



Council
Thursday 26 February 1998, 7.30 pm

AGENDA

- | | Page No |
|--|---------|
| 1. Apologies for Absence | |
| 2. Minutes | |
| To approve as correct records the minutes of the meeting of the Council held on 23 October 1997 and of the Special Meeting held on 17 December 1997. | 3 - 14 |
| 3. Mayor's Announcements | |
| 1. The late former Councillor John Mattick | |
| 2. The late former Councillor Arthur Cheney | |
| 4. To receive and consider reports, minutes and recommendations of Committees | |
| • Education Transition Committee - 5 November 1997 | 15 - 70 |
| • Education Transition Committee - 11 December 1997 | |
| • Social Services Transition & Housing Committee - 6 January 1998 | |
| • Public & Environmental Services Committee - 8 January 1998 | |
| • Leisure Services Committee - 13 January 1998 | |
| • Planning & Transportation Committee - 15 January 1998 | |
| • Education Transition Committee - 22 January 1998 | |
| • Social Services Transition & Housing/Housing Sub Committee - Joint Meeting - 4 February 1998 | |
| • Strategy & Policy Committee - 11 February 1998 | |
| 5. Financial Plans and Revenue Budget 1998/99 | |
| To consider the recommendations in Minute 501 of the Strategy & Policy Committee held on 11 February 1998 as set out in the accompanying report by the Director of Corporate Services. | 71 - 76 |
| 6. Question: Standing Order 9 | |
| (1) Question to Chairman of Strategy & Policy Committee | |

(Councillor Bettison) by Mrs J Oxenbury

“In view of recent events and the Prime Minister’s statements on corrupt practices in local government, would the Leader of the Council answer the following questions:-

Have any investigations into alleged corrupt practices by a Councillor taken place in Bracknell Forest Borough Council since 4 April 1997?

What action should the Council, police, political party or political group take when such allegations are made?

What action can be taken against any Councillor found guilty of such practices?”

7. **To receive reports (if any from Members of the Council).**

8. **To receive reports from Officers of the Council.**

(i) Local Government Reorganisation - Joint Arrangements :
Report by Chief Executive attached.

77 - 80

9. **To consider the following motion submitted under Standing Order 6**

1/98 Submitted by Councillors Mills and Mrs Pile

“In light of the recent refusal of the Secretary of State for Defence to donate the RAF Staff College site to the people of Bracknell, this Council reaffirms its commitment to protecting this key site from overdevelopment.

Balanced open space in the centre of Bracknell is vital and this Council recognises the strategic importance of the RAF Staff College site to the existing and future communities in the Borough.

Therefore, this Council resolves to seek sources of external funding, including support from the Heritage Lottery Fund, to purchase the land for the people of Bracknell, thereby empowering our residents to control their future and preserve their environment.”

COUNCIL 23 OCTOBER 1997

Present: Councillors Adams, Angell, Mrs Ballin, Barnard, Bayle, Beadsley, Bettison, Birch, Blatchford, Mrs Doyle, Egan, Fawcett, Finnie, Flood, Harrison, Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, Mrs Keene, McCormack, Mills, North, Onions, Mrs Pile, Ryan, Sargeant, Mrs Shillcock, Simonds, Mrs Sutcliffe, Taylor, Veakins, Wade, Ward, Wheaton and Worrall

Apologies for Absence were received from:
Councillors Mrs Clifford, Good, Grayson and Thompson

THE MAYOR, COUNCILLOR JAMES G FINNIE IN THE CHAIR

358. Mayor's Announcements

(i) Diana - Princess of Wales

The Mayor referred to the sad events of the early hours of Sunday 31 August 1997, the subsequent announcement of the death of Diana Princess of Wales and to the deep sense of loss experienced by residents of the Borough in common with so many others. The Mayor had written to Her Majesty Queen Elizabeth II expressing the Borough's condolences to Her Majesty and to the royal family and had received a reply on behalf of Her Majesty. Arrangements had been made for flowers to be laid at the Town Square flagpole in Bracknell Town Centre and for books of condolence to be opened. Many hundreds of floral tributes, cards and other expressions of condolence had been left by residents at sites all over the Borough. Arrangements were being made through the Lord Lieutenant of Berkshire for passing on the personal messages and books of condolence. A number of suggestions had been made for commemorating the memory of Diana Princess of Wales in a lasting way and arrangements would be made to seek further suggestions from local residents through the next issue of Forestlink.

At the Mayor's request the Council observed a short period of silence to reflect on the memory of Diana Princess of Wales.

(ii) Councillor Mrs J Sutcliffe

On behalf of the Council the Mayor welcomed Councillor Mrs Sutcliffe to the meeting following a period of hospital treatment and recuperation.

(iii) Mayoral Engagements

The Mayor had previously circulated a list of the engagements which he, or the Deputy Mayor on his behalf had attended during the period 22 July to 23 October 1997. He further urged as many members as possible to attend a charitable event to raise funds for the annual Children in Need appeal to be held on 23 November outside The Point, Skimped Hill commencing at 7.30pm.

(iv) Corporate Management Team

The Mayor introduced and welcomed all members of the new Corporate Management Team to their first Council meeting.

359. **Minutes**

The Minutes of the Meeting of the Council held on 21 July 1997 were approved as a correct record subject to the reference to the Mayor's Charity in Minute 189 (iv) being amended to read "Bracknell and Windsor Forest Branch of the Multiple Sclerosis Society".

In connection with Motion 5/97 referred to in Minute 215, Councillor Mills advised the Council of the terms of the reply which had been received on behalf of the Ministry of Defence.

360. **Public Participation at Meetings - Petition**

A petition signed by over 250 local residents was presented to the Council by Mr Richard King and his friends in the terms set out below.

The undersigned respectfully ask that you receive this petition and consider:

- * The popularity of wheeled sports throughout the Borough of Bracknell Forest namely; BMX bikes, rollerblades and skateboards.
- * The lack of safe, accessible and affordable facilities available to accommodate these popular sports.
- * The safety concerns when these sports are played in the street or inappropriate areas.
- * And we ask that you, as our elected representatives, assist us in finding a safe and secure location to practice these sports where we do not pose a problem to other residents.

Richard King spoke in support of the petition which was referred to the Leisure Services Committee for consideration and report.

361. **Unitary 98 Interview Committee**

The report of the meeting of the Unitary 98 Interview Committee held on 1 August 1997 was submitted.

RESOLVED on the proposition of Councillor Bettison, duly seconded, that the report be received.

362. **Social Services Transition and Housing Committee**

The report of the meeting of the Social Services Transition and Housing Committee held on 9 September 1997 was submitted and the Chairman answered questions thereon.

RESOLVED on the proposition of Councillor Angell, seconded by Councillor Worrall, that the report be received.

363. **Public and Environmental Services Committee**

The report of the meeting of the Public and Environmental Services Committee held on 11 September 1997 was submitted and the Chairman answered questions thereon. Arising from Minute 236 (Local Government Reorganisation - Position Statement) the Chairman reported that Councillor North had been nominated to serve on the Joint Committee for the Thames Valley Police Authority and the Shadow Police Authority.

RESOLVED on the proposition of Councillor Mills, seconded by Councillor Egan, that the report be received and that the recommendations contained therein be adopted.

364. **Leisure Services Committee**

The report of the meeting of the Leisure Services Committee held on 16 September 1997 was submitted.

RESOLVED on the proposition of Councillor North, seconded by Councillor Mrs Hayes, that the report be received.

365. **Direct Services Board**

The report of the meeting of the Direct Services Board held on 24 September 1997 was submitted.

RESOLVED on the proposition of Councillor Sargeant, seconded by Councillor Miss Haydon, that the report be received.

366. **Education Transition Committee**

The report of the meeting of the Education Transition Committee held on 25 September 1997 was submitted and the Chairman answered questions thereon.

RESOLVED on the proposition of Councillor Ward, seconded by Councillor Barnard, that the report be received.

367. **Social Services Transition and Housing Committee**

The report of the special meeting of the Social Services Transition and Housing Committee held on 30 September 1997 was submitted and the Chairman answered questions thereon.

RESOLVED on the proposition of Councillor Angell, seconded by Councillor Worrall, that the report be received.

368. **Planning and Transportation Committee**

The report of the meeting of the Planning and Transportation Committee held on 2 October 1997 was submitted.

The Chairman indicated that Minute 318 was submitted as a separate item in order to facilitate consideration of the recommendation contained in that minute.

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

- (i) with the exception of Minute 318 the report of the meeting of the Planning and Transportation Committee held on 2 October 1997, be received and that the recommendations contained in Minute 313 (Local Government Reorganisation - Position Statement) be adopted;
- (ii) Minute 318 (Bracknell Forest Borough Local Planning Review and Further Proposed Changes) be received and that the recommendation contained therein be adopted.

The meeting was adjourned at 8.20pm to enable the Mayor to take further advice in connection with consideration of the previous item.

ADJOURNMENT

The Council reconvened at 8.30pm and the Mayor advised that, following representations, he would allow a short debate arising from Minute No 318 notwithstanding the Council's decision to adopt the recommendation.

There then followed a debate arising from the Council's decision to publish further proposed changes to the Bracknell Forest Borough Local Plan in respect of development proposals for land at Peacock Farm. Councillors Mrs Ballin, Jones, Mrs Keene, Sargeant, McCormack, Mrs Doyle and Flood participated.

369. Strategy & Policy Committee

The report of the meeting of the Strategy and Policy Committee held on 15 October 1997 was submitted and the Chairman answered questions thereon. In connection with Minute 347 (Developing Corporate Identity) at the request of the Chairman, Councillor Birch, Chairman of the Corporate Identity Focus Group, advised the Council of the future intentions of the Focus Group in relation to the further development of corporate identity including consideration of the initial results from consultation processes, cost estimates, initial introduction of implementation plan and development of a corporate identity manual. A presentation to members would be made with recommendations to a special meeting of the Council to be arranged on a date to be determined.

RESOLVED on the proposition of Councillor Bettison, seconded by Councillor Birch, that the report be received and that the following recommendations be adopted:-

Minute 343 - Berkshire Probation Service
Minute 344 - Council Meeting - February 1998

370. Strategy and Policy Committee

Prior to consideration of this item, Councillors Mrs Doyle, Fawcett, Harrison, Mrs Hayes, Onions, Mrs Pile, Ryan, Simonds and Taylor who would be involved in determining planning applications relating to the redevelopment of Bracknell town

centre withdrew from the Council Chamber. The members concerned returned to the Chamber at the conclusion of discussion of this item.

The report of the special meeting of the Strategy and Policy Committee held on 21 October 1997 was submitted and the Chairman answered questions thereon. The Chairman further agreed to provide Councillor Mrs Keene with a written reply arising from a question on Minute 353.

RESOLVED on the proposition of Councillor Bettison, seconded by Councillor Birch, that the report be received and that following recommendations contained therein be adopted:-

Minute 354 - Transition Costs Budget

Minute 356 - Bracknell Town Centre Redevelopment: Terms for a development agreement.

371. **Questions - Standing Order 9**

- (i) Question to Chairman of Strategy and Policy Committee (Councillor Bettison) by Councillor McCormack.

Given the commitment by Berkshire County Council to transfer on the 1 April 1998 to the six Unitary Authorities a balance of at least £15m, can the Leader of the Council explain what evidence exists to suggest that this objective will be achieved?

Reply by Councillor Bettison

In replying Councillor Bettison advised that, whilst, in common with the other Berkshire Districts, the Council had in the past been lead to believe that the balance of £15 million referred to would be in cash, it was now clear that much of the closing balance would be in the form of sundry properties described as unencumbered assets. The amount of cash balances would not be known until August 1998 when the County Council, final accounts would be nearing completion. Early notice would be provided during the process of closing the accounts.

Councillor Bettison then responded to a supplementary question from Councillor McCormack.

- (ii) Question to Chairman of Strategy and Policy Committee (Councillor Bettison) by Councillor McCormack

Covering the period to date, can the Leader of the Council confirm the total cost to this Council of arrangements to achieve transition to Unitary Status? In addition, what costs are anticipated up to the 1 April 1998?

Reply by Councillor Bettison

Councillor Bettison reported that the position remained exactly as reported to the Strategy and Policy Committee at its meeting on 21 October 1997 (Minute 354 refers). Of the revised total transition costs budget approved at that time and amounting to £15,259,000, some £11.2 million had been committed to date.

Councillor Bettison then responded to a supplementary question.

- (iii) Question to Chairman of Social Services Transition and Housing Committee (Councillor Angell) by Councillor Bayle

Could the Chairman give a brief update on progress relating to the implementation of this years Community Care Plan in Bracknell

Reply by Councillor Angell

Before replying to the question, Councillor Angell sought clarification as to the municipal year referred in the question and it was established that the question related to the development of the new unitary Council's Community Care Plan in 1998/99.

Councillor Angell then indicated that County policy staff would be assisting the Director of Social Services and Housing and other posts currently under recruitment in the development of a comprehensive Community Care Plan tailored to the needs of the new Council.

Councillor Angell then replied to a supplementary question.

- (iv) Question to Chairman of Social Services Transition and Housing Committee (Councillor Angell) by Councillor Mrs Shillcock

Could the Chairman specify the respective responsibilities of the Director, Deputy Directors and Service Heads in relation to strategy, policy and planning in the new structure for social services and housing.

Reply by Councillor Angell

Councillor Angell indicated the range of responsibilities to be undertaken by the Director of the combined department and by the Assistant Directors and Heads of Service together with the Head of Strategy and Support Services.

Councillor Angell then responded to a supplementary question.

372. Reports by Members of the Council and Other Representatives

The Council received a report by Councillor North on a meeting of the Blackwater Valley Recreation and Countryside Management Service.

373. Local Government Reorganisation - Appointments to Statutory Posts

The Chief Executive reported on the need for the Council under existing legislation, to appoint or designate Officers for specific purposes.

RESOLVED that

- (i) Mr Gordon Scotland Mitchell (Chief Executive) be appointed as the Council's Head of Paid Service with effect from 23 October 1997;
- (ii) Mr Christopher John Herbert (Borough Finance Officer) be appointed as the Council's Section 151 Officer with effect from 23 October 1997; and

- (iii) Mr Timothy Ralph Wheadon (Director of Corporate Services) be appointed as the Council's Monitoring Officer with effect from 23 October 1997.

374. **Membership of Council**

The Council noted that Councillor Mrs Jean Sutcliffe had now returned to Council duties following a period of hospital treatment and that the substitute appointments which had been made at the last meeting of the Council (Minute 212 refers) should now be rescinded.

RESOLVED that Councillor Mrs Jean Sutcliffe be reappointed to serve on the undermentioned Committees, Sub Committees and Outside Bodies for the remainder of the current year and that existing substitute appointments be cancelled.

Social Services Transition and Housing Committee

Education Transition Committee

Access Committee

Voluntary Grants Panel

Social Services Transition Sub Committee

Education Consultation Panel

Education Quality Assurance Sub Committee

Christmas Festivities and Millennium Sub Committee

Crime Reduction Steering Group

Harmans Water Community Association

Bracknell Age Concern

375. **Calculation of Council Tax Base 1998/99**

The Borough Finance Officer submitted draft calculations for the Council tax base for 1998/99 in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 and subsequent amendments.

RESOLVED that

- (i) the report of the Borough Finance Officer for the calculation of the Council's tax base for the year 1998/99 be approved; and
- (ii) pursuant to the Borough Finance Officer's report and in accordance with the Local Authorities (Calculation to Tax Base) Regulations 1992, the amount calculated by the Bracknell Forest Borough Council as its Council Tax Base and for each parish for the year 1998/99 shall be as follows:-

	£
Binfield	3,210
Bracknell	17,130
Crowthorne	2,340
Sandhurst	7,610
Warfield	3,920
Winkfield	<u>6,290</u>
Bracknell Forest	<u>40,500</u>

376. **Motions - Standing Order 6**

Motion 7/97

The following Motion was moved by Councillor Mrs Keene and seconded by Councillor Bayle.

This Council deplores candidates standing for election using misleading party names with the intention to deliberately deceive the electorate.

We will support this government in any measures it introduces to prevent such deception happening in the future.

An amendment in the terms of the resolution set out below was moved by Councillor Ward and seconded by Councillor Bettison and this was accepted by the mover and seconder of Motion 7/97.

On being put to the meeting the revised Motion was declared carried.

RESOLVED that

This Council deplores candidates standing for election with the intention to deliberately deceive the electorate.

However, we accept that names can be misleading without being deliberately so and we would not want legislation which would reduce people's ability to participate in the democratic process.

We will support this Government in any measures it introduces to prevent deception but would need to be convinced that any legislation did not reduce people's right to participate in the democratic process.

The meeting commenced at 7.30pm and concluded at 9.55pm.

MAYOR

COUNCIL

17 DECEMBER 1997

Present:- Councillors Adams, Angell, Mrs Ballin, Barnard, Bayle, Beadsley, Bettison, Birch, Blatchford, Mrs Doyle, Egan, Fawcett, Finnie, Flood, Good, Grayson, Harrison, Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, Mrs Keene, McCormack, Mills, North, Onions, Mrs Pile, Ryan, Sargeant, Mrs Shillcock, Simonds, Mrs Sutcliffe, Taylor, Thompson, Wade, Ward, Wheaton and Worrall

Apologies for absence were received from:-
Councillors Mrs Clifford and Veakins

THE MAYOR, COUNCILLOR JAMES FINNIE, IN THE CHAIR

377 Corporate Identity

Councillor Birch as Chairman of the Corporate Identity Focus Group submitted a report on the work of the Group in relation to the development of a corporate identity for the new unitary authority with specific reference to the consideration which had been given to issues relating to the Council's existing logo. The Group had identified weaknesses with the existing logo and had previously submitted alternative designs to the Strategy and Policy Committee which had been approved for the purposes of a comprehensive consultation exercise. Following that exercise, the Focus Group had concluded that it would be appropriate to revise the existing logo to address the reprographic and other weaknesses which had previously been identified. Copies of the revised logo were circulated to Members at the meeting and an exhibition panel was displayed.

Councillor Birch emphasised that all the developmental work had been undertaken in-house at no additional cost to the Council and that the Focus Group proposed that use of the revised logo should be phased in over a period of time as replacements became necessary. This would enable costs of replacing the logo to be contained as far as possible within current budgets although re-badging of buildings, equipment and facilities transferred from Berkshire County Council on abolition represented an unavoidable cost.

Following questions from members of the Council, the motion set out hereunder was moved by Councillor Birch and seconded by Councillor Bettison.

That the revised logo circulated at the meeting be adopted as the Borough's logo with immediate effect.

Following debate, the amendment set out hereunder was moved by Councillor Good and seconded by Councillor Bayle.

Delete all words after "that" and add - "the Council continues with the existing logo but investigates further the reprographic difficulties associated with that logo.

Following debate, the amendment was put to the Council meeting and, on a vote being taken, was declared not carried.

The original motion was then put to the meeting and, on a vote being taken, declared carried.

RESOLVED that the revised logo circulated at the meeting be adopted as the Borough's logo with immediate effect.

378 **Reference from Education Transition Committee**

Completion of Whitegrove Primary School

Councillor Ward, as Chairman of the Education Transition Committee, submitted minute 392 of the meeting of the Education Transition Committee held on 11 December 1997 for consideration by the Council in pursuance of Standing Order 44.

Following questions, Councillor Ward moved adoption of the recommendations set out in minute 392 together with an additional recommendation set out as (iv) in the resolution set out hereunder.

Following debate, a vote was taken and the motion declared carried

RESOLVED that

- (i) the Council approve the traditional build single storey building provided that:
 - (a) the final tender, together with the full tendered cost of temporary accommodation fall below £750,000 allowing for a 5% error (ie. £712,000).
 - (b) the money be committed before any contracts are signed other than for temporary classrooms.
- (ii) should either of the above conditions not be fulfilled, then the officers (without further reference to the Committee) proceed with Option 1 as referred to in the report submitted.

If this second option is adopted due to condition (i)(a) not being met, any balance of this £750,000 could be used for artificial surfaces or other work to be agreed with the Governors.

- (iii) should condition (i)(a) fail by a relatively small sum of money, the Governors be given 7 days to indicate whether they can make up any shortfalls.
- (iv) in order to proceed with all pre-contract work in the event of the Council adopting the recommendations of the Education Transition Committee, the Council request Berkshire County Council as present Local Education Authority to appoint this Council as agents for the purpose of completing this phase of Whitegrove Primary School.

The meeting commenced at 6.30pm
and concluded at 8.10pm.

MAYOR

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EDUCATION TRANSITION COMMITTEE 5 NOVEMBER 1997

Present: Councillor Ward (Chairman)
Councillors Beadsley, Mrs Doyle, Fawcett, Harrison, Mrs Hayes
Mrs Hirst, Mills, Mrs Shillcock, Wheaton and Worrall

Teacher Representatives: Mr J Haig, Ms L Wales, Mrs M Desai

Also Present: Mr G Anderson, Oxford Diocesan Council

Apologies for Absence were received from:
Councillors Mrs Sutcliffe, Taylor and Thompson

379. Minutes

The minutes of the meeting of the Committee held on 25 September 1997 was signed as a correct record.

380. Minutes of Sub and Liaison Committees

The Committee received the minutes of the Education Consultation Panel held on 13 October 1997 and the informal meeting of the Joint Advisory Sub Committee on Children's Services held on 22 October 1997.

381. Preparation for Unitary Status (Item 1)

The Committee received a report from the Director of Education outlining progress with joint working on a variety of key issues. It was noted that the third tier appointments to the new Education Department were progressing.

RESOLVED that the report be noted.

382. Standards Fund 1997/98 (Item 2)

The Committee received a report, circulated separately to the main agenda on the bids being put forward by the Education Department against the Standards Fund. The Director of Education explained the reasons behind the proposals not to bid against certain categories of funding as there was no likelihood of success. The Committee also discussed the budgetary implications and noted that at present, the DfEE provided 60% towards most grant expenditure, however this was being reduced by 50%. The balance had to be made up by the authority and any final decision on which grants formally to take up can be deferred until the Committee's overall budget was known.

RESOLVED that the Quality Assurance Sub Committee be requested to examine which of the competitive grants would be a priority for the Council and to approve where necessary approve detailed submissions on the Committee's behalf.

383. School Capital Expenditure (Item 3)

The Committee received a report from the Director of Education outlining capital expenditure projects which could require permission for the Council to borrow capital funding. It was noted that there was there was a bid to provide additional accommodation at Whitegrove Primary School and schemes to remove temporary classrooms at Warfield and Wildridings Primary Schools. The buildings at Wildridings were surplus to requirement and also at the end of their useful life. It was noted that there would be consultation with governing bodies before removal dates were established.

RESOLVED that the report be noted.

384. Nursery Development Programme - Berkshire County Council (Item 4)

The Committee received a report from the Director of Education outlining an offer by Berkshire County Council to consider the provision of nursery accommodation in the Whitegrove/Warfield area. According to the County Council's criteria, the Whitegrove/Warfield area was next in line for nursery development, should funding become available. The Joint Advisory Sub Committee on Children's Services had considered the issue and was recommending that the Committee respond positively to Berkshire County Council.

RESOLVED that the Council respond positively to Berkshire County Council regarding the provision of nursery accommodation in the Whitegrove/Warfield area.

385. Establishment of an Early Years Development Partnership (Item 5)

The Committee received a report from the Director of Education detailing terms of reference and composition of an Early Years Development Partnership needed to produce an Early Years Development plan. The plan needed to be approved for submission to the DfEE by 2 February 1998. The Committee agreed that a Special Needs teacher would be included in the forum and that the sentence in the forum's terms of reference "to plan training for those involved in the delivery of Early Years provision" would be amended to "to identify training needs for those involved in the delivery of Early Years provision".

RESOLVED subject to the amendments mentioned above, that the recommendation of the Joint Advisory Sub Committee on Children's Services with regard to the terms of reference and membership of the Early Years Development Partnership be agreed.

386. Targets/Life Long Learning Task Force (Item 6)

The Committee received a report from the Director of Education on establishing a Targets/Life Long Learning Task Force. It was noted that the Thames Valley Enterprise would provide most of the budgetary input for carrying out research etc. The only cost to the Council would be the time to set up and participate in the forum's meetings. The Committee debated the need to maintain an adequate labour supply in the area and the need for re-training for new skills as appropriate.

The forum was aimed at bringing together a wide variety of providers and was among other things to assist Thames Valley Enterprise in furthering their objectives. A white paper on Life Long Learning was expected to be published soon.

RESOLVED that the terms of reference for the Task Force to endorsed and that the Committee's representation be Chairman or Vice Chairman of the Education (Transition) Committee.

387. Joint Education Library Service (Item 7)

The Committee received a report from the Director of Education setting proposals for Bracknell Forest to be host authority for future provision of the Education Library Service. The report sought agreement in principle and further details would be reported to a future meeting of the Committee. It was noted that the service provided a quite different facility to that of the Public Library.

The service would be housed at the former County supplies building in Darwin Road, Reading and Reading Borough Council were undertaking responsibility for the fabric of that building. Ratification of the proposals by the other five unitary authorities was expected soon.

RESOLVED

- (i) that Bracknell Forest Borough Council be the host authority for the Education Library Service on behalf of the other Boroughs and Districts in Berkshire;
- (ii) the initial period of the contract be three years; and
- (iii) Officers be authorised to continue detail work and to report back to the Committee at a later stage.

388. **Provision of Language Support for Ethnic Minority Pupils (Item 8)**

The Committee received a report from the Director of Education outlining proposals for the future provision of language support to Bracknell Forest's schools in respect of pupils with little or no English. This service was a peripatetic service providing specialist input for children from a wide variety of backgrounds. It was not felt appropriate that the Borough should provide this service in-house and it was proposed that the service would be purchased primarily from Reading Borough Council service as and when needs arose.

RESOLVED that in respect of the period 1 April to 31 August 1998 that

- (i) a service for peripatetic language support be provided under contract by Reading Borough Council;
- (ii) Officers be authorised to undertake contract negotiations with Reading Borough Council;
- (iii) Services for interpretation and translation be purchased as required.

The meeting commenced at 7.30pm and concluded at 9.25pm.

CHAIRMAN

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**EDUCATION TRANSITION COMMITTEE
11 DECEMBER 1997**

Present: Councillor Ward (Chairman), Councillors Barnard, Beadsley, Mrs Doyle, Fawcett, Good, Harrison, Mrs Hayes, Mrs Hirst, Mrs Shillcock, Mrs Sutcliffe, Thompson, Wheaton and Worrall

Teacher Representatives: Mr J Haig, Ms L Wales

Oxford Diocesan Council: Mr G Anderson

Also Present: Councillors Bettison and North

Apologies for Absence were received from:
Councillors Mills and Taylor
and from Mrs Desai (Teacher Representative)

389. Minutes

The minutes of the meeting of the Committee held on 5 November 1997 were approved as a correct record.

390. Education Quality Assurance Sub Committee

RESOLVED that the minutes of the meeting of the Quality Assurance Sub Committee held on 12 November 1997 as set out in Appendix A hereto be received.

391. Public Participation - Submission on behalf of the Governors of Whitegrove Primary School

Mr R Stok, Chairman of the Governors of Whitegrove Primary School addressed the meeting and submitted information in support of the Governing Body's preferred option for completion of the Whitegrove Primary School buildings to meet anticipated needs from April 1998.

392. Completion of Whitegrove Primary School (Item 1)

Consideration was given to a report by the Director of Education dealing with the options for the construction, timescale and associated costs of the various options for the proposed extension at Whitegrove Primary School.

The Committee noted that the school had been designed on the basis that accommodation would be increased in 2 phases by the addition of modular buildings but that the Committee had previously formed the view that the option of extending the school through a traditional building in a single phase should also be considered.

Accordingly a feasibility study into the alternatives available had been undertaken and the costings and other implications were reported to the Committee. The Committee further noted that an agreement had been reached on behalf of the six Berkshire District Authorities

that completion of Whitegrove Primary School was of sufficiently high priority to be funded from the County Council's balances before those balances were distributed to the successor authorities.

Following debate the following Motion was adopted and, pursuant to Standing Order 44, a number of Members of the Committee requested that the matter be referred to the Council as a recommendation for decision.

Accordingly it was

RECOMMENDED

- (i) that the Council approve the traditional build single storey building provided that:
 - (a) the final tender, together with the full tendered cost of temporary accommodation fall below £750,000 allowing for a 5% error (ie. £712,000).
 - (b) the money be committed before any contracts are signed other than for temporary classrooms.
- (ii) should either of the above conditions not be fulfilled, then the officers (without further reference to the Committee) proceed with Option 1 as referred to in the report submitted.

If this second option is adopted due to condition (i)(a) not being met, any balance of this £750,000 could be used for artificial surfaces or other work to be agreed with the Governors.

- (iii) should condition (i)(a) fail by a relatively small sum of money, the Governors be given 7 days to indicate whether they can make up any shortfalls.

It was further

RESOLVED that the Director of Education be authorised to request the County Council to proceed with the necessary provision of appropriate temporary accommodation to meet anticipated needs during construction.

393. **Progress Report on Preparation for Unitary Status (Item 2)**

The Director of Education submitted a progress report on the project plan for the establishment and subsequent operation of Bracknell Forest Local Education Authority with particular reference to the progress being made with regard to the recruitment of key staff.

RESOLVED that the report and good progress being made be noted.

394. **Education Development Plan (Item 3)**

The Director of Education reported on the forthcoming statutory requirement for the Council to prepare an Education Development Plan by the end of March 1999 and submitted a first draft aimed at establishing a strategic framework for the plan over the period 1998 - 2002.

The plan submitted comprised a service description, service profiles, identified pressures and issues and a statement of service purpose.

The Committee noted that, within the strategic framework, the annual service priorities for 1998 - 99 would be considered by the Committee at its next scheduled meeting.

RESOLVED that the report be noted and that the Committee adopt the proposed statement of service purpose and strategic objectives.

395. Scheme of Local Management for Schools for 1998/99 (Item 4)

The Committee noted that the Borough Council was required to have a scheme of Local Management for Schools agreed by 31 December 1997 for submission to the Department for Education and Employment for approval. The Committee had previously agreed that the approach to local management should be based on minimal change from the model currently used by Berkshire County Council and that consultation with schools had subsequently taken place on a proposed draft scheme.

RESOLVED that the scheme of Local Management for Schools in Bracknell Forest in 1998/99 be based on the Berkshire County Council scheme with the following amendments:

- Outer Fringe London Weighting to be incorporated in appropriate formula components
- the funding of resourced schools to be simplified and based on a model that is place driven for staffing and pupil driven for support, capitation and other costs
- funding for four year olds in reception classes in the two terms prior to the term in which they reach the age of five to be at a rate of 30% of the nursery AWPU.

396. New Deal for Schools 1998-2001 Funding Bid (Item 5)

The Director of Education reported to the Committee on the details of the Government's funding arrangements for the three year New Deal for Schools Programme and the Committee noted that bids for work at County, voluntary (including aided) and maintained special schools for projects beginning in 1998/99 were to be submitted by 16 January 1998. The Government required Local Education Authorities before submitting bids to undertake various steps in relation to management policy definition, assessment of relevant needs of school building stock, consultation with schools and other relevant bodies, prioritisation, partnership funding and impact on educational standards. Accordingly consideration was given to a draft statement of policy and to proposed processes and timetables for consultation arrangements.

RESOLVED that

- (i) the Committee note the report submitted and the proposed consultation process for the formulation of the Council's bid; and
- (ii) approve the draft policy statement submitted.

397. The Standards Fund 1998-99: National Grid for Learning Grant (Item 6)

The Director of Education submitted proposals for an application to the Department for Education and Employment for funding under the Standards Fund for using new technologies to raise standards in schools. The Committee noted that the National Grid for Learning was intended to provide a national focus and agenda for harnessing new technologies to raise

educational standards, particularly in literacy and numeracy, and to improve the quality of life and Britain's competitiveness. Funding bids had been invited for support in 1998-99 by 15 December and details of the Council's bid amounting to £400,000 were submitted for the Committee's approval. The bid encompassed proposals to establish a Borough wide area network capable of connecting all schools, libraries, Council offices and other educational establishments to assist schools to deliver curriculum and support the development of a learning community.

RESOLVED that the Director of Education be authorised to bid for funding from the Standards Fund on the basis of the submission attached to the report before the Committee.

398. Joint Arrangements for the Provision of Services on Sensory Impairment (Item 7)

The Committee received proposals for continuing current arrangements for support to children with sensory needs through joint arrangements with the other new unitary authorities in Berkshire in a consortium to be lead by the Royal Borough of Windsor and Maidenhead.

RESOLVED that

- (i) the proposal for a joint service to meet sensory needs, led by the Royal Borough of Windsor and Maidenhead, be supported in principle; and
- (ii) the Officers be requested to continue preparation of the proposed scheme and to report back to the Committee.

399. Behaviour Support Plan (Item 8)

The Director of Education advised the Committee that the Local Education Authority was required to produce a Behaviour Support Plan by 31 December 1998 which should accord with draft guidance issued by the Department for Education and Employment. Details of the topics to be included within the plan were noted by the Committee together with the timescale for preparation of the plan following the publication of final guidance early in the new year.

RESOLVED that the report be noted and that the development of a Behaviour Support Plan be included within the Council's Education Development Plan.

400. Extension to the Arrangements for English Language Support (Item 9)

The Committee noted that following its previous decision to approve the provision of English Language Support on a contract basis from Reading Borough Council for the five month period from 1 April 1998 to the end of the current project on 31 August 1998, the Government had subsequently announced that the period for current projects would be extended to the end of the financial year 1998/99. Accordingly it was recommended that the existing contract with Reading Borough Council be extended for the full financial year.

RESOLVED that

- (i) the period of the contract with Reading Borough Council in relation to English Language Support be extended from the current five month period to the full financial year 1998/99; and
- (ii) Officers be authorised to continue contract negotiations with Reading Borough Council.

The meeting commenced at 7.30pm and concluded at 10.00pm.

CHAIRMAN

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SOCIAL SERVICES TRANSITION AND HOUSING COMMITTEE
6 JANUARY 1998

Present: Councillor Angell (Chairman), Councillors Bayle, Egan, Harrison,
Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, Mrs Pile, Ryan,
Mrs Shillcock, Symonds, Mrs Sutcliffe and Worrall

Also in attendance:
Councillor Bettison

Apologies for Absence were received on behalf of:
Councillors Grayson and McCormack

401. **Minutes**

The minutes of meetings of the Committee held on 9 and 30 September 1997 were approved as correct records and signed by the Chairman.

402. **Mr Martin Hughes**

The Chairman welcomed Mr Martin Hughes newly appointed to the post of the Head of Adult Services, who would be joining the authority on 19 January 1998.

403. **Minutes - Sub Committees**

The Committee received the minutes of the Housing Sub Committee on 23 September, Social Services Sub Committee on 2 December, Joint Advisory Sub Committee on Children's Services (informal meeting) on 22 October and Tenancy Conditions Sub Committee on 10 November 1997 and officers answered members questions thereon.

With regard to the Joint Advisory Sub Committee on Children's Services held on 22 October, members noted one addition to the membership of the Early Years Development Partnership.

RESOLVED that, subject to the inclusion of a special needs representative on the membership for the Early Years Development Partnership within the minutes of the Joint Advisory Sub Committee for Children's Services, the minutes of the meetings of the Housing Sub Committee of 23 September 1997, the Social Services Sub Committee of 2 December 1997, the Joint Advisory Sub Committee on Children's Services (informal meeting) 22 October 1997 and Tenancy Conditions Sub Committee of 10 November 1997, as reported at Appendices A, B, C and D respectively, be received and noted.

404. **Service Plan for Social Services and Housing 1998/99 (Item 1)**

In a detailed report the Director of Social Services and Housing submitted the outline draft Service Plan for 1998/99 covering three broad areas of service provision within the new Social Services and Housing Department, namely Adults, Children's and Housing Services.

All local authorities had a mandatory duty to produce a Children's Service Plan and Community Care Plan on a three yearly basis with annual up-dates. Accordingly, outline drafts had been produced of both plans on the basis of consultation with a range of voluntary

groups and statutory agencies, as well as drawing on work undertaken by the County Council in producing its Local Area Plan.

The impact of the Revenue Support Grant had produced a budget of £15.97m for the provision of Social and Housing Services and details of the proposed distribution of the budget, largely based on the disaggregation process carried out by the County Council and further shaped by projected demands and pressures based on demographic profiling of the population of the Borough, were detailed and officers answered members questions thereon.

Further to detailed questions and responses from officers and debate, it was

RESOLVED that the outline draft Service Plan for Social Services and Housing for 1998/99 be adopted as the basis for detailed service planning.

405. **Revenue Budget 1998/99 (Item 2)**

The Director of Social Services and Housing and the Director of Corporate Services submitted a joint report considering the revenue budget for 1998/99 which had been prepared within the framework set by the Strategy and Policy Committee at its meeting on 17 December 1997.

It was noted that the provisional Local Government finance settlement, which had been announced in early December, had set the Council's Standard Spending Assessment (SSA) and capping limit at £76.17m. Overall the settlement provided for an increase in SSA of less than 1% after adjustments on nursery vouchers and community care special transition grant were made. However the settlement had been heavily skewed towards Education with an increase in the Education SSA of 3.1%. Overall the Social Services SSA for 1998/99 was £12.74m, which represented a reduction of 5.6% compared to 1997/98. In real terms it was noted that the Social Services SSA had been adversely affected by changes in the methodology used to calculate the elderly residential components of the formula and this single change had reduced the SSA by £1.15m. The Leader of the Council had arranged to meet the Minister for Local Government on 12 January 1998 at which this and other methodology changes would be raised.

With regard to the Special Transitional Grant (STG), it was noted that, the actual level of demand faced by local authorities had exceeded that which had been anticipated, and that the grant had been extended for a further year. A grant of £558,000 had been allocated to Bracknell Forest for 1998/99.

Throughout the autumn detailed preparations had been made to disaggregate the County Council's budget and prepare estimates of this Council's budget requirements for 1998/99. As such the budget preparation process for the year had been unique in that much of the base level data was not held by the Borough Council. However, work on the disaggregated budget had resulted in a number of adjustments being made to reflect three areas; technical adjustments to correct budgets which would not support the current levels of service; the full year affect of previous policy decisions, and a number of changes to reflect inevitable diseconomies of establishing a unitary authority. Details of these areas were reported.

With regard to pay and price increases, it was noted that the Strategy and Policy Committee had indicated to committees that they should resist the cost of inflation increases on running expenses budgets where possible, however there were some areas where this was not possible and a list of such items was detailed for Members' consideration.

A list of the pressures and developments facing the Committee were noted. These pressures amounted to an additional £405,000 in 1998/99 and it was agreed that these items should be

recommended to the Strategy and Policy Committee for inclusion in the Committee budget. With respect to economies, the budgets had been carefully scrutinised to identify where good housekeeping/efficiency measures may be possible to allow the Committee to set an affordable budget. Accordingly a list of such items was presented for the Committee totalling £361,000. The key element of the efficiency measures involved setting a target vacancy of £236,000. This would require the Director of Social Services and Housing to manage vacancy rates to ensure that overall staffing costs were contained within the revised allocation. Such an approach had the major advantage of retaining flexibility for the Director to react to service demands as they became better known during the year through adjusting staffing levels as necessary within the departmental structure and the financial target.

Under guidelines provided by Strategy and Policy Committee, fees and charges would be increased by an average of at least 6% with the exception of certain specified Social Services charges which were based on unit costs or were determined by the Department of Social Security and proposed revised charges were presented for the Committees consideration.

Given the technical nature of the report, the Chairman allowed questions of a detailed nature and officers responded thereon.

RESOLVED that:

- (i) the Committee agrees its draft base budget for 1998/99 as £15,970,000; and
- (ii) the Committee requests Strategy and Policy Committee, when considering the Council's budget for 1998/99, to:
 - (a) add an allowance for inflation to the following running expenses budget:

	Budget	Additional Inflation
	£000	£000
External Placements	6,503	195
External Domiciliary Purchases	922	28
Foster Care Payments	536	16
Rates, Water and Sewage	43	1
Contact Cleaning	14	4
Homelessness	84	3
Others to be identified	-	30
Total	8,102	
Total addition for inflation	-	277

- (b) approve the potential service development/pressures and economies identified in the report at Appendices E and F respectively; and
- (c) increase fees and charges from 1 April 1998, as detailed in the report at Appendix G.

406. The Planning Process and the Role of Elected Members (Item 3)

The Director of Social Services and Housing reported that members of the Social Services Transition and Housing Committee in Bracknell Forest had been involved in a process of

learning and development over the past two years which had required considerable commitment to the need to understand the breadth of responsibilities being transferred to the local authority. This supported a debate as to the role of elected members in the planning process and the extent to which members should or need to become involved in the detail, as opposed to setting and approving the overall direction of service developments and determining the strategies and priorities for individual services.

The need to close the gap between members current level of knowledge and understanding had been recognised by the Committee. At the same time members would wish to ensure that their views had been considered in the shaping of individual agreement of the Council's policies, priorities and procedures and several methods of achieving this were considered.

RESOLVED that in order that members continue to increase and develop their knowledge of Social Services, officers are requested to provide, at the next meeting, a programme for policy review reports to this Committee and a programme for service reviews by reports to the Social Services Sub Committee.

407. **Revised Budget 1997/98 (Item 4)**

In a report, primarily for information, the Borough Finance Officer presented the revised budget for 1997/98 for the housing programme area.

RESOLVED that the report be noted.

408. **Terms of Reference - Delegations to Officers (Item 5)**

Further to Minute 78 (17 June 1997) and 222 (9 September 1997) the Chairman reported that the Social Services Transition and Housing Focus Group had met again on 9 December to consider additional powers to the Social Services and Housing (Policy) Committee, the setting of terms of reference for the Social Services Sub Committee, and establishing and setting terms of reference for Social Services Appeals Sub Committee. The Focus Group had originally agreed terms of reference for a Registration and Inspection Advisory Panel, although this matter had been put on hold after the meeting of the Focus Group to allow further consideration on a possible Berkshire wide scheme.

A further meeting of the Focus Group would be necessary to deal with the Registration and Inspection Advisory Panel when further details were known how to deal with delegations to officers.

RESOLVED that:

- (i) the additional terms of reference for the Social Services and Housing Committee, as detailed at Appendix H, be approved and recommended to the Council for consideration;
- (ii) the terms of reference for the Social Service Sub Committee be as set out at Appendix I;
- (iii) the Council establishes a Social Services Appeals Sub Committee with terms of reference as detailed at Appendix J; and

- (iv) the situation regarding the Registration and Inspection Advisory Panel - Children and Adults - be noted and further consideration of this issue be given at the next meeting of the Focus Group.

The meeting commenced at 7.30pm and concluded at 10.05pm.

CHAIRMAN

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PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE
8 JANUARY 1998

Present: Councillor Mills (Chairman), Councillors Adams, Barnard, Bayle, Beadsley, Mrs Clifford, Egan, Flood, Mrs Keene, North, Onions, Mrs Pile, Simonds, Veakins, Wade and Ward.

Also Present: Councillors Mrs Ballin and Blatchford.

Prior to the formal commencement of the meeting Mr David Harper, the Chief Fire Officer of the Royal Berkshire Fire Authority, gave a presentation to Members of the Committee on the operation of and financial matters relating to the Fire Authority and answered Members' questions.

409. **Minutes**

RESOLVED that the minutes of the meeting of the Committee held on 11 September 1997 be approved as a correct record and signed by the Chairman.

410. **Chairman's Announcements**

Trading Standards Manager

The Chairman welcomed to the meeting Mr Robert Sexton, who had recently taken up his appointment as Trading Standards Manager for the Council.

Vacancies in Public & Environmental Services Department

The Chairman was pleased to report that a number of the long term vacancies within the Department were now being filled.

Customer Survey

The Chairman reported that the Department received many complimentary comments about the services provided, even in the area of enforcement and quoted a case where the manager of a business had appreciated the informative and reasonable attitude from the inspecting Environmental Health Officer.

411. **Urgent Action Taken Under Delegated Powers**

The Committee was advised of an urgent action taken under delegated powers by the Director of Public & Environmental Services, in consultation with the Chairman, in relation to amendments to charges for cremation memorials.

412. **Minutes of Hackney Carriage Sub Committee - 12 November 1997**

RESOLVED that the minutes of the meeting of the Hackney Carriage Sub Committee held on 12 November 1997 (Appendix A hereto) be received.

413. **Revenue Budget 1998/99 (Item 1)**

Proposals for the Committee's revenue budget for the financial year 1998/99 had been prepared by the Director of Public and Environmental Services, in accordance with guidance set by the Strategy & Policy Committee on 17 December 1997. After taking account of variations from the disaggregated budget totalling £470,000, the Committee noted that its draft base budget would be £5.034 million. The Strategy and Policy Committee was requested to consider an additional allowance for inflation of £166,000 for services where this was unavoidable and also to consider service developments, totalling £250,000, offset in part by service economies, totalling £163,000. The Committee also approved proposals for increased fees and charges, covering the wide range of services provided by the Public & Environmental Services Department as well as the charges for car parks.

RESOLVED that:

- (i) the Committee's draft base budget for 1998/99 totalling £5.034 million be agreed;
- (ii) the Strategy & Policy Committee be requested, when considering the Council's budget for 1998/99, to:
 - (a) add an additional allowance for inflation to running expenses budgets of £166,000, as follows:

	£000s	£000s
	Base Budget	Inflation
Refuse Collection Contract	607	34
Recycling Contract collection	152	5
Street Cleansing Contract	477	21
Vehicle Park Management Contract	217	11
Amenity Land Maintenance Contract	887	33
Market Management Contract	80	2
Waste Disposal	1,640	60
Total	4,060	
Total Addition for Inflation		166

- (b) consider the potential service developments and pressures, set out in Annexe C of Item 1 of the agenda, totalling £260,000 and service economies, set out in Annexe D of Item 1 of the agenda, totalling £163,000 respectively; and
 - (c) increase fees and charges from 1 April 1998, as detailed in Annexe E of Item 1;
- (iii) the proposed changes to the Traffic Regulation Order in respect of Albert Road car park and Downmill Road lorry park be advertised and any objection be reported to the Committee for consideration.

414. **Service Plan 1998/99 (Item 2)**

The Public and Environmental Services Department covers the functions of environmental health, trading standards, environmental services, the cemetery and crematoria service, emergency planning, the grounds maintenance DSO as well as related administrative and financial services. The Director of Public & Environmental Services submitted a report on the service plan for the Department, which highlighted the strategic and priority objectives for the services concerned and represented an important step in translating the budget into achievable action plans. The report also included descriptions of the services provided, with information on service users and customers, and key activity statistics. Service profiles for these service areas detailed the likely effects of demographic, economic and legislative changes.

RESOLVED that the proposed service plan for 1998/99 be adopted as a basis for detailed service planning.

415. **Local Government Re-organisation - Position Statement (Item 3)**

The Director of Public & Environmental Services outlined the progress that had taken place in relation to Local Government Re-organisation. As well as reporting on the progress with the Combined Fire Authority and the Shadow Thames Valley Police Authority the Director outlined developments in trading standards, waste disposal, the Coroner's Service and emergency planning and related staffing and accommodation issues. The report noted that good progress had been made in the disaggregation of services from the County Council which would ensure that Bracknell Forest would be able to carry out its new responsibilities from Vesting Day.

RESOLVED that the report (Item 3 of the agenda) be noted and the further progress that had been made towards Local Government Re-organisation be endorsed.

416. **Out of Hours - Environmental Health Response (Item 4)**

Under the existing arrangements the out of hours service provided by Environmental Health Officers was operated largely on a "goodwill" basis and there was no guarantee that an officer could be contacted and be able to respond. As a result of this and other disadvantages the Committee considered that it would be appropriate to introduce on a trial basis a formal out of hours service from 1 April 1998. This would provide two officers working at times of main demand, for eighteen weeks a year, between the times of 10.00pm and 2.00am on Friday night and Saturday morning and 10.00pm and 2.00am on Saturday night and Sunday morning. Officers would also continue to be on call at other times throughout the year.

RESOLVED that, having regard to public demand and the legal obligations, an out of hours scheme, as set out in the report at Item 4 of the agenda, be introduced on a one year pilot basis with effect from 1 April 1998.

417. **Partnership for Action on Dog Related Problems (Item 5)**

The Committee was advised of proposals for a partnership arrangement with the Town and Parish Councils in the Borough, involving joint funding, to provide a Dog Warden with the necessary vehicle and equipment as well as appropriate signage. An important element of the proposals was the adoption of the 'traffic light' scheme on relevant land. Under the scheme a red signal would indicate that no dogs were allowed; an amber signal would indicate that dogs were allowed but owners must clear up after them; and a green signal would indicate that there was no obligation on owners to clear up any dog mess. The Committee agreed to seek the adoption of the provisions of the Act in respect of all land to which it could be applied, including Town and Parish Council land.

RECOMMENDED that the Council adopt the provisions of the Dog (Fouling of Land) Act 1996 in respect of all land in the open air and to which the public would be entitled to or permitted to have access (with or without payment);

RESOLVED that subject to funding being available:

- (i) the traffic light scheme, as set out in the report, be applied in respect of all land under the control of the Committee;
- (ii) a Dog Warden be appointed on a fixed term (renewable) contract of two years;
- (iii) the Director of Public & Environmental Services be authorised
 - (a) to advertise the Council's intention to adopt the provisions of the Dog (Fouling of Land) Act 1996; and
 - (b) to consider, in consultation with the Chairman, any representations prior to the making of an Order under provisions of the Act; and
- (iv) the powers to issue fixed penalty notices be applied in appropriate circumstances.

418. **Environment Strategy 1998-2000 (Item 6)**

As part of the process of the Local Agenda 21 local authorities had been requested to produce a local action plan for sustainable development. The Council's initial action plan was adopted in 1996. The Committee was advised that the Environmental Impact Group, comprising the Chairman and officers from each Department, had worked on the development of a new draft Environment Strategy. The Committee thanked members of the Environmental Impact Group for their work. The proposed Strategy was intended to build on and develop the council's initial action plan. The Committee noted that the strategy was an evolving document that sought to foster creativity leading to the implementation of positive action on a wide range of environmental issues, having regard to good management practice and available budgets.

RESOLVED that the Committee, in confirming its commitment to Local Agenda 21, endorses the draft Environment Strategy as the basis for consultation with other service committees of the Council.

419. **Refurbishment of Public Conveniences (Item 7)**

The Committee was advised that the public conveniences in Napier Road, Crowthorne and at Birch Hill shopping centre were in need of modernisation and that a sum of £100,000 had been included in the capital programme for their refurbishment. The Committee concluded that the existing toilet provision would be improved by the installation of semi automatic toilets within the existing structures to provide a modern, hygienic and easily maintained facility at each site. The Committee noted that the additional £17,640 required for the projects would be provided from the existing maintenance revenue budget.

RESOLVED that approval be given to accept the tender for £112,640 for the installation of semi automatic toilets at Napier Road, Crowthorne, and Birch Hill shopping centre and for other ancillary work to be carried out using the Council's approved contractors.

420. **Environmental Improvement Scheme - Open Amenity Areas (Item 8)**

The Committee considered a report which outlined proposals for four Environmental Improvement Schemes in four open amenity areas, which essentially involved landscape improvements. The Committee was advised that there remained in the capital programme a sum of £4,100 which could be used to fund these projects.

RESOLVED that the following Environmental Improvement Schemes be approved, and following further consultation with residents, the Grounds Maintenance Direct Labour Organisation be employed to carry out the works at the following locations:

43 Deepfield Road, Bullbrook
Bracknell - Wokingham College
Pondmoor Road, Easthampstead
48 - 50 Ennerdale, Wildridings

421. **Priestwood Shopping Area Enhancements (Item 9)**

The Council's capital programme, approved by the Policy & Resources Committee in February 1997, included a budget of £15,000 for improvements to Priestwood Shopping Area as part of a rolling programme of local shopping centre upgrades. The Committee was advised that the improvements would include new timber planters, seats and litterbins as well as the relocation of existing bicycle stands.

RESOLVED that:

- (i) the improvements for Priestwood shops be approved;
- (ii) the Director of Planning & Transportation be authorised, in consultation with the Chairman, to determine any outstanding elements of design; and
- (iii) the Council's term contractor carry out the works.

422. **Cannie Man Shopping Area Enhancement, Hanworth (Item 10)**

The Committee was advised that there was a sum of £20,000 in the capital programme for 1997/98 for improvements to the shopping area adjacent to the Cannie Man Public House. The improvements would include re-paving of the shop forecourt; reconstruction of the steps near the rear of the shop as well as new litterbins and cycle stands.

RESOLVED that:

- (i) the scheme of maintenance and improvements at the Cannie Man shopping area be approved, with the final details of the scheme to be determined by the Director of Planning & Transportation in consultation with the Chairman; and
- (ii) the Council's term contractor carry out the work.

423. **Yorktown Road - Broadway House Shopping Area Enhancement (Item 11)**

The Committee was advised that the capital programme, approved by the Policy & Resources Committee in February 1997, had made provision of £65,000 for environmental improvements at the Yorktown Road - Broadway House shopping area as part of a rolling programme of local shopping centre upgrades. The works would include formalisation of the existing parking lay-by, including one space for person with disabilities; and the construction of a new parking area providing five additional spaces. The scheme also included the provision of a seat on the forecourt as well as cycle stands.

RESOLVED that:

- (i) the proposed improvement works for Yorktown Road - Broadway House shopping area be approved, with the Director of Planning & Transportation authorised to determine any outstanding elements of design in consultation with the Chairman;
- (ii) the Council's Term Contractor carry out the works.

424. **Waste Disposal - Legal Agreements (Item 12)**

The Committee was advised that as a result of Local Government Re-organisation each new unitary authority in Berkshire would become a waste disposal authority and would therefore be required to implement plans for the disposal of waste in its area. As a result there would be during the term of existing waste disposal contracts a network of dependence between the unitary authorities with regard to waste disposal sites and outlets. The Committee agreed that it would be necessary to regulate the relationships between the unitary authorities by means of a legal agreement.

RESOLVED that the Director of Public & Environmental Services, together with the Borough Solicitor, be authorised to conclude negotiations and, in consultation with the Chairman, enter into a legal agreement with the other unitary authorities for the disaggregation of waste disposal services.

425. **Enforcement Policy - Public and Environmental Services Department (Item 13)**

The Committee considered and adopted a new policy that would be applied in relation to all enforcement activity undertaken by the Department.

RESOLVED that the enforcement policy, as set out in Annexe A to Item 13 of the agenda, be adopted in respect of all enforcement related activity that is the responsibility of the Committee.

426. **Performance Indicators (Item 14)**

The Committee considered the six month performance indicators for the period ending 30 September 1997 and customer surveys for the cemetery and crematorium service.

RESOLVED that the performance indicators and customer surveys for the period ending 30 September 1997 be noted.

427. **Authorisation of Officers (Item 15)**

The Committee considered a report seeking specific delegated authority for three new Officers in the Environmental Health Section.

RESOLVED that:

- (i) Mrs Sue Howlett (Food/Safety Enforcement Officer) be authorised to act for the purposes of the statute specified in Annexe A (1) of Item 15 of the agenda and any regulations made thereunder during her employment with the Council; and
- (ii) Mr Andrew Burbridge and Mrs Tracey Willmott (Environmental Health Officers) be authorised to act for the purposes of the statute specified in Annexe A (2) of Item 15 of the agenda and any regulations made thereunder during their employment with the Council.

428. **Information Items**

The Committee received the following reports submitted for information only:

- Revised Budget 1997/98 (Item 16)
- Agendas for Change (Item 17)
- Royal Berkshire Fire Authority (Item 18)
- Shadow Thames Valley Policy Authority (Item 19)
- Action Taken under Delegated Powers - Food Safety Prosecution (Item 20)

429. **Exclusion of Public & Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded for the consideration of the following Item which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(12) Information and advice relating to possible legal proceedings

430. **Illegal Dumping of Waste (Item 21)**

The Committee considered a report on the illegal dumping of waste in Ryehurst Lane, Binfield. An amendment to the recommendation in the report was made at the meeting.

RESOLVED that authority be given to instigate legal proceedings under Section 2 of the Refuse Disposal (Amenity) Act 1978 against the two individuals identified in the amended recommendation for unauthorised dumping of material on land at Ryehurst Lane in September 1997.

The meeting commenced at 7.30pm and concluded at 10.05pm.

CHAIRMAN

LEISURE SERVICES COMMITTEE
13 JANUARY 1998

Present: Councillor North (Chairman), Councillors Bettison, Blatchford, Egan, Fawcett, Finnie, Good, Grayson, Miss Haydon, Mrs Hayes, Mrs Keene, McCormack, Taylor, Thompson and Wheaton

Also Present: Councillor Angell

Apologies for Absence were received from:
Councillor Flood

431. Chairman's Announcement

(i) Head of Libraries, Arts and Information

The Chairman introduced Ruth Burgess as the new Head of Libraries, Arts and Information and welcomed her to the meeting.

(ii) Play Area Directory

Councillor North introduced the draft Play Areas Directory which had recently been produced and which detailed all the facilities within the Borough.

432. Minutes of Sub and Liaison Committees

RESOLVED that the minutes of the meeting of the Edgbarrow and Sandhurst Sports Centre Management Committee held on 3 November 1997 and of the Joint Golf Course Committee held on 2 July 1997 be received.

433. Petition

Mark Frost attended the meeting to present a petition regarding the request for the provision of a skate park in either Winkfield or Warfield area, he also asked that a basketball ring be provided. It was noted that this issue would be considered under Item 4 of the agenda.

434. Minutes

The minutes of the Committee meeting held on 16 September 1997 were approved as correct record and signed by the Chairman.

435. Sandhurst District Guides Hall - Grant Request (Item 1)

The Sandhurst Ranger Guides attended the meeting to give a presentation on the request for a grant towards the provision of a new headquarters building for the Sandhurst Guides by the extension and alteration of the existing Sandhurst Town Boys and Girls changing rooms. Details were given on the history of the Ranger Guides and the current number of Guiding, Brownie and Rainbow units within the area. It was noted that various different school halls and church halls were currently used as facilities for these units but that many problems were experienced with these including the problem of limited storage space. Planning permission had been given for the construction of a new Guide hall at the Memorial Park in Sandhurst. The facilities would include a kitchen, a large storage area and room facilities for the Clubs. However, it was now proposed to extend and alter the existing Sandhurst Town Girls and Boys changing facilities, and these proposals would require further planning permission.

In accordance with Standing Order 23, Councillor Bettison declared a non pecuniary interest in this item. He remained in the Council Chamber but did not speak or vote thereon.

The Committee considered the grant request made by Sandhurst District Guides for £45,000 towards the provision of a Guides Headquarters at the Memorial Park, Sandhurst.

RESOLVED that the Council supports the grant application made by the Sandhurst Ranger Guides in principle, subject to the Borough Council having funds available, but defers a decision on the amount of grant allocated and the conditions attached to the grant until further information is available.

436. **Dog Fouling (Item 10)**

The Committee considered a report regarding the proposal to address the issue of dog fouling on public open spaces throughout the Borough, through the introduction of a 'traffic light system' and the proposed appointment of a Dog Warden. A similar report had been taken to Public and Environmental Services Committee on 8 January 1998.

RESOLVED that subject to confirmation of funding;

- (i) the Council work in partnership with the Parish/Town Councils on introducing a "Traffic Light System" for all open spaces within the Borough;
- (ii) all open spaces managed by the Leisure Services Department be zoned in accordance with the guidance given below;
- (iii) regular reports be submitted to the Countryside Management Steering Group on progress with the scheme; and
- (iv) a contribution of £5,000 be made towards the appointment of a Dog Warden,

437. **Revenue Budget 1998/99 (Item 2)**

The Acting Borough Leisure Officer introduced a report giving details of the proposed Revenue Budget for 1998/99, which had been prepared within the framework set by the Strategy and Policy Committee on 17 December 1997. It was noted that the Committee

would be considering their revenue budgets during January and will be making recommendations to the Strategy and Policy Committee on 4 February 1998. The Strategy and Policy Committee would then draw together the Service Committee's proposals and recommend an overall budget to the Council meeting on 26 February. Consideration was given to the variations from the disaggregated 1997/98 budget, budgets needing inflation added 1998/99, proposed service developments and service economies. The Chairman and Assistant Borough Leisure Officer answered questions thereon.

RESOLVED that

- (i) the Committee agrees its draft base budget for 1998/99 as shown in paragraph 4.4.3, of the report submitted; and
- (ii) the Committee requests that Strategy and Policy Committee in considering the Council's budget for 1998/99:
 - (a) add an allowance for inflation to the running expenses budget identified in Annexe B of the report submitted; and
 - (b) consider the potential service developments/pressures and economies identified in Annexes C and D respectively of the report submitted.

438. **Service Plan (Item 3)**

The Acting Borough Leisure Officer submitted a report giving details of the Service Plans for the Leisure Services area for 1998/99. The Service Plan summarised all the areas of service for which the Leisure Services Committee is responsible, emphasising all objectives, key tasks and targets which were to be treated as provisional at this stage. For operational purposes the service delivery had been split into four main sections namely Recreation and Amenities, Parks Countryside and Heritage, Libraries, Arts and Information and the area of Youth and Community. The Chairman gave an update of work currently being undertaken on areas which have been suggested by Members of the Committee as possible key development areas. It was suggested that one of these areas should be the investigation of the possibility of the provision of a play area and crèche within the town centre. It was agreed that this issue should be referred to the Town Centre Sub Committee.

RESOLVED that the Leisure Services Committee adopt the Service Plan as a basis for detailed service planning.

439. **Weather Watch (Item 18)**

The Committee considered a report giving details of the recent decision by the Millennium Commission not to grant an extension of the time allotted to the progression of the Weather Watch scheme. It was considered that without this extension of time, it would not be possible to complete the scheme.

RESOLVED that the Millennium Commission be informed that this Council is unable to progress the Weather Watch scheme, in view of their refusal to grant an extension of time.

440. **Wheeled Sports - Research (Item 4)**

The Council had received two petitions, one which had been presented to the Council on 23 October 1997 regarding requests for locations for wheeled sports facilities within the Borough. Mark Frost had attended the meeting to present the second petition to the Committee. The Committee considered the need to undertake research into developing the provision for non-motorised wheeled sports within the Borough.

RESOLVED that research be undertaken into the potential for developing non-motorised wheeled sports for young people.

441. Ramp for Wheeled Sports - Bracknell Sport & Leisure Centre (Item 5)

The Committee considered a report relating to the proposal to install a new ramp for wheeled sports at the Bracknell Sport & Leisure Centre. The new ramp would accommodate beginners, currently not catered for at the site, and it was proposed to site the new ramp alongside the existing one. The cost of this scheme would be £14,000.

RESOLVED that

- (i) £14,000 capital expenditure be approved;
- (ii) in accordance with Standing Order 62(I), the requirements of Standing Order 60 be waived, due to the specialist nature of the goods required; and
- (iii) the quotation from Freestyle for the ramp for £11,950 + VAT be accepted.

442. Capital Grants (Item 6)

The Committee received a report giving an update on the position with regard to the progress relating to various requests for capital grants. It was noted that the proposals for the Sandhurst Boys Football Club had changed significantly as a result of consultation with the Planning Section who are keen to reduce the number of ad hoc buildings on the site.

RESOLVED that

the Committee:

- (i) notes the general contents of the report, and that some of the details of the schemes which are based at Sandhurst Memorial Park have changed (or may be changed) as a result of rationalising the location of the buildings in this green space; and
- (ii) authorises the Officers in consultation with the Vice Chairman, to agree variations arising as a result of these changes.

443. Use of Community Centres and Village Halls (Item 7)

The Committee considered a report giving details of a research project undertaken on the type and level of use of community centres and village halls within the Borough. The aim of the project had been to provide information to guide future policy on the planning and management of these halls. The Acting Assistant Borough Leisure Officer tabled a map giving details of all the centres studied as part of the project. It was considered that the results of the project would be extremely useful in utilising halls to their maximum efficiency.

RESOLVED that

- (i) the contents of the report be noted; and
- (ii) as the results indicate that the current demand for halls can be met with those already in existence or planned/being built, if they are all maintained at a sufficiently high standard and accessible for wider community use; it is suggested that financial support should not be given to the building of new halls unless there is a clearly established need, which cannot be accommodated in neighbouring facilities.

444. **Priestwood Community Centre (Item 8)**

In accordance with Standing Order 23, Councillor Fawcett declared a non pecuniary interest in this item and left the Council Chamber.

The Committee considered the report regarding proposed improvements to the Priestwood Community Centre and to the environment in the vicinity of the building.

RESOLVED that up to £19,663 of Section 106 money be spent on improvements to Priestwood Community Centre subject to the Management Committee of the Association providing a satisfactory business plan.

445. **Summer Holiday Fun Programme (Item 9)**

The Acting Borough Leisure Officer presented a report seeking agreement for proposals for a programme of activities to be organised by Leisure Services Department in the summer holiday of 1998. It was suggested that the service provided in 1997 be repeated but with minor improvements and modification based on the experience gained. The service would aim to cater for young people and it was hoped to increase a number of referrals from Social Services/Community Safety Manager and to ensure the participation of the Youth Services.

RESOLVED that

- (i) the Leisure Services Department organises a programme of summer holiday activities in 1998 on a similar basis to that which was organised in the previous year;
- (ii) liaison continues to take place with Social Services and the Community Safety Officer who will refer those children, deemed to be at risk of offending behaviour, onto courses; these courses to be offered free to these referrals with the charges reimbursed to the provider from the playscheme budget;
- (iii) a "Summer Fun Guide" be produced with details of events and activities organised by both the Borough Council and other agencies; and
- (iv) the Leisure Services Department produce a play policy for the Borough Council.

446. **British Trust for Conservation Volunteers (Item 11)**

The Committee considered a report regarding the proposal to continue funding the British Trust for Conservation Volunteers. It was noted that the Countryside Service worked closely with BTCV as well as other conservation groups affiliated to BTCV to provide advice and support to schools within the Borough as well as the delivery of other Countryside Services.

RESOLVED that subject to Section 137 monies being available an annual grant of £1,500 be awarded to BTCV for a further three year period towards core funding of the organisation.

447. **Fishing Permits - Review of Charges (Item 12)**

The Acting Assistant Borough Leisure Officer presented a report giving details of proposed fishing charges for the 1998/99 fishing season. The Committee considered the issue of charges at Farley Moor Lake and the need to address the issue in light of advice regarding the swans nesting on the lake and it was agreed that a report on this issue be submitted to the next meeting.

RESOLVED that the increase in charges as shown in the report and abandonment of the part-season ticket from October be approved.

448. **Outdoor Basketball Initiative (OBI) (Item 13)**

The Committee considered a report giving details of the work undertaken to investigate proposed sites for basketball posts throughout the Borough as recommended by the Leisure Services Committee held in September 1997. Both school sites and other recreational sites were investigated and two proposals put forward to the OBI.

RESOLVED that

- (i) the Committee notes the current situation regarding the Outdoor Basketball Initiative, and that Officers continue to investigate suitable sites for inclusion in the scheme; and
- (ii) the Officers carry out a full investigation into the siting of a basketball post at Worldsend Open Space in Forest Park.

449. **Bracknell Primary Schools Music and Dance Festival 1999 (Item 14)**

Further to a request on behalf of the Bracknell Primary Schools for support of a Primary Schools Music and Dance Festival at the Bracknell Sport & Leisure Centre, the Committee considered the possibility of granting free use of the Sports Hall for the festival.

RESOLVED that free use of the Sports Hall on the occasion of the Bracknell Primary Schools Music & Dance Festival on 16 March 1999 be approved and that the DSO be reimbursed from the Leisure Events budget.

450. **School and Community Sports Link Audit (Item 15)**

The Acting Borough Leisure Officer presented a report giving details of the offer made to Bracknell Forest Borough Council by the English Sports Council of a sum of £4,000 towards

the £5,000 required to carry out an audit of the school and community sports links throughout the Borough.

RESOLVED that

- (i) the Acting Borough Leisure Officer be authorised to accept the offer of grant by the English Sports Council with the conditions attached; and
- (ii) the Audit as outlined in this report be carried out.

451. Sandhurst Sports Centre Reception Improvements (Item 16)

The Committee considered a report giving details of the previously agreed capital scheme to improve the Sandhurst Sports Centre Reception, and requesting further expenditure of £32,000 from this year's capital programme.

RESOLVED that

- (i) £32,000 additional funding for the project be approved from the 1997/98 Leisure Capital Programme; and
- (ii) approval be given to accept the lowest tender received, from tenderer A in the sum of £165,389.

It was noted that the successful tenderer was Luff Construction Limited of Wokingham.

452. Leisure Capital Programme - Refurbishment of Coral Reef Toilets (Item 17)

The Committee considered a report seeking approval for a scheme to refurbish the toilets adjacent to the changing area at Coral Reef, to be carried out as part of the current major refurbishment works.

RESOLVED that

- (i) the Committee approves additional funding of up to £25,000 for the Coral Reef toilets refurbishment from the 1997/98 Leisure Services Capital Programme; and
- (ii) the Committee approves the Borough Surveyor's acceptance of a single quotation for the work to refurbish the toilets at Coral Reef, subject to the Chairman's concurrence, and that in accordance with SO62, that SO60 shall not apply because the work can be ordered as a variation on the existing refurbishment contract at previously tendered rates.

453. Items Submitted for Information

The Committee noted the following reports which were submitted for information only:

Revised Budget 1997/98

Item 19

Countryside Service Annual Report

Item 20

The Committee congratulated Daniel Boucher and the Print Room on the Countryside Service annual report.

South Hill Park Funding

Item 21

The Committee requested another report giving further details on the funding of South Hill Park.

Arts Audit

Item 22

Customer Charges 1998 - Leisure Management DSO

Item 23

Leisure Capital Programme - Progress of Construction Projects

Item 24

National Reports and Guidelines relating to Libraries and Information Services

Item 25

Young People in Sport - Annual Report.

Item 26

The meeting commenced at 7.30pm and concluded at 11.20pm.

CHAIRMAN

PLANNING AND TRANSPORTATION COMMITTEE
15 JANUARY 1998

Present: Councillor Mrs Ballin (Chairman), Councillors Adams, Bayle, Blatchford, Mrs Clifford, Mrs Doyle, Finnie, Jones, Onions, Mrs Pile, Ryan, Sargeant, Wade and Worrall

Apologies for Absence had been received from:
Councillors Flood, Veakins and County Councillor Mrs Boyd

454. **Minutes**

The minutes of the meeting of the Committee held on 2 October 1997 were approved as a correct record and signed by the Chairman.

455. **Minutes of the Sub Committees**

RESOLVED that the minutes of the meetings of the Planning Control Sub Committee held on 6 October, 3 November and 1 December 1997, and of the Highways Sub Committee held on 8 December 1997, as set out in Appendices A, B, C and D hereto, be received.

456. **Urgent Action Taken Under Delegated Powers**

The Committee received details of urgent action taken under delegated powers to authorise a response to the Department of the Environment, Transport and the Regions regarding its consultation document on an integrated transport policy.

RESOLVED that the urgent action taken under delegated powers be noted.

457. **Service Plan (Item 1)**

The Director of Planning and Transportation submitted a service plan for the areas of service for which the Planning and Transportation Department was responsible. The plan contained objectives, key tasks and targets for each service area against which the Department's performance could be measured during the year. It was noted that, pending the completion of the Council's budget process, the objectives and targets were to be treated as provisional at this stage.

Members of the Committee welcomed the service plan as a valuable working document. Specific comments were made on a number of matters raised in the service plan. In particular, it was agreed that the references within the departmental activity profiles to cycling issues should be drawn out and treated separately within the document when it was revised.

RESOLVED that

- (i) the Planning and Transportation Committee adopts the service plan as a basis for detailed service planning; and

- (ii) the property and land drainage elements of this report be referred to Finance and Property Sub Committee and Public and Environmental Services Committee respectively.

458. Revenue Budget 1998/99 (Item 2)

The Director of Planning and Transportation and the Director of Corporate Services submitted a joint report on the Committee's draft revenue budget for 1998/99, which had been prepared within the framework set by the Strategy and Resources Committee on 17 December 1997. All service committees were considering their revenue budgets during January in order to make recommendations to the Strategy and Policy Committee on 11 February 1998. The overall budget of the Council was to be considered at the Council meeting on 26 February 1998.

A large proportion of the Department's base budget for the first year of the unitary council was derived from the disaggregated County Council budget. The report described the detailed work which had been undertaken to disaggregate the County Council's budget in order to prepare estimates of this Council's budget requirements for 1998/99. A list of the main variations from the disaggregation was presented, totalling £377,000.

It was noted that the Strategy and Policy Committee had indicated to committees that they should resist the cost of inflation increases on running expenses budgets wherever possible. However there were some areas where this was not possible and list of such items was reported, totalling £129,000.

A list of service developments in respect of highways maintenance was presented, amounting to an additional £176,000 in 1998/99. With respect to economies, the Department's budgets had been carefully scrutinised to identify where further efficiency measures may be possible. A list of such items was presented for the Committee totalling £196,000

RESOLVED that

- (i) the Committee's draft base budget for 1998/99 be approved as shown in paragraph 4.4.3 of the report submitted; and
- (ii) the Strategy and Policy Committee, in considering the Council's budget for 1998/99, be requested to:
 - (i) add an allowance for inflation to the running expenses budget identified in Annex B of the report submitted.
 - (ii) consider the potential service developments/pressures and economies identified in Annexes C and D of the report submitted respectively.

459. Bracknell Forest Borough Local Plan (Item 3)

The Committee received a progress report from the Director of Planning and Transportation regarding the current position on the preparation of the Bracknell Forest Borough Local Plan.

The Further Proposed Changes agreed by the Committee on 2 October 1997 and by the Council on 23 October 1997 had been published for public consultation on 13 November 1997. The consultation period had expired on Friday 9 January 1998. The supplementary report of the Borough Planning Officer was tabled which advised that some 2,740 duly made Further Counter Representations had been received to the Further Proposed Changes by the closing date. A further 70 representations had been received following the closing date, prior to the Committee meeting. It was agreed that all the representations, including those received between 9 January and 15 January, would be considered duly made for the purpose of examination at the Public Local Inquiry.

RESOLVED that

- (i) the report be noted and that a report detailing a suggested response to each of the further counter representations be presented to the Committee meeting on 3 March 1998; and
- (ii) all the representations including those received between Friday 9 January and Thursday 15 January 1998, be considered to be duly made for the purpose of examination at the Public Local Inquiry.

460. **Highway and Transportation Policies (Item 4)**

The Director of Planning and Transportation reported to the Committee on the requirement to have a range of policies which would guide the Council's Highway and Transportation activities and promote the Council's aims and objectives.

Many of the policies currently in force stemmed from the County Council as Highway Authority, and it was proposed that these continue after 1 April 1998, until amended by the Council through its service plans or otherwise.

RESOLVED that

- (i) the Highway and Transportation Policies and Practices contained in the publications shown in List A be followed by the Borough Council, except where modified by the approved Service Plan or otherwise changed;
- (ii) the guidance and advice contained in the publications shown in List B be followed in general, except where modified by the approved Service Plan or otherwise changed;
- (iii) the existing arrangements and practices relating to these policies should continue on the present basis, and at the appropriate times, reviews should be presented to Committee for consideration; and
- (iv) where required by the context of the policy, practice, procedure or arrangement, the phrase "County Council" should be interpreted as the "Borough Council".

461. **Bracknell Town Centre Urban Design Framework (Item 5)**

The Director of Planning and Transportation submitted a report on the Urban Design Framework for Bracknell Town Centre, produced by the Council's Consultants URBED with Jon Rowland. The draft Urban Design Framework had been approved by the Committee for public consultation on 2 October 1997.

The report detailed comments received from local residents, landowners/developers and the Access Committee in respect of the consultation draft.

The supplementary report of the Borough Planning Officer indicated a minor amendment to the document.

RESOLVED that

- (i) the Bracknell Town Centre Urban Design Framework as amended, be approved as supplementary planning guidance for the future regeneration and redevelopment of the Town Centre; and
- (ii) the framework document be made available for purchase at a cost of £20 (including postage and packing).

462. **Zeneca Planning Brief (Item 6)**

The Director of Planning and Transportation submitted a report on the preparation of a planning brief for the Zeneca Agrochemicals site at Jealotts Hill Research Station in Warfield. The planning brief had been prepared to provide a framework for this major developed site within the green belt, which was facing pressure for development to respond to the unprecedented changes in technology and health and safety requirements of the agrochemicals industry.

The preparation of the planning brief had been assisted through the helpful co-operation of Zeneca, who had contributed greatly to a successful partnership with the Borough Council. Members of the Committee commended the company for the pains it had taken in consultation with the public over its plans for the site and congratulated everybody involved in producing the planning brief.

RESOLVED

- (i) That the planning brief be approved for development control purposes, except for the definition of the site boundary shown in Appendix 2 thereof, which remains defined as that shown on the proposals map, and under proposed change 104, of the Bracknell Forest Borough Local Plan (incorporating Further Proposed Changes, November 1997); and
- (ii) That the planning brief be made available for purchase at a cost of £20 (including p&p), and the public consultation file be made available for purchase at a cost of £10 (including p&p).

463. **Kennel Lane Bus Gate (Item 7)**

The Director of Planning and Transportation submitted a report regarding a proposal for a bus gate within the new development around Kennel Lane, Bracknell. The report provided details of the scheme and sought approval to advertise the draft Traffic Regulation Order.

The bus gate was a long-standing proposal originating from the Bracknell Transport Plan in 1993. It would be funded from developers contributions.

RESOLVED

- (i) That the proposed scheme be approved in principle and the details delegated to the Director, following consultation with the Chairman, Vice-Chairman and Ward Members; and
- (ii) That a draft Traffic Regulation Order be published, and if no sustained objections are received, the Director be authorised to confirm the Order following consultation with the Chairman and Vice Chairman.

464. **Unmetered Electricity Supply Contract (Item 8)**

The Director of Planning and Transportation submitted a report regarding the supply of electricity to street lights, traffic lights and illuminated signs and bollards.

The County Council currently had a contract to purchase unmetered electrical energy on a County-wide basis. This contract was due to expire on 31 March 1998 and it was proposed that a joint arrangement between the unitary authorities be put in place to deal with this issue following vesting day.

The proposed new contract would be put in place from April 1998 covering the whole County area for an initial two year period. It had been jointly agreed that Bracknell Forest Borough Council would act as clients to the contract and administer the allocation of management and energy costs on behalf of the six Unitary Councils for which a formal agreement would be drawn up.

RESOLVED that

- (i) unmetered electrical energy should be purchased on a Countywide basis with Bracknell Forest as lead Authority for a new two year contract;
- (ii) the Borough Solicitor be authorised to conclude an agreement with the other Berkshire District/Borough Councils providing for the appointment of Bracknell Forest as lead authority and agent to purchase unmetered electrical energy on their behalf; and
- (iii) the Director of Planning and Transportation be authorised to accept the lowest schedule of rates tender received subject to consultation with the Chairman and concurrent confirmation by the other five Unitary Authorities in Berkshire.

465. **Surrey Structure Plan - Consultation Draft October 1997 (Item 9)**

The Director of Planning and Transportation submitted a report on the Surrey Structure Plan Consultation Draft which set out the strategic framework for development in the County from 1996 to 2011. Comments had been requested on the draft plan by 30 January 1998.

The main issue of relevance to Bracknell Forest Borough Council in the draft structure plan was the proposed strategy on housing. The Committee accepted the proposed response as set out in the report.

RESOLVED that Surrey County Council be informed that Bracknell Forest Borough Council:

- (i) recognises the difficulty of meeting the additional housing requirement without the loss of an area of Green Belt or damage to the character and environment of existing urban areas and supports the commissioning of a comprehensive urban capacity report.
- (ii) is concerned about Surrey County Council's failure to meet the additional housing requirement in accordance with the 1992 based household projections. The failure to accommodate this additional housing is likely to result in extra development pressure on adjoining areas which face similar difficulties to Surrey County Council in accommodating the additional housing requirement

466. **Blackwater Valley Network - Members' Steering Group (Item 10)**

The Director of Planning and Transportation submitted a report advising of the need to amend the Borough Council's nominations to the Blackwater Valley Network Members' Steering Group.

RESOLVED that Councillor Mrs M P Ballin be nominated to attend future meetings of the Blackwater Valley Network Members' Steering Group, in place of Councillor P L North.

467. **Items for Information**

The Committee received the following reports submitted for information only:

Transport, Policy and Programme Approval 1998/99	(Item 11)
Wokingham District Local Plan - Deposit Draft	(Item 12)
Revised Budget 1997/98	(Item 13)
SERPLAN - New Constitution and Review of the Regional Strategy	(Item 14)
Green Leaf Awards	(Item 15)

The meeting commenced at 7.30pm and concluded at 9.15pm.

CHAIRMAN

EDUCATION TRANSITION COMMITTEE
22 JANUARY 1998

Present: Councillor Ward (Chairman), Councillors Barnard, Beadsley,
Mrs Doyle, Fawcett, Good, Harrison, Mrs Hayes, Mrs Hirst,
Mills, Mrs Shillcock, Thompson, Wheaton and Worrall

Also Present: County Councillor Dr L Murray; Mr G Anderson, Ms L Wales, Mr J Haig

An apology for absence was received from:
Councillor Taylor

468. **Minutes**

The minutes of the meeting of the Committee held on 11 December 1997 were approved as a correct record.

469. **Education Quality Assurance Sub Committee**

RESOLVED that the minutes of the meeting of the Education Quality Assurance Sub Committee held on 14 January 1998 as set out in Appendix A hereto be received and the recommendations in Minute 12 (The Standards Fund) be adopted.

470. **Education Executive Sub Committee**

RESOLVED that the minutes of the meeting of the Executive Sub Committee held on 14 January 1998 as set out in Appendix B hereto be adopted.

471. **Progress Report on Preparation for Unitary Status (Item 1)**

The Committee received a report from the Director of Education outlining progress made on a number of key areas since the last meeting of the Committee. A table detailing the latest recruitment situation in the Department was tabled.

RESOLVED that the report be noted.

472. **Education Service Plan (Item 2)**

The Committee received a report from the Director of Education detailing the draft Education Service Plan. The Director reminded the Committee that it had already endorsed paragraphs A to E inclusive of the draft Service Plan at a previous meeting. This version of the report added targets for 1998/99 and for 2002. The Director informed the Committee that the Government was likely to require all LEAs to produce Education Development Plans with effect from March 1999. It was also noted that the report was to form the basis of consultation with schools during the remainder of the spring term. A further report to finalise the document would be brought forward to a future meeting of the Committee. Members of the Committee suggested the following additions to the document:-

- that the work of Bracknell Forest schools should be celebrated

- that the work of the Diocesan Councils should be mentioned
- that statistics about pre school special needs support should be included

RESOLVED

- (i) that the Director of Education be requested to consult schools on the detail of the Education Development Plan during the spring term 1998;
- (ii) that service and financial planning proceeds on the basis of the draft plan; and
- (iii) that a report be brought back to a future meeting of the Committee following the schools' consultation.

473. Revenue Budget 1998/99 (Item 3)

The Committee received a report jointly from the Director of Education and Director of Corporate Services detailing a draft budget for Education for the financial year 1998/99. The Education Transition Committee's proposals would be put forward to the Strategy and Policy Committee at its budget meeting to be held on 11 February 1998. The Director of Education informed the Committee that the document was based on the Government's provisional settlement from December 1997 together with the budget disaggregation from Berkshire County Council and various adjustments. Appendix D highlighted possible saving totalling £112,000 and it was likely that all of these reductions would need to be implemented. Concerns were expressed about the effect of the reduction in the discretionary awards budget and it was noted that this would not affect commitments to fund continuing students whose awards had been approved by Berkshire County Council. Increasingly, the LEA was having to fund occupational therapy for pupils with special needs as local Health Authorities were reducing their budgetary provision for this.

The Borough Council was not spending up to SSA this year however the expenditure was greater than the disaggregated figure from Berkshire County Council and there was some allowance for growth and inflation.

RESOLVED

- (i) that the draft base budget as shown in paragraph 4.4.3 of the Directors' report totalling £35,737,000 be approved and recommended to the Strategy and Policy Committee in considering the Council's budget for 1998/99;
- (ii) that an allowance for inflation to the running expenses budget identified in Appendix B to the report submitted be recommended; and
- (iii) that the tables detailing potential service development/pressures and economies identified in Appendices C and D of the report submitted respectively be approved.

474. Capital Programme 1998-2001 (Item 4)

The Committee received a report from the Director of Education setting out a proposed capital programme for the Education Service area. A further appraisal of the building condition of the Borough's schools was being planned. Since the Borough Council was debt free, any capital loan approvals received would not actually be taken up. It was also likely

that the Government would require all LEAs to produce formal asset management plans in the format similar to the ones set out in the report in due course. It was noted that the funding for voluntary aided school minor works was on a 85:15% split, the larger amount being met by the Borough Council.

Recommendations 1 to 6 inclusive were moved and an amendment was proposed to recommendation 3 to the effect that the feasibility work on premises on the adaptation of premises for a secondary Pupil Referral Unit be referred back to the Education Transition Working Group for further consideration.

In debating the amendment, the Committee noted that the College Hall building had been identified as a possible site. College Hall was currently vested to the Social Services Transition and Housing Committee and was at present not being used. However, negotiations had been started with local Housing Associations with experience in dealing with young homeless persons for the future running of this establishment. There were concerns that the building was in an isolated location and would not be well suited to catering for the diverse needs of secondary aged pupils likely to attend the unit.

In a vote, the amendment was defeated.

RESOLVED that

- (i) the Budget Sub Committee give further consideration to the draft capital programme and that it report back to the next meeting of the Committee;
- (ii) the inclusion of funding for schemes which were already committed and the contribution to the aided school project at Ranelagh School agreed by the DfEE for 1998 be agreed;
- (iii) feasibility work on the adaptation of premises for a secondary Pupil Referral Unit be carried out;
- (iv) the inclusion of funding for school security measures and ICT facilities which are matched by standards fund grant be approved;
- (v) feasibility work commencing on schemes to the value of £500,000 in the Borough's schools be carried out.

RECOMMENDED to Strategy and Policy Committee that resolutions (i) to (v) above be approved as matters of urgency.

475. **Early Years Development Plan (Item 5)**

The Committee received a report from the Director of Education setting out a final draft of the Borough Council's Early Years Development Plan which had to be submitted to the Secretary of State by 2 February 1998. The Early Years Forum had met on four occasions to advise on producing the plan. Although the Director of Education was satisfied with the quality of the submission, it had had to be produced under considerable time pressure and the opportunity to revisit it with the help of the Early Years Forum would be taken.

Members received further updated appendices to the plan tabled at the meeting.

RESOLVED that subject to final adjustment by the Director of Education in consultation with the Chairman of the Committee that the Early Years Development Plan set out in the Appendix to the report be approved for submission to the Secretary of State.

476. **Discretionary Awards Policy (Item 6)**

The Committee received a report from the Director of Education detailing a discretionary awards policy for major and minor awards. The Director of Education informed the Committee that the policy set out in the report was largely based on Berkshire County Council's existing policy. There was still discussion about the future administration of both mandatory and discretionary awards as the Government had expressed concern about unevenness of provision across different LEAs in the Country.

The Director of Education also reported that the Borough Council had approximately 60 to 70,000 computer files to be received when the Berkshire County Council system was disaggregated.

RESOLVED that the policy for discretionary awards as set out in appendix to the report be approved.

477. **Home to School Transport Policy (Item 7)**

The Committee received a report from the Director of Education setting out a draft policy for home to school transport. The Director of Education informed the Committee that parents had already begun to apply for school places on the basis of the existing Berkshire County Council policy. Accordingly, the draft policy was closely based on existing Berkshire practices which were themselves very close to the minimum legal requirements in this area. The two main discretionary areas were post 16 transport and denominational transport.

RESOLVED that the policy outlined in the Appendices to the report submitted be approved and adopted.

478. **Appeals Sub Committee (Item 8)**

The Committee received a report from the Borough Administrator setting out proposals for the future administration of awards cases and appeals and appeals for home to school transport. The Borough Administrator informed the Committee that the proposal was for the nine member Awards Sub Committee to be split into specialist panels for student awards cases and appeals and for home to school transport, with effect from 1 April 1998.

RESOLVED

- (i) that with effect from 1 April 1998 that the Appeals Sub Committee be reformed as the Transport, Awards and Appeals Sub Committee; and
- (ii) that the Sub Committee be divided into two specialist panels responsible for determining student award cases and home to school transport appeals as set out in the report.

479. **Early Retirement Arrangements for Teachers (Item 9)**

The Committee received a report from the Director of Education setting out proposals to consult teachers' professional associations about establishing clear criteria for early retirement of teachers. The Council's proposals would be outlined in the consultation document, however the purpose of the exercise was to define more closely circumstances in which early retirement would be granted and to avoid cross-overs with ill-health, redundancy and disciplinary situations. The Director of Education explained the need for this review owing to revisions to funding introduced on 1 September 1997. A percentage of the lump sum and annual pension making up the cost of allowing a teacher aged 50 to 60 years to take early retirement will become the responsibility of the Local Education Authority, which had previously been borne by the Teachers' Pension Scheme. Individual schools would continue to be able to fund early retirement granted on a local basis.

On a point of personal explanation, the Chairman, Councillor Ward, stated that his departure from the teaching profession in July 1997 had not been an early retirement in any sense being discussed by the report.

RESOLVED that the Director of Education consult further with schools, Governing Bodies and Teachers' Professional Associations on the contents of the draft policy and bring back a final report to the March meeting of the Committee.

480. **Consultation with the Trade Unions (Item 10)**

The Committee received a joint report from the Director of Education and Borough Personnel Manager outlining proposals for formal employment consultation mechanisms for teaching staff. The report described the two options available, which were either to add teacher unions to the existing Local Joint Council or to establish a separate Teachers' Consultative Committee in addition to the Local Joint Committee. Although the diagram set out in Appendix A showed two discrete systems, it was emphasised that Personnel Sub Committee would not be relinquishing control of teachers as Borough Council employees. The Director of Education felt that it was in the interests of running an efficient authority to have a well informed consultation process with Teacher Associations. The report was also being considered by the Personnel Sub Committee at its meeting on 29 January 1998.

RESOLVED that the proposals outlined in the report be accepted as the basis for further discussion and negotiation:-

- (i) that a separate consultative forum for teaching unions be established on the basis of Appendix A to the report;
- (ii) that a facilities agreement set out in Appendix C be agreed, subject to detailed negotiations with Trade Union representatives;
- (iii) that the budget for funding Trade Union activities be agreed
- (iv) that the Borough Personnel Manager and appropriate Directors discuss with Trade Union representatives detailed constitutions to cover the range of activities of the consultative groups; and
- (v) addendum to minutes from Council: 26 February : *"in order to ensure consistency on personnel policy matters affecting all employees of the Council, the Borough Personnel Manager attend both teachers' and non-teachers' consultative committees and that the minutes of the Teachers Consultative Committee be reported to the Personnel sub-Committee"*

481. **Budget Carry Forwards 1997/98 (Item 11)**

The Committee received a report from the Director of Education outlining arrangements to permit schools an end of year carry forward on their delegated budgets under the local management of schools scheme of delegations.

RESOLVED that

- (i) automatic carry forward on the devolved budget for Language and Literacy Centres and Adjustment Centres which are managed by schools be agreed;
- (ii) automatic carry forward for capital grants to schools be agreed; and
- (iii) Reading Borough Council as the designated authority be approached to ensure carry forwards on these headings are transferred to Bracknell Forest Borough Council in 1998/99.

482. **Exclusion of the Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of the following item of business on the grounds that involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to an individual employee (Item 12)

483. **Early Retirement at Edgbarrow School (Item 12)**

The Committee received a report containing exempt information from the Director of Education seeking authority for the early retirement of a member of the teaching staff at Edgbarrow School.

RESOLVED that the proposed early retirement set out in the report be agreed.

The meeting commenced at 7.30pm and concluded at 10.40pm.

CHAIRMAN

**SOCIAL SERVICES TRANSITION & HOUSING/HOUSING
SUB COMMITTEE - JOINT MEETING
4 FEBRUARY 1998**

Present: Councillor Angell (Chairman), Councillors Bayle, Egan, Harrison,
Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, McCormack, Mrs Pile, Mrs Shillcock, Simonds, Mrs Sutcliffe, Ward and Worrall

Apologies for Absence were submitted on behalf of:
Councillors Grayson and Ryan and County Councillor Mrs Williams

484. Sheltered Housing Service - Rent Review (Item 2)

The Director of Social Services and Housing submitted a detailed report requesting Members to consider the rent levels, including service charges for the Council's 12 sheltered housing schemes for the coming year.

Recent audits of the costs of the sheltered housing service had highlighted the fact that the rent levels charged to sheltered tenants did not reflect the real cost of the service, resulting in the sheltered housing service was being subsidised by the rest of the Borough's tenants to a significant level. Accordingly, it was proposed to address this issue by identifying a suitable shift to the service costs over an agreed period to ensure that tenants in sheltered housing schemes paid a more equitable proportion of the real cost to the service than was currently the case.

RESOLVED that:

- (i) in addition to any other rent adjustment for 1998/99, all rents of sheltered dwellings be increased by an additional £5.00 per week (calculated over 52 weeks) with effect from 1 April 1998, as a first step to receiving a more equitable proportion of the costs of providing the sheltered housing service; and
- (ii) a more detailed analysis of the costs of providing the sheltered housing service be carried out in the coming year, taking into account service improvements in recent years to assist budget preparation for 1999/2000.

485. Housing Revenue Account Budget 1998/99 (Item 1)

In a joint report the Director of Social Services and Housing and Director of Corporate Services reported on the housing revenue account revised budget for 1997/98 and the budget for 1998/99.

The budget had been set within the framework set by the Strategy and Policy Committee on 17 December 1997 and was designed to balance the housing revenue account for the coming year.

RESOLVED that the housing revenue account budget, as reported, be approved, and in so doing the following also be approved:

- (i) an increase in the repairs and maintenance budget for garage areas and wall repairs and/or replacements by £45,000;
- (ii) an increase in the major repairs expenditure programme by £118,000;
- (iii) a provision for an improvement and refurbishment package of £1,700,000;
- (iv) the Director of Social Services and Housing contain inflation within the existing budgets and make a provision for a further saving of £50,000 in management and maintenance staffing costs;
- (v) the Strategy and Policy Committee be requested to approve and make the necessary arrangements to release surpluses arising in the direct service organisations for works undertaken in the housing revenue account of £150,000;
- (vi) garage rents, car ports and parking spaces charges be increased by 6% to:

garages	£0.30 per week
carports and parking spaces	£0.15 per week
- (viii) and the funding of the projected deficit for 1998/99 of £1,410,000, together with a working balance of £300,000, be funded from increased rents on dwellings requiring an average rent increase of £4.82 per week.

486. Schedule of Proposed Charges 1998/99 (Item 3)

Further to Minute 405 (6 January 1998) the Director of Social Services and Housing submitted the schedule of proposed charges for 1998/99 and answered Members' questions thereon.

RESOLVED that the schedule of charges, as reported, be approved for implementation from 1 April 1998.

487. Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, as amended, the public and press be excluded from the meeting for consideration of the following items which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees of the Council

488. Forestcare - Control Centre (Item 4)

In an item containing exempt information, the Director of Social Services and Housing recommended adjustments to the salaries and pay structure of some of the posts at the Forestcare Control Centre in order to address problems staffing differentials and increased levels of responsibility.

RESOLVED that:

- (i) the hourly rates of control staff on local conditions be increased as follows:
 - (a) Control Centre Operators £0.75
 - (b) Forestcare Visitors £0.75
 - (c) Night Wardens £1.00
 - (d) Drivers £1.00
- (ii) the part time Forestcare Visitors be paid at the same hourly rate as full time staff;
- (iii) a bar at SCP.26 be placed on the Forestcare Visitor post; and
- (iv) the above proposals be funded from the housing revenue account at a cost of approximately £20,000 with effect from 1 April 1998.

The meeting commenced at 7.30pm and concluded at 9.00pm.

CHAIRMAN

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STRATEGY & POLICY COMMITTEE
11 FEBRUARY 1998

Present: Councillor Bettison (Chairman), Councillors Adams, Angell, Mrs Ballin, Bayle, Birch, Good, Jones, Mrs Keene, McCormack, North, Sargeant, Wade, Ward, Wheaton.

Also present: Councillor Flood

Apologies for absence were received from: Councillor Mills

489. **Councillor Mrs Hirst**

The Chairman advised members that Councillor Mrs Hirst had been admitted to hospital over the previous weekend and members expressed their best wishes for a speedy recovery.

490. **Minutes**

The minutes of the meeting of the Committee held on 15 October 1997 and of the special meeting held on 21 October 1997 were approved as correct records and signed by the Chairman.

491. **Urgent Action taken under Delegated Powers**

The Committee received details of urgent action taken under delegated powers to appoint Councillors Mrs Ballin and Ward, together with the Chief Executive, as the Council Administrators representatives to the South-East regional forum and to nominate Councillor Mrs Ballin to attend the SERF Conference on 11 February 1998.

492. **Unitary Structures Sub Committee**

RESOLVED that the minutes of the meetings of the Unitary Structures Sub Committee held on 17 October, 11 November and 16 December 1997, as set out in Appendices A, B and C hereto be received and noted.

493. **Unitary 1998 Interview Committee**

RESOLVED that the minutes of the meeting of the Unitary 1998 Interview Committee held on 22 October 1997, as set out in Appendix D hereto, be received and noted.

494. **Strategy and Policy Executive Committee**

RESOLVED that the minutes of the meeting of the Strategy and Policy Executive Sub Committee on 27 November 1997 as set out in Appendix E hereto, be received and noted.

495. **Finance and Property Sub Committee**

RESOLVED that the minutes of the meeting of the Finance and Property Sub Committee held on 19 November 1997, as set out in Appendix F hereto, be received and noted and that Councillors Barnard, Egan, Good, Wade and Wheaton, be appointed to serve on the Special (Insurance Tenders) Sub Committee with delegated power to accept the most cost effective tender for the provision of insurance services from 1 April 1998.

496. **Town Centre Sub Committee**

RESOLVED that the minutes of the meeting of the Town Centre Sub Committee held on 27 January 1998, as set out in Appendix G hereto, be received and noted and that the recommendation at Minute 19(ii) (Town Centre Refurbishment - Development Agreement) be adopted.

497. **Finance and Property Sub Committee**

RESOLVED that:

- (i) the minutes of the meeting of the Finance and Property Sub Committee held on 27 January 1998, as set out at Appendix H hereto, be received and noted;
- (ii) in connection with Minute 39 (2) proceeds from the sale of Category 2 (clawback) and Category 3 (surplus) properties be divided between the unitary authorities according to a combination of the respective council tax bases and population.

498. **Personnel Sub Committee**

RESOLVED that the minutes of the meeting of the Personnel Sub Committee held on 29 January 1998, as set out at Appendix I hereto, be received and noted and that the recommendations contained in Minutes 29 (Introduction of a no-smoking policy) and Minute 30 (Consultation arrangements) be approved and adopted.

499. **Access Committee**

RESOLVED that the minutes of the meeting of the Access Committee held on 3 December 1997, as set out in Appendix J hereto, be received and noted.

500. **Members' Allowances Scheme 1998-99 (Item 1)**

In accordance with the terms of Minute 54 of the meeting held on 20 May 1997, the Director of Corporate Services submitted a report reviewing the scheme of members' allowances for the forthcoming year.

The Committee particularly noted the information on members' workload provided in a confidential questionnaire, comparisons with the other Berkshire Authorities and that the Council's current scheme resulted in a significantly lower cost than the average payment to unitary Councillors participating in a national survey undertaken in 1997. Attention was also drawn to one of the principal findings in the Audit Commission Report entitled "Representing the People - the Role of Councillors" which had recommended that members' allowances schemes should properly reflect the level of constituency activity undertaken by all members.

The Committee also considered the need to revise the allowances paid to the Mayor and Deputy Mayor having regard to the wider range of Council functions and responsibilities as a Unitary Authority.

RECOMMENDED that the scheme of members' allowances be amended by increasing the basic allowance (inclusive of contributions to telephone rental and calls) to £1523.64p and retaining the attendance allowance in respect of approved duties at £30 and the special responsibility allowances paid to Group Leaders, Deputy Group Leaders, Committee Chairman and Vice Chairman and Sub Committee Chairman and Vice Chairman as set out in Schedule 1 of the existing scheme; and

- (ii) the allowances paid to the Mayor and Deputy Mayor be increased by £3000 (to £10,189) and £1000 (to £3,396) respectively.

501. **Financial Plans and Revenue Budget 1998-99 (Item 2)**

Following on from previous consideration by the Committee of the Council's overall financial position in preparing the first budget for the Unitary Authority, the Director of Corporate Services submitted a comprehensive report which contained details of the draft base budgets agreed by each spending Committee together with proposals to adjust these budgets to meet unavoidable price increases, provide for service developments and introduce potential economies. The report also contained details of the amounts required by levying bodies the cost arising from debt charges in respect of the Council's responsibility for inherited debt from the County Council, income arising from the effects of Housing Revenue Account negative subsidy and the requirements for an adequate level of contingency provision taking account of the potential risks associated with the first unitary budget. The Committee noted the total expenditure proposed amounted to £78.082 million compared to a capping limit of £76.118 million. As a result the Committee considered the possible funding arrangements including the use of balances, and the transfer of surpluses from Direct Service Organisations, that might be necessary to meet this level of expenditure. A revised provisional budget summary statement was circulated at the meeting as Annex E to the Report.

RECOMMENDED that :

- (i) the adjustments included in Annex A of the report submitted are included within the base budgets for the Finance and Property Sub Committee and Social Services and Housing Committee;
- (ii) the inflation allowances shown in Annex B of the report submitted be added to Committee budgets;
- (iii) the Education Committee's budget be increased by £812,000 to reflect the cost of meeting the teachers' pay award and other inflation;
- (iv) a further one off addition of £89,000 be made to the Education Committee's budget to fund out of Borough special education placement;
- (v) each Committees' proposed service development shown in Annex C of the report submitted be agreed;
- (vi) each Committees' proposed economies shown in Annex D of the report submitted be agreed;
- (vii) a contingency provision of £500,000 be agreed to be controlled by the Finance and Property Sub Committee;
- (viii) provisions for major structural maintenance work be excluded from the revenue budget and financed from the Council's capital programme;
- (ix) the contribution of £1,406,000 be made from revenue balances to support all expenditure on services;
- (x) a contribution of £500,000 be made from revenue balances to support capital expenditure;
- (xi) the Council's total requirement for the collection of funds, excluding parish council precepts, be set at £23,614,000;

- (xii) an application be made to the Department of the Environment, Transport and the Regions to transfer £150,000 of surpluses made by the Direct Service Organisations to the Housing Revenue Account;
- (xiii) the Council tax for the Council's services for each valuation band be set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	388.71
B	7/9	453.49
C	8/9	518.28
D	9/9	583.06
E	11/9	712.63
F	13/9	842.20
G	15/9	971.77
H	18/9	1,166.12

- (xiv) service committees be requested to submit proposals for inclusion in the Council's program to the next meeting of the Structure and Policy Committee.

NOTE: *The various adjustments referred to above have been incorporated in the Draft Revenue Budget 1998/99 book which is submitted to the Council meeting as a separate item including the formal Council Tax resolution.*

502. Statement of Accounts 1996-97. (Item 3)

The Borough Finance Officer referred to the provisional approval to the Statement of Accounts for 1996-97 by the Executive Sub Committee on 24 September 1997 (Minute 1 refers) and reported on the adjustments necessary to meet audit requirements. Revised pages were submitted incorporating the adjustments necessary.

RESOLVED that the amendments to the Statement of Accounts 1996-97 submitted to the Committee be approved and adopted.

503. White Paper to Establish Regional Development Agencies (Item 4)

The Director of Planning and Transportation reported on the regional economic framework now proposed by the Government to be established under the Regional Development Agencies Bill with effect from 1 April 1999. The Committee noted that the new South-East office would be separate from the Government Office for the South-East and would draw on existing agencies and resources.

Details of the objectives, role and functions of the regional development agencies were submitted together with the structure and membership and related matters. The Committee further noted officer comments on the proposed tasks and responsibilities of the regional development agencies together with additional issues which had been proposed. These were endorsed by the Committee with the exception that members did not consider that it would be appropriate for the regional assembly to be responsible for regional co-ordination of transport, land use and sustainability issues.

RESOLVED that the Committee note the contents of the report insofar as they relate to the establishment of a South-East regional development agency and the likely future implications for the Borough.

504. **The “New Deal” Initiative and its Relevance to Bracknell Forest (Item 5)**

The Committee noted a report by the Director of Planning and Transportation on the proposed arrangements under the Government’s “New Deal” which was aimed primarily at young people claiming job seekers allowance with the objective of achieving a sustainable reduction in long-term unemployment. It was noted that locally the new arrangements would be led by the Employment Service and that the role of the local authority was likely to be limited in the initial stages although there would be opportunities for active participation by the Borough Council in the future.

RESOLVED that the report be noted and that officers be requested to continue to investigate the Borough Council’s likely input into the various local new-deal partnerships which emerge, in consultation with the Employment Service, and to act as a means of contact with other organisations and companies.

505. **The Berkshire and Buckinghamshire Enterprise Agency (Item 6)**

The Director of Planning and Transportation reported on the work of the Berkshire and Buckinghamshire Enterprise Agency and the arrangements proposed to ensure its continued existence following local government reorganisation. A service-level agreement had been prepared which would guarantee funding for the three years following reorganisation and would maintain the same level of service in the area of each unitary authority. Details of the cost in 1998-99 were submitted which had been disaggregated on the basis of acquired usage and which resulted in a total contribution by the Council for 1998-9 of £12,309.

RESOLVED that the officers be authorised to sign the Service Level Agreement with the Berkshire and Buckinghamshire Enterprise Agency to secure its services for the benefit of the Borough for the next three years, subject to final agreement on the costings.

506. **Borough Council Residents’ Newsletter (Item 7)**

The Head of Policy Development submitted a report dealing with possible changes to the Borough Council’s current residents’ newsletter “Forest Link” distributed to all residential and most business premises in the Borough.

The newsletter would be a particularly important vehicle for raising awareness amongst the residents, the voluntary sector and the business community on service delivery by the unitary authority. Details of the proposed changes to be investigated were reported to the Committee and would include possible sponsorship arrangements and possible changes in production processes which would allow for an increased number of issues each year.

RESOLVED that the report be noted and that approval be given to :

- (i) seeking sponsorship/advertising to contribute towards feature costs;
- (ii) the name of the Council's newsletter be changed from Forest Link to Town & Country to reflect the urban and rural character of the Borough.

507. **Crime and Disorder Bill (Item 8)**

Consideration was given to a preliminary report on the responsibilities which would fall on the Council arising from the Crime and Disorder Bill published by the Home Office in December 1997. The Committee noted particularly that the Bill would place a number of new responsibilities on local authority, particularly the Social Services and Housing Department. There would be a statutory duty on local authorities and chief police officers to work together to improve and implement a 3 year strategy for reducing crime and disorder in the area.

RESOLVED that:

- (i) the Committee notes the issues arising in the Crime and Disorder Bill; and
- (ii) requests officers to bring forward a report to a future meeting outlining proposals for the Council's response.

508. **Annual Council Meeting (Item 9)**

The Committee considered proposals to rearrange the date of the Annual Council Meeting in 1998 and to arrange a separate Mayor-making ceremony to mark the creation of the new Unitary Authority for the Borough.

RECOMMENDED that the Annual Council Meeting be rescheduled to 25 March 1998 to allow a separate Mayor-making ceremony to take place on 2 April 1998.

509. **References from Other Committees (Item 9)**

The Committee received the following references from other committees:

Leisure Services Committee - 16 September 1997 - Minute No. 280

Leisure Services Committee - 13 January 1998 - Minute No. 446

Education Transition Committee - 22 January 1998 - Minute No. 474

RESOLVED that:

- (i) approval be given to the recommendations and references from other committees as set out in the report submitted; as
- (ii) in relation to Minute No. 280, the following terms be agreed and that the Borough Solicitor be authorised to enter into a formal agreement;

Interest rate to be the capital issues Public Works Loan Board Non-Quota - A rate for the relevant loan period, plus ¼% for administration. Interest to be calculated annually on the anniversary of the loan advance based on the relevant published interest rate as at the end of the preceding month.

510. **Office Relocation - Removals Costs for Staff Moves. (Item 11)**

The Director of Planning and Transportation reported on the proposed arrangements for removal costs in connection with staff relocations at Seymour House and Fitzwilliam House. It was proposed to proceed by way of a single quotation.

RESOLVED that, in accordance with Standing Order 62, the requirements of Standing Order 60 be not applied on the grounds that the nominated contractor provided the lowest price in competitive tendering for the major move to Time Square for a sum which indicated that competitive quotations for the further moves would not be beneficial.

511. **Weather Watch Project. (Tabled Item)**

The Chairman had previously agreed that this Item should be considered on grounds of urgency in order to finalise proposals for a revised submission to the Millennium Commission within the required timescale.

Consideration was given to a report by the Director of Planning and Transportation which referred to the decision of the Leisure Services Committee (Minute No. 427 refers) and the subsequent discussions with representatives of the Millennium Commission. Arising from those discussions the Weather Watch project had been reviewed and a revised phasing was now suggested which would provide for the tower and a smaller un-manned visitor centre to be built as a first stage at a total estimated cost of £1,400,000. The second phase of the project would comprise the fitting-out of the visitor centre and had yet to be determined and programmed. Discussions had taken place with the consultant architect and other parties concerned. In the event of 50% Millennium Commission funding being obtained, the Council's contribution of £700,000 would be made up of the funding already secured together with allocations in existing budgets, covering preliminary work already carried out and IT support in linking the weather-watch project to the Council's new public electronic information system and the proposed IT network to schools.

RESOLVED that :

- (i) the proposal to phase the implementation and reduce the size of the scheme be confirmed as meeting the Council's objectives and that a further representation be made to the Millennium Commission accordingly;
- (ii) in the event of the Millennium Commission's agreement to continue to fund a reduced phase 1 scheme, the actions needed to implement this part of the works be put in hand without delay;
- (iii) the Strategy and Policy Executive Sub Committee be specifically authorised to deal with consultant appointments, detailed timetabling, variations to the Millennium Commission Agreement and selection of tenderers.

The meeting commenced at 7.30pm
and concluded at 11.25pm.

CHAIRMAN

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(ITEM 5)

**COUNCIL MEETING
26 FEBRUARY 1998**

**FINANCIAL PLANS AND REVENUE BUDGET 1998/99
(Director of Corporate Services)**

1 INTRODUCTION

- 1.1 At its meeting on 11 February 1998, the Strategy and Policy Committee considered the budget proposals for each service Committee and recommended a budget for 1998/99 to the Council. The recommendation submitted by the Strategy and Policy Committee is included in paragraph 2.
- 1.2 A separate document presents the Council's draft budget for 1998/99. This has been prepared to reflect the Strategy and Policy Committee's recommendations. Annexes contain information on changes to Committees' budgets as a result of inflation, service developments and economies.
- 1.3 In order to set a legal budget the full Council must make a formal Council Tax resolution. The appropriate resolution to give effect to the proposals contained in the draft budget book is included in paragraph 3. This resolution includes reference to the Housing Revenue Account which was agreed under delegated powers by the Social Services Transition and Housing Committee on 4 February 1998. The Housing Revenue Account is, therefore, also included in the draft budget book. Section 45 of the Local Government and Housing Act 1989 also requires the Council to determine its own borrowing limits each year. This is covered by recommendation 3.6. The limit may be varied at any time by a further determination.
- 1.4 The Council Tax resolution also refers to the Council's capital programme. The revenue budget proposals allow for the interest loss on a capital programme of £5m plus a revenue contribution to capital outlay of £0.5m. Committees are considering proposals which will be submitted to the Council's next meeting.

2 RECOMMENDATIONS SUBMITTED BY THE STRATEGY AND POLICY COMMITTEE

- 2.1 The Strategy and Policy Committee recommended that:
 - (i) the adjustments included in Annexe A of the report submitted are included within the base budgets for the Finance and Property Sub-Committee and Social Services and Housing Committee;
 - (ii) the inflation allowances shown in Annexe B of the report submitted be added to Committee budgets;
 - (iii) the Education Committee's budget be increased by £812,000 to reflect the cost of meeting the teachers' pay award and other inflation;
 - iv) a further one-off addition of £89,000 be made to the Education Committee's budget to fund out of Borough special education placements;

- (v) each Committee's proposed service developments shown in Annexe C of the report submitted be agreed;
- (vi) each Committee's proposed economies shown in Annexe D of the report submitted be agreed;
- (vii) a contingency provision of £500,000 be agreed to be controlled by the Finance and Property Sub-Committee;
- (viii) provisions for major structural maintenance work be excluded from the revenue budget and financed from the Council's capital programme;
- (ix) a contribution of £1,406,000 be made from revenue balances to support all expenditure on services;
- (x) a contribution of £500,000 be made from revenue balances to support capital expenditure;
- (xi) the Council's total requirement for the Collection Fund, excluding Parish Council precepts, be set as £23,614,000;
- (xii) an application be made to apply to the Department of the Environment, Transport and the Regions to transfer £150,000 of surpluses made by the Direct Service Organisations to the Housing Revenue Account;
- (xiii) the Council Tax for the Council's services for each Valuation Band be set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	388.71
B	7/9	453.49
C	8/9	518.28
D	9/9	583.06
E	11/9	712.63
F	13/9	842.20
G	15/9	971.77
H	18/9	1,166.12

- (xiv) Service Committees be requested to submit proposals for inclusion in the Council's capital programme to the next meeting of this Committee.

3 COUNCIL TAX RESOLUTION

3.1 That the recommendations of the Strategy and Policy Committee outlined in paragraph 2 be agreed.

3.2 That it be noted that at its meeting on 23 October 1997 the Council calculated the following amounts for the year 1998/99 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:-

(a) 40,500 **TAX BASE FOR WHOLE BOROUGH COUNCIL AREA**

being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its council tax base for the year

(b) **TAX BASE FOR PART OF THE COUNCIL'S AREA**

EACH PARISH AREA

Binfield	3,210
Bracknell	17,130
Crowthorne	2,340
Sandhurst	7,610
Warfield	3,920
Winkfield	6,290

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate

3.3 That the following amounts be now calculated by the Council for the year 1998/99 in accordance with Sections 32 to 36 of the Local Government and Finance Act 1992:-

(a) £131,446,033 **TOTAL EXPENDITURE INCLUDING GENERAL FUNDHOUSING REVENUE ACCOUNT AND PARISH PRECEPTS**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act

(b) £50,791,514 **TOTAL INCOME INCLUDING GENERAL FUND AND HOUSING REVENUE ACCOUNT**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (b) of the Act

(c) £3,060,000 **REDUCTION IN GENERAL FUND AND HOUSING REVENUE ACCOUNT BALANCES**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(c) of the Act

- (d) £77,594,519 **BOROUGH AND PARISH EXPENDITURE TO BE FINANCED FROM GOVERNMENT GRANTS AND COUNCIL TAX**

being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) and 3(c) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year

- (e) £52,483,581 **GOVERNMENT SUPPORT FOR LOCAL SERVICES**

being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, revenue support grant and additional grant or SSA reduction grant

- (f) £20,501 **COUNCIL TAX AND RESIDUAL COMMUNITY SURPLUS**

being the amount of the sums which the Council estimates will be transferred in the year from its collection fund to its general fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (Council Tax Surplus) and increased by the amount of any sum which the Council estimates will be transferred from its collection fund to its general fund pursuant to the Collection Fund (Community Charges) directions under section 98(4) of the Local Government Finance Act 1988 made on 7th February 1994

- (g) £619.52 **AVERAGE BAND "D" COUNCIL TAX FOR WHOLE BOROUGH**

being the amount at 3(d) above less the amount at 3(e) and 3(f) above, all divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year

- (h) £1,476,507 **PARISH PRECEPTS**

being the aggregate amount of all special items referred to in Section 34(1) of the Act

- (i) £583.06 **BOROUGH COUNCIL TAX FOR BAND "D" PROPERTIES**

being the amount at 3(g) above less the result given by dividing the amount at 3(h) above by the amount at 2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year if there were an area of the Borough to which no special item relates

(j) Part of the Council's area **BOROUGH AND PARISH COUNCIL TAX FOR EACH PARISH FOR BAND "D"**

Binfield	609.08
Bracknell	628.85
Crowthorne	605.28
Sandhurst	625.81
Warfield	594.71
Winkfield	612.56

being the amounts given by adding to the amount at 3(i) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate

(k) Part of the Council's area **BOROUGH AND PARISH COUNCIL TAX IN EACH PARISH FOR EACH VALUATION BAND**

Parish	A	B	C	D	E	F	G	H
Binfield	406.06	473.73	541.41	609.08	744.43	879.78	1015.14	1218.16
Bracknell	419.24	489.10	558.98	628.85	768.60	908.34	1048.09	1257.70
Crowthorne	403.52	470.77	538.03	605.28	739.79	874.30	1008.80	1210.56
Sandhurst	417.21	486.74	556.28	625.81	764.88	903.95	1043.02	1251.62
Warfield	396.48	462.55	528.64	594.71	726.87	859.03	991.19	1189.42
Winkfield	408.38	476.43	544.50	612.56	748.69	884.81	1020.94	1225.12

being the amounts given by multiplying the amounts at 3(j) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands

3.4 That it be noted that for the year 1998/99 the Thames Valley Police Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	A	B	C	D	E	F	G	H
Thames Valley Police Authority	33.84	39.48	45.12	50.76	62.04	73.32	84.60	101.52

3.5 That, having calculated the aggregate in each case of the amounts at 3(k) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 1998/99 for each of the categories of dwellings shown below:-

(a) Part of the Council's area	TOTAL COUNCIL TAX FOR EACH AND EACH VALUATION BAND							
Parish	A	B	C	D	E	F	G	H
Binfield	439.90	513.21	586.53	659.84	806.47	953.10	1099.74	1319.68
Bracknell	453.08	528.58	604.10	679.61	830.64	981.66	1132.69	1359.22
Crowthorne	437.36	510.25	583.15	656.04	801.83	947.62	1093.40	1312.08
Sandhurst	451.05	526.22	601.40	676.57	826.92	977.27	1127.62	1353.14
Warfield	430.32	502.03	573.76	645.47	788.91	932.35	1075.79	1290.94
Winkfield	442.22	515.91	589.62	663.32	810.73	958.13	1105.54	1326.64

- 3.6 (i) The amount of money which is for the time being the maximum amount which the authority may have outstanding by way of borrowing shall be the sum of the current external borrowing at 31st March 1997 plus the value of the Government's Basic Credit Approval plus such short term borrowing that is needed for temporary capital or revenue purposes or £10 million, whichever is the lower ("the overall borrowing limit");
- (ii) The amount of money, being part of the overall borrowing limit, which may be held by way of short term borrowing is limited to £1 million;
- (iii) The proportion of the total amount of interest payable by the Council which is at a rate or rates which can be varied by the person to whom it is payable or which vary by reference to any external factors shall be limited to 10%.

Background Papers

Strategy & Policy Committee 11.02.98

Contact for further information

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Doc. Ref

C/26.02.98/TW/CH/19.02.98

COUNCIL 26 FEBRUARY 1998

LOCAL GOVERNMENT REORGANISATION - JOINT ARRANGEMENTS (Chief Executive)

1 INTRODUCTION

Regulations made under the Local Government Reorganisation formally require the Council to:-

- (a) consider a report from the Chief Executive as to whether any functions transferring to the Council on 1st April 1998 "could with advantage be discharged by, or jointly with, any other local authority", and
- (b) if any such joint arrangements would be advantageous, to "promote the making of such arrangements"

2 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

2.1 Legal Powers

This report is required by the Local Government Changes for England (Miscellaneous Provision) Regulations 1995.

Legal powers to enter into agreements for joint arrangements are conferred by Section 101 of the Local Government Act 1972, Section 20 of the Local Government Act 1992 and the Local Authorities (Goods and Services) Act 1970.

Draft agreements for most of the proposed joint arrangements have been prepared. However, a considerable amount of work remains to be done before the reorganisation date to conclude agreements in satisfactory form.

2.2 Finance

The joint arrangement agreements cover the method of costing of the service and the basis for sharing these costs between participating authorities.

The 1998/99 budget includes for the cost of delivering services through these joint arrangements and where there are increased costs these must be contained within the relevant committee's overall budget.

3 RECOMMENDATION

It is recommended that:-

- (i) the Council confirms that the services identified in the appendix to this report could be discharged advantageously with other Berkshire local authorities, and**

(ii) that agreements for joint arrangements be entered into as authorised by service committees

3 INTRODUCTION

- 3.1 In recent months programme committees have received a number of reports setting out proposals for joint arrangements between Berkshire unitary authorities for some of those services which are currently County functions
- 3.2 The major services proposed to be provided under joint arrangements are identified in the appendix to this report, together with the prospective lead authority. Although the majority of the services fall within the ambit of a programme committee there are some (identified in the appendix as "Other Services") which are essentially of a central service nature. Members may feel that it would be appropriate for the Finance & Property Sub-Committee to be designated as the "home committee" for monitoring those agreements (with the possible exception of the Berks & Bucks Enterprise Agency agreement) but that is a matter which can be addressed in the terms of reference of committees.
- 3.3 The initial period for most of the joint arrangements will be two years but the agreements for child care legal services and the Berks and Bucks Enterprise Agency will extend to three years. The agreement for management of the London Road landfill site will remain in force until such time as the property may be disposed of. The agreements as currently drafted do not attempt to prescribe what arrangements should be put in place upon the expiration of the joint arrangement. It is quite possible that some of the joint arrangements will continue, albeit with a reduction in the number of unitary authorities participating, but there will undoubtedly be a number of services which unitary authorities will wish to provide individually when the joint arrangement agreement expires.
- 3.4 In addition to the services provisionally agreed to be provided on a joint basis by some or all of the unitary authorities, agreements will also need to be put in place for managing those contracts entered into by the County Council which extend beyond the reorganisation date (the waste disposal contracts, including that for the BERIS facility in Reading, the WAN/DYNIX agreement Berkshire Young Musicians Trust and UTC/SCOOT are examples of such contracts). The most important of such agreements is the BAPTIE contract, but there are a host of other County contracts extending beyond the reorganisation date. Proposals for the management of such contracts will be reported direct to programme committees.

Background Papers

None.

Contact for Further Information

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Doc Ref:

FC/26.2.98/PB/17.2.98

APPENDIX

SOCIAL SERVICES

SERVICE

Emergency Duty Team
Child Care Legal Services
Training Consortium
Guardian Ad Litem and Reporting
Officer Service
Registration and Inspection Unit
Sensory Needs Services
Adoption Advisory Service
Berkability
(purchasing arrangement for
equipment to meet needs of elderly
and disabled persons)
CASCADE

LEAD AUTHORITY

Bracknell Forest Borough Council
Reading Borough Council
Royal Borough of Windsor & Maidenhead
West Berkshire District Council
(Newbury DC)
West Berkshire District Council (Newbury DC)
Wokingham District Council
Royal Borough of Windsor & Maidenhead
Reading Borough Council

Slough Borough Council

LEISURE

Mobile Libraries (East Berkshire)
Library Transport

WAN/DYNIX
(I.T. system to facilitate
exchange of books between libraries)
Music & Drama Library
Archives Management

Slough Borough Council
West Berkshire District Council
(Newbury D.C.)
Royal Borough of Windsor &
Maidenhead

Reading Borough Council
Reading Borough Council

EDUCATION

Education Library Service
Museums Loan Service for Schools
Berkshire Young Musicians Trust
Travellers Education

Bracknell Forest Borough Council
Reading Borough Council
Bracknell Forest Borough Council
Wokingham District Council

PUBLIC AND ENVIRONMENTAL SERVICES

BERIS
Waste Disposal Contracts
East Berkshire Coroners Service
Environmental Awards
Winter Maintenance Forecasting

London Road Landfill Site

Reading Borough Council
Various
Royal Borough of Windsor & Maidenhead
Slough Borough Council
West Berkshire District Council
(Newbury D.C.)
Bracknell Forest Borough Council

PLANNING & TRANSPORTATION

Joint Planning Committee UTC/SCOOT (Computerised traffic management system)	Royal Borough of Windsor & Maidenhead Reading Borough Council
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OTHER SERVICES

Modern Records Store	Reading Borough Council
Rent Officer	Reading Borough Council
Lord Lieutenancy	Reading Borough Council
Insurance Liabilities	Reading Borough Council
Berks & Bucks Enterprise Agency	Reading Borough Council