhere in this report (credit risk, liquidity risk, market risk, maturity profile risk), the impact of interest rate risk is discussed but not quantified. The table below highlights the estimated impact of a 1% change in interest rates to the estimated treasury management costs for next year. However as all borrowing is fixed any increase in rates will only impact on new borrowing.

	<b>2022/23 Estimated + 1%</b>	<b>2022/23 Estimated - 1%</b>
<b>Revenue Budgets</b>	<b>£'000</b>	<b>£'000</b>
Borrowing costs	200	200

### Treasury Management Limits on Activity

There are four further treasury activity limits, which were previously prudential indicators. The purpose of these are to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The indicators are:

Upper limits on variable interest rate exposure – This identifies a maximum limit for variable interest rates based upon the debt position net of investments

Upper limits on fixed interest rate exposure – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

Maturity structures of borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

Total principal funds invested for greater than 364 days – These limits are set with regard to the Council's liquidity requirements and are based on the availability of funds after each year-end.

The Council is asked to approve the limits:

	2022/23	2023/24	2024/25
<b>Interest rate Exposures</b>			
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on net debt</b>	£245m	£250m	£255m
<b>Limits on variable interest rates based on net debt</b>	£245m	£250m	£255m
<b>Maturity Structure of fixed interest rate borrowing 2017/18</b>			
		<b>Lower</b>	<b>Upper</b>
Under 12 months		0%	100%
12 months to 2 years		0%	100%
2 years to 5 years		0%	100%
5 years to 10 years		0%	100%
10 years and above		0%	100%
<b>Maximum principal sums invested &gt; 364 days</b>			
Principal sums invested > 364 days	£m 0	£m 0	£m 0

### Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 2022/23 the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate" – however the calculation of LIBID and LIBOR are to be retired by the Bank of England – and a new benchmark based on PWLB and Gilts will need to be agreed upon for 2022/23. The results of these indicators will be reported in the Treasury Annual Report.

### Treasury Management Advisers

The Council uses Link Asset Services as its treasury management consultants. The Council recognises that responsibility for treasury management decision remains with

the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subject to regular review.

**Member and Officer Training**

The increased Member consideration of treasury management matters and the need to ensure officers dealing with treasury management are trained and kept up to date requires a suitable training process for Members and officers. Following the nomination of the Governance and Audit Committee to examine and assess the effectiveness of the Treasury Management Strategy and Policies, initial training was provided and additional training has been undertaken as necessary. Officer training is carried out in accordance with best practice and outlined in TMP 10 Training and Qualifications to ensure that all staff involved in the Treasury Management function are fully equipped to undertake the duties and responsibilities allocated to them

**SPECIFIED INVESTMENTS**

*All investments listed below must be sterling-denominated.*

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
<b>Debt Management Agency Deposit Facility*</b> (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
<b>Term deposits</b> with the UK government or with Local Authority (including Parish Councils) in England, Wales, Scotland or Northern Ireland with maturities up to 364 Days	No	Yes	High security although LAs not credit rated.	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
<b>Term deposits</b> with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
<b>Certificates of Deposit</b> issued by credit-rated deposit takers (banks and building societies) : up to 364 Days.  <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
<b>Gilts</b> : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days



Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
<b>Money Market Funds</b> CNAV, LVNAV, and VNAV <i>These funds do not have any maturity date</i>	No	Yes	<i>AAA Rating by Fitch, Moodys or S&amp;P</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	The period of investment may not be determined at the outset but would be subject to cash flow and liquidity requirements
<b>Forward deals</b> with credit rated banks and building societies < 1 year (i.e. negotiated deal period plus period of deposit)	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	1 year in aggregate
<b>Commercial paper</b> <i>[short-term obligations (generally with a maximum life of 9 months) which are issued by banks, corporations and other issuers]</i>  <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	9 months
<b>Treasury bills</b> <i>[Government debt security with a maturity less than one year and issued through a competitive bidding process at a discount to par value] Custodial arrangement required prior to purchase</i>	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	1 year

## NON-SPECIFIED INVESTMENTS

***All investments listed below must be sterling-denominated.***

<b><u>Investment</u></b>	<b><u>(A) Why use it?</u> <u>(B) Associated risks?</u></b>	<b><u>Share/ Loan Capital?</u></b>	<b><u>Repayable/ Redeemable within 12 months?</u></b>	<b><u>Security / Minimum credit rating **</u></b>	<b><u>Circumstance of use</u></b>	<b><u>Maximum maturity of investment</u></b>
Deposits with Authority's Banker where credit rating has dropped below minimum criteria	Where the Council's bank no longer meets the high credit rating criteria set out in the Investment Strategy the Council has little alternative but to continue using them, and in some instances it may be necessary to place deposits with them, these deposits should be of a very short duration thus limiting the Council to daylight exposure only (i.e. flow of funds in and out during the day, or overnight exposure).	No	Yes	n/a	In-House	<i>364 Days</i>
<b>Term deposits</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Certainty of rate of return over period invested. (ii) No movement in capital value of deposit despite changes in interest rate environment. (B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity. (ii) Return will be lower if interest rates rise after making the investment. (iii) Credit risk : potential for greater deterioration in credit quality over longer period	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>5 Years</i>
<b>Certificates of Deposit</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Although in theory tradable, are relatively illiquid.  (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of CD which could negatively impact on price of the CD.	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	<i>5 years</i>

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum Credit</u> <u>Rating?</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
<b>Callable deposits</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Enhanced income ~ Potentially higher return than using a term deposit with similar maturity.  (B) (i) Illiquid – only borrower has the right to pay back deposit; the lender does not have a similar call. (ii) period over which investment will actually be held is not known at the outset. (iii) Interest rate risk : borrower will not pay back deposit if interest rates rise after deposit is made.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>5 years</i>
<b>UK government gilts</b> with maturities in excess of 1 year  <i>Custodial arrangement required prior to purchase</i>	(A) (i) Excellent credit quality. (ii) Very Liquid. (iii) If held to maturity, known yield (rate of return) per annum ~ aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk  (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss.	No	Yes	Govt backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	<i>10 years including but also including the 10 year benchmark gilt</i>

<b><u>Investment</u></b>	<b><u>(A) Why use it?</u> <u>(B) Associated risks?</u></b>	<b><u>Share/ Loan Capital?</u></b>	<b><u>Repayable/ Redeemable within 12 months?</u></b>	<b><u>Security / Minimum credit rating **</u></b>	<b><u>Circumstance of use</u></b>	<b><u>Maximum maturity of investment</u></b>
<b>Forward deposits</b> with credit rated banks and building societies for periods > 1 year (i.e. negotiated deal period plus period of deposit)	(A) (i) Known rate of return over period the monies are invested ~ aids forward planning.  (B) (i) Credit risk is over the whole period, not just when monies are actually invested. (ii) Cannot renege on making the investment if credit rating falls or interest rates rise in the interim period.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	<i>5 years</i>
<b>Deposits with unrated deposit takers (banks and building societies) but with unconditional financial guarantee from HMG or credit-rated parent institution : any maturity</b>	(A) Credit standing of parent will determine ultimate extent of credit risk	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>1 year</i>

## Summary

### Virements between Directorates

Directorate	Reorganisation £'000	S106 Bus Contracts £'000	Other S106 £'000	Other Earmarked Reserves £'000	Council Wide £'000	Total £'000
Central	44	201	460	509	146	1,360
Delivery	-16	0	0	0	102	86
People	-28	0	25	0	347	344
Non Departmental / Council Wide	0	0	0	0	-595	-595
Earmarked Reserves	0	-201	-485	-509	0	-1,195
TOTAL	0	0	0	0	0	0

## CENTRAL

### Virements between Directorates

Total	Explanation
£'000	
	<b><u>Reorganisation</u></b>
-85	Transfer of the Public Health service to Central
140	Centralisation of Training Budgets in Central
-25	Centralisation of Printing Budgets in Delivery
14	Transfer of Jobs Go Public budgets to Central
	<b><u>Earmarked Reserves</u></b>
156	Transfers from the Revenue Grants Unapplied Reserve to fund engineering posts as agreed in the 2018/19 savings proposals (-£0.121m) and to help meet the Highways annual maintenance budget (-£0.035m).
250	Revenue Grants Unapplied Reserve - Use of revenue from commuted sums to complete road marking works.
46	Funding a Policy Officer from the Transformation Reserve.
57	An allocation from the Town Centre Reserve to meet the costs of the Joint Venture Business Partner.
	<b><u>S106 Bus Contracts</u></b>
201	The Section 106 Agreement for Wykery Copse, agreement number YN364, allows for bus services to be provided between Jennetts Park and the Bracknell bus and rail stations. The contract was re-let for this service with effect from April this year resulting in an annual cost of £0.201m. A transfer is therefore required for this sum.
	<b><u>Other S106</u></b>
122	A number of posts (3 FTE) are to be met from Section 106 SPA Mitigation monies. A 0.5 FTE post in Parks and a full time post in Planning Policy to enable the production of, co-ordination and monitoring of the Suitable Alternative Non Green Spaces (SANGS) plans together with the co-ordination of access management measures. Plus 1.5 Ranger posts to maintain and manage the areas that have been designated SANGS, which are required to be maintained at a higher standard than general open areas. An additional transfer of £0.004m is also required to fund the annual running costs of a vehicle required for the maintenance of the enhanced SANG's.
328	Section 106 SPA funding to help deliver the Planning and Parks & Countryside services as agreed during the respective transformation programmes.
10	As part of the 2021/22 budget it was agreed to draw down of Suitable Alternative Natural Green Space (SANGS) maintenance funds to replace an existing borough maintenance budget for Lily Hill Park.
	<b><u>Council Wide items</u></b>
146	Annual adjustment to pension deficit contribution budgets.
<b>1,360</b>	<b>Total Virements</b>

**DELIVERY****Virements between Directorates**

Total	Explanation
<b>£'000</b>	
	<b><u>Reorganisation</u></b>
-62	Centralisation of Training Budgets in Central
48	Centralisation of Printing Budgets in Delivery
12	Transfer of Energy Sustainability to Delivery
-14	Transfer of Jobs Go Public budgets to Central
	<b><u>Council Wide items</u></b>
102	Annual adjustment to pension deficit contribution budgets.
<b>86</b>	<b>Total Virements</b>

## PEOPLE

### Virements between Directorates

Total	Explanation
£'000	
	<b><u>Reorganisation</u></b>
85	Transfer of the Public Health service to Central
-78	Centralisation of Training Budgets in Central
-23	Centralisation of Printing Budgets in Delivery
-12	Transfer of Energy Sustainability to Delivery
	<b><u>S106</u></b>
25	It has been agreed to fund 50% of a Housing Enabling post for 2 years from S106 Suitable Alternative Natural Green Space (SANGS) contributions as much of the work the post undertakes will be to support Planning.
	<b><u>Council Wide items</u></b>
347	Annual adjustment to pension deficit contribution budgets.
<b>344</b>	<b>Total Virements</b>



## Directorate Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<b><u>Central</u></b>
		<b><u>Audit</u></b> A budget virement of £0.054m is required from non-DSB audit budgets to Finance DSB budgets to reflect the creation of a Senior Auditor post as more audit work is brought back in house. This will be reflected in the 2022-23 proposals.
54	-54	DSB Budget Non DSB Budget
54	-54	<b>Total</b>
		<b><u>People</u></b>
251	-251	Transfer of the Business Intelligence function from the Director budget to the Assistant Director budgets. Assistant Director: Commissioning Director
285		Re-profiling of staff budgets to relect the new structure in Housing.
20		Housing Management & Property
256		Housing Strategy
	-561	Welfare & Benefits Housing & Welfare Operational
		A number of budgets have been reviewed in Children's Social Care and reset to reflect requirements for the year. They balance to a net nil effect.
	-53	Children's Services
36		Children Looked After
15		Specialist Support Services
2		Other Children's and Family Services
		The Standards and Effectiveness Team has been restructured at net nil cost. This includes using more employed staff to deliver functions rather than consultants (requires approval as has a £53k full year effect). It will also include utilising part of the Virtual School grant on a permanent basis.
13	-13	School Improvement, Music and Governor Services
878	-878	<b>Total</b>

## Directorate Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<b><u>Schools Budget</u></b>
		The Council's Budget setting process agreed that the allocation of budgets to individual lines of the Schools Budget could be agreed by the Executive Member, up to the level of anticipated grant income. The original budget approved by the Council was on a provisional basis and adjustments are now reported to reflect the changes to the High Needs Block agreed by the Executive Member, all of which were supported by the Schools Forum.
413		Funds Delegated to Special Schools
1,751		Maintained Schools & Academies
3,010		NMSS & Colleges
753		Education out of School
	-5,927	Other SEN Services
		The Education and Skills Funding Agency (ESFA) has confirmed changes to Dedicated School Grant funding in respect of deducting grant to be paid direct to academy schools of £28.353m. Relevant budgets have been adjusted accordingly to reflect the reduced income and ensure a net nil impact in the accounts.
-27,915		Funds Delegated to Schools
-459		De-delegated Budgets
21		Other School Services
		Non-Maintained Special Schools & Colleges
	28,353	Dedicated Schools Grant
		The ESFA has recalculated the adjustment made to High Needs Block funding allocations to ensure the resident council funds the cost of places taken up by their pupils in other council's specialist providers. The deduction for the Council has reduced by £0.164m, which will be balanced off by an equivalent increase in budget for non-maintained special schools.
180		Non-Maintained Special Schools & Colleges
	-180	Dedicated Schools Grant
-22,246	22,246	<b>Total</b>

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## CALCULATION OF COUNCIL TAX BASE – 2022/23

### Summary

- 1.1 The Council is required to consider and approve the calculation of the Council Tax Base which has to be calculated in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012.
- 1.2 In accordance with the Local Government Act 2003, and in the circumstances provided for in subsequent regulations, for the financial year 2022/23 **it is recommended that, no new locally defined discounts are created in 2022/23 and no change is made to the local Council Tax Support Scheme**. Specifically, this means that:
  - 1.2.1 The Council Tax discount granted in for properties which are nobody's sole or main residence (commonly referred to as "second homes") will remain at 0%.
  - 1.2.2 The Council Tax discount granted in 2022/23 for properties that are empty and substantially unfurnished will remain at 0%.
  - 1.2.3 The Council Tax discount granted in 2022/23 for properties requiring or undergoing major repair or structural alterations will remain at 0%.
  - 1.2.4 The amount of Council Tax payable for long-term empty dwellings which have been unoccupied and substantially unfurnished for a continuous period of at least 2 years will continue to attract a 100% premium.
  - 1.2.5 The Council Tax Support Scheme will remain as an income based assessment with 8 bands.
  - 1.2.6 7 bands will be based on weekly net income:
    - Band 1: 75% discount for households earning up to £80 or in receipt of a passported benefit
    - Band 2: 70% discount for households earning £80.01 - £140.00
    - Band 3: 60% discount for households earning £140.01 - £200.00
    - Band 4: 50% discount for households earning £200.01 - £260.00
    - Band 5: 40% discount for households earning £260.01 - £320.00
    - Band 6: 30% discount for households earning £320.01 - £380.00
    - Band 7: 20% discount for households earning £380.01 - £440.00
  - 1.2.7 Where a claimant would normally be assessed as being in Income bands 1-7 but the claimant falls into a vulnerable group, the claimant will fall into the eighth protected band and receive 80% discount. A vulnerable group is defined as where either the applicant or in the case of a couple their partner count as disabled or long term sick and their incomes trigger an award of Disability Premium, Enhanced Disability Premium or Severe Disability Premium
- 1.3 In accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012, **the amount calculated as the Bracknell Forest Council Tax Base for 2022/23**

**shall be 48,249**, with the relevant sum for each town and parish council area being as follows, compared with the 2021/22 calculation;

	<b>Tax Base 2021/22</b>	<b>Tax Base 2022/23</b>
Binfield	4,393	<b>4,482</b>
Bracknell	20,182	<b>20,528</b>
Crowthorne	3,022	<b>3,087</b>
Sandhurst	7,992	<b>8,007</b>
Warfield	5,153	<b>5,220</b>
Winkfield	6,882	<b>6,925</b>
	<hr/>	<hr/>
	47,624	<b>48,249</b>
	<hr/>	<hr/>

### Background

- 2.1 The Council is required under the Local Authorities (Calculation of Council Tax Base) Regulations 2012 to classify all dwellings in the Borough into the appropriate category of Bands A to H, according to their valuation. It must then apply the stated percentages to calculate the “relevant amount”, i.e. the number of Band D equivalent properties for 2022/23 for each valuation band. The Band D percentages to calculate the number of Band D equivalent properties is listed below:-

Band A	66.6%
Band B	77.7%
Band C	88.8%
Band D	100%
Band E	122.2%
Band F	144.4%
Band G	166.6%
Band H	200%

- 2.2 Regulation 3 of these regulations then requires the Council to multiply the “relevant amount” by the assumed collection rate, to ascertain the Council Tax Base for the year. The collection rate makes allowance for both new properties and general losses such as additional discounts and exemptions.
- 2.3 There are currently 17 different circumstances where residents are not counted for Council Tax purposes, including certain full time students, the severely mentally impaired, patients in homes and carers. Where there is only one other adult resident in the property, apart from the person who is not counted, a 25% discount will apply. Where all the adult residents are not counted, the discount is 50%.
- 2.4 There are also 21 different reasons for granting complete exemption to taxpayers, including those occupied only by full time students or those left empty by persons living elsewhere to receive care.

- 2.5 The Local Government Act 2003 provides that billing authorities have the power to grant locally defined discounts. Examples provided by the Government where a local discount may be created include as a result of local events such as flooding or natural disasters, or because of an outbreak of the foot and mouth disease.
- 2.6 The Welfare Reform Act 2012 abolished the national Council Tax Benefit Scheme from 31 March 2013, replacing the national scheme with a localised Council Tax Reduction Scheme. The Council Tax Reduction Scheme forms part of a billing authority's Council Tax base.
- 2.7 For 2022/23 the cost of the Council Tax Reduction Scheme has been apportioned between the minor precepting authorities based upon the amounts of Council Tax Reduction expected to be granted in 2022/23. The reductions in Band D equivalents are as follows:-

Binfield	104.2
Bracknell	1713.5
Crowthorne	90.5
Sandhurst	261.8
Warfield	150.1
Winkfield	<u>199.8</u>
Total	<u>2519.9</u>

- 2.8 The Council taxbase calculation for the following financial year includes the actual Council taxbase as at 30 November plus an allowance for expected new properties joining the list during the 16 months ahead. Information gathered from various sources indicates that the following allowances should be made for new properties becoming occupied during the period to 31 March 2023, equating to full year band "D" equivalents:-


Binfield	60.0
Bracknell	239.2
Crowthorne	40.7
Sandhurst	27.4
Warfield	93.9
Winkfield	<u>43.3</u>
Total	<u>504.5</u>

- 2.9 An allowance of 0.45% has been provided for losses due to additional discounts and exemptions, empty properties (voids), valuation appeals, absconds and bankruptcies. This is a value judgement based on past experience of Council Tax collection together with management information, which shows a gradual increase in the number of properties occupied by a single person and the number of households falling into arrears.
- 2.10 Appended to this paper are the calculations in accordance with the Regulations for each parish within Bracknell Forest Borough Council. Lines 1 to 16 show the calculation of the "relevant amounts" with allowances for general losses and new properties being in lines 17 and 18. Line 19 is the estimate of the total amount to be applied under the Council Tax Reduction Scheme.

## Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Property	
1. Activity to be assessed	Please give full details of the activity Capital PAD for High Street Car Park			
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 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	Christopher Chewter			
5. Who are the members of the screening team?	Richard Payne			
6. What is the purpose of the activity?	Project to discuss the feasibility for the redevelopment of the High Street Car Park site			
7. Who is the activity designed to benefit/target?	General Public			
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	Disabled spaces to be provided to comply with BS8300. Consideration to be given to colour contrasting and layout to suit people with disabilities.	Shall be encompassed within feasibility report.
9. Racial equality	Y	N	No Impact.	N/A
10. Gender equality	Y	N	No Impact.	N/A
11. Sexual orientation equality	Y	N	No Impact.	N/A

12. Gender re-assignment	Y	<del>N</del>	Should public toilets be used in the scheme, consideration could be given to gender neutral toilets.	Shall be encompassed within feasibility report.
13. Age equality	Y	N	No Impact.	N/A
14. Religion and belief equality	Y	N	No Impact.	N/A
15. Pregnancy and maternity equality	Y	<del>N</del>	Project can allow for parent and child bays as part of the finished project to allow this to be considered.	Shall be encompassed within feasibility report.
16. Marriage and civil partnership equality	Y	N	No Impact.	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.	None.			
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?	Not Applicable.			
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?	Not considered significant. The above will provide a similar level of equality as the existing site, therefore affect is not considered to have a huge impact.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Not applicable	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Minutes of update meetings plus final feasibility report will show how these equality features can be incorporated into the design.			


22. On the basis of sections 7 – 17 above is a full impact assessment required?	✗	N	<p>Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.</p> <p><b>If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.</b></p> <p>The designers for the building are already knowledgeable with designing for different service user groups as outlined above, therefore this should be designed out as part of the design phase for the project.</p>
<b>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?</b> Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Not applicable			
24. Which service, business or work plan will these actions be included in?	N/A		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Feasibility report		
26. Assistant director's signature.	<p>Signature: </p> <p>Date: 20.9.21</p>		



## Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Property	
1. Activity to be assessed	Please give full details of the activity Capital PAD for new asset management software			
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 type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening	Richard Payne			
5. Who are the members of the screening team?	Chris Chewter			
6. What is the purpose of the activity?	Re tender of asset management software for property services			
7. Who is the activity designed to benefit/target?	General Public			
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	The new asset management software will be more user friendly and accessible for all to use. The existing software is only accessible via windows-based computer.	Market research from existing packages allow the use of all smart phones and tablets.
9. Racial equality	Y	N	No Impact	N/A
10. Gender equality	Y	N	No Impact	N/A
11. Sexual orientation equality	Y	N	No Impact	N/A


12. Gender re-assignment	¥	N	No Impact	N/A
13. Age equality	¥	N	No Impact	N/A
14. Religion and belief equality	¥	N	No Impact	N/A
15. Pregnancy and maternity equality	¥	N	No Impact	N/A
16. Marriage and civil partnership equality	¥	N	No Impact	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.	None.			
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?	Not Applicable.			
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?	Not considered significant.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	¥	N	Not applicable	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Design and specification documentation will show how any equality measures can be achieved. Interviews with potential providers will also review and impact.			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	¥	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.	

			<p>If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.</p> <p>The is negligible impact on the change of software being used, any changes would only be positive.</p>	
<p><b>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?</b> Please complete the action plan in full, adding more rows as needed.</p>				
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>	
Not applicable				
<b>24. Which service, business or work plan will these actions be included in?</b>	N/A			
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	Design and Specification information to be inspected and provided.			
<b>26. Assistant director's signature.</b>	<div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-between;"> <span>Signature:</span> <span>Date: 21.9.21</span> </div>			

## Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Property	
1. Activity to be assessed	Please give full details of the activity Capital PAD for 22/23 Maintenance Work			
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 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	Christopher Chewter			
5. Who are the members of the screening team?	Richard Payne			
6. What is the purpose of the activity?	Planned maintenance programme for 2022/23			
7. Who is the activity designed to benefit/target?	General Public			
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	As part of the feasibility reports, designers are to take into account Part M of the Building Regulations and BS8300. Consideration to be given to colour contrasting and layout to suit people with disabilities.	Shall be encompassed within design
9. Racial equality	Y	N	No Impact	N/A
10. Gender equality	Y	N	No Impact	N/A
11. Sexual orientation equality	Y	N	No Impact	N/A

12. Gender re-assignment	¥	N	No Impact	N/A
13. Age equality	¥	N	No Impact	N/A
14. Religion and belief equality	¥	N	No Impact	N/A
15. Pregnancy and maternity equality	¥	N	No Impact	N/A
16. Marriage and civil partnership equality	¥	N	No Impact	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.	None.			
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?	Not Applicable.			
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?	Not considered significant. The above will provide a similar level of equality as the existing site, therefore affect is insignificant.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	¥	N	Not applicable	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Minutes of update meetings, and design and specification documentation will show how any equality measures can be achieved.			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	¥	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.	


			<p>If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.</p> <p>The designers for the building are already knowledgeable with designing for different service user groups as outlined above, therefore this should be designed out as part of the design phase for the project.</p>
<p><b>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?</b> Please complete the action plan in full, adding more rows as needed.</p>			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
Not applicable			
<p><b>24. Which service, business or work plan will these actions be included in?</b></p>	N/A		
<p><b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b></p>	Design and Specification information to be inspected and provided.		
<p><b>26. Assistant director's signature.</b></p>	<p>Signature: </p> <p>Date: 20.9.21</p>		

## Initial Equalities Screening Record Form

<b>Date of Screening:</b>	<b>Directorate: Delivery</b>		<b>Section:ICT</b>
<b>1. Activity to be assessed</b>	Please give full details of the activity Staff Reduction following move to the Cloud. The ICT team is likely to be reduced by four to five staff, whose skills are no longer required to support the new operating model.		
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change		
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
<b>4. Officer responsible for the screening</b>	Bobby Mulheir, Assistant Director		
<b>5. Who are the members of the screening team?</b>	Fiona Atkinson, Library Services Manager Colin Stenning, Head of Digital Dan Tutty, Enterprise Architect Diksha Vyas, Digital & ICT Business Partner Ken Connolly, Digital & ICT Programme Manager Matt Howlett, Transport & Support Services Manager Toni Ball, Head of Customer Services		
<b>6. What is the purpose of the activity?</b>	Reduction in support staff following move of ICT estate from on-prem to cloud. Some skills currently in the team are no longer required to support the future operating model.		
<b>7. Who is the activity designed to benefit/target?</b>	All		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> 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.	<b>What evidence do you have to support this?</b> 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
<b>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.</b>	Y	N	The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.

<b>9. Racial equality</b>	¥	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
<b>10. Gender equality</b>	¥	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
<b>11. Sexual orientation equality</b>	¥	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
<b>12. Gender re-assignment</b>	¥	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
<b>13. Age equality</b>	¥	N	It is possible that older team members would be those most likely not to have the skills required for the future operating model.	The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
<b>14. Religion and belief equality</b>	¥	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
<b>15. Pregnancy and maternity equality</b>	¥	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
<b>16. Marriage and civil partnership equality</b>	¥	N		The Organisational Change protocol will be followed to ensure fairness when selecting the staff who will be made redundant.
<b>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.</b>	N/A			
<b>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?</b>	N/A			
<b>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</b>				



difference in terms of its nature and the number of people likely to be affected?			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	The council's Organisational Change Protocol is designed to ensure fairness in selection.
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.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Assistant director's signature.	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">   Signature: _____ </div> <div style="text-align: right;"> Date: 3 November 2021 </div> </div>		


## Initial Equalities Screening Record Form

<b>Date of Screening:</b>	<b>Directorate: Delivery</b>		<b>Section: Libraries</b>
<b>1. Activity to be assessed</b>	Please give full details of the activity Libraries – Transfer to community management		
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
<b>4. Officer responsible for the screening</b>	Bobby Mulheir, Assistant Director		
<b>5. Who are the members of the screening team?</b>	Fiona Atkinson, Library Services Manager Colin Stenning, Head of Digital Dan Tutty, Enterprise Architect Diksha Vyas, Digital & ICT Business Partner Ken Connolly, Digital & ICT Programme Manager Matt Howlett, Transport & Support Services Manager Toni Ball, Head of Customer Services		
<b>6. What is the purpose of the activity?</b>	To reduce the cost of the library service		
<b>7. Who is the activity designed to benefit/target?</b>	<p>The Library Service is a statutory service under the terms of the Public Libraries and Museums Act 1964. The aim is to provide a comprehensive and efficient library service to all who live, work or study in Bracknell Forest.</p> <p>The service is currently delivered through 9 Libraries, a Home Library Service, and through free digital resources, such as e-books, e-audio books, e-magazines, e-comics, and online subscription services.</p> <p>The Libraries offer free access to public PCs and the Internet, in addition to free Wi-Fi.</p> <p>Library staff also provide support and training in use of ICT and online resources.</p> <p>Residents also have the opportunity to attend a wide range of activities and events.</p> <p>The last Public Library User Survey conducted in 2015-16 indicated that satisfaction with BFC's current service provision is 95%.</p>		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> 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.	<b>What evidence do you have to support this?</b> 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

<b>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.</b>	<b>Y</b>	N	<p><b>Negative:</b> It seems likely that community operation of libraries would result in a reduction in the level of service to the local community, either through a reduction in opening hours or their ability to provide events and support in the way the current professional library staff do.</p> <p>People with mental health issues use Libraries and attend groups / activities to build confidence and combat social isolation.</p>	Public Library User Survey data from 2015-16 indicated that: 35% of users said that BFC Libraries had helped them with health and wellbeing. 36% said they used the Library Service to meet people. 8% described themselves as having mobility problems. 8% described themselves as hearing impaired. 2% described themselves as visually impaired. 3% described themselves as having mental health issues. 2% said that they had learning disabilities
<b>9. Racial equality</b>	<b>Y</b>	N	<p><b>Negative:</b> Users for whom English is a second language might not be able to access the service, as they might need the support of experienced and qualified staff.</p>	
<b>10. Gender equality</b>	<b>Y</b>	N	<p><b>Negative:</b> It seems likely that community operation of libraries would result in a reduction in the level of service to the local community, either through a reduction in opening hours or their ability to provide events and support in the way the current professional library staff do.</p> <p>Over 80% of attendance at Library events and activities are female. People attend events to make friends and to combat social isolation. Events will not take place in closed or unstaffed Libraries.</p>	
<b>11. Sexual orientation equality</b>	Y	<b>N</b>		There is currently no evidence to suggest a specific impact
<b>12. Gender re-assignment</b>	Y	<b>N</b>		There is currently no evidence to suggest a specific impact
<b>13. Age equality</b>	<b>Y</b>	N	<p><b>Negative:</b> It seems likely that community operation of libraries would result in a reduction in the level of service to the local community, either through a reduction in opening hours or their ability to provide events and support in the way the current professional library staff do.</p>	E+ data indicates that: 11% of enrolments and 36% of transactions are aged 65+. 37% of enrolments and 31% of transactions are below the age of 18.

			<p>Many children come in after school to attend clubs and for homework support, and young teens use Libraries for quiet study.</p> <p>The Library Service is heavily used by young families who may find it inconvenient to travel to other parts of the borough with young children, especially if relying on public transport, if their local library is not open or not running the events they use.</p> <p>Young mothers attend storytimes and Bounce and Rhyme with their children to meet other parents, but these activities might not occur in community-run Libraries.</p> <p>Library staff actively engage children with reading and learning, which might not happen in community-run libraries.</p>	<p>According to the Public Library User Survey 2015 -16, 16% are over 75.</p> <p>43% described themselves as retired.</p> <p>9% stated that they are looking after the home and / or family.</p> <p>Since the Libraries have been closed during lockdown, a large volume of verbal and written feedback has been received from Library members who are not prepared to travel to other libraries outside of their local community. Some of the reasons given are that it is inconvenient, that they would have to use public transport, and there is no free parking nearby.</p> <p>Others have stated that they miss participating in the activities held at their local library.</p>
<b>14. Religion and belief equality</b>	Y	N	<b>Negative:</b> If run by Church organisations looking for buildings to run their church from. This could put off people from other religions.	
<b>15. Pregnancy and maternity equality</b>	Y	N		There is currently no evidence to suggest a specific impact
<b>16. Marriage and civil partnership equality</b>	Y	N		There is currently no evidence to suggest a specific impact
<b>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.</b>	<p>Libraries play an important role in helping the unemployed access employment and job seeking skills.</p> <p>The impact of potential reductions in easy access to libraries could be significant on low income families, who use ICT facilities to apply for Universal Credit or who borrow books as they cannot afford to buy them; ex-offenders being rehabilitated into the local community; people who do not have ICT access at home or who have poor connectivity; people who lack digital skills; and people who live alone, who use libraries to meet people and combat social isolation.</p> <p>Libraries keep local communities connected, supporting the vulnerable and providing information on health and wellbeing.</p>			
<b>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?</b>	No			

<b>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?</b>	Although a potential reduction in the libraries service would potentially affect the whole community, the most significant impact would be on older people, people with a disability, people with mental health issues, women, children, low-income families and the unemployed. Community management could have a significant impact on children, the elderly and people who have mental health issues, who tend to use Libraries for social interaction. Also, any sector of the community who lacks digital skills and needs support and assistance to access ICT services and to complete online applications forms would be negatively affected.		
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	<b>Y</b>	N	For all the groups above, this is a statutory service, and making it more difficult for them to access it, could potentially be seen as unlawful discrimination.
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	Detailed analysis of customer base at each of the libraries where transfer to community ownership is proposed. Full public consultation would have to be carried out prior to any change in operation, in order to fully understand the impact on each group. Failure to do this would be a breach of statutory duty and could result in a judicial review.		
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	<b>Y</b>	N	Potential breach of statutory duty and negative impact on multiple protected characteristics.
<b>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.</b>			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>

24. Which service, business or work plan will these actions be included in?		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list	
26. Assistant director's signature.	<div data-bbox="1153 379 1391 467" data-label="Text">  </div> <div data-bbox="925 518 1055 553">Signature:</div> <div data-bbox="1668 518 1966 550">Date: 11 November 2021</div>	

## Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Operations Unit - Fleet	
1. Activity to be assessed	Please give full details of the activity Closure of R-bus service			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening	Bobby Mulheir			
5. Who are the members of the screening team?	Matt Howlett, Yvonne Griffiths			
6. What is the purpose of the activity?	Closure of the R-bus transport service to deliver a revenue saving of £42k pa.			
7. Who is the activity designed to benefit/target?	Nobody			
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	Negative – the service is exclusively used by adults with a long-term disability, who are known to CTPLD. This service enhances their independence and enables them to take part in activities, reducing social isolation and loneliness, and taking pressure off families, potentially reducing the need for respite provision.	The number of users of the service has increased year on year since its inception. Services such as the Friday Night Project have seen significant increase in use due to the provision of this transport. Users can travel more independently than they would be able to do, if using general public transport.
9. Racial equality	Y	N		
10. Gender equality	Y	N		
11. Sexual orientation equality	Y	N		

12. Gender re-assignment	Y	N		
13. Age equality	Y	N		
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
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.	The loss of this service could have a negative impact on carers, who would need to provide transport to activities, and/or would have a reduction in their respite time.			
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?	N/A			
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?	This impact exclusively affects people with disabilities (physical and learning) regardless of the other characteristics. There are currently 65 regular users of the service who will be affected.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Don't think so, as this isn't a statutory service, and isn't provided for anybody else.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	We need to consult with the users of the service and their carers, and CTPLD, to understand whether they would continue to access the services and activities they currently use, and what pressure it would put on carers to facilitate this. We would also need to understand what additional pressure this would put on carers, and whether this would increase demands on other areas of Adults' Services, e.g. respite care, mental health support, etc.			



22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	We do not fully understand what the impacts would be on the customer group affected, or the implications of this on other services. If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.
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
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Assistant director's signature.	Signature:		Date:

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: ICT Digital Services	
1. Activity to be assessed	Please give full details of the activity Deletion of vacant Drupal post - £45K			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input type="checkbox"/> Existing			
4. Officer responsible for the screening				
5. Who are the members of the screening team?				
6. What is the purpose of the activity?	Please describe briefly its aims, objectives and main activities as relevant.			
7. Who is the activity designed to benefit/target?				
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		
9. Racial equality	Y	N		
10. Gender equality	Y	N		
11. Sexual orientation equality	Y	N		

12. Gender re-assignment	Y	N		
13. Age equality	Y	N		
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
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.	Please explain			
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?	Please explain			
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?	Please explain			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?				
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.	

			If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.	
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
24. Which service, business or work plan will these actions be included in?				
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?		Please list		
26. Assistant director's signature.		Signature: <span style="float: right;">Date:</span>		

## Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: ICT Digital Services	
1. Activity to be assessed	Please give full details of the activity Deletion of vacant GIS Technician post - £30K			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input type="checkbox"/> Existing			
4. Officer responsible for the screening				
5. Who are the members of the screening team?				
6. What is the purpose of the activity?	Please describe briefly its aims, objectives and main activities as relevant.			
7. Who is the activity designed to benefit/target?				
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		
9. Racial equality	Y	N		
10. Gender equality	Y	N		
11. Sexual orientation equality	Y	N		

12. Gender re-assignment	Y	N		
13. Age equality	Y	N		
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
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.	Please explain			
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?	Please explain			
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?	Please explain			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?				
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.	

			If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.	
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
24. Which service, business or work plan will these actions be included in?				
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?		Please list		
26. Assistant director's signature.		Signature: <span style="float: right;">Date:</span>		

## Initial Equalities Screening Record Form

<b>Date of Screening:</b>	<b>Directorate: Delivery</b>		<b>Section: ICT Digital Services</b>	
<b>1. Activity to be assessed</b>	Please give full details of the activity Deletion of CRM Development Manager post - £45K			
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input type="checkbox"/> Existing			
<b>4. Officer responsible for the screening</b>				
<b>5. Who are the members of the screening team?</b>				
<b>6. What is the purpose of the activity?</b>	Please describe briefly its aims, objectives and main activities as relevant.			
<b>7. Who is the activity designed to benefit/target?</b>				
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>		<b>Is there an impact?</b> 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.	<b>What evidence do you have to support this?</b> 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
<b>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.</b>	Y	N		
<b>9. Racial equality</b>	Y	N		
<b>10. Gender equality</b>	Y	N		
<b>11. Sexual orientation equality</b>	Y	N		



12. Gender re-assignment	Y	N		
13. Age equality	Y	N		
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
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.	Please explain			
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?	Please explain			
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?	Please explain			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?				
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.	

			If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.	
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
24. Which service, business or work plan will these actions be included in?				
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?		Please list		
26. Assistant director's signature.		Signature: <span style="float: right;">Date:</span>		

## Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Customer Services	
1. Activity to be assessed	Please give full details of the activity Deletion of vacant CSA posts - £43k			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening				
5. Who are the members of the screening team?				
6. What is the purpose of the activity?	Please describe briefly its aims, objectives and main activities as relevant.			
7. Who is the activity designed to benefit/target?				
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	People who can't so easily access online services	
9. Racial equality	Y	N		
10. Gender equality	Y	N		
11. Sexual orientation equality	Y	N		

12. Gender re-assignment	Y	N		
13. Age equality	Y	N	Could make it more difficult for customers to get through on the phone.	
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
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.	Low-income customers who cannot easily get access to internet for online services.			
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?	Please explain			
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?	Please explain			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?				

22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged. If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.
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
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Assistant director's signature.	Signature: _____ Date: _____		

## Initial Equalities Screening Record Form

Date of Screening: 29-10-21	Directorate: People		Section: Early Help and Communities - Housing	
1. Activity to be assessed	Proposed Saving/Income Generation – 2022/23 budget			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review           X <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New           X <input checked="" type="checkbox"/> Existing – extension to existing			
4. Officer responsible for the screening	Sarah Gee			
5. Who are the members of the screening team?	N/A			
6. What is the purpose of the activity?	Increase income on BFC residential property through leasing arrangements with Look Ahead Housing Association. These properties are owned by BFC and are used to accommodate Adult Social Care clients with learning disabilities. By leasing them to a registered housing association, rents can be set at a level that maximises Housing Benefits, and therefore maximises income to the Council under a lease arrangement.			
7. Who is the activity designed to benefit/target?				
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	No. The change concerns property providing accommodation for people with learning disabilities. However, no negative or positive impacts are anticipated.	For the properties in scope, rent would increase but would be covered by housing benefits. This would need to be carefully communicated with clients/their advocates. A meeting has been held with the CTPLD manager who confirms that none of the individuals placed/likely to be placed are working and all are on full Housing Benefit. There should be no impact on residents therefore arising from a substantial rental increase.  The landlord would change but there should be no difference in service level. This arrangement is already

				in place for other similar properties owned by DHL, the Council's housing company. Again the change needs to be carefully communicated to family members of advocates for these clients to avoid any misconceptions and to manage any concerns – if indeed any arise..
<b>9. Racial equality</b>	Y	N	N/A	
<b>10. Gender equality</b>	Y	N	N/A	
<b>11. Sexual orientation equality</b>	Y	N	N/A	
<b>12. Gender re-assignment</b>	Y	N	N/A	
<b>13. Age equality</b>	Y	N	N/A	
<b>14. Religion and belief equality</b>	Y	N	N/A	
<b>15. Pregnancy and maternity equality</b>	Y	N	N/A	
<b>16. Marriage and civil partnership equality</b>	Y	N	N/A	
<b>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.</b>	Please explain As above – the properties in scope are those where residents are all on Housing Benefit and are considered not able to work in the future. As a result the change in rental will not impact them as it will be fully covered by state benefits.			
<b>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?</b>	Please explain			

<b>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?</b>	Please explain		
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	Y	N	No.
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	Please see attached proposal		
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	Y	N	No as there is no impact
<b>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.</b>			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
<b>24. Which service, business or work plan will these actions be included in?</b>			
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	In developing the proposal and agreeing properties in scope we have liaised with operational management from the Community Team for People with Learning Disabilities. This has ensured that the two properties in scope have been agreed following an assessment of both financial benefits and equalities impacts across a number of properties.		
<b>26. Assistant director's signature.</b>	Signature: Sarah Gee		Date: 29/10/21



## Initial Equalities Screening Record Form

Date of Screening: 29/10/21	Directorate: People		Section: Early Help and Communities – Youth Service	
1. Activity to be assessed	Re-provide Zone Youth Service at Braccan Walk/alternate locations.			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review           X <input checked="" type="checkbox"/> <b>Service</b> <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input type="checkbox"/> Existing <i>not clear how to answer – see below</i>			
4. Officer responsible for the screening	Sarah Gee			
5. Who are the members of the screening team?	N/A			
6. What is the purpose of the activity?	Please describe briefly its aims, objectives and main activities as relevant. To relinquish The Zone youth centre on the Great Hollands housing estate for letting, re-providing activities in ways which best meet the needs of young people on the estate, in a cost effective way. The Zone is currently utilised Mon-Fri by the College Hall Pupil Referral Unit for 1-1 tuition with young people. It is anticipated that this provision will no longer be required from next financial year with the development of other provision. There are currently no other uses. However, prior to Covid, Berkshire Youth ran a number of sessions from this base. In discussion with them they have agreed to operate their 11-14 age group from the new Braccan Walk hub. However, their preference is to restart their younger 8-11's group from The Zone this autumn. Apart from this planned session there are no other identified users of the building for next financial year. The proposal is that an alternate location in a nearby community building would be used to accommodate this session. The Great Hollands Community Centre could be used for this purpose and is nearby (2 min walk) with appropriate space including two halls and other rooms.			
7. Who is the activity designed to benefit/target?	Children aged 8-11 yrs			
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	No	The junior youth club would be reprovided in another accessible venue on the estate

9. Racial equality	Y	N	No	
10. Gender equality	Y	N	No	
11. Sexual orientation equality	Y	N	No	
12. Gender re-assignment	Y	N	No	
13. Age equality	Y	N	No	The junior youth club would be reprovided in another accessible venue on the estate – recognising that younger children cannot independently travel further afield and parents may struggle to transport them in the evening if they have no car.
14. Religion and belief equality	Y	N	No	Venue chosen will be secular
15. Pregnancy and maternity equality	Y	N	No	
16. Marriage and civil partnership equality	Y	N	No	
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.	Please explain			
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?	Please explain			
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?	Please explain			

<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	Y	N	No
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	None		
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	Y	N	No – see above. There is no impact expected
<b>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?</b> Please complete the action plan in full, adding more rows as needed.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
Secure an alternate venue	TBC	Elaine Morgan with commissioned service provider	Alternative venue for youth agreed
<b>24. Which service, business or work plan will these actions be included in?</b>	Early Help		
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>			
<b>26. Assistant director's signature.</b>	Signature: Sarah Gee		Date: 29/10/21

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To: **EXECUTIVE**  
Date: **14 DECEMBER 2021**

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## **Housing Assistance Policy**

### **Director of People**

#### **1 Purpose of Report**

- 1.1 To seek approval for an updated Housing Assistance Policy to offer wider financial support to older and disabled people to carry out adaptations and essential repairs to enable them to live independently at home for as long as possible.

#### **2 Recommendation**

- 2.1 That the policy as set out in Appendix A, be approved and that officers review the policy at 5-year intervals.
- 2.2 That authority is delegated to the Executive Director (People) in consultation with the Executive Member Adult Services, Health and Housing to:
  - (a) Make minor amendments to the policy to comply with legislation and guidance
  - (b) Suspend the approval of any discretionary housing assistance offered in this policy
  - (c) Introduce new assistance to help vulnerable, disabled and older residents should funding become available
  - (d) Set the annual level of funding to be made available for discretionary assistance offered under this policy, in the first year of implementation to be set at a maximum of 15% of the annual DFG budget

#### **3 Reasons for Recommendation**

- 3.1 The Council is required by law to adopt and publish a policy detailing any assistance it wishes to offer which exceed the mandatory disabled facilities grant.
- 3.2 The focus of the Housing Assistance Policy is one of prevention and is to enable independent living, by supporting those whose independence may be at risk to access housing (including their current home), which meets their needs.

#### **4 Alternative Options Considered**

- 4.1 To not develop or approve a policy which would limit Bracknell Forest to being able to deliver Mandatory Disabled Facilities Grants only.

#### **5 Supporting Information**

- 5.1 Bracknell Forest Council has a general power to assist households with the improvement of living conditions. To do this it must adopt a policy to exercise those powers. This allows the Council to decide what grants and other services it provides to residents in the Borough. The policy attached as Appendix A sets out the mandatory and discretionary assistance that the Council will offer including conditions and eligibility criteria.
- 5.2 Bracknell Forest Council is committed to supporting older and disabled people to remain living independently in their own homes for as long as safely possible. In order to achieve this we have reviewed our Housing Assistance Policy which outlines the grant support we can offer to eligible people to provide aids and adaptations and carry out essential repairs to their homes to support them.
- 5.3 The mandatory Disabled Facilities Grant (DFG) is seen as one of the main support packages that both older people and people with long-term health conditions are able to access to support this ambition but it is also acknowledged that the DFG is an 'old' grant based on legislation<sup>1</sup> which is over 30 years old and which in modern society can be limiting in terms of the support it can offer. Therefore the Council has decided to use the powers available to extend the support it offers using the DFG funding to ensure that all allocated funding is spent and ensure that support is available to as many people as possible.
- 5.4 The enhanced grant provision outlined within this policy supports this priority and will enable older and disabled people to remain living independently in their own home for longer. The policy includes support for people who require more extensive works that the current mandatory DFG limit allows through discretionary 'top-up' funding, as well as potential funding support for those people whose means test result would previously have excluded them from receiving support, and support for those whose home cannot be adapted to meet their needs to move to a more suitable property. There are also a range of smaller, bespoke grants to support specific aims such as enabling faster hospital discharge and supporting people with dementia. Table 8 in the attached policy provides a summary of the new forms of enhanced assistance proposed.
- 5.5 The expected benefits of the adoption of the policy include people staying in their homes longer through the provision of flexible support; an increase of suitable accommodation for older and disabled people in the Borough and an increase in the health and well-being of residents.
- 5.6 It is proposed that the policy, if approved, is fully implemented from 1<sup>st</sup> April 2022 at the start of next financial year. This will allow time for officers across Housing, Adults and Childrens Social Care to develop the necessary governance, procedures, application forms and public information. This includes developing a comprehensive information pack for those applicants wishing to complete all elements of the process and building management themselves. In such instances the applicant will arrange for their own architect and contractors to plan, develop and build their scheme. Should this option be chosen it is essential to ensure that the Scheme meets all the requirements of the needs specification and is able to demonstrate best value. A detailed information pack will therefore be provided to any applicants who wish to pursue their own application which outlines the information required to make a DFG

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<sup>1</sup> Housing Grants Construction and Regeneration Act 1996: [Housing Grants, Construction and Regeneration Act 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1996/68/contents/enacted)

application and the requirements that any contractors must fulfil in order to receive DFG funding.

## **6 Consultation and Other Considerations**

- 6.1 The policy has been developed by the Housing DDG Service and Social Care Occupational Therapy teams.

### Legal Advice

- 6.2 The provision of a Disabled Facilities Grant (DFGs) is regulated by the Housing Grants, Construction and Regeneration Act 1996. This places a statutory duty on the Council to provide grant assistance to qualifying disabled people to undertake a range of adaptations to their homes which are deemed “necessary and appropriate” to meet their needs and it is “reasonable and practicable” to undertake the adaptations having regard to the age and condition of the dwelling. The grant is subject to a means test (except in the case of children) and works must be eligible as defined by the Act and Regulations.
- 6.3 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gives the council the power to assist (either directly or indirectly) any person to improve living conditions in the area provided this is given under a published policy.

### Financial Advice

- 6.4 The policy operates within existing budgets, approving it will place no new demands on Council budgets. Funding is received annually in the form of a government grant (The disabled facilities capital grant determination 2020-21 was £853,469). All grants within the policy will be funded from this allocation plus ‘underspend’ carried forward from previous years capital awards.
- 6.5 It is proposed that initially a maximum of 15% of the annual disabled facilities capital grant determination may be allocated for the discretionary schemes. This will need to be monitored to ensure that there remains sufficient funding available to meet the demands for mandatory DFG applications.

### Equalities Impact Assessment

- 6.6 The assistance outlined in the policy are given to improve the housing standards of elderly and disabled people and therefore assists those who are in the greatest financial need.
- 6.7 The policy targets support towards supporting older residents, disabled residents of all ages and other vulnerable people and therefore it has a positive impact on these groups. No other protected characteristics are impacted by the policy or its contents.

### Strategic Risk Management Issues

- 6.8 Implementation of the policy and new forms of assistance will be phased to smooth resourcing of the changes.

### Background Papers

## Housing Assistance Policy 2021-2026

### Contact for further information

Tammy Grey, Team Manager: Disabled Facilities Grants

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## Housing Assistance Policy 2021-2026

### Contents

Housing Assistance Policy 2021-2026 .....	1
1.0 Introduction / Forward by the Executive Member .....	4
2.0 Executive Summary .....	5
3.0 Context.....	5
National .....	5
Local .....	6
4.0 Links to corporate priorities and strategies .....	7
5.0 Legal and Regulatory Framework.....	7
6.0 Equality and Diversity .....	8
7.0 Priorities and capital resources.....	9
8.0 Principles of assistance .....	9
9.0 Summary of Types of Assistance available .....	11
10.0 Who will the new grants allow the Council to help? .....	15
Mrs L .....	15
Master B.....	15
Mr S .....	15
Miss G .....	15
Mr F.....	16
11.0 How assistance is delivered .....	16
Option 1 – Managed application process / Mandatory Scheme.....	16
Option 2 – Customer Managed Process .....	16
Option 3 -- Customer Managed Process / Preferred Scheme .....	17
12.0 Fees and Ancillary charges .....	17
13.0 Prioritisation .....	<a href="#">Error! Bookmark not defined.</a>
14.0 Complaints .....	18
15.0 Service Standards, Key Targets .....	19
16.0 Appendices .....	20
Appendix 1 – Grant Details .....	20

A1 - Mandatory Disabled Facilities Grants .....	20
Qualifying Criteria .....	20
Qualifying Works .....	20
Local enhancement to DFG in Bracknell Forest.....	21
Necessary, Appropriate, Reasonable & Practicable.....	21
Fees .....	22
Financial Assistance .....	22
Order of processing applications .....	22
Recovery of assistance awarded .....	22
Conditions relating to Contractors, Standard of Works and Invoices.....	22
Future occupation of the dwelling .....	23
Customer Own Schemes (COS).....	23
Repayment.....	24
A2 - Discretionary Disabled Facilities Grants (Top-Up) .....	25
Aims .....	25
How will it be funded?.....	25
Who will it help? .....	25
Will it be means-tested? .....	25
How much funding might be available? .....	25
Will there be a charge against the property?.....	25
Conditions attached to the DDFG .....	25
How to apply?.....	26
A3 – Contribution Assistance Grant (CAG) .....	27
Aims .....	27
How will it be funded?.....	27
Who will it help? .....	27
Will it be means-tested? .....	27
How much funding might be available? .....	27
Will there be a charge against the property?.....	27
Conditions attached to the CAG .....	27
How to apply?.....	28
A4 - Help to Move/Relocation Grant.....	29
Aims .....	29
How will it be funded?.....	29
Who will it help? .....	29
Will it be means-tested? .....	29
Support to Move/ Relocate .....	29

How much funding might be available? .....	30
Will there be a charge against the property?.....	30
Conditions attached to the Grant .....	30
How to apply?.....	30
A5 - Hospital Prevention & Discharge Assistance .....	31
Aims .....	31
How will it be funded?.....	31
Who will it help? .....	31
Will it be means-tested? .....	31
How much funding might be available? .....	31
Will there be a charge against the property?.....	31
Will there be any conditions attached? .....	31
How to apply... ..	31
A6 - Safe & Secure Grant .....	32
Aims .....	32
How will it be funded?.....	32
Who will it help? .....	32
Will it be means-tested? .....	32
How much funding might be available? .....	32
Will there be a charge against the property?.....	32
Conditions attached to the Grant .....	32
How to apply?.....	33
A7. Dementia, Cognitive and Behavioural Conditions Grant.....	34
Aims .....	34
How will it be funded?.....	34
Who will it help? .....	34
Will it be means tested? .....	34
How much funding might be available? .....	34
Will there be a charge against the property?.....	34
Will there be any conditions attached? .....	34
How to apply... ..	34
Appendix B - Key definitions, References and Abbreviations .....	35

## 1.0 Introduction / Forward by the Executive Member

I am delighted to introduce Bracknell Forest Council's Housing Assistance Policy.

This Policy is made in response to the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO). The Regulatory Reform Order allows local authorities greater freedom in providing financial assistance for home repairs, adaptations and other improvements and to determine what will work best in their own local areas. To do this local authorities must first publish a policy setting out the framework for assistance in their area.

Bracknell Forest Council's Housing Assistance Policy sets out the range of financial assistance that the Council can make available to improve living conditions for vulnerable residents in our community. This includes assistance to help disabled residents in the Borough adapt and improve their properties to meet their needs or to secure alternative solutions where that is more cost effective.

Ensuring that homes are decent, accessible, safe and secure is vitally important for the health and wellbeing of the occupants. People's ability to modify their own home to better suit their needs is key to enabling people to maintain their independence for as long as possible and to live safely and with dignity. Home adaptations can be cost-effective in preventing falls and injuries, improving performance of everyday activities, improving mental health and making homes more suitable for people with dementia.

That is why this policy is so important – providing new forms of support including assisting people to move to a more suitable property and to support specific aims such as enabling faster hospital discharge, relieving pressures on accident and emergency services, and reducing the need for residential care

The new forms of support and flexibilities are designed help local people stay in their homes longer and to increase the health and well-being of residents.

**Cllr Dale Birch**

## 2.0 Executive Summary

Bracknell Forest Council is committed to supporting older and disabled people to remain living independently in their own homes for as long as is safely possible. In order to achieve this, we have reviewed our Housing Assistance Policy which outlines the grant support we can offer to eligible people to provide aids and adaptations and carry out essential repairs to their homes to support them.

The mandatory Disabled Facilities Grant (DFG) is seen as one of the main support packages that both older people and people with long-term health conditions are able to access to support this ambition, however, it is also acknowledged that the DFG is an 'old' grant based on legislation<sup>1</sup> which is over 30 years old and which in modern society can be limiting in terms of the support it can offer. Therefore, the Council has decided to use the powers available to extend the support it offers using the DFG funding to ensure that all allocated funding is spent and ensure that support is available to as many people as possible.

The enhanced grant provision outlined within this policy supports this priority and will enable older and disabled people to remain living independently in their own home for longer.

The policy includes support for people who require more extensive works than the current mandatory DFG limit allows through discretionary 'top-up' funding, as well as potential funding support for those people whose means test result would previously have excluded them from receiving support, and support for those whose home cannot be adapted to meet their needs to move to a more suitable property. There are also a range of smaller, bespoke grants to support specific aims such as enabling faster hospital discharge and supporting people with dementia.

## 3.0 Context

### National

In April 2015 the Government made significant changes to the funding mechanism for disabled facilities grants by making the allocation part of the Better Care Fund (BCF) a pooled budget between the NHS and upper tier councils. The aim of the fund is to provide more joined-up and customer focused services to reduce hospital and care admissions and enable people to return from hospital more quickly.

The Care Act 2014 established a requirement that a needs assessment must be carried out where it appears to the social care authority that a person for whom they may provide or arrange community care services, may be in need of such services. The associated guidance states that the care and support system must actively promote wellbeing and independence and aim to prevent need, not just wait to respond when people reach a crisis point.

It is clear that home adaptations can contribute to meeting a range of Public Health, NHS and Social Care outcomes. While the housing law relating to the provision of grants for disabled adaptations has not changed, there is scope for local innovation in delivery and opportunities to consider how home adaptations can better support housing, health and social care to achieve improved health and wellbeing outcomes for those with care and support needs.

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<sup>1</sup> Housing Grants Construction and Regeneration Act 1996 : [Housing Grants, Construction and Regeneration Act 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1996/68/contents/enacted)

It is a widely accepted fact that housing and health are closely linked and that the conditions that an individual or family live in can have a significant impact on their quality of life. The Department of Health published a Guidance paper in 2017 called 'Improving Health through the Home' the introduction of which states:

*"The right home environment is essential to health and wellbeing, throughout life. It is a wider determinant of health.*

*There are risks to an individual's physical and mental health associated with living in:*

- *a cold, damp, or otherwise hazardous home (an unhealthy home)*
- *a home that doesn't meet the household's needs due to risks such as being overcrowded or inaccessible to a disabled or older person (an unsuitable home)*
- *a home that does not provide a sense of safety and security including precarious living circumstances and/or homelessness (an unstable home)*

*The right home environment protects and improves health and wellbeing, and prevents physical and mental ill health. It also enables people to:*

- *manage their own health and care needs, including long term conditions*
- *live independently, safely and well in their own home for as long as they choose*
- *complete treatment and recover from substance misuse, tuberculosis or other ill-health*
- *move on successfully from homelessness or other traumatic life event*
- *access and sustain education, training and employment*
- *participate and contribute to society*

*The right home environment is essential to delivering NHS England's Five Year Forward View, and local authority plans for social care. It can:*

- *delay and reduce the need for primary care and social care*
- *prevent hospital admissions*
- *enable timely discharge from hospital, and prevent re-admissions*
- *enable rapid recovery from periods of ill health or planned admissions*
- *It is also essential to ambitions for the economy.*

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) gave the Council the power to provide financial assistance for home repairs, adaptations and other improvements to reflect local needs, conditions and resources. The assistance provided under this policy is subject to individual terms and conditions, including a requirement to contribute or repay some or all the assistance in certain circumstances.

The Order stipulates that a local housing authority may not exercise the power to provide assistance unless they have adopted a policy for the provision of assistance. This revised policy will apply to all new applications for assistance from 1<sup>st</sup> April 2021.

## Local

The 2020 Housing Needs Assessment produced by Icen Projects Ltd on behalf of Bracknell Forest Council evidenced that the population of older people is increasing and therefore the need for housing which meets those needs is imperative. It shows that alongside many other authorities Bracknell Forest is expected to see a *"notable increase in the older person population, with the total number of people aged 65 and over projected to increase by 58%*

*over the 17 years to 2036. This compares with overall population growth of 15% and a modest increase in the under 65 population of 8%.”<sup>2</sup>*

The current tenure profile of older people living in Bracknell Forest shows that, as with many areas, the majority (71%) of older people are owner-occupiers; with a further 23% living in social rented housing. Therefore, the implications for the DFG budget and the need to adapt homes is significant.

The report also includes analysis of POPPI and PANSI data which shows that there is an anticipated 79% increase, an additional 2,413 people, in the number of older people who will have mobility problems in the period up to 2036 and an increase of 8%, an additional 374 people, who are likely to have impaired mobility by 2036. It is a relatively safe assumption that based on this data the need for adaptations to the homes of these people, as well as new accessible homes, will be needed over the same period.

Whilst the Housing Needs Report focuses on the need for New Build Homes the data provides useful indicators regarding potential demand for adaptations as many older people do not wish to move from their long-term and/or family home and prefer to adapt it to meet their changing needs.

The ‘Seamless Health’ Joint Health and Wellbeing Strategy for Bracknell Forest also highlights ‘Ageing Well’ as a priority with its ambition to help older people to live independently in good health for longer. The strategy outlines the strategic aims of supporting joint working to deliver good housing and services that support independence which this policy aims to put into practice.

#### 4.0 Links to corporate priorities and strategies

The Housing Assistance Policy will determine the nature and extent of the assistance that will be available (and to what conditions it is subject to in any given case) and will ensure that housing renewal services are both appropriate and effective. It will also provide an additional means by which the relevant strategic aims and objectives of the Council, as set out in its strategies and plans, are turned into actions.

The Policy will also contribute towards the successful delivery of the Council’s Plan 2019-2023<sup>3</sup>. The Council Plan sets out the Council’s ambitions for the Borough and sets out how they will be achieved under Six Strategic Themes.

The Policy support the practical delivery of the aims and ambitions of the Health and Wellbeing Strategy “Seamless Health”<sup>4</sup> which looks to support joint working to enable older and vulnerable people to live independently in good health in their own homes for longer.

The Policy will support the Council Plan ambition of caring for you and your family, and the Health and Wellbeing Strategy aims and priorities.

#### 5.0 Legal and Regulatory Framework

This policy is based on the legislation which governs the implementation of major adaptations via Disabled Facilities Grants under the ‘Housing Grants, Construction and Regeneration Act 1996’ and the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO).

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<sup>2</sup> Bracknell Forest Housing Needs Assessment; Icen Projects Ltd. July 2020

<sup>3</sup> [Council Plan 2019 to 2023 \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/sites/default/files/documents/council-plan-2019-to-2023.pdf)

<sup>4</sup> <https://www.bracknell-forest.gov.uk/sites/default/files/documents/seamless-health-2016-2020.pdf>

The Council must provide certain grants to residents in the Borough on a compulsory or mandatory basis if conditions are met. Other grants are discretionary and are provided based on how they contribute to meeting the wider strategic objectives to support residents living in the Borough.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) set a requirement for a Private Sector Housing Assistance Policy. It repealed the former prescriptive legislation with flexible and wide-ranging powers to help with housing renewal based on local circumstances and needs.

Assistance can be given to pay for any fees and charges associated with the assisted works. Assistance given under the general power may be unconditional or subject to conditions, for example the requirement to repay a grant if the property is sold within the designated period.

This policy meets the requirements of the RRO and sets out under what circumstances the Council may help residents with housing renewal, repair and adaptation.

Further legislation which should be considered when providing adaptations is the Care Act 2014. The Care Act sets out the framework for the future provision of adult social care. In April 2015 the Department of Health published the Care and Support Statutory Guidance and associated Regulations. Housing and/or accommodation is mentioned in most chapters and there is a specific housing section in Chapter 15: Integration, co-operation and partnerships. There is extensive reference to information and advice, including integration with housing advice; adaptations and home improvement agencies are also specifically mentioned.

At Chapter 15 the Care Act underlines the key role of housing in delivering care and support. It makes the housing link to key principles which underpin the Act, notably:

*'Housing plays a critical role in enabling people to live independently and in helping carers to support others.....Suitability of living accommodation is one of the matters local authorities must take into account as part of their duty to promote ...wellbeing.'* (15.53)

*'Getting housing right and helping people to choose the right housing options for them can help to prevent falls, prevent hospital admissions and readmissions, reduce the need for care and support, improve wellbeing, and help maintain independence at home.'*(15.61)

*'Community equipment, along with telecare, aids and adaptations can support re-ablement, promote independence contributing to preventing the need for care and support.'* (15.62)

## 6.0 Equality and Diversity

Bracknell Forest Council is committed to fulfilling its roles as an employer, service provider, purchaser of goods and services and community leader without discrimination on any grounds, such as race, culture or ethnic origin, nationality, religious belief, disability or sexuality or other status. All members, employees and agents of the Council must seek to eliminate discrimination and promote equality and good relations between all groups.

This policy will contribute to ensuring that all users and potential users of the services and employees are treated fairly and respectfully with regard to the protected characteristics of age, disability, gender, reassignment, marriage or civil partnership, pregnancy and maternity, race, religion, sex and sexual orientation.

The policy will also proactively support older, disabled and other vulnerable people to fulfil their ambitions with regard to living independently in their own home for as long as possible



and supporting them to fully participate in the community through an improved sense of wellbeing and safety in their home environment.

The Council's equality information can be found on the council's website at the following location: [Click Here](#)

## 7.0 Priorities and capital resources

The following capital financial resources are available to apply and deliver through this policy:

- Capital grants from central government distributed through the Better Care Fund or otherwise.
- Where capital monies are provided through the BCF they will be allocated for spending in line with decisions regarding capital expenditure agreed with the Health and Wellbeing Board.
- Local capital from the Council which may be provided for any specified purpose.
- Monies from national schemes such as energy company obligations.
- Money provided from partners or other public sector organisations to address specified problems.
- Money obtained from charitable or other sources on behalf of customers.

The above will be targeted in accordance with the following priorities;

Local Housing Authorities must deliver mandatory DFGs or an equivalent or enhanced service to local residents. The proposed additional discretionary assistance will not be delivered at the expense of delays to the statutory grant. This may mean that on occasion, as resources are determined, some discretionary assistance may not be available if all capital resources have been allocated to mandatory grants.

In addition to mandatory DFGs, Bracknell Forest Council has determined our local priorities to offer;

- Discretionary Disabled Facilities Grants (Top-Up)
- Contribution Assistance Grant
- Help to Move/Relocation Grant
- Hospital Prevention and Discharge Assistance
- Safe & Secure Grant
- Dementia, Cognitive and Behavioural Conditions Grant

An outline of each grant is given in the table below.

Budgets will be set for each form of assistance based on available resources and evidence of demand for each type of assistance from previous years. To ensure the delivery of mandatory DFGs and maximum impact of resources the budgets for each form of assistance will be transferrable.

## 8.0 Principles of assistance

The Council recognises that the primary responsibility for repairing and maintaining a property rests with the owner<sup>5</sup>. However, the Council has certain statutory responsibilities to fulfil and must also take steps to protect and assist vulnerable members of the community

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<sup>5</sup> The owner' is defined as the owner occupier or private landlord.

whilst providing advice to all residents to help them maintain their own homes and utilise government funding where appropriate.

The Council provides support to older and disabled individuals, and their carers, to help them to remain living independently, confidently, safely and with dignity in their own homes. Housing assistance can help to reduce the impact of a disabling environment and therefore maximise independence. It can also help to prevent or delay the need for care and support, both of which are central themes of the Care Act 2014.

In addition, housing assistance provides support to carers in their caring role and underpins a wide range of customer and carer outcomes including improved safety, greater independence, personal resilience and well-being.

Eligibility for all types of assistance in this policy is subject to change due to funding levels and any alterations will be made with the agreement of the Executive Member.

The provision of financial assistance is subject to the availability of funding and the support and assistance we provide should encourage private investment and maximise the impact of available public funds.

## 9.0 Summary of Types of Assistance available

<b>Disabled Facilities Grant (Mandatory) – Enhanced</b>				
<b>Scope of works</b>	<b>Maximum grant available</b>	<b>Means Tested?</b>	<b>Eligibility</b>	<b>Land Charge?</b>
To carry out works to facilitate access to facilities and in and around the home as set out in the Housing Grants, Construction and Regeneration Act 1996 – works must be deemed necessary, appropriate, reasonable and practicable by the OT Service and DFG Service.	Up to £30,000 for eligible works	Adults – Yes Children – No	<ul style="list-style-type: none"> <li>As set out in S.100 of the Housing Grants, Construction and Regeneration Act 1996 – the person must be disabled</li> <li>The applicant must be an owner or tenant of the property (where the disabled person lives with family then the owner or tenant would apply on behalf of the disabled person – e.g. parents would apply on behalf of a child for funding towards an adaptation)</li> </ul>	Yes A local land charge for the portion of the grant over £5,000 – up to a maximum charge of £10,000 for a period of 10 years – payable if the property is sold
<b>Discretionary Disabled Facilities Assistance</b>				
<b>Scope of works</b>	<b>Maximum grant available</b>	<b>Means Tested?</b>	<b>Eligibility</b>	<b>Land Charge?</b>
To 'top-up' Mandatory DFG schemes where works exceed the maximum grant available.	Not limited but over £15,000 requires Assistant Director Approval and full options appraisal	No additional means test to the Mandatory DFG	<ul style="list-style-type: none"> <li>Applicants must be eligible for Mandatory DFG</li> <li>The household is considered to be in financial hardship and cannot afford to fund the works</li> <li>All other means of funding (i.e. charities) have been explored unsuccessfully</li> <li>Only available to provide Mandatory schemes as</li> </ul>	Yes – full cost of works (not fees) placed as a local land charge

			assessed by the OT Services & DFG Team (not applicant own/ preferred/ enhanced schemes) <ul style="list-style-type: none"> <li>Only 1 application within a 5-year period</li> </ul>	
<b>Contribution Assistance Grant</b>				
<b>Scope of works</b>	<b>Maximum grant available</b>	<b>Means Tested?</b>	<b>Eligibility</b>	<b>Land Charge?</b>
To fund means tested contributions where it can be proven that the applicant cannot afford and to not complete the works would incur additional costs to Social Care and/or place the individual at significant risk of harm	No limit but requires Senior Manager approval and financial hardship must be proven	No additional means test	<ul style="list-style-type: none"> <li>Applicants must be eligible for Mandatory DFG</li> <li>The household is considered to be in financial hardship and cannot afford to fund the contribution</li> <li>All other means of funding (i.e. charities) have been explored unsuccessfully</li> <li>Only available to provide Mandatory schemes as assessed by the OT Services &amp; DFG Team (not applicant own/ preferred/ enhanced schemes)</li> <li>Only 1 application within a 5-year period</li> </ul>	Yes – full contribution value placed as a local land charge
<b>Help to Move/ Relocation Grant</b>				
<b>Scope of works</b>	<b>Maximum grant available</b>	<b>Means Tested?</b>	<b>Eligibility</b>	<b>Land Charge?</b>
To support and fund moving costs for households where the property is unable to	£7,000	There will be no means test	<ul style="list-style-type: none"> <li>Applicants must be eligible for Mandatory DFG</li> <li>The current home is unable to be adapted or it is unviable to adapt</li> </ul>	No land charge will be placed

be adapted or there is a more suitable property available		attached to this grant	<ul style="list-style-type: none"> <li>• The move is necessary to enable care provision</li> <li>• The move is necessary due to landlord refusal of permission</li> <li>• Other such reasons as may be determined over time</li> <li>• Only 1 application within a 5-year period</li> </ul>	
<b>Hospital Prevention &amp; Discharge Assistance</b>				
Scope of works	Maximum grant available	Means Tested?	Eligibility	Land Charge?
Minor adaptations and other works designed to prevent admission to hospital, care or nursing home or assist with speedy discharge from hospital.	£2,500	There will be no means test	<ul style="list-style-type: none"> <li>• The applicant must be a permanent Bracknell Forest resident and the property must be their permanent home.</li> <li>• The works must facilitate a fast and safe discharge from an acute hospital setting or prevent admission to hospital, or a care or nursing home.</li> <li>• Only 1 application per admission</li> </ul>	There will be no land charge placed
<b>Safe &amp; Secure Grant</b>				
Scope of works	Maximum grant available	Means Tested?	Eligibility	Land Charge?
To enable essential property repairs that are necessary to facilitate adaptations being	£5,000	Applicants must be in receipt of a relevant benefit (see appendix)	Applicants must be <ul style="list-style-type: none"> <li>- Owner Occupiers</li> <li>- Permanent resident in Bracknell Forest</li> </ul>	Yes – full cost of works (not fees) placed as a local land charge

undertaken for owner occupiers			<ul style="list-style-type: none"> <li>- The property must be their permanent home</li> <li>- Only 1 application within a 5-year period</li> <li>- The works must be necessary to facilitate an adaptation</li> </ul>	
<b>Dementia, Cognitive and Behavioural Conditions Grant</b>				
<b>Scope of works</b>	<b>Maximum grant available</b>	<b>Means Tested?</b>	<b>Eligibility</b>	<b>Land Charge?</b>
To provide aids and adaptations or provide equipment to help people living with dementia to remain living safely in their home	£2,000	There will be no means test	<ul style="list-style-type: none"> <li>• The applicant must have an appropriate diagnosis or assessment of condition.</li> <li>• The applicant must be a permanent resident in Bracknell Forest and works must be to their permanent home.</li> <li>• Only 1 application within a 5-year period.</li> </ul>	There will be no land charge placed

Full details of the schemes can be found in the Appendices to this policy.

Following assessment of need and the resources available to the Council, new initiatives may be developed and added at a future date and amended via approval of Executive and published on the Council's website.

## 10.0 Who will the new grants allow the Council to help?

This section aims to demonstrate through case studies how the new grants will enable the council to more effectively support older and disabled people:

### Mrs L

Mrs L was in her mid-50s and had a diagnosis of Motor Neurone Disease; she lived with her husband and 2 teenage children and adaptations were required to provide ground floor bedroom and bathing facilities to her home. Her husband worked which resulted in a sizeable means test contribution under the Mandatory DFG which meant she was unable to proceed to get adaptations completed and she entered the Care system earlier than otherwise would have been necessary.

With the new grants, her application would be fast-tracked as a result of her diagnosis and she could apply for Contribution Assistance Grant funding to pay her contribution, therefore allowing her adaptations to proceed and for her to be able to live at home and independently with her family for longer.

### Master B

Master B was a young boy who had multiple complex health conditions and required extensive adaptations to his home including ground floor bedroom and bathing facilities and hoisting throughout the areas of the home he needed to access. The cost of works exceeded the maximum Mandatory grant limit which meant that special permission had to be sought to fund the work which was a lengthy process.

Under the new proposed grant system if the excess costs are less than £15,000 above the mandatory grant limit then these could be approved by the DFG Team Manager and it is only if costs exceed this that senior officer involvement is required.

### Mr S

Mr S was an elderly gentleman who had several physical and mental health difficulties which meant that he found coping with his home difficult. Following a short stay in hospital the hospital were unable to discharge him due to the condition of his property; it needed decluttering and a deep clean before it could be made safe for him to return to. As a result of this and the lack of funding available to complete these types of work Mr S remained in hospital for 4 weeks longer than was necessary whilst different agencies tried to find funding and arrange for the works to be completed.

Under the new grants Mr S could have been referred by the Hospital Discharge team or Adult Social Care for Hospital Prevention and Discharge Assistance which would have been able to facilitate the works quickly and effectively through its contractor list. Therefore, supporting faster discharge from hospital.

### Miss G

Miss G lived alone and was in receipt of Income Support and she had applied for a Disabled Facilities Grant for a level access shower. However, when the survey was carried out it was found that she only had a single glazed window which was cracked in her bathroom. Whilst this wasn't dangerous it did mean that the bathroom was cold. Whilst the DFG would replace the broken glass it was unable to upgrade the window to a double-glazed unit.

Under the new grants Miss G would have been eligible for a Safe and Warm Grant which would have changed the window for a double-glazed unit and the works could be completed at the same time, and by the same contractor as the DFG adaptations.

## Mr F

Mr F was in his late 70s and lived alone following his wife's death. Mr F had received a diagnosis of Alzheimer's Disease. His son and family lived close by and provided daily care, but Mr F was starting to struggle with some elements of his home. Unfortunately, the works Mr F needed to do to his home were not eligible for Social Care or Health funding and he had limited funds to be able to carry them out himself which meant that no changes to his home could be made.

Through the new grants Mr F would have been eligible for a dementia, cognitive and behavioural conditions grant which could have funded some of the works required including, clearing and relaying the front path to his property to make it level and safe and replacing some of his carpets which were dark in colour and which looked like 'holes' to Mr F and he therefore wouldn't walk on them.

## 11.0 How assistance is delivered

### Option 1 – Managed application process / Mandatory Scheme

The Disabled Facilities Grant Team fully manages the application on behalf of the applicant. The Team will handle everything on behalf of the applicant, and the respective responsibilities of the Council and the applicant will be reflected in an agreement signed by both parties. This is the easiest and least stressful option for an applicant, particularly for more extensive adaptations, as the Council will organise and manage both the application and the work.

The Team will:

- Where applicable, assess the applicant's financial circumstances by a statutory **means test** which will identify any contribution to be paid towards the cost of the works.
- Arrange for a technical officer to visit to discuss how the adaptations can be provided in the home and what building works or alterations are required to provide them.
- Draw up a schedule of works and plans (and planning permission or building regulations approval if required).
- Assist in the completion of the formal DFG application forms.
- Supervise the contractor on site.
- Deal with any unforeseen works and interim payments.
- Arrange final payment to the contractor and collect any certificates and guarantees from them and pass them on to the applicant.

### Option 2 – Customer Managed Process.

In certain circumstances an applicant may wish to complete all elements of the application, supporting information and building management themselves. In such instances the applicant will arrange for their own architect and contractors to plan, develop and build their scheme.

Should this option be chosen it is essential to ensure that the Scheme meets all the requirements of the needs specification and is able to demonstrate best value. Therefore, a comprehensive information pack will be provided to any applicants who wish to pursue their own application which outlines the information required to make a DFG application and the requirements that any contractors must fulfil in order to receive DFG funding.



### Option 3 – Customer Managed Process / Preferred Scheme

This option is where an applicant may wish to carry out works that are significantly different to the Mandatory Scheme proposed to meet the identified needs of the disabled person. In such instances the option of having the Disabled Facilities Grants Team manage the adaptations project is not available and therefore the applicant will need to use their own architect and contractors to plan, develop and build the preferred scheme.

Prior to beginning any works, the preferred Scheme must be formally agreed by the Disabled Facilities Grants Team Manager, who will also consult with the Occupational Therapist, as it is essential to ensure that the completed works will meet the needs of the disabled person.

Examples in which preferred schemes are undertaken may include incidences where identified needs could be met through either a lift installation and the conversion of a family bathroom but the applicant's preferred option is the building of a ground floor extension to provide, for example, a bedroom and a wet room. Funding would be available to the value of the mandatory scheme (i.e., the lift and, bathroom conversion) and the remaining costs would be the responsibility of the applicant.

A comprehensive information pack will be provided to any applicants who wish to pursue their own application which outlines the information required to make a DFG application and the requirements that any contractors must fulfil in order to receive DFG funding.

## 12.0 Fees and Ancillary charges

The Council will consider reasonable fees for financial assistance. The following fees will be eligible for financial assistance if they have been properly incurred in making an application or seeking approval for the proposed works, or to ensure the satisfactory completion of works assisted under this policy;

- Confirmation, if sought by the Council, that the applicant has a relevant owner's interest
- Relevant legal fees
- Technical and structural surveys
- Design and preparation of plans and drawings
- Preparation of schedules of relevant works
- Assistance in completing forms
- Applications for building regulations approval (including application fee and preparation of related documents), planning permission, listed building consent and conservation area consent (and similar)
- Obtaining of estimates
- Consideration of tenders
- Supervision of the relevant works
- Disconnection and reconnection of utilities where necessitated by relevant works
- Payment of contractors
- In a case where the application is for adaptations support, the reasonable services and charges of a (private) occupational therapist in relation to the relevant works

## 13.0 Prioritisation

Where possible the Council will consider an enquiry for assessment for financial support or other services within this policy in chronological order of receipt of enquiry (for DFG this would be from receipt of referral from the OT service), subject to the following provisions;

- With the agreement of DFG Team Manager, an enquiry must be considered as urgent if the customer would be unable to remain in their home safely unless the works are expedited, notwithstanding that care in the home is provided, OR that required works are necessary to facilitate discharge from hospital or nursing or residential care,
- Any priority scheme agreed for DFGs
- The property subject of the enquiry is in such a condition as to present an immediate and significant danger to the occupants or visitors.
- For the purposes of budgetary control, a category of financial assistance may be given priority over another, or sums may be switched between categories but NOT to the detriment of mandatory DFGs
- For the purposes of policy or project implementation a category of financial assistance may be given priority over another

Where resources (financial, staffing or other) are limited, those services which are provided for vulnerable groups or most vulnerable individuals will take priority over other types of assistance or cases.

It is proposed that applications from people with a chronic life limiting condition, such as Motor Neurone Disease, or who require palliative care at home will be dealt with outside of any priority scheme and will be dealt with 'urgently'. Cases considered as this will be nominated by the OT Team Manager in agreement with the DFG Team Manager and appropriate resources made available to progress the applications in a timely manner. The Council proposes that the use of Mandatory DFG, Contribution Assistance Grant, and Discretionary DFG Top-Up should be sufficient to enable these cases to progress swiftly through the system.

Where a property, case, customer or category of service is to be considered outside of chronological order the Head of Service or DFG Team Manager will sanction the action and a written record will be retained on file in justification of that decision.

## 14.0 Complaints

The Council has a corporate complaints procedure that will apply in relation to any complaints about the implementation of any of the processes flowing from the policy. Details of the complaint's procedure will be provided on request or can be viewed on the Council's website.

Any such complaint will be treated seriously and will (if necessary) be reflected in subsequent reviews of this policy or in amendments to the way that services are delivered.

Any member of the public who is dissatisfied with the performance of the DFG service in administering this policy may make a formal complaint through the Council's procedure. However, we would encourage both the public and the staff (and their supervisors) to try to address any misunderstandings or disagreements by mutual agreement – within the jurisdiction of the staff to do so – to avoid the need for a matter to escalate to formality. Staff

must make the DFG Team Manager aware of such issues even if resolved, in order to facilitate learning and service improvement.

Complaints that are relating to a disagreement regarding a decision the Council or its officers have made, or Policy, cannot be dealt with informally and should be referred directly to the Council's complaints process.

## 15.0 Service Standards, Key Targets

There is no national standard for the services provided through this policy excepting a statutory requirement for Councils to determine valid and fully made applications for mandatory DFG within six months. This does not account for pre-application activities such as the screening process and the 'application support' and administration including occupational therapy assessment, means testing, producing specifications, finding contractors etc. In practice, when an application is received by the DFG service it is practically complete and ready for an almost instant decision. In a few cases there may be details to pursue, such as proof of property ownership, landlord or owner's permission etc., and if there are alternative schemes under consideration or issues to do with financing the customers contribution. However, the service records all key activities and dates and can report on a variety of measures, including date enquiry received, date application submitted, date determined, date works started, value of works and contributions, date works finished, and completed as in signed-off.

Legislation also requires that works are completed within 12 months of any DFG grant approval being issued, but this can be extended by negotiation if there are valid reasons to do so, such as the customer receiving care, occasional changes in contractor or specification, complex snagging etc.

Locally, the service aims to apply the funding it receives fully each year with minimal waiting lists and with maximum benefit to customers. The Team is committed to ensuring good quality customer service and the performance measures used are based around measuring and improving the quality of service and customer outcomes as well as ensuring improvements in the speed of service delivery.

## 16.0 Appendices

### Appendix 1 – Grant Details

#### A1 - Mandatory Disabled Facilities Grants

This is included for context and information purposes and includes an enhancement for warranty provision.

The Council will award mandatory Disabled Facilities Grant (DFG) according to the governing legislation – principally the 1996 Act and subordinate Regulations and Orders as amended - and guidance issued by central Government, and which details amongst other matters the types of work that are to be funded, the maximum grant payable (currently £30,000), and the test of financial resources where applicable.

##### Qualifying Criteria

All owner-occupiers and tenants, licensees or occupiers who can satisfy the criteria in sections 19-22 of the 1996 Act are eligible to *apply* for DFG, but applicants must be aged 18 or over (this does not apply to the disabled person, who may be younger). Tenants of Council and other Social Housing are also eligible to apply, but Councils and some social landlords (Registered Providers) may have parallel and equally effective systems which can be no less effective or generous than DFG. Being eligible to apply does not automatically confer approval – some cases will not meet statutory tests as described below, and others may have significant means tested contributions in excess of the cost of works. Other (private) tenants may also apply for mandatory DFG.

As a part of the application process, the Councils will require certificates relating to property ownership and future occupation and will request permission from the owner. The Council would reasonably want to ensure the tenant has the right to carry out the works and that the landlord would not object or attempt to reinstate the property and evict the client.

##### Qualifying Works

Those works eligible for mandatory DFG are set out in section 23(1) of the 1996 Act, as amended. These are;

- (i) facilitating access by the disabled occupant to and from the dwelling, qualifying houseboat or qualifying park home, (now including the garden) or
- (ii) making the dwelling, qualifying houseboat or qualifying park home safe for the disabled occupant and other persons residing with him;
- (iii) facilitating access by the disabled occupant to a room used or usable as the principal family room;
- (iv) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room used or usable for sleeping;
- (v) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a lavatory, or facilitating the use by the disabled occupant of such a facility;
- (vi) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a bath or shower (or both), or facilitating the use by the disabled occupant of such a facility;

- (vii) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a wash hand basin, or facilitating the use by the disabled occupant of such a facility;
- (viii) facilitating the preparation and cooking of food by the disabled occupant;
- (ix) improving any heating system in the dwelling, qualifying houseboat or qualifying park home to meet the needs of the disabled occupant or, if there is no existing heating system or any such system is unsuitable for use by the disabled occupant, providing a heating system suitable to meet his needs;
- (x) facilitating the use by the disabled occupant of a source of power, light or heat by altering the position of one or more means of access to or control of that source or by providing additional means of control;
- (xi) facilitating access and movement by the disabled occupant around the dwelling, qualifying houseboat or qualifying park home in order to enable him to care for a person who is normally resident and is in need of such care;
- (xii) facilitating access to and from a garden by a disabled occupant; or making access to a garden safe for a disabled occupant.

#### Local enhancement to DFG in Bracknell Forest

The Councils will include as part of the mandatory DFG the cost of a maintenance agreement for a period of five (5) years (where available) from the certified date for stair lifts, through-floor lifts, Wash/Dry type toilet, step-lifts and similar equipment installed with the assistance of that grant. Where maintenance agreements of 5 years are not available through the Manufacturer the Council will fund the maximum warranty that is available. Where installing a reconditioned stair lift, any unspent warranty will be increased to a full 5 years if possible and affordable. At the end of the warranty period, it is the responsibility of the applicant (or in certain circumstances their landlord) to ensure that the equipment is appropriately maintained. Grants for replacing equipment will only be awarded in exceptional circumstances, and whether the equipment has been appropriately maintained will be taken into consideration.

#### Necessary, Appropriate, Reasonable & Practicable

A DFG will only be made if the works are both 'necessary and appropriate' and 'reasonably practicable', where the housing authority has consulted the welfare authority or its agents. Where an applicant prefers a different scheme of works to that approved by the Councils, the Council may offer to 'offset' the value of the original scheme towards those greater works with appropriate safeguards. This is at the discretion of the Council.

Works which have been commenced prior to the approval of an application will not be eligible for financial assistance.

Unexpected works which arise during the carrying out of eligible works will be considered for assistance if the works could not have been reasonably foreseen before commencement and if they are vital to the completion of a safe and effective scheme.

Unforeseen works carried out without prior approval of the Council will not be eligible for assistance. Where unforeseen works are necessary these will be added to the grant up to the specified maximum for mandatory DFG. Costs above the mandatory grant maximum may be supported as discretionary DDFG in accordance with this policy. Care must be taken when agreeing to schemes of works on third-party property such as tenanted accommodation, that the property owner is fully engaged with the decision process. This is also particularly important where an architect or similar is acting on the customers behalf, and where issues such as planning permission, building control and other regulation are involved.

## Fees

The Council's DFG award is for a sum of funding only and is not inclusive or exclusive of using particular contractors or products. Customers may specify and choose their own contractors, agent, products and design – but take responsibility for those choices which may fall outside of the remit of any appointed contractors, as long as the contractors are suitably qualified, and the result meets the Council DFG Service and Occupational Therapist's requirements.

## Financial Assistance

Mandatory DFG will be subject to a means test in accordance with the regulations made under the 1996 Act, as amended. The maximum mandatory DFG award is currently £30,000 minus any contribution required by a 'means test' (test of financial resources). Successive applications may be awarded for those persons whose condition is degenerative, or they develop additional needs. If the maximum grant limit is changed by statute then the maximum available DFG award by Bracknell Forest Council will reflect this.

Where successive applications are awarded, the applicants' assessed contribution to the first grant award will be taken into account if within the time period of the contribution originally calculated (10 years if owner, 5 years if tenant).

NOTE: where an applicant is in receipt of a recognised, qualifying, means tested benefit they will not be further means tested and they will have no calculated contribution to make. Where works are for the benefit of a child or young person of 19 years of age or younger at the date of application – they too will be exempt from a means test.

## Order of processing applications

DFG applications or recommendations will usually be processed in chronological order, in line with the approved priority system, excepting in emergency circumstances at the discretion of the Council.

## Recovery of assistance awarded

Some mandatory DFG may be recoverable in accordance with permitted values. Where the customer is an owner-occupier and not a tenant, a sum of up to £10,000 may be recovered for works in excess of £5,000. This sum would only be recovered if the property was sold or title otherwise transferred within 10 years of the certified (completion) date of works, subject to the Council's discretion to reduce or waive in the case of financial hardship. All recoverable costs would be registered as a land charge against the property.

NOTE: this is separate and different to the potential repayment of grant in the event of a breach of occupancy conditions or detected fraud. Also, Councils are entitled to recalculate grant awards in limited circumstances, such as for example if any relevant insurance claims are pending, and to cease making payments and to seek repayment in some cases as detailed in sections 40-42 of the 1996 Act.

The Council will also impose a standard condition that it may recover specialised equipment, such as stair lifts, where no longer required.

## Conditions relating to Contractors, Standard of Works and Invoices

In approving an application for financial assistance, the Council will require as a condition that the eligible works are carried out in accordance with any specification it has decided to impose.

The eligible works must be carried out by the contractor(s) upon whose estimate the financial assistance is based, or if two or more estimates were submitted, by one of those contractors. The Council's consent must be obtained prior to the works if a contractor who did not submit an



estimate is to carry out the works, and if an agreement is given, an estimate from the new contractor must be submitted to the Council (this does not automatically convey a difference in revised grant award – any additional costs must be separately financed by the client).

An invoice, demand or receipt will not be acceptable if it is given by the applicant or a member of the applicant's family. Where works are carried out by the applicant or a member of their family, only the cost of materials used will be eligible for financial assistance.

It is a condition of the financial assistance that the eligible works are carried out within 12 months of the date of approval of the application. This period may be extended by the Council if it thinks fit, particularly where it is satisfied that the eligible works cannot be completed for good cause – requests for additional time must be made in writing before the 12-month period ends, and approved extra time will be confirmed in writing by the Council.

The payment of the financial assistance to the applicant will be dependent upon the works being carried out to a standard that is satisfactory to the Council and upon receipt of a satisfactory invoice, demand or receipt for the works and any preliminary or ancillary services or changes.

The Council will usually make payments direct to the contractor on behalf of the client, and not usually to the applicant. Where the applicant disagrees with a payment made direct to a contractor, no payment shall be made until any dispute is resolved. Legislation permits the Council to make payment by delivering to the applicant an instrument of payment in a form made payable to the contractor, OR by making payment direct to the applicant in accordance with information provided prior to grant approval.

NOTE: Contractors receiving direct payment may be required to provide sufficient information to be set up on the Council's financial systems – BUT this should not frustrate the client's choice, as the mandatory DFG grant (only) is an award of funds and not an award tied to a specific contractor with additional financial conditions.

#### Future occupation of the dwelling

It is a condition of the grant that throughout the grant condition period (that is 5 years from the date of certification) the dwelling is occupied in accordance with the intention stated in the certificate of owner occupation or availability for letting or intended tenancy.

#### Customer Own Schemes (COS)

Customers who meet the Disabled Facilities Grant (DFG) eligibility and are therefore entitled to a grant allocation may wish to 'top-up' the DFG funding. The DFG recommendation by the Occupational Therapist will be for the most cost-effective solution which meets all identified needs and will look to adapt an existing property e.g. by removing the bath and replacing with a level access shower (wet room). Customers may prefer to choose a different option and a wet room upstairs may not be the preferred washing facility. The customer will be responsible for the difference in costs between the DFG 'Mandatory Scheme' and the final cost of the works, including unforeseen costs. Written evidence of being able to afford the cost of the additional works is also required.

The DFG team surveyor and Occupational Therapist will work with the customer, their architect and builders as applicable, to ensure that the final scheme meets the disabled person's needs and where applicable planning and building control regulations have been adhered to.

If a client pursues their own scheme, not the mandatory scheme, then the Council will provide a copy of all necessary documentation required for a valid and complete application to be made and will provide an information pack regarding how to proceed. In these circumstances the

applicant would follow application 'Options 3' outlined in the policy and will fully manage their application process and subsequent build.

### Repayment

Where a charge (repayable grant) is due for recovery, on receipt of a written request from the responsible person the DFG Team Manager will consider the options to reduce or waive repayment in particular circumstances to be determined in accordance with the following criteria;

- the extent to which the recipient of the grant would suffer financial hardship were they to be required to repay all or any of the grant;
- whether the disposal of the premises is to enable the recipient of the grant to take up employment, or to change the location of their employment;
- whether the disposal is made for reasons connected with the physical or mental health or wellbeing of the recipient of the grant or of a disabled occupant of the premises;
- whether the disposal is made to enable the recipient of the grant to live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the grant is intending to provide, or who is intending to provide care of which the recipient of the grant is in need by reason of disability or infirmity.

If that initial decision is not accepted and further appealed, details of that appeal will be determined by the Head of Service, together or in consultation with the appropriate Assistant Director of the Council for that address or area.

All recoverable charges will be recorded as local land charges.

The land charge will be placed in accordance with 2008 General Consent<sup>6</sup> which enabled local authorities to place a local land charge for the portion of the grant over £5,000. The charge can be up to £10,000 and applies if the owner wants to sell the property within 10 years of the certified (completion) date.

Worked examples of the charge are given below:

	<b>Total Grant Awarded</b>	<b>Exempt Amount</b>	<b>Remaining Value of Grant</b>	<b>Charge Placed</b>
<b>Example A</b>	£12,000	£5,000	£7,000	£7,000
<b>Example B</b>	£15,000	£5,000	£10,000	£10,000
<b>Example C</b>	£25,000	£5,000	£20,000	£10,000

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<sup>6</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/7811/generalconsent2008.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7811/generalconsent2008.pdf)



## A2 - Discretionary Disabled Facilities Grants (Top-Up)

### Aims

The aim of the scheme is to help the vulnerable members of the community where the Mandatory Disabled Facilities Grant (DFG) is insufficient to cover the full cost of the works or where the works are out of scope of the legislation but by completing them there would be demonstrable savings to the wider public purse and clear benefits to the applicant and/or their family/carers.

### How will it be funded?

The grants would be funded from the DFG Budget from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Executive Member.

### Who will it help?

Those eligible for Mandatory DFG assistance.

### Will it be means-tested?

There will be no additional formal means test.

### How much funding might be available?

DDFG may be awarded and will be subject to the availability of resources. Additional funding may be available as a top-up to owner occupiers\* with sufficient equity (for works above the Mandatory DFG limit as set out in current legislation, which is currently £30,000).

Where the additional funding required is less than £15,000 then the decision will be based upon evidence provided by the DFG Service to the DFG Team Manager. However, if funding is required above this amount then it must be presented to the responsible Assistant Director and alternative options, such as moving, would need to have been demonstrated to have been explored in full.

### Will there be a charge against the property?

For owner-occupiers, DDFG will be registered, in full, as a local land charge against the property and will be recovered on the sale or transfer of the property, subject to rules regarding exempt sales.

Note – this is separate to the £10,000 recoverable DFG which expires at 10 years from certification of works completion.

### Conditions attached to the DDFG

The person must be a permanent resident of Bracknell Forest and the property must be their permanent address.

Conditions restricting future use and ownership of the property – the following additional conditions will apply where the Council has made an award of DDFG;

- The owner will notify the Council in writing if a relevant disposal of the property is proposed.
- The owner of the property will provide, within 21 days of a written notice from the Council, a statement confirming the ownership and occupancy of the dwelling. If the property has been sold or transferred the statement will include the date of transfer of ownership.

- DDFG will be registered as a charge against the property and will be repayable on sale or transfer of the property, subject to exempt sales. The charge will be binding on successors in title.
- It is a condition of DDFG that where an owner makes a relevant disposal of the dwelling, other than an exempt disposal, the DDFG shall be repayable subject to above.
- If a relevant disposal takes place after a period of 10 years after the certified date of completion of works, no amount shall be recovered which, after repayment of all charges registered against the property, results in owner(s) having a residual equity of less than £10,000. No account will be taken by the Council of charges subsequent to the charges registered by the Council.
- If the property is transferred, or the sale price does not reflect the market price, the Council will have the right to seek an independent valuation of the market value, which will be binding on both parties, in order to recover the grant repayable.

If the applicant for DDFG is a tenant then the Council will liaise with the appropriate landlord to explore whether alternative funding options, such as funding from the landlord and/or moving to alternative suitable accommodation is an option, before approving DDFG.

Applications for DDFG will be considered for Top-Up once works have already been started if the scheme is a Mandatory Scheme.

Where an applicant is pursuing a 'preferred' scheme and has received the maximum eligible grant funding then applications for DDFG will not be considered.

A maximum of one application for DDFG will be considered in any 5-year period.

#### How to apply?

Through the Council's DFG Team.

Funding will be awarded on a case-by-case basis at the discretion of the Council's Senior Management.

## A3 – Contribution Assistance Grant (CAG)

### Aims

The means test, as set out in the Housing Grants Construction and Regeneration Act 1996 has remained unchanged since the introduction of DFGs in their current form in 1996. It is widely accepted as being out of date and does not take into account outgoing of a household when assessing a contribution towards DFG. The result is that, on occasion, anomalous results can occur which mean that vulnerable people are unable to proceed with the adaptations they need to help them live at home due to an unaffordable contribution level. The 2018 DFG Review recommended that the means test be overhauled but to date this has not happened.

The aim of this scheme is to help the vulnerable members of the community where the applicant is unable to proceed with adaptations as a result of a means tested contribution which means that they are at significant risk in their home and/or the failure to complete adaptations will result in increased costs to the wider Social Care budgets. It gives the Council the ability to pay these contributions from discretionary funding therefore enabling works to go ahead and the applicant to remain living in their home.

### How will it be funded?

The grants would be funded from the DFG Budget from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Executive Member.

### Who will it help?

Those eligible for Mandatory DFG assistance.

### Will it be means-tested?

There will be no additional formal means test.

### How much funding might be available?

CAG may be awarded where the following conditions are met:

- i. The applicant is not able to proceed with the works due to the assessed contribution
- ii. There is a report from the OT recommending and demonstrating a severe health impact if assistance is refused
- iii. Evidence of financial hardship can be provided (e.g. proof of inability to obtain funds from high street loan or proof of outgoings/ lack of savings etc.)
- iv. Evidence that the lack of adaptations leaves the applicant at risk in their home
- v. Evidence that not completing the adaptations could result in increased costs to the Social Care Budget.

### Will there be a charge against the property?

CAG will be registered, in full, as a local land charge against the property and will be recovered on the sale or transfer of the property, subject to rules regarding exempt sales.

Note – this is separate to the £10,000 recoverable DFG which expires at 10 years from certification of works completion.

### Conditions attached to the CAG

The person must be a permanent resident of Bracknell Forest and the property must be their permanent address.

Conditions restricting future use and ownership of the property – the following additional conditions will apply where the Council has made an award of CAG;

- The owner will notify the Council in writing if a relevant disposal of the property is proposed.
- The owner of the property will provide, within 21 days of a written notice from the Council, a statement confirming the ownership and occupancy of the dwelling. If the property has been sold or transferred the statement will include the date of transfer of ownership.
- CAG will be registered as a charge against the property and will be repayable on sale or transfer of the property, subject to exempt sales. The charge will be binding on successors in title.
- It is a condition of CAG that where an owner makes a relevant disposal of the dwelling, other than an exempt disposal, the CAG shall be repayable subject to above.
  - If a relevant disposal takes place after a period of 10 years after the certified date of completion of works, no amount shall be recovered which, after repayment of all charges registered against the property, results in owner(s) having a residual equity of less than £10,000. No account will be taken by the Council of charges after the charges registered by the Council.
  - If the property is transferred, or the sale price does not reflect the market price, the Council will have the right to seek an independent valuation of the market value, which will be binding on both parties, to recover the grant repayable.

A maximum of one application for CAG will be considered in any 5-year period.

#### [How to apply?](#)

Through the Council's DFG Team.

Funding will be awarded on a case-by-case basis at the discretion of the Council's Senior Management.

## A4 - Help to Move/Relocation Grant

### Aims

The aim of the scheme is to help the vulnerable members of the community where moving home is more appropriate than adapting their current property, and by supporting them to move to more suitable accommodation there would be demonstrable savings to the wider public purse and clear benefits to the applicant and/or their family/carers.

### How will it be funded?

The grants would be funded from the DFG Budget from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Executive Member.

### Who will it help?

Those eligible for Mandatory DFG assistance.

### Will it be means-tested?

There will be no formal means test.

### Support to Move/ Relocate

Funding may be available to assist the disabled person to move to a more suitable property where it is impracticable to adapt or more cost effective than adapting the current home of a disabled person to make it suitable for their present or future needs, even though the new property may need some adaptation.

Criteria for consideration in cases of help-to-move/relocate; (this is not an exclusive or exhaustive list, as other factors may become apparent with experience):

- The disabled person may need to move to give or receive care, or to receive medical treatment.
- The disabled person may need to move to maintain or gain employment.
- The cost of works to the current property may exceed the benefit to the client.
- The cost of works may exceed the available grant and loan maximum and any available client or third-party contribution.
- The client's calculated contribution may be unaffordable, and moving/buying is a better financial solution.
- The client may need to move to reduce rent and/or release spare bedrooms which they can no longer afford (e.g. benefits cap and/or the spare room subsidy).
- A different property may provide a greater benefit for the client for the funds.
- The current property may not be adaptable, and another property may be more amenable to adaptation.
- The current property may contain hazards or defects which would not be sufficiently addressed by the works or otherwise by the client or owner.
- The property owner (landlord) refuses to permit the adaptation.
- The property is for sale, or pending foreclosure, bankruptcy (as security against debt) or repossession.
- The tenancy is due to end and not be renewed or is otherwise unstable.
- Relationship breakdown.
- The client wishes to downsize

Councils are required first to consult the 'welfare authority' to consider what assistance would be necessary and appropriate for the client, and then apply a test of what is reasonable and practicable in the circumstances of the property. The service must consider viable alternative solutions which appear more cost effective.

Such solutions may include contributions towards costs incurred as part of an alternative house-purchase and moving to an already adapted or more economically adaptable and suitable property. Funding will not be given towards the purchase price of an alternative property but may be provided towards legal and moving costs.

Moving and house purchase finance will be determined on a case-by-case basis determined by:

- the tenure and location of the original and new properties,
- the residual equity and any increased mortgage debt,
- whether moving within the Council's jurisdiction, or beyond,
- whether the original property is unadaptable, unaffordable or poor value to adapt,

or that moving is purely an occupier choice or as a result of a landlord's refusal to permit adaptation.

Mandatory DFG of up to £30,000 is available for adaptations in properties residents have moved to (within the local area only) but may be reduced by any assessed contributions.

Help to move assistance is available to owner-occupiers and to tenants' subject to individual determination.

As there are too many variables to set a fixed policy on awards for moving or buying property, each case will be determined on its merits subject to resources by recommendation from the DFG Team Manager to the manager with sufficient discretionary authority to approve works of that value.

#### [How much funding might be available?](#)

Help to Move funding may be awarded and will be subject to the availability of resources. A maximum of £7,000 may be available to support costs solely associated with moving home.

#### [Will there be a charge against the property?](#)

There will be no land charge registered against the property.

#### [Conditions attached to the Grant](#)

The person must be a permanent resident of Bracknell Forest and the property must be their current and intended permanent address.

A maximum of one application will be considered in any 5-year period.

#### [How to apply?](#)

Through the Council's Disabled Facilities Grant Team.

Funding will be awarded on a case-by-case basis at the discretion of the Council's Senior Management.

## A5 - Hospital Prevention & Discharge Assistance

### Aims

The grant aims to pay for essential urgent works and adaptations designed to prevent admission to hospital, or a care or nursing home or to assist with speedy discharge from hospital.

The works must facilitate one of the above, and can include any required works including (but not exclusively):

- Deep cleaning
- Decluttering
- Minor adaptations
- Boiler repairs/replacements (where a Gas Safe engineer has deemed the boiler unsafe or beyond economic repair)
- Property repairs to remove Category 1 Hazards
- Stairlift provision – including curved-track stairlift rental costs covered for a 6-month period where urgent need is identified.
- Ceiling-Track Hoist provision

This list is not exhaustive and should not be a replacement for the minor works adaptations grant funded by Social Care.

### How will it be funded?

The grants would be funded from the DFG Budget from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Executive Member.

### Who will it help?

Any disabled or vulnerable person currently within an acute hospital setting, assessed and referred by Adult Social Care/ the Hospital Discharge Team.

### Will it be means-tested?

There will be no formal means test.

### How much funding might be available?

The maximum funding available is £2,500 per application.

### Will there be a charge against the property?

There will be no land charge registered against the property.

### Will there be any conditions attached?

The person must be a permanent resident of Bracknell Forest and the property must be their permanent address.

A maximum of one application per admission or per annum in the case of prevention will be allowed.

### How to apply...

Through the Council's Social Care Team and Disabled Facilities Grant Team.

Funding will be awarded on a case-by-case basis at the discretion of the Council's Senior Management

## A6 - Safe & Secure Grant

### Aims

The Safe and Secure Grant is available for essential property repairs which are necessary to facilitate adaptations being undertaken to the property for owner occupiers.

Eligible works which could include the following (this list is not exhaustive):

- Water supply, drainage and heating issues
- Electrical and gas safety works
- Repairs or modifications to stairs, floors and steps
- Safety and security repairs

### How will it be funded?

The grants would be funded from the DFG Budget from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Executive Member.

### Who will it help?

Those eligible for Mandatory DFG assistance.

Eligible Owner-Occupiers

### Will it be means-tested?

In order to be eligible for assistance applicants must be in receipt of one of the following benefits:

- Income Support
- Jobseekers Allowance (All)
- Employment and Support Allowance (All)
- Pension credit (Guarantee Credit)
- Universal Credit
- Bracknell Forest Council Tax Support (Not single person reduction)

### How much funding might be available?

The maximum grant funding available is £5,000

### Will there be a charge against the property?

Funding will be registered as a local land charge against the property and will be recovered on the sale or transfer of the property, subject to rules regarding exempt sales.

Note – this is separate to the £10,000 recoverable DFG which expires at 10 years from certification of works completion.

### Conditions attached to the Grant

The person must be a permanent resident of Bracknell Forest and the property must be their permanent address.

Conditions restricting future use and ownership of the property – the following additional conditions will apply where the Council has made an award funding.

- The owner will notify the Council in writing if a relevant disposal of the property is proposed.



- The owner of the property will provide, within 21 days of a written notice from the Council, a statement confirming the ownership and occupancy of the dwelling. If the property has been sold or transferred the statement will include the date of transfer of ownership.
- Safe & Secure Grant will be registered as a charge against the property and will be repayable on sale or transfer of the property, subject to exempt sales. The charge will be binding on successors in title.
- It is a condition of Safe & Secure Grant that where an owner makes a relevant disposal of the dwelling, other than an exempt disposal, the Safe & Secure Grant shall be repayable subject to above.
- If a relevant disposal takes place after a period of 10 years after the certified date of completion of works, no amount shall be recovered which, after repayment of all charges registered against the property, results in owner(s) having a residual equity of less than £10,000. No account will be taken by the Council of charges subsequent to the charges registered by the Council.
- If the property is transferred, or the sale price does not reflect the market price, the Council will have the right to seek an independent valuation of the market value, which will be binding on both parties, in order to recover the grant repayable.

A maximum of one application will be considered in any 5-year period.

#### How to apply?

Through the Council's Disabled Facilities Grant Team and Adult Social Care Team.

Funding will be awarded on a case-by-case basis at the discretion of the Council's Senior Management.

## A7. Dementia, Cognitive and Behavioural Conditions Grant

### Aims

Where the disabled person is diagnosed with dementia, or other cognitive impairment or sensory disability or a recognised long term behavioural condition including but not limited to such conditions as Autism, Attention Deficit and Hyperactivity Disorder (ADHD) etc., works to make homes friendly and to help the person live safely, manage their surroundings, and retain their independence for longer will be eligible for funding. Works could include items such as:

- making changes to lighting to improve brightness and visibility
- changing cupboard doors to glass fronted ones to aid recognition of items inside
- redecorating selected dark coloured walls that will give a calmer effect
- replacing selected floor coverings that cause confusion or safety issues
- replacing bathroom toilet seats and rails with coloured to improve visual perception
- installing signage for easier recognition
- ensuring safe access to the property and that it is free from hazards
- provision of a safe space
- Carbon monoxide/cold/heat alarms
- Digital assistive technology

This case is not exhaustive and each case will be considered with the assistance and advice from the Council's Occupational Therapy service.

### How will it be funded?

The grants would be funded from the DFG Budget from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Executive Member.

### Who will it help?

It will help anyone who is a permanent resident within Bracknell Forest with a clinical diagnosis of dementia/Alzheimer's Disease or memory loss.

### Will it be means tested?

There will be no means test.

### How much funding might be available?

The maximum funding available is £2,000 per applicant/property.

### Will there be a charge against the property?

No, there will be no charge placed against the property.

### Will there be any conditions attached?

The person must be a permanent resident of Bracknell Forest and the property must be their permanent address.

A maximum of one application will be considered in any 5-year period.

### How to apply...

Applicants must be referred by Social Care Team for assistance.

## Appendix B - Key definitions, References and Abbreviations

**RRO** – Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

<http://www.legislation.gov.uk/ukxi/2002/1860/article/3/made>

**The ‘Act’ (1996)** – Housing Grants, Construction and Regeneration Act 1996

<http://www.legislation.gov.uk/ukpga/1996/53/contents>

**DFG** – Disabled Facilities Grant.

**DDFG** – Discretionary Disabled Facilities Assistance

**BCF** – Better Care Fund

**HHSRS** – the Housing Health and Safety Rating System, the prescribed system under the Housing Act 2004 for measuring hazards associated with housing conditions.

**ECO** – Energy Company Obligation

**Certified Date** – the date certified by the service on behalf of the Council as that on which the execution of eligible works is completed to the Councils satisfaction. In this instance being the works complete date.

**Dwelling** – a building or part of a building occupied or intended to be occupied as a separate dwelling, together with any yard, garden, outhouse and appurtenance belonging to it or usually enjoyed with it.

**Exempt disposal** – a disposal or transfer of the whole or part of the premises to a person whose main residence is the property and who is (a) one of the joint owners of the dwelling, or (b) the wife, husband or partner (including same sex) of the owner or one of the joint owners of that property.

**Relevant disposal** – a conveyance of the freehold or an assignment of the lease, or the granting of a long lease (one of over 21 years, otherwise than at rack rent)

**Member of family** – a person is a member of the applicant’s family if they are the spouse of the applicant or living together as partners, or is the grandparent, parent or dependent child of the applicant or their spouse or partner (inclusive of same sex partners, stepchildren, adopted and foster children).

**Owner-occupier** – whilst this term is self-explanatory, where appropriate it will include certain tenants with repairing type leases (sometimes called FRI or Full Repairing and Insuring Leases, of a suitable duration) who would otherwise be unable to insist their ‘superior landlord’ undertake renovations. Repairing lease tenants would qualify for DFG in their own right, with permission.

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**TO: EXECUTIVE**

**DATE: 14 DECEMBER 2021**

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**Development of the Domestic Abuse Safe Accommodation Strategy 2021-2024**  
**Director of People**

**1. PURPOSE OF DECISION**

- 1.1 The Domestic Abuse Act 2021 requires local authorities to prepare a Domestic Abuse Safe Accommodation Strategy, with the assistance of the domestic abuse Local Partnership Board. The strategy should include an assessment of needs, identify where there are gaps in the provision of accommodation-based support and make plans to address these.
- 1.2 The Council published its draft strategy on 22 October 2021, in line with the timescales set out in the regulations, and must publish its final strategy by 5 January 2022. CMT and Executive are asked to review and approve the final strategy prior to its publication. The Domestic Abuse Executive Group, which fulfils the role of the Local Partnership Board, is also being consulted on the final strategy.

**2. RECOMMENDATION(S)**

**2.1 Executive is asked to:**

- (i) approve publication of the Domestic Abuse Safe Accommodation Strategy 2021-2024.**
- (ii) approve the funding priorities set out in the strategy which will inform the commissioning of support services for domestic abuse.**

**3. REASONS FOR RECOMMENDATION(S)**

- 3.1 CMT and Executive approval for the strategy is required in order to meet the statutory requirement to publish a final version of the strategy before 5 January 2022.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5. SUPPORTING INFORMATION**

**Background**

- 5.1 The Domestic Abuse Act received Royal Assent on 29 April 2021. The key objectives of the act are to:
- Raise awareness and understanding about the devastating impact of domestic abuse on victims and their families.
  - Further improve the effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice.
  - Strengthen the support for victims of abuse by statutory agencies.

- 5.2 Part 4 of the Act introduced a new duty on local authorities to provide support for victims of domestic abuse and their children within 'relevant' safe accommodation. The specific duties placed on tier one local authorities are:
- To appoint a multi-agency Domestic Abuse Local Partnership Board which it must consult as it performs certain specified functions.
  - To assess the need for domestic abuse support in their area for all victims (and their children) who reside in relevant safe accommodation, including those who come from outside of their area.
  - To prepare and publish a strategy for the provision of such support to cover their area having regard to the needs assessment.
  - To give effect to the strategy (through commissioning / de-commissioning decisions).
  - To monitor and evaluate the effectiveness of the strategy.
  - To report back annually to central government.
- 5.3 The purpose of this part of the Act is to ensure there is an adequate supply of safe accommodation for domestic abuse victims across all areas. Safe accommodation is defined as accommodation in which domestic abuse victims receive dedicated, specialist domestic abuse support. This includes refuge accommodation, but also self-contained accommodation, short-term emergency accommodation, move-on accommodation and other specialist forms of accommodation provided for domestic abuse victims.
- 5.4 £125 million New Burdens funding has been allocated for 2021-22 to enable local authorities to commission support in relevant safe accommodation to meet the needs of victims including their children. A commitment to three years funding has been made, but the amount of funding from April 2022 is not yet known. £203,767 funding has been allocated to Bracknell Forest Council in 2021-22.
- 5.5 Statutory guidance issued by the Department for Levelling Up, Housing and Communities (DLUHC) requires tier one local authorities to take the following steps to assess and meet the support needs of domestic abuse victims:
- Completion of a detailed needs assessment and identification of current provision and gaps
  - Development of a Strategy, based on the needs assessment, which outlines how gaps in provision will be addressed; what specialist services are needed for victims from groups with protected characteristics and multiple needs; how children in safe accommodation will be supported; and work on cross-borough referrals and protocols.
  - Development of funding and commissioning proposals that respond to the needs and priorities set out in the strategy
- 5.6 In updated statutory guidance issued on 1 October 2021, DLUHC set a deadline for local authorities to publish their draft Domestic Abuse Safe Accommodation Strategy for consultation by 26 October 2021 and to publish a final version, including their funding intentions, by 5 January 2022.
- 5.7 The above process and timescales have posed some challenges for local authorities. Guidance on the methodology for the needs assessment was provided late in the day, which has delayed most authorities in starting work on their strategies. Many authorities appeared to have made little progress on their strategies by September, with the requirement to publish this only a few weeks away. In addition, there are

tight constraints on how the funding can be used – not for support services generally but only for those linked to specified safe accommodation – and local authorities will find it difficult to allocate the funding and commission services in 2021/22 as their strategies and funding priorities will not be developed until late in the year.

## **Progress**

- 5.8 A local needs assessment has been undertaken using the government's recommended template and drawing on data from a range of sources and organisations. To supplement this, and to ensure that the assessment is as comprehensive and robust as possible, additional work has been undertaken:
- commissioning of a programme of engagement and structured interviews with victims of domestic abuse
  - interviews with professionals and front-line staff
  - stakeholder engagement with key organisations and the Domestic Abuse Executive Group
  - analysis of case files and records
  - mapping of support services available in the local area.
- 5.9 Engagement with victims of domestic abuse has been a particularly important element of the assessment. This has provided insights into victims' experiences of domestic abuse, the different services they tried to access and with what success, and the outcomes that they achieved. 9 case study survivors were interviewed, ensuring that a range of different cohorts were included: women, men, LGBT+, BAME and ethnic minority individuals, single people and families and people with disabilities. Some of the insights that emerged are summarised below.<sup>5</sup>

## **Findings and conclusions**

- 5.10 Key findings and conclusions from the broad needs assessment and engagement with survivors and victims are summarised below.
- Current provision of refuge accommodation in the local area is 11 places, which is considered adequate and is close to the benchmark number of refuge places of one per 10,000 of the population advised by Women's Aid nationally.
  - Refuge accommodation is not suitable or accessible for some groups, e.g. male and transgender victims, people with disabilities or complex support needs or larger families and those with older sons. As a result, there are gaps in safe accommodation provision for these groups:
  - A Sanctuary scheme<sup>1</sup> should be established to provide more opportunities to support victims who choose to remain in their own homes.
  - Many victims are placed in temporary accommodation provided by the housing service but need a better support offer than they receive currently.
  - Provision of short stay emergency accommodation including furnished accommodation, would increase options for victims and enable better support and accommodation plans to be put in place.
  - There are a wide range of statutory and voluntary support services available in the local area, but victims in temporary accommodation may not be linked to these in a co-ordinated way.

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<sup>1</sup> Sanctuary schemes provide enhanced physical security measures within the home to enable victims to remain living in their home, if that is their preference.

- The provision of self-contained dispersed accommodation, which could be temporary accommodation that includes dedicated domestic abuse support could meet the needs of some groups for whom there is a gap in safe accommodation – men, transgender victims, larger families and people with complex needs
- The need for specialised forms of support and accommodation for groups with protected characteristics should be explored further.
- Further work should take place with other boroughs to consider reciprocal arrangements and the potential for joint services
- Ongoing engagement with survivors and victims should take place to inform the future development of support services for people in safe accommodation and the evaluation of the strategy and delivery plan.

### **Priorities and Recommendations**

5.11 The strategy outlines 4 broad priority areas and sets out recommendations and actions under each, focusing on the issues listed above. These are:

1. Raise awareness and provide information on available services and support options.
2. Improve access and pathways to appropriate safe accommodation options.
3. Ensure effective, multi-agency working and specialist support to meet a wide variety of needs.
4. Continue to develop our understanding of needs through improved data collection and ensuring survivors have an effective voice.

### **Funding priorities**

5.12 The strategy outlines the proposed funding priorities in order to deliver the recommendations, which are summarised below.

1. Establishment of a specialist DA Housing Officer role within the Housing Service to develop and co-ordinate support provision for victims in safe accommodation
2. Continuing funding of support in local refuge accommodation
3. Commissioning of a specialist outreach service to provide dedicated domestic abuse support for victims in other accommodation (including those supported through a sanctuary scheme)
4. Establishment of a new Sanctuary Scheme to provide safety measures for victims able to remain in their home
5. Commissioning of ongoing engagement with survivors and victims to evaluate and inform service delivery
6. Establishment of a furnished accommodation service
7. Commissioning of specialist support services to meet gaps in provision for victims from groups with protected characteristics
8. Part-time DA administration role

### **Delivering and monitoring the strategy**

- 5.13 The recommendations in this strategy will be translated into a delivery plan which will be developed and agreed with the Domestic Abuse Executive Group.
- 5.14 The delivery plan will be monitored and its outcomes evaluated by the Domestic Abuse Executive Group. This will include the collection and analysis of quantitative and qualitative data, to ensure the support made available adequately meets the



level and nature of need within the area. A framework for doing this will be agreed with the Domestic Abuse Executive Group.

- 5.15 DLUHC is developing a standardised reporting form for authorities to report back annually to government on the steps taken to meet the duty.

## **6 Consultation and Other Considerations**

### Legal Advice

- 6.1 The Domestic Abuse Safe Accommodation Strategy has been prepared to comply with Part 4 of the Domestic Abuse Act 2021 and the statutory guidance issued on 1 October 2021. Tier one local authorities are required to publish their draft strategy by 26 October 2021, which the Council has done, and to publish a final strategy by 5 January 2022, which the Council will do, with the approval of the Executive.

### Financial Advice

- 6.2 £203,767 New Burdens funding has been allocated to Bracknell Forest Council in 2021-22 with an unspecified commitment to further funding for 2022/23 and 2023/24. Funding is specifically to commission support in relevant safe accommodation to meet the needs of victims including their children. The proposed funding and commissioning priorities are outlined in 5.12 and have been agreed with the Domestic Abuse Executive Group.
- 6.3 The funding priorities have been shared with and approved by officials from DLUHC. Further ongoing discussion is taking place with the department to establish whether the funding allocated for 2021/22 can be carried over to next year, given the very short time remaining once the strategy is approved. The arrangements for the procurement of services and engagement of staff will need to reflect the uncertainty of future funding to avoid creating liabilities for the local authority if funding is reduced.

### Equalities Impact Assessment

- 6.4 In developing the Domestic Abuse Safe Accommodation Strategy, the Council must have due regard for advancing equality. An Initial Equalities Screening Report Form has been completed and has determined that the Strategy will have a positive impact on those groups included within the protected characteristics set out in the Public Sector Equality Duty. Recommendations in the strategy include measures to ensure that victims who are less likely to receive the specialist support they may need, due to (for instance) their age, gender, ethnicity and sexual orientation, are linked to specialist support in safe accommodation.

### Strategic Risk Management Issues

- 6.5 Refer to 6.3 above. There are no other significant risks identified relating to the proposals contained in the report.

### Climate Change Implications

- 6.6 The recommendations in Section 2 above are expected to have no impact on emissions of CO<sub>2</sub>, as they relate to the provision of support for domestic abuse victims in existing accommodation.

## **7. Consultation**

- 7.1 The new duty requires authorities to bring together key local partners in a domestic abuse Local Partnership Board, which must be consulted before publishing the strategy. In Bracknell Forest, there is already a well-established partnership board, the Domestic Abuse Executive Group, which provides the functions as set out in the Act. Presentations have been made to this group, which has been consulted throughout the process of developing the needs assessment, the strategy and the funding priorities.
- 7.2 The Domestic Abuse Forum has also been consulted. This is a practitioner group that includes all of the principal services working with victims of domestic abuse.
- 7.3 As noted above, the strategy has been informed by commissioned research with victims of domestic abuse and frontline staff.

### Background Papers

Domestic Abuse Safe Accommodation Strategy 2021-2024

### Contact for further information

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# **Bracknell Forest Domestic Abuse Safe Accommodation Strategy 2021-2024**

**November 2021**

## 1. Introduction

Each year, it is estimated that over 2 million people in the UK suffer some form of domestic abuse. Whilst a majority of victims are women, domestic abuse can affect anyone, regardless of age, disability, gender identity, gender reassignment, race, religion or belief, sex or sexual orientation.

It is widely acknowledged that housing is a major barrier for people attempting to leave abusive situations. As reported by the Domestic Abuse Housing Alliance (DAHA), a survivor's ability to access safe housing and other economic resources is a key factor in the decision about whether to leave an abusive situation. This makes domestic abuse very much a housing issue. Access to safe accommodation options, along with the right kind of support and assistance, is critical to enable survivors of domestic abuse to move on safely from situations of abuse.

Without access to safe and secure housing, survivors are confronted with the prospect of homelessness and housing insecurity or having to return to a perpetrator.

The Domestic Abuse Act 2021, part 4, aims to address this situation, by ensuring that a range of safe housing and support options are available at the local level. This is to be welcomed. In Bracknell Forest, all of those represented locally in the Domestic Abuse Executive Group and Forum are committed to the challenge of ensuring that people do not stay in situations of domestic abuse as a result of a lack of appropriate housing and support options.

This strategy has been developed through an evidence-based approach that has sought to gather and analyse the available data from a range of sources in order to assess local needs; to understand the journeys and experience of victims of domestic abuse; and to engage the views of partner organisations and front-line professionals. The development of the strategy and delivery plan is an iterative process, involving continuous analysis and engagement, with the ongoing support and involvement of the Domestic Abuse Executive Group.

We would like to thank everyone who has contributed to the strategy, including our partners in the Domestic Abuse Executive Group and Forum, Three Sixty Degree Marketing Consultancy, and most especially the survivors who took part in interviews and provided valuable feedback based on their own lived experience. We recognise the importance of their voices in helping us understand and evaluate the current provision of support and accommodation. It is our intention to continue to engage survivors to provide ongoing feedback on our services and to contribute to our annual performance reviews in relation to safe accommodation and support.

## 2. The purpose of the Safe Accommodation Strategy

### The scope of the strategy

The Bracknell Forest Domestic Abuse Safe Accommodation Strategy 2021 – 2024 outlines how safe accommodation and support for domestic abuse victim-survivors will be provided in the local area in future, in line with the statutory duties included within part 4 of the Domestic Abuse Act 2021, which relates to safe accommodation.

The Strategy covers a three-year period and will be reviewed annually to ensure that it takes account of the voices and experiences of victim-survivors of domestic abuse who access services in Bracknell Forest. A delivery plan, which includes our commissioning intentions, will be developed to show how the objectives within this strategy will be met.

### The Domestic Abuse Act 2021

The Domestic Abuse Act received Royal Assent on 29 April 2021. The key objectives of the Act are to:

- Raise awareness and understanding about the devastating impact of domestic abuse on victims and their families.
- Further improve the effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice.
- Strengthen the support for victims of abuse by statutory agencies.

The Domestic Abuse Act established for the first time a wide-ranging legal definition of domestic abuse.

Its measures include important new protections and support for victims ensuring that abusers will no longer be allowed to directly cross-examine their victims in the family and civil courts and giving victims better access to special measures in the courtroom to help prevent intimidation – such as protective screens and giving evidence via video link.

The police will also be given new powers including Domestic Abuse Protection Notices (DAPNs) providing victims with immediate protection from abusers, while courts will be able to issue new Domestic Abuse Protection Orders (DAPOs) to help prevent offending by forcing perpetrators to take steps to change their behaviour, including seeking mental health support or drug and alcohol rehabilitation.

### What is Domestic Abuse?

The Domestic Abuse Act 2021 creates a statutory definition of domestic abuse, emphasising that domestic abuse is not just physical violence, but can also be emotional, controlling, coercive, and economic abuse.

For the definition to apply, both individuals must be aged 16 or over and ‘personally connected’ to each other, for example, by marriage or civil partnership, or have an intimate personal relationship with one another, or had a parental relationship in relation to the same child or are relatives.

'Abusive behaviour' is defined in the act as any of the following:

- physical or sexual abuse
- violent or threatening behaviour
- controlling or coercive behaviour
- economic abuse
- psychological, emotional or other abuse

The Act also recognises that children can be victims of domestic abuse where they see, or hear, or experience, the effect of the abuse and are related to either person.

### **Supporting Victims of Domestic Abuse in Safe Accommodation**

Part 4 of the Domestic Abuse Act 2021 introduced a new duty on local authorities to provide support for victims of domestic abuse and their children within 'relevant' safe accommodation. The aim of the duty is to ensure that all victims of domestic abuse have access to the right support within safe accommodation when they need it.

The new duty requires Tier One authorities in England to bring together key local partners, including local domestic abuse charities, in a domestic abuse Local Partnership Board. They must also undertake a robust assessment to determine the need for domestic abuse support in their area for all victims (and their children) in relevant safe accommodation.

The partnership board will advise the authority on the development of the needs assessment and the local safe accommodation strategy.

The specific duties placed on Tier One local authorities are:

- To appoint a multi-agency Domestic Abuse Local Partnership Board which it must consult as it performs certain specified functions.
- To assess the need for domestic abuse support in their area for all victims (and their children) who reside in relevant safe accommodation, including those who come from outside of their area.
- To prepare and publish a strategy for the provision of such support to cover their area having regard to the needs assessment.
- To give effect to the strategy (through commissioning / de-commissioning decisions).
- To monitor and evaluate the effectiveness of the strategy.
- To report back annually to central government.

### **What is safe accommodation?**

The Act places a new duty on relevant local authorities to ensure that all victims of domestic abuse have access to the right support within safe accommodation when they need it. The statutory guidance outlines various types of safe accommodation, all of which focus on delivering a specialist accommodation and support package for survivors and victims.

- **Refuge accommodation** – shared accommodation and intensive support, provided on a short to medium stay basis.
- **Specialist safe accommodation** – dedicated accommodation with specialist support for victims with relevant protected characteristics and/or complex needs, e.g. BAME (Black, Asian and Minority Ethnic), LGBT+ (Lesbian, Gay, Bisexual and Transgender), and disabled victims.
- **Dispersed accommodation** - Self-contained accommodation with a high level of specialist support dedicated to supporting victims of domestic abuse unable to stay in a refuge with communal spaces (e.g. due to complex support needs or families with teenage sons)
- **Sanctuary Schemes** – enhanced physical security measures provided within the home, making it possible for victims to remain in their own homes, where it is safe and it is their choice to do so.
- **Move-on accommodation** – accommodation for victims who no longer need the intensive level of support provided in a refuge, but who need a lower level of domestic abuse specific support for a period to enable them to make the move into permanent accommodation.
- **Other forms of domestic abuse emergency accommodation** – a safe place with support. To give victims an opportunity to spend a temporary period of time to consider and make decisions in an environment which is self-contained and safe. This would include access to wrap around support and specialist support for victims with complex needs (including mental health needs and substance misuse). An example of 'other' forms of safe accommodation would be the [Whole Housing Approach](#).

Safe accommodation is only considered to be safe and appropriate if it is delivered with dedicated support for domestic abuse victims. The government's guidance states that privately-owned and managed temporary accommodation with shared toilet, bathroom, or kitchen facilities (such as Bed and Breakfast accommodation) is not considered to be safe accommodation and such accommodation is specifically excluded in the Regulations.

However, the guidance also says that temporary accommodation provided to domestic abuse victims under Part 7 of the Housing Act 1996, which adheres to the description of relevant safe accommodation, could be included in the Regulations. Therefore, dispersed, self-contained accommodation and other forms of short-term emergency accommodation can be considered to be safe accommodation, where they provide a high level of specialist support dedicated to supporting victims of domestic abuse.

### Support for victims in safe accommodation

The statutory guidance sets out the different types of domestic abuse support that might be provided under the new duty. The aim is to ensure that victims and their children in safe accommodation receive expert help provided by specialist staff in domestic abuse support services. This includes support that is directly provided within safe accommodation services such as refuges, and outreach support services provided to victims in other types of relevant accommodation, including their homes in the case of a sanctuary scheme.

Types of support include:

- **Overall management of services within relevant accommodation** – including, the management of staff, payroll, financial and day to day management of services and maintaining relationships with the local authority (such functions will often be undertaken by a service manager)
- **Support with the day-to-day running of the service**, for example scheduling times for counselling sessions, group activities (such functions may often be undertaken by administrative or office staff)
- **Advocacy support** – development of personal safety plans, liaison with other services (for example, GPs and social workers, welfare benefit providers)
- **Domestic abuse prevention advice** – support to assist victims to recognise the signs of abusive relationships, to help them remain safe (including online), and to prevent re-victimisation
- **Specialist support for victims**
  - **Designed specifically for victims with relevant protected characteristics** (also known as by and for), such as faith services, translators and interpreters within BAME-led refuges, immigration advice, interpreters for victims identifying as deaf and / or hard of hearing, and dedicated support for LGBT+ victims
  - **Designed specifically for victims with unique and / or complex needs** such as, mental health advice and support, drug and alcohol advice and support, including sign posting accordingly
- **Children's support** – including play therapy and child advocacy
- **Housing-related support** – providing housing-related advice and support, for example, securing a permanent home, rights to existing accommodation and advice on how to live safely and independently
- **Advice service** – financial and legal support, including accessing benefits, support into work and establishing independent financial arrangements
- **Counselling and therapy** (including group support) for both adults and children, including emotional support.

### The role of the Domestic Abuse Executive Group

Tier One authorities must appoint a Local Partnership Board consisting of key partners with an interest in tackling domestic abuse and supporting victims, including their children.

In Bracknell Forest, there is an established partnership board which fulfils the functions of the required Local Partnership Board (LPB) as set out in Part 4, Section 58 of the Domestic Abuse Act – the Bracknell Forest Domestic Abuse Executive Group.

This group provides strategic oversight of the multi-agency responses to domestic abuse across Bracknell Forest, bringing together managers from key agencies and representatives of victims/survivors and children, to identify and address gaps in support, including those



within safe accommodation. The Domestic Abuse Executive reports into and is a delivery group of the Bracknell Community Safety Partnership.

In addition to the Executive Group, a practitioner group, the Domestic Abuse Forum meets regularly to share information and develop practice cross-system. Both the Executive Group and Forum have been actively engaged in the development of the safe accommodation strategy.

#### **Links to other policies and strategies**

- Homelessness and Rough Sleeping Strategy
- Bracknell Forest Domestic Abuse Strategy 2017-2020
- Community Safety Plan 2020-23
- Bracknell Forest Safeguarding Board Strategic Plan 2020-22
- Sufficiency, Placement and Commissioning Strategy for Children Looked After and Care Leavers 2019-2021
- Equalities Monitoring Annual Report 2019-20
- Bracknell Forest Domestic Abuse Annual Report 2020-21

### 3. The Safe Accommodation Needs Assessment

#### The development of the needs assessment

Initial needs assessment work was undertaken to gain a greater understanding of the incidence of cases and the people affected by domestic abuse in the local area.

Data was collected from the following sources:

- Thames Valley Police
- MARAC (Multi Agency Risk Assessment Conference)
- Berkshire Women's Aid (BWA) services - refuge, IDVA (Independent Domestic Violence Advocate) and outreach services
- Early Help referrals
- Homelessness data (from H-CLIC)
- Adult safeguarding
- Family Safeguarding Model (FSM)

This assessment looked at:

- the numbers of recorded incidents, cases and referrals in the local area
- the demographic and socio-economic characteristics of survivors and victims
- the numbers and details of victims referred to and placed in accommodation

To supplement this quantitative analysis, additional qualitative research has been undertaken in partnership with local organisations:

- structured interviews with 9 victims
- interviews with professionals and front-line staff
- engagement of key partners within and outside of the Domestic Abuse Executive Group
- analysis of case files and records.

#### How many domestic abuse cases are reported locally?

Recorded domestic abuse cases in 2019/20 and 2020/21 are set out below.

Thames Valley Police recorded 2,434 incidents of domestic abuse in 2020/21. This is a small increase from the previous year when 2,300 cases were recorded.

Bracknell Forest's MARAC high risk cases increased from 146 in 2019/20 to 206 cases in 2020/21.

The Berkshire Women's Aid outreach and IDVA services dealt with 293 cases in 2020/21 compared to 257 cases in 2019/21; however, case numbers were impacted by changes to referrals and staffing in reaction to the Covid 19 pandemic.

Homelessness cases where domestic abuse was the main cause of homelessness rose from 42 in 2019/20 to 87 in 2020/21, a significant increase. Over a third of cases were single people.

Nationally, it has been reported that incidents of domestic abuse have increased during the Covid 19 pandemic. Whilst a number of local data sources show an increase in domestic abuse cases last year compared to the previous year, some caution needs to be exercised. It is likely that some of the increase is due to better reporting systems, counting of repeat cases and other factors. It is unclear at this stage whether the underlying trend is upwards or not. It is important that regular monitoring and review of case numbers is undertaken in future.

### **The characteristics of victims and survivors of domestic abuse**

Analysis of local data sources showed the following characteristics of domestic abuse victims and survivors:

- Age: The most common age group recorded is between 25 and 44 years old
- Gender: There was only partial data on this. 95% of the BWA's IDVA and outreach services were used by women and about 90% of housing cases were female; the police recorded a higher proportion of male victims (25%)
- Sexual identity: A large majority of referrals were heterosexual/straight. Only a small number of organisations collected data on sexual identity (MARAC, BWA) and these recorded 2% of victims as gay/lesbian and/or bisexual; however, all of these organisations recorded large numbers of unknowns
- Race: 90% were white, with under 5% from Asian groups and under 5% from black and black British groups, reflecting the make-up of the population locally
- Disability: 5-10% of victims had a disability or long-term sickness, similar to estimates of disability in the population as a whole
- Employment: Over 50% were in part or full time employment with most of the remaining number shown as unemployed or looking after family/home.

Overall, the data does not show a significantly higher incidence of domestic abuse among groups with a protected characteristic. The exception to this is gender, where the available data shows that women are the victims in the majority of reported cases.

### **Recorded incidents of domestic abuse by area**

Thames Valley Police data shows:

- Bracknell Forest has a relatively higher number of recorded incidents of domestic abuse (per 1,000 population), compared to the Wokingham and West Berkshire areas. (19.5 per 1,000 people in Bracknell Forest, 12.4 in Wokingham and 16.6 in West Berkshire)
- Bracknell Forest experienced an increase in recorded incidents of 4.8% between 2019/20 and 2020/21. This contrasts with Wokingham and West Berkshire, where recorded incidents fell by 8% and 3.9% respectively.
- The incidence of DA cases is highest in the central north and central south areas and is lower in areas such as Ascot to the north and Sandhurst to the south. There is some correlation of domestic abuse cases with areas with a higher level of deprivation.

## Types of safe accommodation available in the local area

The only safe accommodation available in the local area is refuge accommodation and this comprises 11 beds in 2 shared refuges provided by BWA. The level of provision is relatively high and close to the benchmark number of refuge places of one per 10,000 of the population, as advised by Women's Aid nationally (equivalent to 12 places in Bracknell Forest).

There are no other forms of dedicated 'safe accommodation', including dispersed or specialist safe or move-on accommodation in the area.

There is not currently a dedicated sanctuary scheme, although there are plans to provide one.

The most common form of accommodation provided to victims of domestic abuse (from both the local area and outside of the area) is temporary accommodation, sourced by the Housing Service.

## Types of support available in the local area

An assessment has been made of the range of locally available domestic abuse support services. This is summarised below.

Berkshire Women's Aid (BWA)	One to one support and CHOICES group work programme (see below). IDVA (Independent Domestic Violence Advocacy) service for high-risk victims and outreach service (1.5 posts plus 1 additional post funded for 12 months as part of the LA's covid response) and helpline.
BRAVE (Building Resilience And Valuing Emotion)	Therapeutic support for victims of domestic abuse with additional emotional or psychological difficulties and complex needs. One to one sessions followed by a 12 week group-based programme. Funded until March 2022
Family Safeguarding Model (Children's Social Care - BFC)	2 Victim case workers for adult victims with children involved with Children's Social Care. One adolescent worker to work with adolescents who have witnessed domestic abuse in the family or who are displaying abusive behaviour in their own relationships and/or towards family members.
Choices (BWA)	6 week group programme for any woman affected by domestic abuse, regardless of their circumstances or risk level, provided as part of BWA's outreach service and delivered by BWA domestic abuse workers
Domestic Abuse Recovering Together (DART) (Early Help - BFC)	10 week group work programme for mothers and children who have lived with domestic abuse, with a focus on children's experiences, and promoting communication and support within the family.
FLAG DV (Free Legal Advice Group for Domestic Violence)	Free legal advice for people affected by domestic abuse, across Thames Valley. 30 minute free appointment. Self-referral or through an agency.
Freedom (Early Help - BFC)	10 week educational programme for those needing support and awareness around domestic abuse. Run by Family Hubs primarily for women with children
Kaleidoscopic UK	Survivor led support for victims of domestic abuse - providing a support network, 'Liberation from Abuse' programme (6 weeks), 'Fun with Mum', education, training and prevention programmes across Thames Valley.
ManKind Initiative	Confidential national helpline for male victims of domestic abuse across the UK as well as their friends, family, neighbours, work colleagues and

	employers. 9 week online Pattern Changing courses for male survivors due to commence Thames Valley wide.
SAFE! Project	One to one support across Thames Valley for children and young people affected by crime including witnessing domestic abuse.
Support U	Support for LGBT+ people, including those who have suffered domestic abuse. Based in Reading and operates across Thames Valley.
Victims First	Support for all victims and witnesses of crime across Thames Valley to help them recover from the impact of crime including domestic abuse, rape and sexual assault, violence and exploitation. Victims First Specialist Service provides support for people who have specialist and complex needs.

In addition, there are a number of universal access services available which are not specific to domestic abuse that help people with mental health issues such as depression and anxiety, dementia etc etc.

In reviewing the provision of local support services, an assessment has been made of the availability of specialist support for particular cohorts - men, honour and faith-based violence, victims with No Recourse to Public Funds (NRPF), older people, people with a disability, LGBT+, those with mental health and substance misuse issues. The key points to emerge are:

- Female victims – there are a wide range of local support services and programmes for women.
- Male victims – there are national helplines but no specific local support services.
- Children – there are a number of local support services including through Children's Social Care, Early Help, and the SAFE! Project.
- People from faith and non-white British ethnic groups – no specific local services were identified.
- LGBT+ - Support U is a LGBT focused organisation based in Reading that can provide support to victims. Support U have recently joined the Domestic Abuse Forum.
- People with disabilities – The Ark Trust provides support for people with learning disabilities and dementia. The Ark Trust has recently joined the Domestic Abuse Forum.
- People with mental health issues – some support provision locally, e.g. BRAVE provision but limited for people with more complex or multiple support needs.

## Referrals to safe accommodation

Demand for refuge accommodation is high and is increasing. There were 18 successful referrals to the BWA refuge spaces in 2020/21. All of these came from out of the area. The largest numbers were from Reading (7) and Wokingham (3).

There were 64 unsuccessful referrals. This does not necessarily reflect demand from women fleeing DA who wish to live in Bracknell specifically but could also be a reflection on the shortage of refuge places across local authority areas more widely in the region/wider area.

BWA report that the most common reasons for unsuccessful referrals were:

- No space in BWA refuge/no suitable room size
- Complex mental health needs - unable to offer space

- Complex substance misuse needs - unable to offer space
- Complex disability needs - unable to offer space
- Not safe in area - unable to offer space
- No recourse to public funds - unable to offer space

### **Referrals to temporary accommodation**

There were 127 homelessness applications assessed by Bracknell Forest's housing service where domestic abuse was recorded in 2020/21.

32 of these were placed in some form of temporary accommodation. Of these, 10 had no children, 17 had one or two children and 5 had three or more children. 26 were female and 6 were male. Placements were generally in temporary accommodation managed by the Council or Private Sector Leased (PSL) accommodation.

A further 95 cases were not accommodated. The most common reasons were:

- Contact lost/withdrew application
- Secured own accommodation
- Helped to or chose to remain in existing accommodation
- No duty owed

A review of the council's homelessness case files found that:

- Victims were frequently offered refuge accommodation elsewhere, but often declined this, preferring to make their own local arrangements
- About one third of homelessness cases relating to domestic abuse were people from outside of the local area
- There is no suitable safe accommodation locally for male victims and transgender victims
- There is no immediate access emergency accommodation locally for DA victims with specific or complex needs that cannot easily or quickly be met.
- Opportunities for victims to remain at home could be increased through the provision of a Sanctuary Scheme
- Victims remain in temporary accommodation for over a year due to a lack of longer-term housing options
- The Council does not use B&B/shared provision for any families, including victims of domestic abuse.

### **Gaps in safe accommodation provision**

It is widely acknowledged that shared refuge accommodation cannot meet everyone's needs. This is especially so for victims with protected characteristics or more complex needs.

Existing safe accommodation in the local area may be unsuitable for:

- Male victims
- Transgender victims

- People with some forms of disability
- People from some ethnic groups and those with no recourse to public funds
- Larger households and those with older male children
- People with more complex or multiple support needs
- Those in need of safe accommodation and who wish to remain in the local area but will not be accepted by a refuge (as doing so might compromise the safety of others/reveal the location of the refuge).

Other groups that are less likely to use refuge accommodation include older people, those in employment or who own a home, for whom the higher rents of refuge accommodation present a challenge, and those who would prefer to remain in their own home, with appropriate safety measures.

### **The voices and experience of victims**

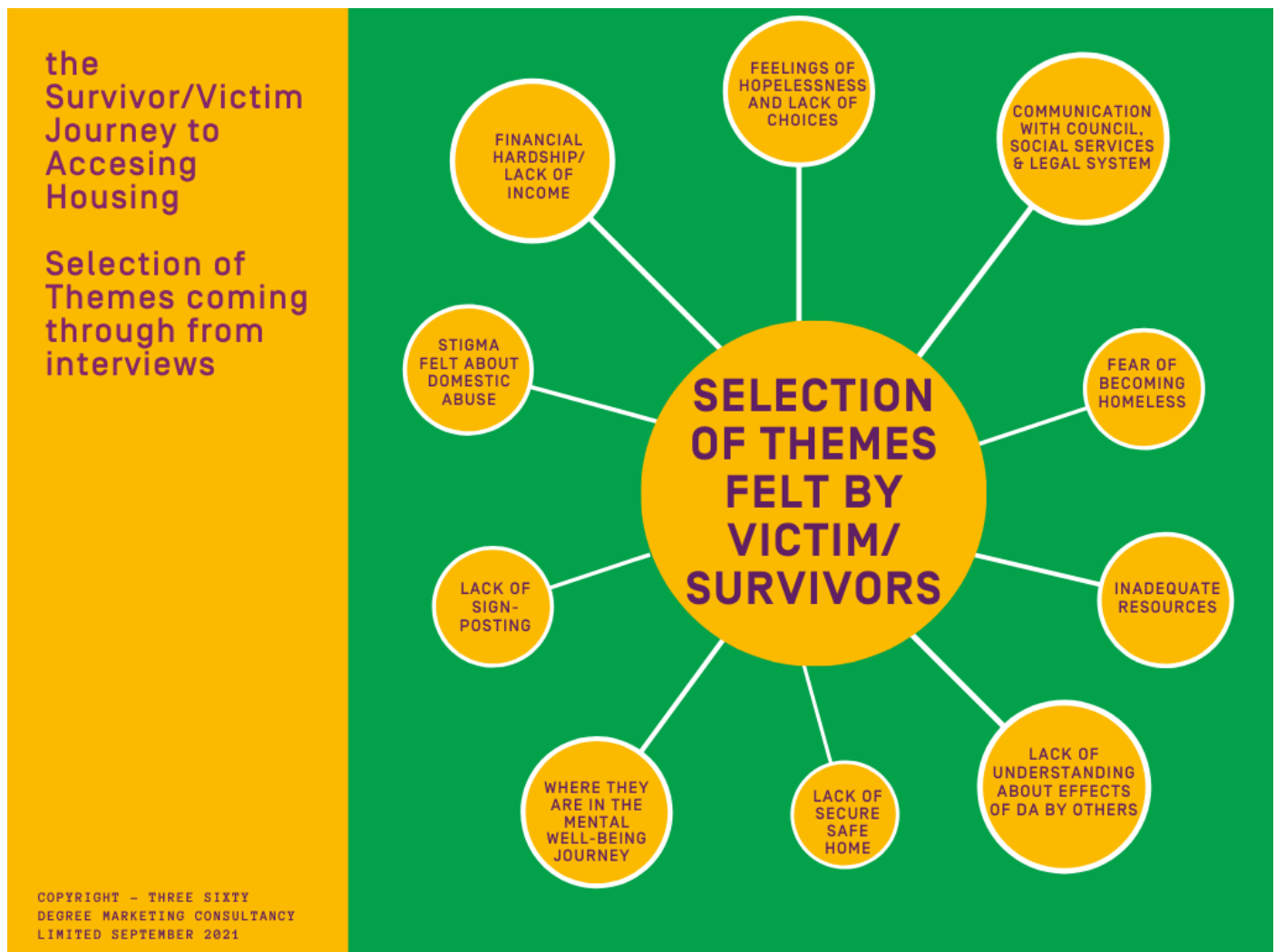
The council commissioned Three Sixty Degree Marketing Consultancy Limited to undertake qualitative research to supplement the needs assessment, and to convey the voice of the survivor. This took place through a combination of interviews held with domestic abuse survivors, as well as interviews with the Voluntary and Community Sector (VCS) and front-line council staff.

A total of 9 survivors were interviewed, ensuring that a range of different cohorts were included: women, men, LGBT+, BAME and ethnic minority individuals, single people and families and people with disabilities.

The interviews focussed on understanding the victim's experiences of domestic abuse, the different services they tried to access, and with what success, and exploring the outcomes that they achieved and how these matched their expectations.

The case studies, along with the interviews with voluntary and statutory organisations, provided important insights into the themes that recurred during interviews with victims. These are captured in the chart below.





Victims from particular cohorts with protected characteristics conveyed the unique and specific challenges they faced.

- Male victims felt they were not believed or understood and that there were no locally accessible support services.
- Some victims with visual impairment, physical difficulties, and learning difficulties do not feel comfortable using digital technology
- LGBT+ victims face unique forms of manipulation from abusers relating to their sexual orientation or gender identity, such as the threat of being 'outed' to family
- Victims from some faith groups and ethnic groups can face additional challenges in identifying and seeking help for domestic abuse due to cultural reasons, language barriers, isolation and immigration status

Victims also talked about their experience of approaching the council and other organisations for help and support. Above all, they wanted to feel safe and understood, able to quickly access information, services and accommodation, as well as on-going support.

Some of their key messages are summarised below.



### **What victims want and need**

#### **To feel safe and to have fast, effective, action**

Victims need the council to find and secure safe accommodation as quickly as possible, usually local and furnished, with help to address an inability to pay a first months rental or deposit or lack of references, and a dedicated point of contact to support them.

#### **A single point of contact**

Victims need to feel that approaching the council is as safe as approaching the police or a refuge, for help and support in finding a safe home and to have a single point of contact who can 'hand-hold' them through the process and signpost appropriately; victims shouldn't have to tell their story again and again

#### **Acknowledgement and building trust**

All victims want to *feel heard and acknowledged*, especially if they do not 'fit' the perceived type, e.g. male victims, LGBT+ victims, elderly victims, those with learning difficulties or physical disabilities or mental health issues.

#### **Front-line staff to be trained in domestic abuse**

Victims approaching the council or other organisations would like staff to be aware of and understand all of the different forms of domestic abuse, as well as domestic violence.

#### **Suitable/appropriate accommodation**

When considering placing in accommodation, need to consider location, cost of private rent and bills, or cost of refuge, furnishings, safety features and risks of remaining in the home. Victims would like more options to stay locally, including furnished accommodation.

#### **A holistic approach to support**

Victims want a 'holistic approach' to support that considers a wide variety of needs, including an early offer of counselling/therapy, specialist support tailored to specific groups, financial help if no furniture, clothes, money, and more access to programmes – Choices, BRAVE, DART

#### **Better signposting**

Victims want improved online information that covers all cohort types and effective signposting to local VCS organisations, commissioned services and inhouse services.

### **Stakeholder engagement**

As part of developing the needs assessment and strategy, multiple methods of engagement were employed to seek the views of partner organisations, front-line staff, and voluntary sector providers, including:

- Presentations to and discussions with members of the Domestic Abuse Executive Group and Domestic Abuse Forum
- One to one meetings with housing staff and a local registered provider
- Structured interviews undertaken with voluntary sector organisations.

Many of the themes that emerged from this engagement mirrored the views and comments of domestic abuse victims. Some of the most common themes and recommendations are set out below.

### **Stakeholder engagement: themes and recommendations**

- Provide a Domestic Abuse Specialist within the housing service to be the point of contact for DA Victims presenting to the council
- Improved signposting and more inclusive messaging
- Better collaboration and joined up working between voluntary organisations and council services to ensure council staff are aware of and champion local support services
- Training in trauma informed approaches and a clear focus on the victim's journey, understanding that mental well-being is critical
- More local safe accommodation options for male victims
- A quicker, more responsive, process for victims seeking help
- More welcoming, furnished and secure accommodation, ability to provide emergency short-term financial assistance
- More collaboration with and incentives for private sector landlords to offer suitable accommodation
- More options for victims that cannot access refuges, such as larger households, or want to stay more local
- Provision for immediate access emergency accommodation for DA victims, especially those with specific or complex needs

### **Conclusions**

Based on the analysis of local data and assessment of needs and current provision, interviews with domestic abuse victims and engagement with partners and service providers, the most important findings are highlighted below.

1. Refuge accommodation provided by BWA for women and children is the only form of Safe Accommodation for victims of DA in the local area. This is used predominantly for victims of domestic abuse from outside of the borough.
2. The Women's Aid benchmark of one refuge place per 10,000 people, translates into 12 places in Bracknell Forest, which suggests the current provision of refuge places in the local area is sufficient.
3. Current refuge accommodation provided by BWA is not generally accessible for some groups. As a result, there are gaps in safe accommodation provision for:
  - men
  - transgender victims
  - victims with certain disabilities
  - victims with complex needs (mental health, substance misuse)
  - No Recourse to Public Funds (NRPF)
  - larger families
  - victims with older sons
4. There is no specialist supported housing for people with protected characteristics e.g. ethnic minorities or for victims with complex needs. There is also no move-on provision, sanctuary provision or dispersed accommodation. The relatively low numbers of people from these cohorts presents challenges in considering how specialist accommodation and support can be provided for particular groups such as male or transgender victims within the local area.

5. Victims are commonly placed in temporary accommodation by the housing service or assisted to access refuges outside of the area. Due to a lack of options in the local area, particularly short-term furnished accommodations, victims often make their own arrangements, with friends or other family members. Many victims would prefer to stay in the local area where they have their own support networks if there were more safe accommodation options.
6. Groups with protected characteristics, including LGBT+, men, people with disabilities, are able to access help through national helplines but would prefer more local services that can signpost people to local support and accommodation options.
7. There is no dedicated short-term, emergency/respite, furnished accommodation for victims which could help enable better support and accommodation plans to be put in place and allow victims to consider their options. There is a gap in this type of accommodation provided elsewhere outside of the local area too.
8. There are a wide range of statutory and voluntary support services available, but victims in temporary accommodation may not be linked into these. There is support for a role for a dedicated domestic abuse support lead within the housing service to ensure that all victims receive a rounded offer of support tailored to their needs and also scope for better joint working with the voluntary sector.
9. There may be opportunities for the Housing Service to work more closely and collaboratively with Private Rented Sector (PRS) landlords to develop a pool of accommodation where landlords may be willing to offer longer-term security of tenure, furnished accommodation, and flexibility about advance rents and deposits – as a variant on the existing landlord incentive scheme.
10. The voices and experience of survivors and victims should inform the future development of support services and packages for people in safe accommodation and should form an ongoing part of developing and delivering the strategy.
11. More emphasis should be given to moving perpetrators out of accommodation shared with the victim, so that they can remain living there, with appropriate support and safety measures in place.
12. How and where to go for support is a big issue for survivors, especially in the early stages. More work is needed to make people aware of what support services there are available, not just online, but through other media and training of staff in key front-facing roles.
13. The provision of self-contained dispersed accommodation suitable for people with a range of characteristics and support needs should be explored, which would provide suitable and supported accommodation for men, transgender victims, single victims with care and support needs and other complex needs, larger families.
14. More people could be helped to remain in their home through a sanctuary scheme with multiple referral routes
15. Further work should take place with other boroughs to consider reciprocal arrangements and the potential for joint services where there may be better economies of scale.



## 4. Safe accommodation priorities

The needs assessment that has been undertaken, including the engagement with victims and partner organisations, has highlighted where there are issues and gaps in provision. The remaining part of this strategy sets out our initial proposals and recommendations to ensure that victims of domestic abuse have access to appropriate support in safe accommodation.

The recommendations include some specific actions that can be taken to address gaps in provision, including the need for new services which will form part of the funding and commissioning plan. In other areas, it is recognised that further work is needed, in conjunction with partners, victims and other boroughs, to explore how specialist services for victims from particular cohorts and those with complex needs can best be provided.

### **Priority 1. Raise awareness and provide information on available services and support options**

It is evident that some victims are not getting the support that they need at an early stage to help them leave abusive situations and to cope with the trauma of doing so. There are many barriers and challenges faced by victims – financial, emotional, practical, safety. On top of this some victims experience additional issues relating to their gender or sexuality, language, disability, ethnicity, or culture. Getting the right support at the right time is crucial.

#### **Recommendations**

- 1.1 Review the online information on the council's website to ensure it is fully inclusive of all groups and promotes available services.
- 1.2 Work with the Domestic Abuse Executive Group to consider awareness campaigns around domestic abuse and its different nuances for different groups, and non-digital information about what the council and local voluntary and community organisations offer in the way of support.
- 1.3 In collaboration with the Domestic Abuse Forum, ensure that council staff are aware of and champion local support services to ensure victims receive early support and advice.
- 1.4 Ensure council staff and other organisations receive Trauma Informed Training to understand how domestic abuse impacts on different groups and on mental well-being.
- 1.5 Develop a short, one-page document to enable council staff and other organisations to easily identify relevant support services for victims.
- 1.6 Explore the development of a single point of contact within the Housing Service to ensure effective signposting and contact with other agencies.

### **Priority 2. Improve access and pathways to appropriate safe accommodation options**

A lack of safe accommodation options can mean that victims stay in or return to an abusive situation or lack the ability to move on and recover. The ability to access safe, secure, stable, and suitable accommodation is critical to the mental well-being of victims as they

attempt to rebuild their lives. In some cases, victims want to remain in their own homes, but they need support and safety measures to make this a safe option.

### **Recommendations**

- 2.1 Continue to support existing refuge provision in the area and review options to increase access for some groups.
- 2.2 Establish a Sanctuary Scheme to provide safety measures for victims living in their own home which includes dedicated domestic abuse support.
- 2.3 Explore options for providing short-term emergency furnished accommodation with intensive assessment and support.
- 2.4 Develop options for providing dispersed accommodation of various sizes (for single people and families with children) that can meet the needs of a range of groups, including male, female, and transgender victims by working with partners, registered providers (RPs), and voluntary providers.
- 2.5 Explore the scope for more formal reciprocal arrangements with other boroughs regarding the use of refuge, dispersed and short-stay accommodation.
- 2.6 Work with landlords to increase access options for domestic abuse victims in the private rented sector including supporting them to offer short-stay accommodation and enabling victims to remain in accommodation by providing safety measures.
- 2.7 Work with the police and landlords to explore measures in the Domestic Abuse Act to remove perpetrators from the home, where appropriate, to enable victims to remain in their properties, with support.

### **Priority 3. Ensure effective, multi-agency working and specialist support to meet a wide variety of needs**

There is no dedicated, ongoing support for victims placed in temporary accommodation which can ensure that this fulfils the role of safe accommodation. A specialist domestic abuse worker within the housing service could ensure a better understanding of the needs of individual victims, including people with protected characteristics, and enable the delivery of the type of accommodation and support that is needed. It is also important for the council to actively engage with local voluntary sector organisations as partners to ensure that victims and their children have access to locally provided specialist advice and tailored support that they need.

### **Recommendations**

- 3.1 Build engagement and partnership across all service providers, e.g. through the Domestic Abuse Forum, to improve collaboration and information sharing.
- 3.2 Establish a dedicated domestic abuse support role within the housing service to provide housing-related support, assess and co-ordinate support for victims in safe accommodation, and to champion and develop provision in the local area.
- 3.3 Ensure that all victims in temporary accommodation receive dedicated domestic abuse support and are linked to more specialist services such as financial or legal support, counselling and mental health services, support for children.
- 3.4 Review the need for and provision of financial assistance to meet emergency costs

- 3.5 Ensure relevant service providers and council staff receive 'specialist training/advice' regarding the needs and issues of particular cohorts.
- 3.6 Work with neighbouring local authorities to consider options to jointly commission support services for particular groups with protected characteristics.
- 3.7 Develop proposals to meet the need for specialist support for men, honour and faith-based abuse/violence, NRPF, older people, people with a disability, LGBT+, mental health and substance misuse.

#### **Priority 4. Continue to develop our understanding of needs through improved data collection and ensuring survivors have an effective voice**

The process of developing this strategy has contributed to an improved understanding of domestic abuse, through the collection and analysis of data from various sources and the insights from victims and front-line professionals. In order to ensure continuous development and improvement in the delivery of services to victims of domestic abuse, we must build on and continue this learning. We must look at how we can collaborate and innovate, working with our partners, and through the Domestic Abuse Forum. Most importantly, we should continue to engage victims in shaping our services and assessing our performance.

##### **Recommendations**

- 4.1 Ensure ongoing regular review of the delivery plan alongside monitoring of case numbers and trends at the Domestic Abuse Executive Group.
- 4.2 Improve analysis of housing cases to provide a better understanding of support needs, accommodation preferences, and referrals into and out of the borough.
- 4.3 Continue to engage victims as part of the review of the strategy and the design and commissioning of services.
- 4.4 Improve understanding of the needs of people from groups with protected characteristics through direct engagement, data analysis and research.
- 4.5 Review and expand membership of the Domestic Abuse Forum to include groups that are not currently members who may identify and/or support victims of domestic abuse and their children.



## 5. Delivering the strategy

### Funding proposals

The government has allocated £203,767 to Bracknell Forest Council to fund support for victims and survivors who are living in safe accommodation in 2021/22. The government has promised further funding for 2022/23 and 2023/24 but no firm commitment has been made at this stage. Despite this, the government's expectation is that support services will be funded for the three years of the strategy.

The regulations state that this funding can only be used for accommodation-focused support services, as outlined in the strategy. This can include:

- funding the costs of running and supporting people in safe accommodation such as refuge;
- meeting the costs of ensuring people are safe and supported in their own homes, via sanctuary schemes (but not the cost of safety equipment);
- assessing and co-ordinating the provision of support for people in safe accommodation to ensure victims receive dedicated, specialist domestic abuse support, which can include housing advice, counselling, advocacy and therapeutic support;
- providing specialist support for people with protected characteristics or complex needs.

The funding proposals set out below are intended to deliver the actions recommended under each of the four priority areas. They aim to address the need for more safe accommodation, to ensure that victims' support needs are fully assessed, to improve the knowledge and information about the range of support available, and to ensure specialist forms of support are provided, where needed. These proposals have been discussed with the Domestic Abuse Executive Group and the Department for Levelling Up, Housing and Communities (DLUHC), formerly MHCLG.

Proposal	Role/purpose	What recommendations will this deliver?
Establish a new Domestic Abuse Housing Officer post to develop and co-ordinate support services for victims in safe accommodation	<p>To provide a new domestic abuse housing and support role within the housing service to:</p> <ul style="list-style-type: none"> <li>- provide a single point of contact with other agencies and council services</li> <li>- ensure the support needs of DA victims are assessed and assist in accessing relevant support for them</li> <li>- build close working relationships with DA providers to ensure a range of support needs can be met</li> <li>- provide housing-related support to identify housing solutions and access to safe accommodation and move-on housing.</li> </ul>	<ul style="list-style-type: none"> <li>• Explore the development of a single point of contact within the Housing Service to ensure effective signposting and contact with other agencies</li> <li>• Ensure that council staff are aware of and champion local support services to ensure victims receive early support and advice.</li> <li>• Work with landlords to increase access options for domestic abuse victims in the private rented sector.</li> <li>• Build engagement and partnership across all service providers to improve collaboration and information sharing.</li> </ul>



	<ul style="list-style-type: none"> <li>- manage the Sanctuary scheme, co-ordinate referrals and ensure support</li> <li>- act as DA champion within the Housing Service to deliver training, raise awareness of and provide information on support providers, and improve data collection.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a dedicated domestic abuse support worker within the housing service to provide housing-related support, to assess and co-ordinate support for victims in safe accommodation, and to champion and develop provision in the local area.</li> <li>• Ensure that all victims in temporary accommodation receive dedicated domestic abuse support and are linked to more specialist services such as financial or legal support, counselling and mental health services, and support for children.</li> <li>• Improve analysis of housing cases to provide a better understanding of support needs, accommodation preferences, and referrals into and out of the borough.</li> </ul>
Provide support for refuge accommodation	To ensure continued funding for the provision of support to 11 refuge places in Bracknell Forest	<ul style="list-style-type: none"> <li>• Continue to support existing refuge provision in the area and review options to increase access for some groups.</li> </ul>
Commission a specialist outreach service to provide dedicated domestic abuse support for victims in accommodation	To provide a specialist, dedicated, domestic abuse outreach service to support victims placed in self-contained safe accommodation. Support will also be extended to those in Sanctuary Scheme safe accommodation.	<ul style="list-style-type: none"> <li>• Develop options for dispersed accommodation of various sizes (for single people and families with children) that can meet the needs of a range of groups, including male, female and transgender victims by working with partners, registered provider's (RPs), and voluntary providers.</li> <li>• Ensure that all victims in temporary accommodation receive dedicated domestic abuse support and are linked to more specialist services such as financial or legal support, counselling and mental health services, support for children.</li> </ul>
Set up and operate a new Sanctuary Scheme	To set up and run a new Sanctuary Scheme which will ensure that victims who would prefer to remain in their existing home receive adequate advice	<ul style="list-style-type: none"> <li>• Establish a Sanctuary Scheme to provide homes with safety measures for victims living in their own home which includes</li> </ul>

	and assistance. The funding will cover the personal safety advice and support provided as part of the scheme. The costs of safety equipment will be separately funded as this is not eligible for DLUHC funding.	dedicated domestic abuse support
Commission ongoing engagement with survivors and victims to evaluate and inform service delivery	To commission further engagement with survivors and victims, focused on reviewing services, assessing the impact of new provision, understanding the needs of victims from particular cohorts, and informing future service delivery and priorities.	<ul style="list-style-type: none"> <li>• Continue to engage victims as part of the review of the strategy and the design and commissioning of services.</li> <li>• Improve understanding of the needs of people from groups with protected characteristics through direct engagement, data analysis and research</li> </ul>
Establish a furnished accommodation support service	To enable furnished accommodation to be provided when required either through setting up a furniture store, working with a local voluntary provider or equipping some units of TA which furniture/white goods that can be used when needed.	<ul style="list-style-type: none"> <li>• Explore options for providing short-term emergency furnished accommodation with intensive assessment and support.</li> <li>• Consider more formal reciprocal arrangements with other boroughs regarding the use of refuge, dispersed and short-stay accommodation.</li> <li>• Work with landlords to increase access options for domestic abuse victims in the private rented sector including supporting them to offer short-stay accommodation and enabling victims to remain in accommodation by providing safety measures.</li> </ul>
Commission specialist support services to meet gaps in provision for victims in safe accommodation.	To provide grant funding to enable the provision of specialist support services where there are currently gaps, including through wider joint commissioning arrangements with other boroughs.	<ul style="list-style-type: none"> <li>• Work with neighbouring local authorities to consider options to jointly commission support services for particular groups with protected characteristics.</li> <li>• Develop proposals to meet the need for specialist support for men, honour and faith-based abuse/violence, NRPF, older people, people with a disability, LGBT+, mental health and substance misuse.</li> </ul>
Establish a part-time DA	To provide part-time (15 hours pw) business support to strengthen the role of the DA	<ul style="list-style-type: none"> <li>• Ensure ongoing regular review of the delivery plan and monitoring and review of case</li> </ul>

administration role.	Executive Group, including administrative support, data collection, communications and co-ordination of tasks.	numbers and trends at the Domestic Abuse Executive Group <ul style="list-style-type: none"><li>• Domestic Abuse Executive Group to consider awareness campaigns around domestic abuse and its different nuances for different groups, and non-digital information about what the council and local voluntary and community organisations offer in the way of support</li></ul>
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### **How Bracknell Forest Council and the Domestic Abuse Executive Group will monitor progress in the delivery of the strategy**

In order to ensure that we deliver against this strategy we will:

- Develop a delivery plan, working with partners and the Domestic Abuse Executive Group and update this as needed over the next 3 years.
- Agree a process for how the Domestic Abuse Executive Group will support Bracknell Forest Council to report back to DLUHC on progress in delivering the safe accommodation duty, in line with statutory guidance and the standardised reporting form.
- Ensure that the Domestic Abuse Executive Group reports annually to the Community Safety Partnership to update it on progress.
- Build on positive partnership work: ensure we can listen to and consult with stakeholders from agencies outside the local authority.
- Continue to regularly engage with people who have lived experience of domestic abuse to find out more about how they experience services and listen to their advice on what can be improved.
- Ensure that there is a good understanding of the strategy and our commitments amongst the staff who work in housing needs and welfare support within the local authority, and with our partners, so the ambitions and relevant actions needed to achieve change are embedded in daily work within services.

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## Initial Equalities Screening Record Form


<b>Date of Screening:</b>	<b>Directorate: People</b>		<b>Section: Early Help and Communities</b>	
<b>1. Activity to be assessed</b>	Preparation of a new Domestic Abuse Safe Accommodation Strategy as required under part 4 of the Domestic Abuse Act 2021			
<b>2. What is the activity?</b>	X Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
<b>3. Is it a new or existing activity?</b>	X New <input type="checkbox"/> Existing			
<b>4. Officer responsible for the screening</b>	Ian Stone			
<b>5. Who are the members of the screening team?</b>	Ian Stone, Alison O'Meara, Sophie Wing-King			
<b>6. What is the purpose of the activity?</b>	The Strategy assesses the need for and provision of support for victims of domestic abuse in relevant safe accommodation and identifies priorities and recommendations for ensuring victims receive appropriate support.			
<b>7. Who is the activity designed to benefit/target?</b>	Victims of domestic abuse and their children			
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>		<b>Is there an impact?</b> 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.	<b>What evidence do you have to support this?</b> 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
<b>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.</b>	Y ✓	N	Positive. The evidence shows that 5-10% of victims had a disability or long-term sickness, similar to estimates of disability in the population as a whole.	The strategy identifies recommendations to deliver positive outcomes for victims with a disability, learning disabilities and mental health issues through: better information and awareness raising of available services ensuring it is fully inclusive to all groups; improved assessment and co-ordination of support services; improved staff training; increasing the range of accommodation with support for victims with particular needs who cannot access refuge accommodation; and commissioning specialist support services for victims in these groups.
<b>9. Racial equality</b>	Y ✓	N	Positive. The evidence shows 90% of victims were from white groups, with under 5% from Asian groups and under 5% from black and black British groups,	The strategy identifies recommendations to deliver positive outcomes for victims from BAME communities through: better information and awareness raising of

			reflecting the make-up of the population locally. Whilst the number of BAME are relatively small, nationwide and local evidence shows that victims from these groups face particular issues relating to culture, language, etc.	available services ensuring it is fully inclusive to all groups; improved assessment and co-ordination of support services; improved staff training; increasing the range of accommodation with support for victims with particular needs who cannot access refuge accommodation; and commissioning specialist support services for victims in these groups.
<b>10. Gender equality</b>	Y ✓	N	Positive. The evidence shows that the majority of victims are women. 95% of Berkshire Women's Aid outreach services were used by women and about 90% of housing cases were female; the police recorded a higher proportion of male victims (25%). Whilst the number of male victims is lower, nationwide and local evidence shows that male victims from these groups face particular issues and a lack of locally available services.	The strategy identifies recommendations to deliver positive outcomes for male and female victims: better information and awareness raising of available services ensuring it is fully inclusive to all groups; improved assessment and co-ordination of support services; improved staff training; increasing the range of accommodation with support for victims with particular needs who cannot access refuge accommodation; and commissioning specialist support services for male victims.
<b>11. Sexual orientation equality</b>	Y ✓	N	Positive. The available evidence shows that a large majority of referrals were heterosexual/straight. Only a small number of organisations collected data on sexual identity and these recorded 2% of victims as gay/lesbian and/or bisexual; however, all of these organisations recorded large numbers of unknowns.	The strategy identifies recommendations to deliver positive outcomes for all cohorts of victims: better information and awareness raising of available services ensuring it is fully inclusive to all groups; improved assessment and co-ordination of support services; improved staff training; increasing the range of accommodation with support for victims with particular needs who cannot access refuge accommodation; and commissioning specialist support services for LGBT+ victims.
<b>12. Gender re-assignment</b>	Y ✓	N	Positive. The evidence shows that there was little data available on gender re-assignment. There was some anecdotal evidence in the local area relating to transgender victims highlighting the lack of specific provision and support.	The strategy identifies recommendations to deliver positive outcomes for all, including transgender victims: better information and awareness raising of available services ensuring it is fully inclusive to all groups; improved assessment and co-ordination of support services; improved staff training; increasing the range of accommodation with support for victims with particular needs who cannot access refuge accommodation; and commissioning specialist support for transgender victims.
<b>13. Age equality</b>	Y ✓	N	Positive. The evidence shows that the most common age group recorded is between 25 and 44 years old. Smaller numbers of victims between 18 and 24 were recorded and over 45. Whilst the number of older	The strategy identifies recommendations to deliver positive outcomes for all ages of victims: better information and awareness raising of available services ensuring it is fully inclusive to all groups; improved assessment and co-ordination of support services;

			victims is lower, nationwide and local evidence shows that older victims may face particular issues.	improved staff training; increasing the range of accommodation with support for victims with particular needs who cannot access refuge accommodation; and considering access to specialist support services for older victims.
<b>14. Religion and belief equality</b>	Y ✓	N	Positive. No evidence was available on the religion of victims.	The strategy identifies recommendations to deliver positive outcomes for all cohorts of victims: better information and awareness raising of available services ensuring it is fully inclusive to all groups; improved assessment and co-ordination of support services; improved staff training; increasing the range of accommodation with support for victims with particular needs who cannot access refuge accommodation; and considering access to specialist support services for victims from particular religious groups.
<b>15. Pregnancy and maternity equality</b>	Y ✓	N	Positive. The limited evidence available from data collected by Berkshire Women's Aid showed that between 5 and 10% of victims were pregnant.	The strategy identifies recommendations to deliver positive outcomes for all cohorts of victims: better information and awareness raising of available services ensuring it is fully inclusive to all groups; improved assessment and co-ordination of support services; improved staff training; increasing the range of accommodation with support for victims with particular needs who cannot access refuge accommodation; and considering access to specialist support services for pregnant victims.
<b>16. Marriage and civil partnership equality</b>	Y ✓	N	Positive. The evidence available from data collected by Berkshire Women's Aid and MARAC (Multi Agency Risk Assessment Conference) showed that victims who were married or in a civil partnership outnumbered those cohabiting, separated or divorced. But that a significant number of victims stated that they were single.	The strategy identifies recommendations to deliver positive outcomes for all cohorts of victims: better information and awareness raising of available services ensuring it is fully inclusive to all groups; improved assessment and co-ordination of support services; improved staff training; increasing the range of accommodation with support for victims with particular needs who cannot access refuge accommodation; and considering access to specialist support and advice for services for victims of all marital status.
<b>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.</b>	A desktop needs assessment has been undertaken, supplemented by evidence from providers and qualitative research based on interviews with victims. The latter included victims from a range of groups with protected characteristics. The data available on incomes and employment was insufficient to draw any conclusions.			

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 of the strategy have been identified. The strategy brings forward recommendations that seek to improve the support and accommodation options for victims across the board, as well as improving the offer for victims from groups with protected characteristics.		
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?	As above, the impact of the strategy is considered to be beneficial for all of the equality groups above.		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N ✓	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	No further information is needed to determine whether the strategy will have a negative impact on particular groups of victims. Full consultation on the needs assessment has been undertaken with a wide range of organisations within the DA Executive Group and DA Forum, to enable any concerns, issues, or negative impacts to be identified.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N ✓	No. A full impact assessment is not required. The strategy has as one of its specific objectives the promotion and improvement of support services for people from groups with protected characteristics, and includes actions and recommendations to this end within the strategy.  If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.
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
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Engagement with survivors and victims and front-line staff reflecting the experience of a range of different groups with protected characteristics was commissioned and undertaken by an independent consultant.		



	<p>Proposed action to review information on available support services to ensure it is fully inclusive and enables victims from groups with protected characteristics to identify appropriate services.</p> <p>Proposed action to undertaken further work on the need for specialist support and to commission specialist provision for particular cohort groups where needed.</p>
<b>26. Assistant director's signature.</b>	<p>Signature:  Sarah Gee</p> <p>Date: 2/12/21</p>

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**TO: The Executive**  
**14 December 2021**

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## **Council Plan Overview Report** **Chief Executive**

### **1 Purpose of Report**

- 1.1 To inform the Executive of the performance of the council over the second quarter of the 2021/22 financial year (July-September 2021).

### **2 Recommendation**

- 2.1 To note the performance of the council over the period from July-September 2021 highlighted in the Overview Report in Annex A.**

### **3 Reasons for Recommendation**

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

### **4 Alternative Options Considered**

- 4.1 None applicable.

### **5 Supporting Information**

#### Quarterly Service Reports

- 5.1 The council's performance management framework provides for the preparation of Quarterly Service Reports (QSRs) by each department. These QSRs provide an update of progress and performance against departmental Service Plans and are published on the council website.

#### Council Plan Overview Report

- 5.2 The QSRs have been combined into the Council Plan Overview Report (CPOR), which brings together the progress and performance of the council as a whole. The CPOR enables the Corporate Management Team and the Executive to review performance, highlight any exceptions and note any remedial actions that may be necessary, either from under-performing or over-performing services, across the range of council activities.

#### Overview & Scrutiny

- 5.3 The CPOR will also be considered by Overview & Scrutiny. This process enables all Members to be involved in performance management.
- 5.4 The CPOR for the second quarter (July-September 2021) is shown in Annex A.

### **6 Advice Received from Statutory and Other Officers**

#### Borough Solicitor

- 6.1 There are no specific legal issues arising from this report.

#### Borough Treasurer

- 6.2 There are no direct financial implications arising from this report.

#### Equalities Impact Assessment

- 6.3 Not applicable.

#### Strategic Risk Management Issues

- 6.4 Any specific issues are included in the QSRs and in the CPOR in Annex A.

#### Other Officers

- 6.5 Not applicable.

### **7 Consultation**

#### Principal Groups Consulted

- 7.1 Not applicable.

#### Method of Consultation

- 7.2 Not applicable.

#### Representations Received

- 7.3 None.

#### Background Papers

QSR – People Directorate – Quarter 2 2021/22

QSR – Delivery Directorate – Quarter 2 2021/22

QSR – Central Directorates – Quarter 2 2021/22

#### Contact for further information

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[John.Ainsworth@bracknell-forest.gov.uk](mailto:John.Ainsworth@bracknell-forest.gov.uk)



# COUNCIL PLAN OVERVIEW REPORT






Q2 2021 - 22  
July – September 2021

Chief Executive:  
Timothy Wheadon

## Contents

<b>Section 1: Chief Executive's Commentary .....</b>	<b>3</b>
<b>Section 2: Chief Executive's Office .....</b>	<b>6</b>
<b>Section 3: Budget Position .....</b>	<b>8</b>
<b>Section 4: Strategic Themes .....</b>	<b>13</b>
Value for money .....	13
Economic resilience .....	14
Education and skills .....	15
Caring for you and your family.....	17
Protecting and enhancing our environment .....	19
<b>Section 5: Corporate Health .....</b>	<b>24</b>
a) Summary of People .....	24
b) Summary of Complaints .....	26
c) Strategic Risks and Audits .....	27

## Key

	Performance is very good
	Performance is causing concern
	Performance is weak
n/a	RAG rating not applicable
	Missing data
	Missing target

# Section 1: Chief Executive's Commentary

## 1 Introduction

- 1.1 This report sets out an overview of the council's performance for the second quarter of 2021/22 (July - September 2021). The purpose is to formally provide the Executive with a high-level summary of key achievements, and to highlight areas where performance was not matching targets or expectations, along with any remedial action that is being taken. It complements the detailed Quarterly Service Reports (QSRs) and is based upon the performance data that is available to all Members online.
- 1.2 This quarter the CPOR also includes more detail on the work of the Chief Executive's Office which would previously have been included in the Central Directorates QSR. However, reporting arrangements have been changed to allow for separate reports for the Place, Planning and Regeneration and Resources Directorates.
- 1.3 As everyone will know the council continues to function in the context of the Covid-19 pandemic and many Members and staff continue to focus on leading our community response, nevertheless the council's strategic objectives continue to progress well overall. This is the second quarterly report of the 2021/22 financial year and at the end of the second quarter progress showed:
- 96 actions (90%) are green (6 complete, 90 in progress)
  - 9 actions (9%) are amber (in progress)
  - 1 action (1%) is red (in progress)
- 1.4 Section 3 of this report contains information on the performance indicators across the council for each of the strategic themes. Again, the picture was positive particularly in the face of the Covid-19 pandemic. The status for the key indicators in the Council Plan in the first quarter is:
- 21 (72%) green
  - 4 (14%) amber
  - 4 (14%) red
- 25 further indicators have no set target or data is currently unavailable.

## 2. Overview of Q2 and what went especially well

- 2.1 Overall, teams delivered services to a high standard during the period, especially in response to Covid-19. I have highlighted here a small selection of examples from across the organisation.
- 2.2 The "Bracknell Forest Giants" event in the town centre was successfully staged as part of the council's economic reactivation programme in August. The 10-day event saw three major installations in the town, along with a full and varied events programme. The event achieved national press coverage, saw increased spend and footfall in the town, and received great user feedback. Other projects to support the economic recovery as part of the "Welcome Back Funding" are being developed in other locations particularly Crowthorne.

- 2.3 Our full allocation of £3.6m Additional Restrictions Grant £3.6m from central government has been paid out to local businesses, attracting an additional £800k to help those small businesses most in need over the remainder of this financial year. We are continuing to pay grant to businesses who were slow in coming forward to claim the grant and are currently assessing options to pay the remaining sum of £0.5m by the end of the financial year.
- 2.4 The property Joint Venture with Countryside continues to make good progress developing detailed delivery plans for the Coopers Hill and Market Street sites. It is expected that a final site delivery plan including updated financial inputs and returns for Coopers Hill will be presented to the Council for formal consideration later in 2021, with Market Street following early in 2022, subject to planning approval being granted.
- 2.5 The Health and Wellbeing Strategy is due for publication in January 22. The Public health programme review is taking place informed by the Health and Wellbeing Strategy, JSNA and the national Public Health new system priorities. The overall “Health in All Policies” (HiAP) approach and Terms of Reference have been agreed. There will be an initial focus on developing a Health Impact Assessment approach as well as HiAP being considered in the council procurement guidelines.
- 2.6 The council was nominated in three categories for the South East Energy Efficiency Awards reflecting the work of the Sustainable Energy Officer, Hazel Hill, to secure funding to improve the energy efficiency of some of our most vulnerable residents’ homes. The awards (held on 1 October 2021) resulted in both a commendation for the council’s work in this area, and a win in the individual category recognising Hazel Hill’s efforts.
- 2.7 Within Parks and Countryside the new menu was launched in the rebranded Woodlarks Café at The Look Out, Swinley Forest along with a new Look Out booking system (Digitickets). To date this has worked well and there has been a good response to the new menu. Three film/TV productions were filmed in the borough’s green spaces. Tree enquires remain high however, creating some backlog. Work is being prioritised to deal with the most important and urgent issues.
- 2.8 Work continues to deliver on the actions from the Workforce Plan including finalising the Learning and Development Strategy and a new project focused on reducing agency spend. The Learning and Development Strategy has been informed by a skills survey which provided a response rate of over 50% and by consulting directly with managers across the council to ensure all mandatory and compulsory training requirements are covered. The strategy will be finalised in the next quarter.
- 2.9 In picking out these highlights there is a real danger of overlooking the special efforts of teams who are not mentioned. The simple fact is that the whole organisation continues to adapt very well and is delivering effective services.

### **What are we doing about things not going so well?**

- 3.1 Within Highways and Transport progress on the A322 Sports Centre Roundabout improvement scheme has been slightly delayed. However, design and planning work is well underway for a full refurbishment of the A322 Birch Hill junction traffic signals.
- 3.2 The bounce back of the economy has created some issues with supply chain, labour and energy across the whole country. Local mitigation plans are being developed to address this emerging pressure, including in relation to sourcing IT equipment which has become a global problem.



## **Forward Look**

Going forward, the council's strategic objectives will continue to progress in the coming weeks alongside the council's community response to Covid-19 which has also been incorporated into department service plans and reporting.

*Timothy Wheadon*  
*Chief Executive*

## Section 2: Chief Executive's Office

### Assistant Director's Overview

Staff have continued to work effectively almost exclusively from home during Quarter 2, though an increasing number of staff started to return to the office for a day a week from July.

During Quarter 2 the business change team's focus has moved back to supporting the transformation programme having been deployed to support a wide range of Covid response priorities over the last 18 months. The team have supported the new Executive Director: People to review the focus of the People change programme, while simultaneously enabling delivery of key projects including the high needs block, adult social care conversations model and children's social care fostering and placements projects.

The Business change team support has also been provided to enable the delivery of the Time Square community hub which is due to open to community groups in November 2021 and to the public in January 2022; the Ways of Working programme including hybrid meeting rooms, model office, a new contact management application for EDS and a print service review and the Asset Review programme.

The communications and marketing team's activities have been split in to three main functions during this quarter, which will remain in place for the rest of the year: COVID communications; strategic and significant projects; and events. The appointment of an additional COVID comms officer and part-time graphic designer has seen BAU communications capacity return to pre-pandemic levels. The communications and marketing team supported several business-as-usual campaigns, on themes including climate change; regeneration; health and wellbeing; equalities and diversity.

The results of the Town & Country survey revealed that 95 per cent of respondents thought the magazine provided valuable and useful information; the magazine was also the most popular channel for council news and information, followed by the council website, leaflets and other publications and social media.

The Bracknell Forest Giants event was launched in partnership with The Lexicon in August. The marketing collectively reached 11 million impacts and the social media impact was 14 times higher than the industry average. It generated 53 press articles, including national coverage in The Telegraph and The Guardian online. 75 per cent of retailers reported significant uplift against 2019 and footfall was up 23.7 per cent compared to 2020 for the same period.

The community engagement and equalities team developed recommendations for the ownership and management of the Buckler's Park Community Hub and facilities and the community centre element of the Binfield Community and Health Hub. The recommendations were considered by the Executive in October.

We have worked in partnership with the CCG and Involve on the development of a community deal approach focussed on enabling communities to further develop self-reliance and take action to address their health and wellbeing needs as a delivery mechanism for the Health and Wellbeing Strategy.

Considerable progress was made on advancing equalities including delivering inclusive conversations unconscious bias training to senior managers, launching the equality allies

scheme with 26 staff volunteers, running a public consultation on the organisation's new equality objectives and supporting the Member's Equalities Working Group to develop their recommendations on equality, diversity and inclusion and the development of a Mayor's Charter. A programme of EqlA training has been delivered to further develop staff capability to conduct EqlAs.

A workshop was held with the Bracknell Forest Civilian Military Partnership to review its TOR, membership and workplan going forward. Progress has been made in working with officers from other Berkshire Authorities in developing the remit of the Royal Berkshire Civilian Military Partnership meeting in November

There has been a continued focus of the policy function to support the corporate complaints process. This has included several investigations and the review of the current complaints policy.

Planning is also underway for the upcoming Corporate Peer Challenge, which the council will welcome in November 2021. Through September, a detail position statement has been developed to reflect on the operations and approach of the council.

## **COVID 19**

The communications and marketing team's main focus continues to be on COVID-19, specifically on promoting health and hygiene safety advice, self-isolation and testing and vaccination including the launch of several vaccine pop-up sites. They are supported by the engagement team's Covid engagement activities with specific communities across the borough.

Wide ranging and on-going support have been provided to the community associations who manage the Council's community centres to support their recovery from the pandemic and longer-term sustainability.

A significant focus in Quarter 2 has been extending and establishing the processes for distributing government funding linked to welfare. This has involved aligning the work across the council to agree a single approach, primarily to support children eligible for free school meals with food vouchers over the school holidays. Much of this support is related to the pandemic, however, the CXO corporate policy function is leading to develop a longer term and sustainable plan for addressing financial hardship across the council. This is being enabled by the appointment of a dedicated Financial Hardship Project Officer.

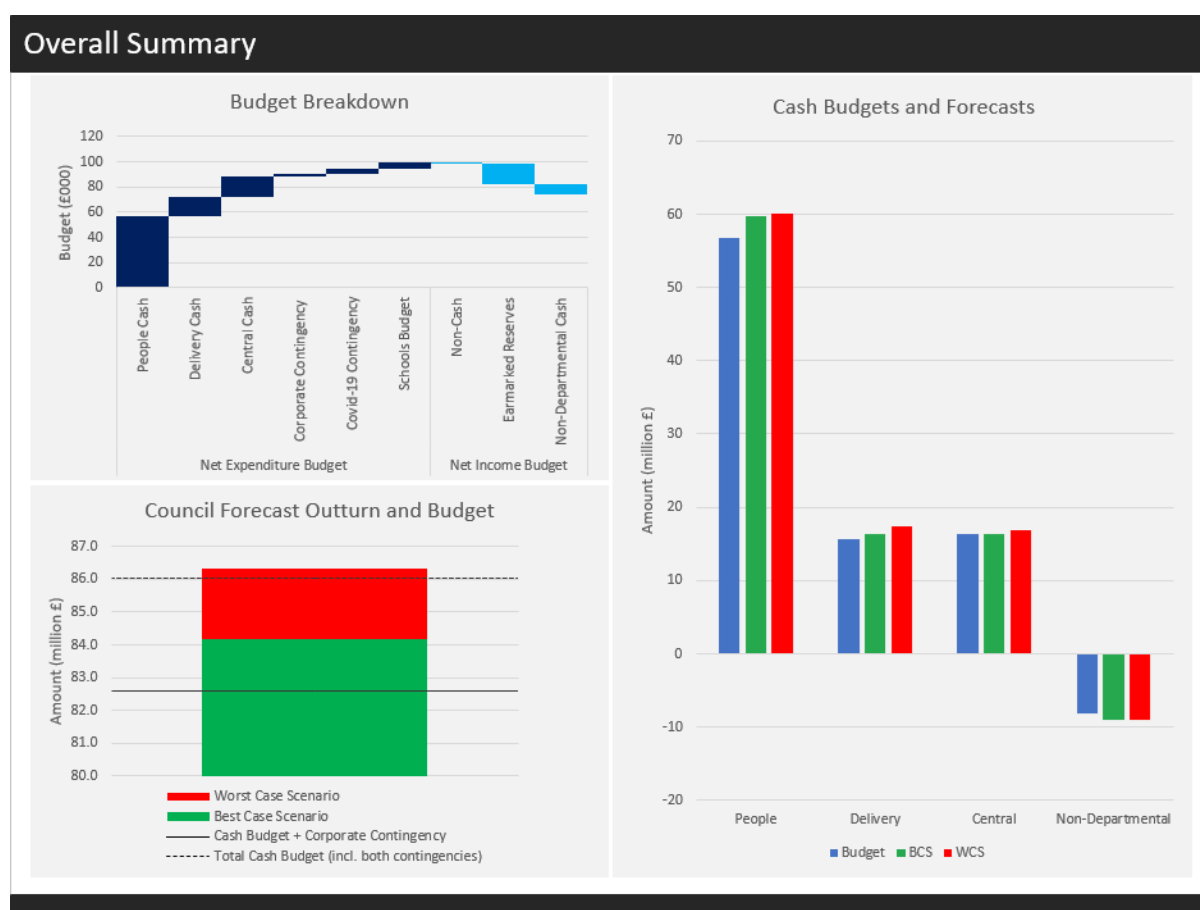
## Section 3: Budget Position

### REVENUE BUDGET MONITORING

The monthly monitoring returns are set out in detail in each directorate's Quarterly Service Report (QSR).

Due to the impact of the pandemic on the current years' budget and the resulting uncertainty, a range of potential outcomes have been considered. The returns now include estimated best and worst case scenarios which reflect actual expenditure to date plus a range of financial predictions from Assistant Directors covering the remainder of the year. Across the Council, variances have been identified indicating expenditure is above the approved budget ((£1.553m Best Case and £3.712m Worst Case) after taking into account the Corporate Contingency (£1.155m) and income compensation for the first quarter. This figure excludes use of the £3.417m balance on the COVID-19 Contingency which would produce an overall variance of -£1.864m Best Case and +£0.295m Worst Case.

Key information around directorate variances being reported follows.



## Summary – Assistant Director Level

	Original Cash Budget (£'000)	Virements & Budget C/Fwds (£'000)	Current Approved Cash Budget (£'000)	Variance – BCS (£'000)		Variance – WCS (£'000)	
				Last Month	This Month	Last Month	This Month
Director: Place, Planning & Regeneration	7,612	1,076	8,688	160	25	733	512
Director: Resources	5,384	401	5,785	10	19	171	159
Chief Executive's Office	1,857	-2	1,855	-13	-13	-4	-50
<b>CENTRAL</b>	<b>14,853</b>	<b>1,475</b>	<b>16,328</b>	<b>157</b>	<b>31</b>	<b>900</b>	<b>621</b>
Executive Director of Delivery	225	-3	222	0	0	0	0
Assistant Director: Customer Services & ICT	9,301	74	9,375	49	49	339	339
Assistant Director: Property Services	-5,915	6	-5,909	-93	-8	-3	157
Borough Solicitor	567	6	573	25	25	74	74
Head of Democratic & Registration Services	1,669	5	1,674	18	18	111	111
Assistant Director: Contract Services	9,654	-2	9,652	594	594	1,151	1,151
<b>DELIVERY</b>	<b>15,501</b>	<b>86</b>	<b>15,587</b>	<b>593</b>	<b>678</b>	<b>1,672</b>	<b>1,832</b>
Executive Director of People	1,329	-247	1,082	114	115	114	115
Education and Learning	2,075	188	2,263	271	258	316	300
Children's Social Care	17,467	168	17,635	702	787	982	1,026
Contribution to Costs from Schools Budget	-489	0	-489	0	-15	0	-15
Commissioning	2,658	279	2,937	20	26	20	26
Adult Social Care	19,355	47	19,402	659	819	739	899
Mental Health & Out of Hours	9,240	72	9,312	832	776	832	776
Early Help & Communities	4,558	50	4,608	120	128	124	132
Public Health	-85	85	0	0	0	0	0
<b>PEOPLE</b>	<b>56,108</b>	<b>642</b>	<b>56,750</b>	<b>2,717</b>	<b>2,894</b>	<b>3,126</b>	<b>3,259</b>

## Summary – Assistant Director Level

	Original Cash Budget (£'000)	Virements & Budget C/Fwds (£'000)	Current Approved Cash Budget (£'000)	Variance – BCS (£'000)		Variance – WCS (£'000)	
				Last Month	This Month	Last Month	This Month
Interest and Investment Income	2,010	0	2,010	0	-800	0	-750
Minimum & Voluntary Revenue Provisions	2,064	0	2,064	-95	-95	-95	-95
Council Wide Items	1,363	-595	768	0	0	0	0
New Homes Bonus Grant	-2,877	0	-2,877	0	0	0	0
Covid-19 LA Support Grant	-2,654	0	-2,654	0	0	0	0
Local Council Tax Support Grant	-827	0	-827	0	0	0	0
Business Rates Income Growth & Grants	-6,523	0	-6,523	0	0	0	0
Other	-55	0	-55	0	0	0	0
<b>NON-DEPARTMENTAL</b>	<b>-7,499</b>	<b>-595</b>	<b>-8,094</b>	<b>-95</b>	<b>-895</b>	<b>-95</b>	<b>-845</b>
<b>TOTAL</b>	<b>78,963</b>	<b>1,608</b>	<b>80,571</b>	<b>3,372</b>	<b>2,708</b>	<b>5,603</b>	<b>4,867</b>

<b>CORPORATE CONTINGENCY</b>	<b>2,250</b>	<b>-220</b>	<b>2,030</b>	<b>-1155</b>	<b>-1155</b>	<b>-1155</b>	<b>-1155</b>
<b>COVID-19 CONTINGENCY</b>	<b>3,417</b>	<b>0</b>	<b>3,417</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>84,630</b>	<b>1,388</b>	<b>86,018</b>	<b>2,217</b>	<b>1,553</b>	<b>4,448</b>	<b>3,712</b>

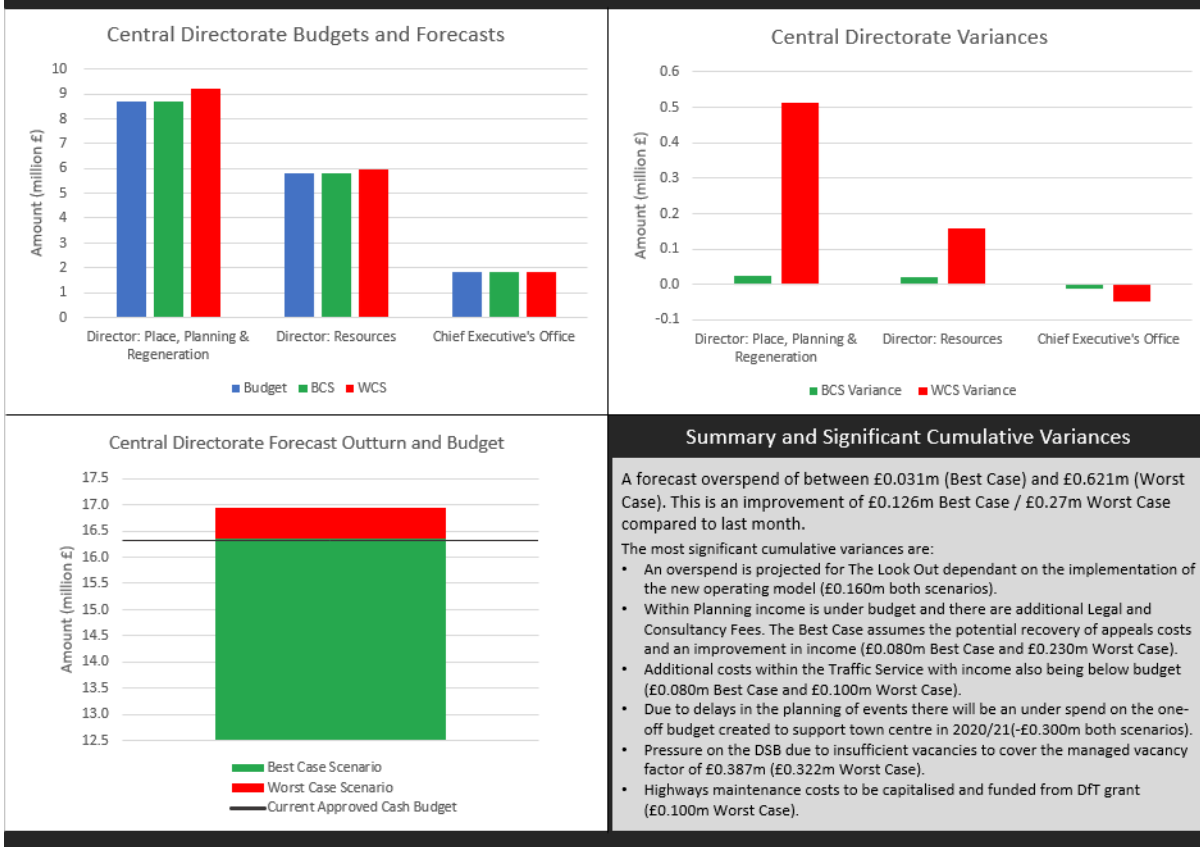
<b>EARMARKED RESERVES</b>	<b>-15,168</b>	<b>-1,388</b>	<b>-16,556</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OVERALL TOTAL</b>	<b>69,462</b>	<b>0</b>	<b>69,462</b>	<b>2,217</b>	<b>1,553</b>	<b>4,448</b>	<b>3,712</b>

<b>NON-CASH BUDGETS</b>	<b>-546</b>	<b>0</b>	<b>-546</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SCHOOL BUDGET</b>	<b>5,170</b>	<b>0</b>	<b>5,170</b>				
<b>OVERALL TOTAL</b>	<b>74,086</b>	<b>0</b>	<b>74,086</b>				

## Cash Budget Summary

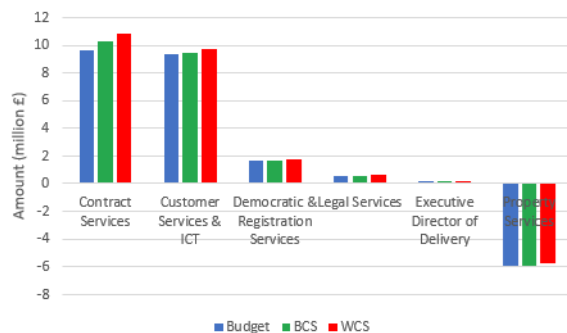


## Central Directorate Summary

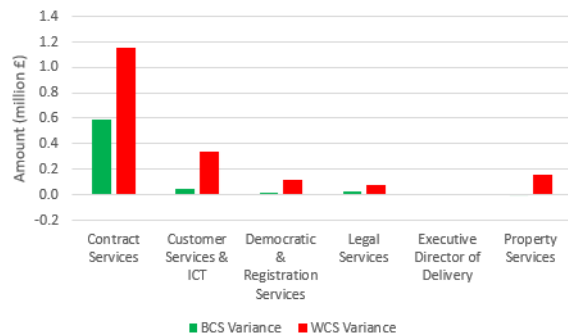


## Delivery Directorate Summary

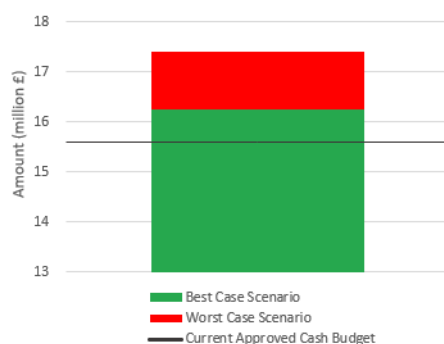
Delivery Directorate Budgets and Forecasts



Delivery Directorate Variances



Delivery Directorate Forecast Outturn and Budget



Summary and Significant Cumulative Variances

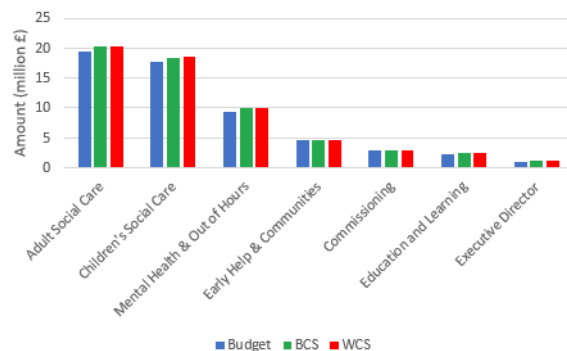
A forecast overspend of £0.678m (Best Case) and £1.832m (Worst Case). This is a deterioration of £0.085m Best Case / £0.160m Worst Case compared to last month.

The most significant cumulative variances are:

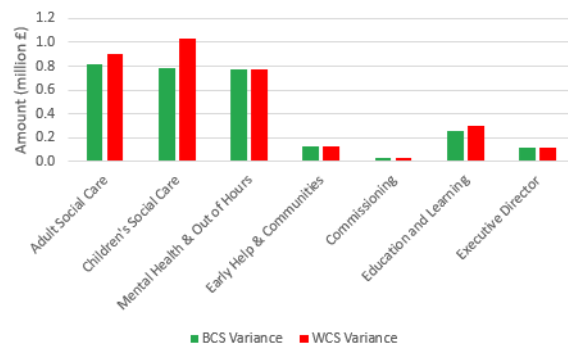
- Leisure where a best case scenario assumes income to be 50% of budget and a worst case scenario assumes 35% of budget (£0.623m Best Case and £0.818m Worst Case).
- Car Parking where the overall pressure is estimated to be between -£0.065m (Best Case) and £0.100m (Worst Case) after allowing for income support.
- Digital and IT Services – the Best Case scenario assumes an underspend on Consultants' Fees (-£0.030m) and the Worst Case scenario that additional Licences, Software and Maintenance costs cannot be absorbed. (-£0.030m Best Case and £0.160m Worst Case).
- Registration of Electors/Elections – additional costs from neighbourhood referendums and implementing new computer software in the Worst Case (£0.065m Best Case and £0.104m Worst Case).
- An overspend on Home to School Transport (£0.100m Worst Case).
- Additional Waste PFI tonnages (£0.097m Worst Case).
- An under-recovery of Cemetery and Crematorium income in the scenario (£0.100m Worst Case).
- Pressure on the DSB due to insufficient vacancies to cover the managed vacancy factor and additional costs arising from agency staff (£0.132m both scenarios).
- Income shortfall from Industrial and Commercial Properties (£0.055m BC & £0.160m WC).

## People Directorate Summary

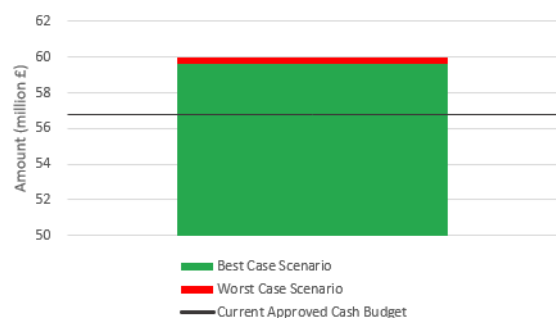
People Directorate Budgets and Forecasts



People Directorate Variances



People Directorate Forecast Outturn and Budget



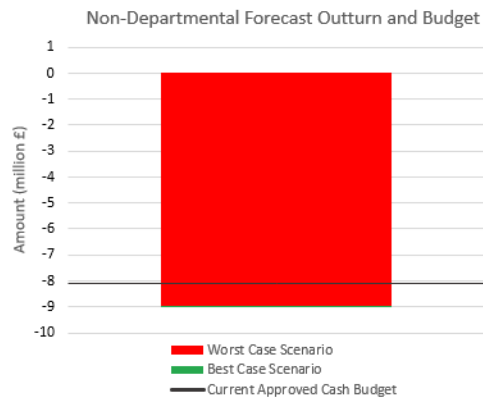
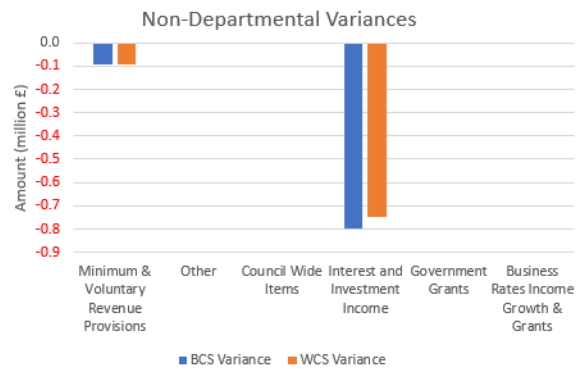
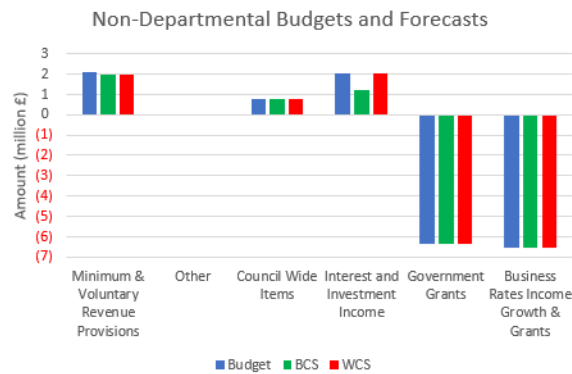
Summary and Significant Cumulative Variances

A forecast overspend of between £2.717m (Best Case) and £3.126m (Worst Case). This is a deterioration of £0.401m Best Case / £0.390m Worst Case compared to last month.

The most significant cumulative variances are:

- Education and Learning – Additional staffing costs and loss of income, in particular at the Open Learning Centre (£0.271m Best Case and £0.316m Worst Case).
- Within Children's Social Care the Transformation Project on CLA placements remains in a developmental stage with no savings currently forecast. The Worst Case scenario also assumes additional CLA placements and a knock-on effect on associated costs (£0.702m Best Case and £0.982m Worst Case).
- Overspend on care packages (£0.837m) and equipment (£0.186m) within Adult Social Care partly offset by underspends on staffing costs. The combined impact is between £0.659m (Best Case) and £0.739m (Worst Case).
- Mental Health & Out of Hours – An overspend of £0.832m (both scenarios) primarily relating to care packages (£0.431m), agency costs (£0.109m) and Forestcare (£0.269m).

## Non-Departmental Summary



### Summary and Significant Cumulative Variances

The Collection Fund shows the transactions of the Council in relation to Business Rates and Council Tax.

- Any Collection Fund variances will impact on the 2022/23 budget.
- It has been assumed that Vodafone will continue to pay rates to the Council for the rest of the current financial year, an earmarked reserve exists to cover the risk should this prove not to be the case. Due to the additional reliefs granted by the Government relating to the pandemic, a significant deficit is expected on the Collection Fund. Additional Section 31 grant will be received to compensate councils for the additional reliefs which will be transferred into an earmarked reserve to offset the deficit.
- Current projections suggest that the Local Council Tax Benefit Support Scheme could overspend by £0.400m. This primarily relates to additional relief provided to Council Taxpayers within the area due to the pandemic (£0.480m). This will be transferred to the General Fund at year end where a budget £0.500m is available to meet the additional costs.

On General Fund budgets there are underspends projected on the Minimum Revenue Provision (-£0.095m both scenarios) and Interest (-£0.800m Best Case and -£0.750m Worst Case).



## Section 4: Strategic Themes

### Value for money

Action	30/09/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 1.01.01 Maintain Council Tax	Completed	31/03/2022	100%	★	Council Tax was approved as part of the 2021/22 budget by Council in February 2021 and remains within the bottom 10% of comparable authorities
<input checked="" type="checkbox"/> 1.01.02 Spending is within the approved budget for this year	In Progress	31/03/2022	35%	★	Variances reported by directorates to CMT in September indicate expenditure above the approved budget (£2.217m Best Case and £4.448m Worst Case) after taking into account the Corporate Contingency (£1.155m) and income compensation for the first quarter. This figures exclude use of the £3.417m balance on the COVID-19 Contingency which would produce an overall variance of -£1.200m Best Case and +£1.031m Worst Case representing a deterioration of £0.274m Best Case / £0.323m Worst Case since last month.
<input checked="" type="checkbox"/> 1.01.05 Delivery of the transformation programme	In Progress	31/03/2022	25%	★	The delivery of a number of business change projects recommenced this quarter and regular programme reporting to CMT restarted.
<input checked="" type="checkbox"/> 1.01.07 Delivery of Transformation Savings	In Progress	31/03/2022	10%	▲	Both the Children Social Care and Adults Social Care transformation programmes have been delayed due to the prioritisation of the pandemic within the service and in project management support.
<input checked="" type="checkbox"/> 1.01.08 Council Tax Financial Support	Completed	31/03/2022	100%	★	Council Tax bills were reduced by £150 for council tax support claimants for a further year.
<input checked="" type="checkbox"/> 1.02.03 Workforce and Organisational Development Strategy	In Progress	31/03/2022	0%	★	HR and OD Strategy developed together with action plan. Activities commenced include a project to improve recruitment and retention in the People Department and to reduce agency spend across the Council, a council wide skill survey and the drafting of a Bracknell Forest Manager framework.
<input checked="" type="checkbox"/> 1.02.04 Integration of service and workforce planning	In Progress	31/03/2022	0%	★	Programme of updates for department management teams established to provide data to support working planning arrangements. Solutions are being considered which may support managers in this work by providing accurate establishment control across their workforce - including temporary and agency workers.
<input checked="" type="checkbox"/> 1.02.06 Develop Recruitment and Retention Strategy	In Progress	31/03/2022	20%	★	This work is being combined with the work to reduce agency spend. A review of the reward package is underway and a programme for attendance at recruitment fairs are planned to targets areas where recruitment and retention is most challenging.
<input checked="" type="checkbox"/> 1.02.10 Move services online and via self-service	In Progress	31/03/2022	40%	★	This is an ongoing task for the team. Development of the new application for the Emergency Duty Service is on target, so resource should be available soon to develop new online services. A rebuild of the public website includes a review of content to encourage take-up of online access.
<input checked="" type="checkbox"/> 1.02.15 Review our digital offer to residents	In Progress	31/03/2022	30%	●	New system procured. Once the system is in place and running, the digital offer and website contents will be updated in partnership with Communications and Marketing
<input checked="" type="checkbox"/> 1.02.16 Deliver year one customer experience strategy	In Progress	31/03/2022	30%	★	A review of the contact centre system is underway, with a plan to introduce improved IVR and telephone payments, and to extend the use of webchat and SMS to more services.
<input checked="" type="checkbox"/> 1.02.17 Deliver year one of the Digital and ICT Strategy	In Progress	31/03/2022	35%	★	The cloud migration project is scheduled to complete before the end of the year, with about 75% of applications now moved to Software as a Service or to MS Azure. A project is underway to implement Teams telephony. The redevelopment of the public website, using the latest version of Drupal, is progressing well.
<input checked="" type="checkbox"/> 1.02.18 Forestcare New System	In Progress	31/03/2022	70%	★	Staff training on the new system taking place. The provisional go live date is 1st December 2021
<input checked="" type="checkbox"/> 1.03.01 Appraisal of Asset Management Plan	In Progress	31/03/2022	10%	★	This piece of work is currently being reviewed. Meetings have been set up with service leads to get a clearer understanding of accommodation requirements across the council.
<input checked="" type="checkbox"/> 1.03.03 Review of Council's Commercial Property Assets	In Progress	31/12/2023	45%	★	On going
<input checked="" type="checkbox"/> 1.03.04 Implement Corporate Landlord Model	In Progress	31/03/2022	10%	★	Work ongoing
<input checked="" type="checkbox"/> 1.03.05 Redevelop Commercial Centre	In Progress	31/03/2022	50%	★	The ITT package was issued to 5 organisations and the closing date for tender returns is the 18th October 2021.
<input checked="" type="checkbox"/> 1.04.02 Legal advice for Joint Property Venture Project	In Progress	31/03/2022	85%	●	Close to completion
<input checked="" type="checkbox"/> 1.04.04 One Public Estate	In Progress	31/03/2023	50%	★	All 3 funding applications have received approval
<input checked="" type="checkbox"/> 1.04.05 Asset Management Plan	In Progress	31/03/2022	50%	★	Currently on going

Quarterly Indicators	30/09/2021			
	Last Quarter	This Quarter	Current Target	RAG
> L051 % of council tax collected	28.0%	54.5%	56.5%	★
> L053 % of Business Rates collected in year	19.1%	48.6%	59.5%	▲
L220 Number of ICT Helpdesk Calls	5,594	6,558	4,100	▲
> L221 Satisfaction with Customer Services	75.3%	74.7%	85.0%	●
L257 Number of complaints received	46	41	55	★
L391 % of posts filled by agency staff	18%	23%	34%	★
L392 % of agency workers council wide	6%	4%	6%	★
L395 Number of self-service transactions processed via customer account			20,000	?
L397 % of IT estate delivered from cloud		44%	50%	●
L444 Number of Facebook followers for Public Health	14	14		!
L445 Number of users accessing Thrive!	228	252		!
> L261 Level of staff sickness absence	1.43	1.30		n/a
> L262 Level of voluntary staff turnover	2.40%	5.52%		n/a

## Economic resilience

Action	30/09/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 2.02.02 The Deck	In Progress	31/03/2022	15%	★	The demolition of the former department store has been completed. The next phase of the development is progressing, awaiting outcome of Leveling Up Funding submission.
<input checked="" type="checkbox"/> 2.04.01 Business Brochure	In Progress	31/03/2022	90%	★	Final design completed. Due to be issued end Sept 2021
<input checked="" type="checkbox"/> 2.04.02 Economic Skills and Development Partnership	In Progress	31/03/2022	90%	★	Good progress with partnership engagement and meetings. Business groups meeting throughout Oct/Nov to progress work programmes.
<input checked="" type="checkbox"/> 2.04.03 Support for Local Economy	In Progress	31/03/2022	50%	★	Refresh of business data base underway. Now engaging with the key businesses and organisations.
<input checked="" type="checkbox"/> 2.05.02 Implementation of changes to property assets	In Progress	31/03/2022	66%	★	Work ongoing
<input checked="" type="checkbox"/> 2.06.01 Business Liaison Programme	In Progress	31/03/2022	50%	★	Ongoing
<input checked="" type="checkbox"/> 2.07.02 A3095 Improvement Project	Completed	31/03/2022	100%	✓	Scheme complete, subject to refinement of traffic signal operation.
<input checked="" type="checkbox"/> 2.07.03 Funding for infrastructure improvements	In Progress	31/03/2022	25%	★	We await confirmation of our grant from the Governments Capability fund to promote Active Travel in the borough. This will provide us with £132k towards initiatives aimed at Walking and Cycling and allow us to review and expand our Local Cycling and Walking Infrastructure Plan which will support the emerging 2037 Local Plan
<input checked="" type="checkbox"/> 2.07.04 Sports Centre Roundabout Highway Improvement	In Progress	31/03/2022	70%	★	Works onsite are currently ongoing, resurfacing planned for October.
<input checked="" type="checkbox"/> 2.08.02 Infrastructure Funding Statement	In Progress	31/12/2021	50%	★	must be published by 31st December 2021.
<input checked="" type="checkbox"/> 2.08.03 S106 agreements	In Progress	31/03/2022	50%	★	There have been 9 S106 agreements completed within this quarter.

Quarterly Indicators	30/09/2021			
	Last Quarter	This Quarter	Current Target	RAG
L268 % of working age people who are unemployed	3.4%	3.8%		n/a
L269 % of working age population in employment	80.3%	79.0%		n/a
L271 % of borough covered by superfast broadband	97.0%	97.0%	98.0%	★
L442 Vacancies on school governing boards	15%	21%		!

## Education and skills

Action	30/09/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 3.01.01 New education facilities	In Progress	31/03/2022	85%	●	Pre-submission Draft Local Plan - included proposed new school at Jealotts Hill garden village. Plan to be submitted in Q3 2021-22
<input checked="" type="checkbox"/> 3.01.02 Property support to ensure capacity is in line with School Places Plan	In Progress	31/03/2022	75%	★	Property services continues to support education service with changes to school premises.
<input checked="" type="checkbox"/> 3.02.01 School attendance legal advice	In Progress	31/03/2022	50%	★	Continued ad hoc advice given to Education Welfare Service as to matters pertaining to School Non Attendance Policy and procedures during the Covid-19 crisis, particularly since the full time return of schools as from 08/03/21.
<input checked="" type="checkbox"/> 3.02.02 Support for schools with standards and effectiveness partners	In Progress	31/03/2022	50%	★	Standards and Effectiveness Partners have continued to work with their allocated schools from the start of the autumn term. The majority of schools have been subject to significantly reduced restrictions which has enabled a greater proportion of on-site visits. Areas of focus have included the identification of key priorities for the autumn term, and the evaluation of the quality of education. A key priority for these visits will be to explore how schools are continuing to develop their curriculum during this period of recovery. Visits planned for the second half of the term will focus on pupil outcomes and in-depth validation of an aspect of the school's self-evaluation.
<input checked="" type="checkbox"/> 3.02.03 Promote best practice in schools	In Progress	31/03/2022	50%	★	Following the removal of the restrictions put in place as a result of the Covid-19 pandemic, the Standards and Effectiveness Team have been able to conduct both on-site and virtual visits, working in partnership with school leaders to evaluate the quality of education in Bracknell Forest Schools. These visits provide an opportunity to collect, share and promote best practice in relation to curriculum development and implementation. The Standards and Effectiveness Team have devised a full programme of training and network meetings focusing on SEND, English, mathematics, RE, assessment, the EYFS and the Pupil Premium, all drawing on both national and local best practice.
<input checked="" type="checkbox"/> 3.02.04 School Ofsted ratings	In Progress	31/03/2022	50%	★	Harmans Water Primary School was inspected by Ofsted in June 2021, with overall effectiveness of the school being judged as good. Leadership and Management of the school, the Quality of Education, as well as Behaviour and Attitudes were judged as good with Personal Development and Early Years being judged as outstanding.  This means the overall percentage of Bracknell Forest Schools which are judged to be good or better has increased to 86%, which is in line with the national picture.
<input checked="" type="checkbox"/> 3.03.01 Economic Skills and Development Partnership: Education Sub-group	In Progress	31/03/2022	90%	★	Active engagement with key stakeholders and organisations working on a revised programme of initiatives.
<input checked="" type="checkbox"/> 3.05.01 Entry level apprenticeships	In Progress	31/03/2022	25%	●	Numbers remain relatively low with managers resorting almost entirely to usual recruitment routes to fill vacancies for low level roles. Under the HR / OD restructure the AD has now established a resourcing function. This function will seek to raise awareness of the apprenticeship scheme and take proactive steps to encourage and support managers to provide apprenticeship opportunities in place of some of our entry level roles. At the moment the main users of the levy are schools, with only 3 internal apprenticeships making up the 20+ placements that the levy is currently funding.
<input checked="" type="checkbox"/> 3.05.02 Apprenticeship levy	In Progress	31/03/2022	25%	★	Linked to the recruitment strategy, opportunities to utilise the levy to prioritise areas where we are most challenged in our recruitment is underway. This covers areas in social care including social workers, occupational therapy and mental health practitioners. The levy is also being utilised to support management development.
<input checked="" type="checkbox"/> 3.06.01 Support the efficacy of early years professionals	In Progress	31/03/2022	50%	★	All YR classes have undertaken the new statutory Reception Baseline Assessment, an assessment task designed to assess children's skills and knowledge via an age appropriate set of activities which will be used to assess the school's impact on their progress. Schools are given brief details of the pupils' outcomes immediately, but finer details will not be known until the year 2028. The local authority team of EYFS strategic partners continue to offer support across the maintained early years settings and deliver key practical mechanisms at the termly network meetings and offer onsite expertise to their colleagues. Their support is invaluable particularly as 11 of the maintained schools have new teaching staff in their EYFS settings with approximately 50% of these have new EYFS leaders. One of the strategic leaders is based at a special school and is frequently brokered into schools for a day or two at a time as the demand to support pupils with diverse SEND increases.

<input checked="" type="checkbox"/> 3.07.01 Support care leavers to access education, training or employment	In Progress	31/03/2022	50%	★	At the end of September 2021, 24 out of all 67 care leavers were NEET (35.82%). 38 of the 67 care leavers are aged 19, 20 and 21 – 15 of these care leavers in this age bracket are NEET (39.47%). Support to EET is provided through the Virtual School and Elevate in partnership with the Leaving Care Service. PEP meetings are held for CLA and care leavers in Years 12 and 13 with advice and guidance offered in terms of available training/employability courses such as that offered through The Prince's Trust – these have a specific focus on transition to post 18 pathways. Referrals to Elevate can be made for any NEET care leaver up to the age of 21 (25 if they have an EHCP). The main barriers faced by the current cohort of NEET care leavers include the context of the employment market and available apprenticeships/traineeships which have been impacted by COVID culminating in a lack of jobs and work-based training opportunities.
<input checked="" type="checkbox"/> 3.08.01 Establish a culture of high expectations for all children	In Progress	31/03/2022	50%	★	The LA continues to work closely with partners both locally and nationally to ensure that schools continue to develop an inclusive SEND culture as well as have high expectations. SENDCos have been sign posted to LA and SEND Gateway training that reflects expectations of those with strategic responsibility, as well as for those new to the role of SENDCO and working in classrooms. The Standards and Effectiveness Partner with strategic leadership for SEND has scheduled training on the Engagement Model, as well as training for SENDCOs and the Governor with responsibility for SEND, this term. Members of the Standards and Effectiveness Team will continue to work with individual school leaders to ensure that the schools hold high standards for all pupils, especially those with SEND, and that this is reflected in their ambitious and inclusive curriculum offer and target setting processes.
<input checked="" type="checkbox"/> 3.08.02 Support transition to next stage of learning	In Progress	31/03/2022	50%	★	The Standards and Effectiveness Team continue to work closely with colleagues from Children's Support Services to provide support for the transition of children and young people with SEND. Initial conversations with school leaders indicate that overall pupils have transitioned smoothly across both year groups and phases. Standards and Effectiveness Partners continue to work directly with individual schools to support them in ensuring that the curriculum is well matched to the needs of pupils with SEND. The next SENDCo Forum will focus on the identification of gaps in learning and the sharing of best practice in how schools are adapting the curriculum to ensure it is accessible to all, enabling pupils to make progress from their differing starting points.

Quarterly Indicators	30/09/2021			
	Last Quarter	This Quarter	Current Target	RAG
L394 % of staff that have undertaken apprenticeship training : Education and skills	2.7%	2.7%	2.2%	★
L402 % of care leavers aged 19-21 years who are NEET : Education and skills	46%	39%	25%	▲
L403 % of care leavers aged 19-21 years who are in touch with LA : Education and skills			89%	?
> L139 % of schools rated good or better : Schools	83%	86%	85%	★
> L139 % of schools rated good or better : Maintained Primary Schools	88%	92%	83%	★
> L139 % of schools rated good or better : Maintained Secondary Schools	100%	100%	100%	★
> L139 % of schools rated good or better : Academy Primary Schools	40%	40%	100%	▲
> L139 % of schools rated good or better : Academy Secondary Schools	100%	100%	100%	★

## Caring for you and your family

Action	30/09/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 4.01.01 Participation in sports, leisure and cultural activities	In Progress	31/03/2023	25%	●	Leisure and culture participation has returned to near normal numbers. Covid is still impacting on income figures but q2 always has some impact from the holiday period but indications are that everything is back to normal
<input checked="" type="checkbox"/> 4.01.02 Tailored support for healthy lifestyles	In Progress	31/03/2022	0%	★	As an ongoing consequence of the COVID-19 intervention to socially distance, many of the lifestyle services continue to make progress in moving online. We are continuing to strengthen the generic Public Health online support with the website pages being constantly reviewed and updated to provide more information to the public during this time. The new smoking cessation service contract continues to be in working to ensure provision is in line with national guidance and meets our population's needs during this time, we are now awaiting confirmation of the first quarter's performance data in terms of quitters, which will be reported in the next quarterly update.
<input checked="" type="checkbox"/> 4.01.03 Covid Recovery Financial Stimulus Package	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 4.02.03 Strengthened Working with Health	In Progress	31/03/2022	50%	★	The council and the NHS have continued to work together collaboratively on a range of projects in quarter 2. This has included our work on Heathlands, and the Better Care Fund as well as work on improving governance arrangements that will support further integration of health and social care in the future.
<input checked="" type="checkbox"/> 4.02.04 Establish Mental Health Support Team	In Progress	31/03/2022	80%	★	MHST in place and training underway. On target.
<input checked="" type="checkbox"/> 4.04.02 Implement Housing Assistance Policy	In Progress	31/03/2023	80%	★	Policy due to be presented to the Executive in December.
<input checked="" type="checkbox"/> 4.05.01 Blue Mountain community and health facility	In Progress	31/03/2022	60%	●	Executive have now agreed additional capital allocation to progress with the project and the contract is in the process of being completed, with an anticipated start on site early in the new year. Arrangements for the operation of the Community element of the centre are now being explored.
<input checked="" type="checkbox"/> 4.06.01 Libraries engaged in the development of new community facilities	In Progress	31/03/2022	50%	★	Prior to the pandemic, five of the Borough's Libraries had extended opening hours with Open+ technology, with a combined increase in opening hours of an additional 232.5 hours per week, enabling greater access to library services. Due to three extended periods of national lockdown, and the fact that Open+ was disabled to ensure that numbers entering Library buildings were limited. Sandhurst Library's Open+ was reinstated from 1st September and is acting as a pilot site. Usage is being monitored to ensure that customers are behaving appropriately and not putting themselves or others at any risk. Implementation of Open+ at the other four sites is being tested and the plan is to go live in October.  The hiring out of Library facilities for community events resumed in July 2021 and there is an increasing demand for bookings.
<input checked="" type="checkbox"/> 4.06.03 New Community Hubs	In Progress	31/03/2022	50%	★	On 03.08.21 CPC formally resolved not to take on the ownership or management of Buckler's Park CH, although they may be open for further discussions in 3-5 years time. A paper went to CMT in September regarding alternative options.
<input checked="" type="checkbox"/> 4.07.01 Family hub services expansion and development of multi-disciplinary teams	In Progress	31/03/2023	60%	★	The Getting Help and Mental Health Support team are now in place with the former based in the family hubs. New joint sessions will run with HomeStart will run from the family hubs this term and the Early Help service are running a joint parenting course with the Youth Offending Service.
<input checked="" type="checkbox"/> 4.08.03 Multi-Disciplinary Team for Adolescents	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 4.08.04 Fostering Capacity	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 4.09.04 New Health and Care Service at Heathlands	In Progress	31/03/2022	50%	★	The council awarded a contract to a provider to deliver dementia nursing care and hotel services to the new Heathlands centre. We are now working together with our colleagues in the NHS to deliver a comprehensive implementation plan that will ensure that the service will be ready to open in the winter once construction is finalised.
<input checked="" type="checkbox"/> 4.10.01 Promotion of volunteering for grounds maintenance at the Cemetery & Crematorium	In Progress	31/03/2022	0%	★	Since the last quarter volunteers have been recruited to assist with helping keep the memorial sanctum areas clean and tidy. The volunteers assist with sweeping and tidying away foliage and litter to help keep the areas as presentable as possible for visitors.
<input checked="" type="checkbox"/> 4.10.02 Leisure, libraries and arts services used for social prescribing	In Progress	31/03/2022	35%	★	The Libraries team continues to develop and deliver events and activities that contribute to our efforts to tackle social isolation.
<input checked="" type="checkbox"/> 4.10.03 Social prescribing and primary prevention programmes	In Progress	31/03/2022	0%	★	The social prescribing service continues to support individuals during the pandemic through remote contact. It is being publicised in covid communications to the general public. The service is currently reviewing need against current provision and the evidence base and best practice to develop a plan to grow the service reach.



✓ 4.11.01 Arts and culture activities available through libraries	In Progress	31/03/2022	50%	★	During April, all cultural and arts' activities took place virtually through Zoom. Activities included flower arranging, craft demonstrations, cookery demonstrations, storytelling events, author talks, shadowing book awards, how to research family history, music streaming, film clubs, book groups, and Chatterbooks.  However, events began to take place physically again from May, once Government restrictions were lifted and the programme of activities has steadily increased and is well attended by the public.
✓ 4.11.02 Schools service level agreement for PE	In Progress	30/09/2022	0%	★	We have had very high levels of commitment from Bracknell Forest Primary Schools this year with all schools purchasing one of two levels of service level agreement. 15 schools upgraded to the premium level service. Every possible element of the agreement has been delivered to a very high standard. Feedback from the Headteacher reference group is positive and importantly the feedback from the young people has been extremely impressive. This year has shown an increase in schools attendance – every school in the borough has attended 8 or more events, activities or CPD over the year which is an increase on prior years.
✓ 4.12.01 Suitable Natural Green Space (SANG)	In Progress	31/03/2022	50%	★	SANG creation and management in place through pump priming and is ahead of anticipated demand.
✓ 4.12.02 Improvements for open spaces	In Progress	31/03/2022	10%	★	Planning stages in progress. Implementation likely to be COVID affected.
✓ 4.13.01 Civilian Military Partnership	In Progress	31/03/2022	25%	★	The partnership continue to liaise regarding the Civilian Military Partnership action plan and any issues arising from the plan. The CMP met virtually in May 2021 and have a further meeting planned for October 2021
✓ 4.13.03 Development of a Berkshire Civilian Military Partnership	In Progress	31/03/2022	25%	★	A preliminary meeting of Berkshire Armed Forces Champions and officers was held in June to discuss terms of reference, work programme and launch meeting of Royal County of Berkshire Civilian Military Partnership.

Monthly Indicators	31/08/2021			
	Last Month	This Month	Current Target	RAG
> L346 Average caseload for Family Safeguarding Model	16	17	16	●
> L385 Rate per 10k of children on Child Protection Plans	60.2	60.9	60.0	n/a
> L386 Rate per 10k of Children Looked After	50.0	50.4	50.0	n/a
L411 Number per 10,000 of care proceedings				?!

Quarterly Indicators	30/09/2021			
	Last Quarter	This Quarter	Current Target	RAG
L003 Number of visits to leisure facilities	183,820	286,614	187,500	★
L404 Number of children and young people visits to leisure facilities managed by Everyone Active	61,752	120,195	50,000	★
L405 Number of older people visits to leisure facilities managed by Everyone Active	17,652	33,774	22,500	★
L412 Number per 100,000 of first-time entrants to criminal justice system	16.1		20.0	?
L413 Time taken in weeks to process Disabled Facilities Grant applications				?!
L414 % of children who achieve a BMI Z-score reduction	0%	0%		★
L415 % of smokers who have quit at 4 weeks in the quarter (co-verified)	0%	0%		!
L416 % of smokers who have quit at 4 weeks in the year to date (co-verified)	0%	0%		!
L436 Number of visits by customers with a disability to leisure facilities managed Everyone Active	525		9,375	?

## Protecting and enhancing our environment

Action	30/09/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 5.01.01 Local Plan	In Progress	31/03/2022	85%	●	Responses to to consultation on Pre-Submission Draft Plan have been summarised. Draft Statements of Common Ground have been prepared for relevant bodies. Counsel advice is being sought and acted upon. Programme Officer appointed. Schedule of proposed major/minor modifications prepared.
<input checked="" type="checkbox"/> 5.01.02 Local Plan Government Inspection	In Progress	31/03/2022	0%	★	Examination of Local Plan will commence following its submission (in Q3 2021-22) and then in accordance with Planning Inspectorate timescale.
<input checked="" type="checkbox"/> 5.01.03 Local Plan Implementation	In Progress	31/03/2022	0%	★	Local Plan will be implemented following its adoption.
<input checked="" type="checkbox"/> 5.01.05 Management of land assets	In Progress	31/03/2022	75%	★	Work continues with parish councils on transfer of land ownership.
<input checked="" type="checkbox"/> 5.02.01 Green development of our waste collection services	In Progress	31/03/2022	90%	★	<p>Quarter 2 followed along the same lines as quarter 1, the new food waste recycling service continued to be very well used by residents. During the first 6 months of this financial year the recycling rate remains above target at 58% and the new food waste recycling service has helped avoid 1.9 million kg of CO2e emissions.</p> <p>In September the Executive approved the recommendations made by the Environment and Communities Overview and Scrutiny panel to implement food waste recycling into 20% (1800) flats across the borough. At the very end of quarter 2 the planning begun on this implementation which is going to be phased in from Spring 2022.</p>
<input checked="" type="checkbox"/> 5.02.02 Educate, enable and encourage residents to maximise their recycling	In Progress	31/03/2022	80%	★	<p>As quarter 2 progressed enquiries and requests for support with the new waste services returned to normal levels.</p> <p>A recycling collection day was held at the John Nike Stadium on 25 September. 410kg of clothing was collected and 1,480kg of small electrical appliances. This was the only public roadshow that was held in the quarter; due to uncertainty around covid restrictions many of the local events that the waste and recycling team attend, that typically take place in July and August each year, were cancelled.</p>
<input checked="" type="checkbox"/> 5.02.03 Landfill site at Strong's Heath	Completed	31/12/2022	100%	★	No further updates and the schedule work has been completed and decision made not to go ahead with the original proposal
<input checked="" type="checkbox"/> 5.03.01 Parking bay schemes	In Progress	31/03/2022	60%	★	The 2021/22 parking bay schemes have commenced construction.
<input checked="" type="checkbox"/> 5.05.01 Horseshoe Lake play and parking improvements	In Progress	31/03/2022	5%	★	COVID impact on the scheme delivery. Work was always planned to take place outside the peak summer season, so project continues.
<input checked="" type="checkbox"/> 5.06.01 Climate Change Action Plan and Strategy	In Progress	31/03/2022	50%	★	Strategy implementation on track. Second quarter project reviews have been completed and schedule to be reported to the Executive and Councillor Climate Change Advisory Panel. The CCAP also held their first meeting and received the Q4 report
<input checked="" type="checkbox"/> 5.06.02 Increase the range of digital services, reducing the number of customers visiting council	In Progress	31/03/2022	25%	★	The team continues to develop online services for customers. Customer visits to the main council offices continue to be managed using telephone and video channels.
<input checked="" type="checkbox"/> 5.06.05 Technology Solutions for Ways of Working	In Progress	31/03/2022	30%	★	Hybrid meeting technologies continue to be tested. A partner has been identified to help develop the requirements for the Council Chamber. New monitors have been delivered to staff working from home.
<input checked="" type="checkbox"/> 5.06.06 Climate Change Funding	In Progress	31/03/2022	0%	★	Ongoing review of where funding can be allocated.
<input checked="" type="checkbox"/> 5.07.03 Promote bus travel	In Progress	31/03/2022	25%	★	A new ambitious National Bus Strategy has been published by Government and Local Authorities and bus operators must work closely together in relationships formalised in a statutory 'Enhanced Partnership' and also produce a Bus Service Improvement Plan (BSIP) by October 2021. BFC has received £150k to help assist with this work and is on track to submit our BSIP on time.
<input checked="" type="checkbox"/> 5.07.04 Electric Vehicle Charging Strategy	In Progress	31/03/2022	50%	★	The document "Electric Vehicle Charging - A Summary and Guide" has been published and placed on the Council's dedicated EV webpage. This document provides details of the Council's current position on catering for EV charging - whilst awaiting publication of the Government's EV Charging Strategy which will inform the role of the public and private sectors. The Climate Change Advisory Panel has considered the Council's position on EV Charging Infrastructure and will report further.
<input checked="" type="checkbox"/> 5.07.05 Pedestrian Cycle Improvements	In Progress	31/03/2022	25%	★	Initiatives have been planned to promote walking and cycling in the borough as part of the Governments push for more Active Travel as we emerge from the Covid 19 pandemic. This work will be funded by the Capability Fund (£132k) and includes interactive cycle maps, a series of led bike rides and walks around the borough, suggested routes, family cycle training, Eco rewards, new cycle guidance training for officers, interactive consultation platform for residents, workplace intervention, adoption of the My Journey brand and expansion of our Local Cycling and Walking Infrastructure Plan.

Quarterly Indicators	30/09/2021			
	Last Quarter	This Quarter	Target	RAG
L241 Income from CIL receipts	£1,015,121	£448,250		!
L284 Number of homes given planning permission	64	241		!
> L286 % of successful planning appeals	63%	75%		!
> L356 % of major planning applications determined within timescales	86%	83%	85%	★
> L357 % of minor planning applications determined within timescales	76%	88%	85%	★
> L358 % of other planning applications determined within timescales	94%	77%	85%	●
L418 Customer visits to Time Square	0	0	5,000	★
L434 Planning permissions granted for net additional dwellings not yet implemented		241		n/a
L446 Change in positive wellbeing score for social prescribing	83%	64%	30%	★
L447 Change in loneliness and social isolation score for social prescribing	92	69		!



## Communities

Action	30/09/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 6.01.01 Health check and action plan for retail centres	In Progress	31/03/2022	75%	★	Continuing delivery of projects supporting the retail centres post pandemic
<input checked="" type="checkbox"/> 6.02.01 Support for Community Associations	In Progress	31/03/2022	50%	★	Supported community associations with COVID-19 and opening up their centres as restrictions were lifted. S106 contribution agreed for Birch Hill CC. Advice given to CC's regarding ad hoc inquiries.
<input checked="" type="checkbox"/> 6.02.02 Cultural offer available through libraries	In Progress	31/03/2022	50%	★	Children and adults can immerse themselves in every form of art, film, music and dance through performances and attending classes in the Libraries under normal circumstances. They can also learn about art and culture, local and family history through reading. The cultural offer includes arts and crafts' demonstrations, author talks, shadowing book awards and prizes, and music streaming. In April, due to Covid restrictions physical events were unable to take place, but a number of cultural events took place virtually over Zoom.  However, since June the programme of physical events has steadily resumed and are well attended by the public.
<input checked="" type="checkbox"/> 6.02.03 Develop the offer in Libraries to support the Adults and Children's agendas	In Progress	31/03/2022	50%	★	The Library Service re-opened in April but due to Covid restrictions, opportunities to support both Adults' and Children's Services agendas have been limited but the following has been undertaken: Delivering books to the housebound and clinically vulnerable through the Home Library Service in order to combat social isolation. 25 tablets to loan to people with dementia and their carers, working closely with the BFC Dementia Services Coordinator. Organising a large programme of virtual events, in order to bring people together who are lonely, and to promote reading for pleasure as a means of improving mental health and well being. Working closely with the Public Health Team and, in particular, with the Social Prescribing Team, who were signposting their clients to Library events, and promoting the Libraries' collections of "Reading Well" self-help books. Working with Children's Services to form a Library offer as part of the Dolly Parton Imagination Library, to support looked after children and children from low income families and to improve literacy and encourage a love of reading. All Library staff have undertaken the "Making Every Contact Count" e-learning courses.
<input checked="" type="checkbox"/> 6.02.04 Collaboration and Community Hub at Time Square	In Progress	31/03/2022	80%	★	Time Square works are close to completion. The wedding Venue is now operational and work to enable Community groups to use the space from 1st November are advancing. The Collaboration space and Cafe area will be open to staff from the 1st November, although there is a delay on some of the new Furniture.
<input checked="" type="checkbox"/> 6.03.02 Addressing Hate Crime	In Progress	31/03/2022	0%	★	A BF hate crime action plan has been developed and is in place. It is overseen by the Community Cohesion and Engagement Partnership and reports progress to the Community Safety Partnership. A Bracknell and Wokingham hate crime working group has been initiated to work cohesively across the Local Police Area. This working group is linked into Thames Valley Police's Independent Advisory Group and its Ethnic Community Advisory Group. BF Community Safety is currently refreshing its public-facing hate crime webpages and is also undertaking continued monitoring and review of weekly reported crime that has a hate crime flag.
<input checked="" type="checkbox"/> 6.03.03 Safe Accommodation Duty	In Progress	31/03/2022	85%	★	Following needs analysis, research with service users and frontline staff, and consultation with partners, the draft Safe Accommodation (Domestic Abuse) Strategy is online and spend proposals are developing.
<input checked="" type="checkbox"/> 6.03.04 Tackling Serious Violence	In Progress	31/03/2022	0%	★	A sub-group of the CSP has been created which will provide oversight of the work that is being done to prevent serious violence and exploitation involving children and young people in BF. This group is working closely with the Thames Valley Violence Reduction Unit (VRU) in the preparation of a strategy and action plan. BFC has a single point of contact to liaise with the VRU and an assessment of the profile of serious violence in BF is being prepared by the VRU. BF is represented on the VRU Strategy Group, the Operational Group and the Thames Valley Together Board, the latter of which has been set up to undertake an information-sharing project.
<input checked="" type="checkbox"/> 6.03.05 Child Friendly Partnership Group	In Progress	31/03/2022	0%	★	
<input checked="" type="checkbox"/> 6.04.01 South Hill Park Development	In Progress	31/03/2022	50%	★	The council continues to support South Hill Park Arts Centre through its grant award. The centre has successfully reopened with a wide range of shows, events and courses.
<input checked="" type="checkbox"/> 6.07.01 Owned and leased properties for Homelessness	In Progress	31/03/2022	50%	★	Construction works to create a new one bedroom ( fully DDA compliant) will be completed by March 2022.

<input checked="" type="checkbox"/> 6.07.02 Homelessness strategy	In Progress	31/03/2022	90%	★	The statutory Homelessness Review has been completed and the Homelessness Strategy drafted. Consultation is planned with a range of stakeholders, securing their input into both the draft strategy and the strategy action plan. The strategy will be presented to the Executive in January once refined post consultation.
<input checked="" type="checkbox"/> 6.08.01 Affordable housing planning policy	In Progress	31/03/2022	85%	★	Submission Draft Local Plan includes updated affordable housing policies which will be subject to independent assessment as part of the Local Plan Examination.
<input checked="" type="checkbox"/> 6.08.03 Housing Strategy	In Progress	31/03/2022	25%	★	A number of pieces of work have been completed which underpin a new housing strategy including a housing needs and affordability study; a needs analysis for the safe accommodation strategy; the homelessness strategy review and other work. Together this forms a body of evidence which will inform the strategy. A project plan is being produced with a timeline for the production of a new strategy.
<input checked="" type="checkbox"/> 6.09.01 Housing allocations policy	In Progress	31/03/2022	70%	★	The Allocations Policy is in draft. This will come forward to the Executive in due course - estimated Dec/Jan.
<input checked="" type="checkbox"/> 6.09.02 Implement new allocations policy for all live cases	In Progress	31/03/2023	0%	★	There will need to be a public consultation on the proposed Allocations Policy to include registered housing providers and this will need to be finalised before implementation.
<input checked="" type="checkbox"/> 6.10.02 Cultural Festival	Completed	31/03/2022	100%	★	A virtual cultural event was organised and held via teams with Berkshire Against Racism Saturday, 14 August with many community groups coming together to celebrate their culture. Planning is underway to hold next years event live subject to restriction at the time
<input checked="" type="checkbox"/> 6.10.04 Community groups supporting the half marathon	Completed	31/03/2022	100%	★	The half marathon event went ahead successfully on the 5th of September with support from a wide range of community groups. Planning has now started for the 2022 event in May.

Quarterly Indicators	30/09/2021			
	Last Quarter	This Quarter	Current Target	RAG
L185 Overall crime	1,565	1,654		n/a
L406 Number of visits to libraries	13,353	53,032	13,750	★
L421 Number of community events held in libraries	32	145	80	★
L422 Number of educational events held in libraries	7	15	25	★
L424 Number of cases resolved by the partnership problem-solving groups	9	10		n/a
L425 % of homelessness preventions	54%		55%	?

## Covid-19

Action	30/09/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 8.002 Health and Wellbeing Strategy	In Progress	31/03/2022	50%	●	Progress on a draft strategy is progressing well with 6 key themes established and task and finish groups working on these to establish key outcomes that the strategy should deliver and the mechanism to monitor these. The Health and Wellbeing Board will be asked to agree the draft for public consultation in early December.
<input checked="" type="checkbox"/> 8.003 Look Out Discovery Centre	In Progress	31/03/2022	40%	●	The First phase of internal works to the Look Out have been implemented with the re-branding of the cafe, and the introduction of an new menu. A new digital tickets system has been introduced and externally there have been a number of improvements around the centre to improve the overall image. Phase two works are being developed and a strategy for this will be developed by the end of the financial year.
<input checked="" type="checkbox"/> 8.004 Community response for clinically extremely vulnerable residents	In Progress	31/03/2022	80%	★	Community response continues to be delivered as required in partnership with the Ark Trust to support vulnerable people
<input checked="" type="checkbox"/> 8.005 Impact of COVID on the community	In Progress	31/03/2022	25%	★	The Covid Community Impact Assessment (CIA) has been fully updated this quarter with data and insight from the second and third lockdowns plus the results of the April Covid resident's survey. The CIA informs the Council's recovery strategy and will be considered by the Executive in September.
<input checked="" type="checkbox"/> 8.006 COVID Recovery Package	In Progress	31/03/2022	50%	★	Progress being made / plans in place for responsible directorates and lead members to spend allocated funds on recovery measures
<input checked="" type="checkbox"/> 8.007 Implement ways of working programme	In Progress	31/03/2022	30%	★	Good progress is being made on the print review and hybrid working projects. An upgrade to the telephony system to enable the use of Teams for external calls, and a project to extend the range of channels routed through the contact centre software, are underway.
<input checked="" type="checkbox"/> 8.008 Shared Service Resilience	In Progress	31/03/2022	0%	★	Resilience in place and working well.
<input checked="" type="checkbox"/> 8.009 Impact of COVID on children's education	In Progress	31/03/2022	25%	★	Professional dialogue with school leaders across the summer term and at the beginning of the autumn term have confirmed a number of key priorities which will shape the work of the LA and schools as a result of the pandemic. Whilst EYFS provision is a strength across Bracknell Forest there needs to remain a strong focus on developing communication and language, physical development and the social and emotional development of our youngest pupils. Schools are rightly prioritising early reading and the teaching of phonics. Leaders highlight that the period of remote education provision had an impact on progress and attainment of pupils in writing and this therefore remains an area of focus as does provision for disadvantaged pupils across all Bracknell Forest Schools.
<input checked="" type="checkbox"/> 8.010 Impact of COVID on pupils with SEND	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 8.011 Youth Employment Partnership	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 8.012 Preventing Hardship	In Progress	31/03/2022	25%	★	A corporate financial hardship officer group is in place. Utilising the Covid recovery budget welfare fund allocated for 2021/22 the Council has appointed a financial hardship officer to support work against this objective.
<input checked="" type="checkbox"/> 8.013 Equalities Impact Assessment for Covid Recovery	In Progress	31/03/2022	0%	?	

## Section 5: Corporate Health

### a) Summary of People

#### Staff Voluntary Turnover

Department	Previous Figure*	For the last 4 quarters	Notes
People	14.22%	17.95%	
Delivery	10.15%	11.11%	
Resources	7.36%	8.60%	
PPR	10.32%	13.29%	
Chief Executive's Office	5.26%	13.51%	
Total Voluntary Turnover	12.15%	15.26%	

\* This figure relates to the previous 4 quarters and is taken from the preceding CPOR.

Comparator data	%
Total voluntary turnover for BFC, 2020/21:	11.2%
Average voluntary turnover rate UK public sector 2016:	10.0%
Average Local Government England voluntary turnover 2016:	14.0%

(Source: XPerfHR Staff Turnover Rates and Cost Survey 2016 and LGA Workforce Survey 2016)

## Staff Sickness

Department	Quarter 4 20/21 (days per employee)	Previous Financial Year (Actual Average days per employee)	2020/21 Estimated Annual Average (days per employee)	Notes
People	1.6	5.93	6.4	
Delivery	1.14	7.67	4.56	
PPR	0.53	2.47	2.12	
Resources	1.32	4.65	5.28	
Chief Executive's Office	1.64	2.3	6.56	
Total staff sickness excluding maintained schools	1.36	5.67	5.44	

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council (Non-Schools) 20/21	5.67 days
English Local Authorities 2017/18	8.6 days

(Source: Local Government Workforce Survey 2017/18)

### People

Sickness absence has increased slightly since the last quarter. There have been big jumps in Adult Social Care and Early Help & Communities while Mental Health and Out of Hours has seen a significant reduction. 53% of the sickness remains attributable to long-term sickness. Covid-19 represents 6% of the absences this quarter which is an increase from the previous quarter.

### Delivery

Sickness for this quarter has gone up quite significantly since last quarter across most areas of the Directorate. The percentage of long-term sickness has risen to 42.6% this quarter with a total of 4 members of staff being off long-term during the quarter but only one remains off at the end of the quarter. Covid-19 represents 10.6% of the absence this quarter.

### Resources

Absence levels have risen in the last quarter. 58% of the absence were attributed to long term sickness (3 members of staff). 27% of the absence was attributable to Covid-19 this quarter.

### Place, Planning & Regeneration

Absence has risen this quarter compared to last quarter. 51% of the absence was attributed to long term sickness (3 members of staff) and 0.5% was attributed to Covid-19.

## b) Summary of Complaints

Department	Type of complaint	Q1	Q2	Q3	Q4	Total cumulative complaints	Outcome of all complaints received year to date
People: Adults	Statutory	12	14			26	5 – upheld/fully substantiated 7 – partially upheld/partially substantiated 8 – not upheld/not substantiated 5 – no finding 1 – in progress
	Local Government Ombudsman	0	0			0	
People: Childrens	Statutory stage 1	24	17			41	3 – in progress 4 – upheld/fully substantiated 13 – partially upheld/partially substantiated 12 – not upheld/not substantiated 5 – no finding made 4 – proceeded to stage 2
	Statutory stage 2	2	1			3	2 – in progress 1 – partially upheld
	Statutory stage 3	0	0			0	
	Stage 2	1	1			2	2 – not upheld
	Stage 3	0	2			2	2 – not upheld
	Local Government Ombudsman	0	0			0	
People: Housing	Stage 2	3	2			5	5 – partially upheld
	Stage 3	0	0			0	
	Local Government Ombudsman	0	0			0	
Central	Stage 2	2	2			4	2 – in progress 1 – not upheld 1 – proceeded to stage 3
	Stage 3	2	2			4	1 – in progress 3 – not upheld
	Local Government Ombudsman	3	0			3	3 – not upheld
Delivery	Stage 2	3	0			3	1 – in progress 2 – not upheld
	Stage 3	0	0			0	
	Local Government Ombudsman	0	0			0	

### People: Adults

There were 14 complaints in quarter 2. Compared to this time last year, this figure is up from 6. This is 8 more.

### People: Childrens

There were 21 complaints in quarter 2. Compared to this time last year, the figure is up from 18. This is 3 more.

### Central

There were 4 complaints in quarter 2. Compared to this time last year, the figure is exactly the same.

### Delivery

There were no complaints in quarter 2. Compared to this time last year, the figure is down from 2.

### c) Strategic Risks and Audits

During quarter 2 the Register was reviewed by the Strategic Risk Management Group on 4<sup>th</sup> November 2021. The following changes were agreed:

- To remove the Brexit risks and incorporate any impact from Brexit in the remaining risks;
- To reduce the COVID risk score.

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To: **Executive**  
**14 December 2021**

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## **COMMISSIONING OF SENSORY NEEDS SERVICES DIRECTOR OF PEOPLE**

### **1 Purpose of Report**

- 1.1 To seek Executive approval for the Council's plan to procure Sensory Needs Services as per Annex 1 – Strategic Procurement Plan (SPP).

### **2 Recommendation(s)**

- 2.1 For the Executive to approve the SPP (Annex 1) for procuring a provider (or multiple providers) for sensory needs services for Bracknell Forest residents.

### **3 Reasons for Recommendation(S)**

- 3.1 The Care Act 2014 places a duty on local authorities to ensure that people with sensory impairments are supported by professionals with relevant skills and experience.
- 3.2 Providing this support will meet the minimum requirements under the Care Act, and ensure that people with visual, hearing or dual sensory loss are afforded the opportunity to live as independently as possible and access their community safely. This is expected to reduce the risk of social isolation and the impact this can have on other acute services.
- 3.3 The procurement will ensure:
- Compliance with the Council's Contract Standing Orders, in accordance with the Public Contract Regulations 2015.
  - The Council meets its Statutory Duties under The Care Act 2014

### **4 Alternative Options Considered**

- 4.1 As detailed in the Strategic Procurement Plan (Annex 1).

### **5 Supporting Information**

- 5.1 An analysis of current usage was completed in March 2021. The key findings are detailed in the SPP.
- 5.2 Service Demand  
Demographically Bracknell has an increasing, ageing population with increasingly complex needs. The number of Bracknell Forest residents predicted to have a vision and or hearing loss is expected to rise by 13% over the next five years (POPPI and PANSI, 2021).

### **6 Consultation and Other Considerations**

- 6.1 Legal Advice  
Comments are detailed in the Strategic Procurement Plan (Annex 1).
- 6.2 Financial Advice  
Comments are detailed in the Strategic Procurement Plan (Annex 1).

### **7 Consultation**

- 7.1 Principal Groups Consulted

For the specification development, the project team will be consulting with operational adult social care teams, as well as service users, the market and other local authorities.

Annex 1 has been reviewed and endorsed at DMT and the Strategic Procurement Group in October 2021.

## 7.2 Method of Consultation

Initial soft market testing has been undertaken to seek initial views of the market and gather feedback on options. A survey of Bracknell Forest residents who have used existing services is being completed to inform priorities relating to aspects of service delivery. A market engagement event will further capture the market's views and promote the tendering opportunity.

Commissioning will continue to undertake further engagement with operational teams and service users (with their consent) in order to develop the service specification and be part of the evaluation team.

## 7.3 Responses Received

Initial conversations have identified commitment and support for the project and an interest amongst the market.

## 7.4 Equalities Impact Assessment

An initial impact assessment screening has been completed and is included in the Strategic Procurement Plan (Annex 1). This identified that a Full Equality Impact assessment was not required.

## 7.5 Strategic Risk Management

The project identified some strategic risks that needed to be considered. These risks are detailed in the Strategic Procurement Plan (Annex 1).

## 7.6 Climate Change Implications

As this is an extension and re-provision of existing services, analysis concludes that the recommendations contained within this report are expected to have no impact on emissions of greenhouse gases or the environment.

### Contact for further information

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