

**EXECUTIVE
7 FEBRUARY 2023
5.00 - 5.47 PM**



Present:

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

Present Virtually:

Councillors Brunel-Walker and Harrison

78. Declarations of Interest

There were no declarations of interest.

79. Minutes

RESOLVED that the minutes of the meeting of the Executive on 24 January 2023 together with the accompanying decision records be confirmed as a correct record.

80. Urgent Items of Business

There were no urgent items of business.

Executive Decisions and Decision Records

The Executive considered the following items. The decisions are recorded in the decision sheets attached to these minutes and summarised below:

81. Revenue Budget 2023/24

RECOMMENDED that the Executive, in recommending to Council a budget and Council Tax level for 2023/24:

1. Agrees the provision for inflation of £9.760m (section 8.2) of the Executive Director: Resources report.
2. Approves a further council tax discount funded by Bracknell Forest Council in 2023/24 of £75 for working age households receiving council tax support as summarised in paragraph 8.3.1a) of the Executive Director: Resources report.
3. In addition to the above, notes that the Government has made available a Council Tax Support Fund to provide a £25 reduction in the Council Tax bills for working age and pensioner households receiving council tax support as set out in paragraph 6.3.9 of the Executive Director: Resources report and agrees that the Executive Member for Transformation and Finance be authorised to determine the approach to the discretionary part of the fund.
4. Confirms its support for the draft budget proposals as set out in the Executive Director: Resources report presented to the Executive's meeting in December

2022, subject to the revisions in section 8.3.1b) to 8.3.1i) and those decisions to be taken elsewhere on this agenda on the capital programme.

5. Agrees the additional budget proposals as set out in Annexe A and Annexe D and in sections 6.2 (Revenue Support Grant), 6.3 (specific grants), 6.4 (business rates), 7.3 (collection fund) , 8.2 (inflation) and 8.3 (updated pressures & savings) and notes that the Final Local Government Finance Settlement announced on 6 February increased the level of Services Grant payable to Bracknell Forest by £0.027m from the level in the Provisional Settlement, to £0.681m.
6. Agrees that the Executive Member for Children, Young People and Learning approves the detailed budget allocations for High Needs pupils and Early Years provisions, up to the estimated level of available resources.
7. Includes a general contingency totalling £2.750m (section 10.7) use of which is to be authorised by the Chief Executive in consultation with the Executive Director: Resources in accordance with the delegations included in the Council's constitution.
8. Approves the proposed Net Revenue Budget including the contribution of £3.590m to be made from the Future Funding Reserve (including £0.081m additional interest from the use of balances) to support revenue expenditure, as set out in Annexe G of the Executive Director: Resources report.
9. Recommends a 4.99% increase in the Council Tax for the Council's services and that the Council Tax requirement, excluding Parish and Town Council precepts, be set as £75.053m.
10. Recommends that the Council Tax for the Council's services and that each Valuation Band is set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	1,026.24
B	7/9	1,197.28
C	8/9	1,368.32
D	9/9	1,539.36
E	11/9	1,881.44
F	13/9	2,223.52
G	15/9	2,565.60
H	18/9	3,078.72

11. Recommends that the Council approves the following indicators, limits, strategies and policies included in Annexe E:
 - The Prudential Indicators and Limits for 2023/24 to 2025/26 contained within Annexe E(i);
 - The Minimum Revenue Provision (MRP) Policy contained within Annexe E(ii);
 - The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annexe E(iii);
 - The Authorised Limit Prudential Indicator in Annexe E(iii);

- The Investment Strategy 2023/24 to 2025/26 and Treasury Management Limits on Activity contained in Annexe E(iv).

12. Approves the virements relating to the 2022/23 budget as set out in Annexe H and recommends those that are over £0.100m for approval by Council.

82. **Capital Programme 2023/24**

RECOMMENDED to Council that:

1. The General Fund Capital Programme of £14.987m for 2023/24 in respect of those schemes listed in Annexes A – D of the Executive Director: Resources report, of which £6.621m be funded from Council resources.
2. They approve the inclusion of £8.366m of expenditure to be externally funded (including £2.930m of S106 funding) as outlined in paragraph 5.19 of the Executive Director: Resources report.
3. Those schemes that attract external grant funding are included within the Capital Programme at the level of funding received.
4. They Agree that capital schemes that require external funding can only proceed once the Council is certain of receiving the grant.
5. The inclusion of an additional budget of £1m for Invest to Save schemes.

83. **Polling District and Polling Place Review**

RECOMMENDED to Council the approval of the revised polling district and polling place scheme, as set out in Annex A of the Working Groups report.

84. **Exclusion of Public and Press**

RESOLVED that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of items 9, 10 and 11 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

85. **Design & Construction Support Procurement update**

RESOLVED that a contract extension to the current Managing Partner contract be approved for a 2-year period.

86. **Everyone Active Covid Financial Support**

RESOLVED that

1. the Executive approves the repayment by Everyone Active to the Council of over the life of the remaining contract to 31 March 2033.
2. the Executive agrees the amounts set out within the report as full and final settlement of all Covid financial support.

87. **Joint Child Care Legal Team - Heads of Terms for Updated Shared Service Agreement**

RESOLVED that

1. The Heads of Terms that form the basis of a new Shared Service Agreement between all the Berkshire local authorities are agreed.
2. Authority be delegated to the Borough Solicitor to negotiate the final version of the Shared Service Agreement, to agree and complete the same.

CHAIRMAN

Bracknell Forest Council Record of Decision

Work Programme Reference	I107613
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1. **TITLE:** Revenue Budget 2023/24

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To recommend to Council the annual budget

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RECOMMENDED that the Executive, in recommending to Council a budget and Council Tax level for 2023/24:

1. Agrees the provision for inflation of £9.760m (section 8.2) of the Executive Director: Resources report.
2. Approves a further council tax discount funded by Bracknell Forest Council in 2023/24 of £75 for working age households receiving council tax support as summarised in paragraph 8.3.1a) of the Executive Director: Resources report.
3. In addition to the above, notes that the Government has made available a Council Tax Support Fund to provide a £25 reduction in the Council Tax bills for working age and pensioner households receiving council tax support as set out in paragraph 6.3.9 of the Executive Director: Resources report and agrees that the Executive Member for Transformation and Finance be authorised to determine the approach to the discretionary part of the fund.
4. Confirms its support for the draft budget proposals as set out in the Executive Director: Resources report presented to the Executive's meeting in December 2022, subject to the revisions in section 8.3.1b) to 8.3.1i) and those decisions to be taken elsewhere on this agenda on the capital programme.
5. Agrees the additional budget proposals as set out in Annexe A and Annexe D and in sections 6.2 (Revenue Support Grant), 6.3 (specific grants), 6.4 (business rates), 7.3 (collection fund) , 8.2 (inflation) and 8.3 (updated pressures & savings) and notes that the Final Local Government Finance Settlement announced on 6 February increased the level of Services Grant payable to Bracknell Forest by £0.027m from the level in the Provisional Settlement, to £0.681m.
6. Agrees that the Executive Member for Children, Young People and Learning approves the detailed budget allocations for High Needs pupils and Early Years provisions, up to the estimated level of available resources.
7. Includes a general contingency totalling £2.750m (section 10.7) use of which is to be

authorised by the Chief Executive in consultation with the Executive Director:
Resources in accordance with the delegations included in the Council's constitution.

8. Approves the proposed Net Revenue Budget including the contribution of £3.590m to be made from the Future Funding Reserve (including £0.081m additional interest from the use of balances) to support revenue expenditure, as set out in Annexe G of the Executive Director: Resources report.
9. Recommends a 4.99% increase in the Council Tax for the Council's services and that the Council Tax requirement, excluding Parish and Town Council precepts, be set as £75.053m.
10. Recommends that the Council Tax for the Council's services and that each Valuation Band is set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	1,026.24
B	7/9	1,197.28
C	8/9	1,368.32
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E	11/9	1,881.44
F	13/9	2,223.52
G	15/9	2,565.60
H	18/9	3,078.72

11. Recommends that the Council approves the following indicators, limits, strategies and policies included in Annexe E:
 - The Prudential Indicators and Limits for 2023/24 to 2025/26 contained within Annexe E(i);
 - The Minimum Revenue Provision (MRP) Policy contained within Annexe E(ii);
 - The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annexe E(iii);
 - The Authorised Limit Prudential Indicator in Annexe E(iii);
 - The Investment Strategy 2023/24 to 2025/26 and Treasury Management Limits on Activity contained in Annexe E(iv).
12. Approves the virements relating to the 2022/23 budget as set out in Annexe H and recommends those that are over £0.100m for approval by Council.

7. REASON FOR DECISION

The recommendations are designed to enable the Executive to propose a revenue budget and Council Tax level for approval by Council on 22 February 2023.

8. ALTERNATIVE OPTIONS CONSIDERED

Background information relating to the options considered is included in the report.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Resources

10. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
7 February 2023	14 February 2023

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I108412
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1. **TITLE:** Capital Programme 2023/24

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To recommend to Council the annual budget.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RECOMMENDED to Council that:

1. The General Fund Capital Programme of £14.987m for 2023/24 in respect of those schemes listed in Annexes A – D of the Executive Director: Resources report, of which £6.621m be funded from Council resources.
2. They approve the inclusion of £8.366m of expenditure to be externally funded (including £2.930m of S106 funding) as outlined in paragraph 5.19 of the Executive Director: Resources report.
3. Those schemes that attract external grant funding are included within the Capital Programme at the level of funding received.
4. They Agree that capital schemes that require external funding can only proceed once the Council is certain of receiving the grant.
5. The inclusion of an additional budget of £1m for Invest to Save schemes.

7. **REASON FOR DECISION**

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

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative options are considered in the report.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Resources

10. **DECLARED CONFLICTS OF INTEREST:** None

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I110773
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1. **TITLE:** Polling District and Polling Place Review

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

Agreement to implement revised polling arrangements following recent electoral reviews.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RECOMMENDED to Council the approval of the revised polling district and polling place scheme, as set out in Annex A of the Working Groups report.

7. **REASON FOR DECISION**

- i. Following the conclusion of recent boundary reviews it is necessary to alter the Council's polling scheme to take account of the new borough, parish and town council ward boundaries.
- ii. Included in the recommendations are the appointment of designated alternative polling places at which the Returning Officer could locate polling stations at short notice should the primary venue not be available due to any unforeseen circumstances. This is to ensure the efficient administration any electoral event.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Several alternative locations were evaluated by officers and the Boundary Review Working Group throughout the review process and a number of these have been included in the scheme as suitable alternative polling places. Those designated as the primary polling place are considered to offer the most suitable arrangements for voters and polling station staff.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

10. **DECLARED CONFLICTS OF INTEREST:** None

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I110786
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1. **TITLE:** Design & Construction Support Procurement update

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To provide an update on the progress of the design and construction team support procurement process.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that a contract extension to the current Managing Partner contract approved for a 2-year period.

7. **REASON FOR DECISION**

Detailed within the confidential report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Detailed within the confidential report.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

10. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I111160
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1. **TITLE:** Everyone Active Covid Financial Support

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To resolve outstanding covid finance support from 2020/2021 and 2021/2022

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that

1. the Executive approves the repayment by Everyone Active to the Council of over the life of the remaining contract to 31 March 2033.
2. the Executive agrees the amounts set out within the report as full and final settlement of all Covid financial support.

7. **REASON FOR DECISION**

The contract with EA delivers essential sport and leisure activities to the Borough through the Council's three leisure sites.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Detailed within the confidential report.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

10. **DECLARED CONFLICTS OF INTEREST:** None

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7 February 2023	14 February 2023

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I111508
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1. **TITLE:** Joint Child Care Legal Team - Heads of Terms for Updated Shared Service Agreement

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

Approval of revised Heads of Terms and Shared Service Agreement

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that

1. The Heads of Terms that form the basis of a new Shared Service Agreement between all the Berkshire local authorities are agreed.

2. Authority be delegated to the Borough Solicitor to negotiate the final version of the Shared Service Agreement, to agree and complete the same.

7. **REASON FOR DECISION**

Detailed within the confidential report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The revised Heads of Terms and subsequent Agreement are necessary to provide greater transparency and accountability in service provision as envisioned by the 2019 review.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

10. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
7 February 2023	14 February 2023

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