

Notice of Meeting

Executive

Councillor Temperton (Chair),
Councillor Neil (Vice-Chair),
Councillors Bailey, Bidwell, Gillbe, Jefferies, Purnell and Wright

Tuesday 19 September 2023, 5.30 pm

Council Chamber - Time Square, Market Street, Bracknell, RG12

1JD



Agenda

*All councillors at this meeting have adopted the Mayor's Charter
which fosters constructive and respectful debate.*

Item	Description	Page
1.	Apologies	
2.	Declarations of Interest	
	<p>Members are asked to declare any Disclosable Pecuniary or Affected Interests in respect of any matter to be considered at this meeting.</p> <p>Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.</p> <p>Any Member with an Affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.</p>	
3.	Minutes	5 - 18
	To consider and approve the minutes of the meeting of the Executive held on 18 July 2023.	
4.	Urgent Items of Business	
	<p>Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.</p> <p>Reporting: Derek Morgan, Head of Scrutiny & Democratic Services</p>	

Executive Key Decisions

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

5.	Membership of the Joint Public Protection Committee	19 - 22
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EMERGENCY EVACUATION INSTRUCTIONS

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	To review membership of the Joint Public Protection committee with a view of increasing from 4 members to 6 members (3 members from each participating authority) Reporting: Damian James, Assistant Director: Contract Services	
6.	Quarter one Council Plan Overview Report	23 - 58
	To provide the Executive an update on the delivery of the objectives set out in the Council Plan. Reporting: Katie Flint, Policy and Performance Lead	
7.	SEND Written Statement of Action	59 - 64
	To provide the Executive with an update on progress that has been made on delivery the WSOA action plan since the last Executive report in June 2023. Reporting: Grainne Siggins, Executive Director People	
8.	Agree site for new Autistic Spectrum Condition (ASC) Special Educational Needs and Disabilities (SEND) School	65 - 72
	To seek agreement to nominate Bucklers Park site as the proposed site for the new ASC SEND school Reporting: Grainne Siggins, Executive Director People	
9.	Approval of the draft All-Age Integrated Carers Strategy 2024-2029, as the basis for public consultation	73 - 118
	To seek approval of the Co-produced draft All-Age Integrated Carers Strategy 2023-2028 for Bracknell Forest as a basis for undertaking a public consultation over a 12 week period to inform the identified priorities, final strategy and local delivery plan. Reporting: Grainne Siggins, Executive Director People	

Exclusion of the Press and Public

Agenda items 10, 11 and 12 are supported by annexes containing exempt information as defined in Schedule 12A of the Local Government Act 1972. If the Committee wishes to discuss the content of these annexes in detail, it may choose to move the following resolution:

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of items 10, 11 and 12 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

10.	Updated Sexual and Reproductive Health Recommissioning	119 - 134
	To update the committee on the progress and next steps for the Sexual and	

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	Reproductive Health mandatory service provision. Reporting: Rebecca Willans, Consultant in Public Health	
11.	Depot - Surplus land	135 - 168
	Initial site development plan for surplus land at the Depot site Reporting: Sarah Holman, Joint Venture Business Partner	
12.	Approval of the Strategic Procurement Plan for Integrated Therapies Service and associated contract extensions	169 - 192
	To seek approval for the procurement of an Integrated Therapies Service, to include Occupational Therapy (OT) and Speech and Language Therapy (SALT) and to extend the current contracts with Berkshire Healthcare Foundation Trust for SALT and OT services for children and young people in Bracknell Forest to allow for the procurement to be undertaken. Approval is sought to extend the contracts for one year initially with the option to extend for up to a further one year. Reporting: Grainne Siggins, Executive Director People	

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

Published: 11 September 2023

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EXECUTIVE
18 JULY 2023
5.30 - 6.08 PM

Present:

Councillors Temperton (Chair), Neil (Vice-Chair), Gillbe, Purnell and Wright

Present Virtually:

Councillors Bidwell and Jefferies

Apologies for absence were received from:

Councillors Bailey

10. Declarations of Interest

Councillors Bidwell and Neil declared affected interests in relation to item 8 being the Council's representatives on the Board overseeing the joint venture and would leave the meeting for the item.

11. Minutes

RESOLVED that the minutes of the meeting of the Executive on 20 June 2023 together with the accompanying decision records be confirmed as a correct record.

12. 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:

13. Revenue Expenditure Outturn 2022/23

RESOLVED that the Executive:

- i. Notes the outturn expenditure for 2022/23, subject to audit, of £87.606m, which represents an under spend of -£0.506m compared with the approved budget.
- ii. Approves the budget carry forward of £0.036m (see paragraph 5.8).
- iii. **RECOMMENDS** that Council note the Treasury Management performance in 2022/23 as set out in Annexe B.
- iv. Approves the earmarked reserves as set out in Annexe C.
- v. Approves the virements relating to the 2022/23 budget (see Annexe D).

14. Capital Expenditure Outturn 2022/23

RESOLVED that the Executive:

- i. Notes the outturn capital expenditure as outlined in Table 1 and detailed in Annex A.
- ii. Approves the carry forward of £34.114m from the 2022/23 capital programme to 2023/24 including those specific schemes listed in Annexe B.
- iii. Notes the financing of capital expenditure as shown in Table 2.
- iv. Notes the 2023/24 Budget amendments identified in para 5.10 relating to the Joint Venture
- v. Approves the supplementary capital approval of £0.081m for the increased costs associated with the Berkshire Records Office as outlined in para 5.11.
- vi. Approves the virements requested in para 5.13.

15. **High Street Multi Storey Car Park - Condition Survey**

RESOLVED that:

- i. The High Street Car Park be closed at the end of October 2023, following the recommendation made by Structural Engineers.
- ii. The Assistant Director, Property engages with stakeholders affected which includes the commercial unit tenants (9), Council staff, season ticket holders, Town Centre partners and other parties that have an interest to ensure the implications of this decision are understood.
- iii. Savings that will be realised in expenditure budgets in the current year from the midyear closure be used to fund decommissioning work including erecting hoarding, securing the site, and commissioning pre and post decommissioning structural surveys.
- iv. The High Street Car Park site be added to the Bracknell Town Centre Southern Gateway site masterplan area. Outline plans for which will be presented for consideration to the Executive in Autumn 2023.

16. **Joint Venture Progress**

RESOLVED that

- i. The Executive confirms its continuing support for the Market Street development and agrees proposed changes to the Council's previously agreed position as set out in paragraphs 1.4.1 – 1.4.4 of the confidential Appendix A, including notably:
 - Supporting a 10% increase to the Council's 50% contribution to the development costs, reflecting increased construction costs and rephrasing of expenditure, noting that this has no impact on the Council's financial position due to the loan note mechanism in the Bracknell Forest Cambium Partnership legal agreements;

- Delegating authority to the Assistant Director: Contract Services to enter into an agreement with the Bracknell Forest Cambium Partnership for required off-site car park provision.
- ii. The Executive, looking ahead to future town centre development, requests the Executive Director for Place, Planning and Regeneration to review the Council's current town centre parking standards and identify a range of future options to reduce reliance on car usage and promote the use of more sustainable public and private transport solutions that align with the Council's climate change ambitions for the Council itself and the Borough of Bracknell Forest.

17. **Supported Living - Strategic Procurement Plan**

RESOLVED that

- i. The Executive approve the Strategic Procurement Plan for procuring an "Independence Support & Supported Living" service through a flexible framework under the Light Touch Regime as detailed in the Strategic Procurement Plan.
- ii. The Executive delegate authority for the Supported Living Flexible Framework award decision to the Executive Director, People, following consultation with the Executive Member for Adult Services, Health and Housing.

CHAIRMAN

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Bracknell Forest Council Record of Decision

Work Programme Reference	I114069
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1. **TITLE:** Revenue Expenditure Outturn 2022/23

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To note the outturn position for the year and approve earmarked reserves.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that the Executive:

- i. Notes the outturn expenditure for 2022/23, subject to audit, of £87.606m, which represents an under spend of -£0.506m compared with the approved budget.
- ii. Approves the budget carry forward of £0.036m (see paragraph 5.8).
- iii. **RECOMMENDS** that Council note the Treasury Management performance in 2022/23 as set out in Annexe B.
- iv. Approves the earmarked reserves as set out in Annexe C.
- v. Approves the virements relating to the 2022/23 budget (see Annexe D).

7. **REASON FOR DECISION**

The recommendations are intended to inform the Executive of financial performance against budget in the 2022/23 financial year.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The report sets out the Council's actual financial performance in 2022/23 and the consideration of options is not therefore appropriate.

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

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

Date Decision Made	Final Day of Call-in Period
18 July 2023	25 July 2023

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I114134
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1. **TITLE:** Capital Expenditure Outturn 2022/23

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To note the outturn position for the year and approve carry forward requests.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. Notes the outturn capital expenditure as outlined in Table 1 and detailed in Annex A.
- ii. Approves the carry forward of £34.114m from the 2022/23 capital programme to 2023/24 including those specific schemes listed in Annexe B.
- iii. Notes the financing of capital expenditure as shown in Table 2.
- iv. Notes the 2023/24 Budget amendments identified in para 5.10 relating to the Joint Venture
- v. Approves the supplementary capital approval of £0.081m for the increased costs associated with the Berkshire Records Office as outlined in para 5.11.
- vi. Approves the virements requested in para 5.13.

7. **REASON FOR DECISION**

The reasons for the recommendations are detailed within the report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None

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

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

Date Decision Made	Final Day of Call-in Period
18 July 2023	25 July 2023

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I115372
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1. **TITLE:** High Street Multi Storey Car Park - Condition Survey

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To provide an update summarising the findings of a condition survey and agree the action plan

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. The High Street Car Park be closed at the end of October 2023, following the recommendation made by Structural Engineers.
- ii. The Assistant Director, Property engages with stakeholders affected which includes the commercial unit tenants (9), Council staff, season ticket holders, Town Centre partners and other parties that have an interest to ensure the implications of this decision are understood.
- iii. Savings that will be realised in expenditure budgets in the current year from the midyear closure be used to fund decommissioning work including erecting hoarding, securing the site, and commissioning pre and post decommissioning structural surveys.
- iv. The High Street Car Park site be added to the Bracknell Town Centre Southern Gateway site masterplan area. Outline plans for which will be presented for consideration to the Executive in Autumn 2023.

7. **REASON FOR DECISION**

The Council's structural engineers, advised the council in December 2022 to reduce the number of available spaces in the High Street Car Park by closing every 3rd parking space, which was implemented. A further structural survey was commissioned and undertaken by the structural engineers in May 2023, which with a recommendation that the car park be closed no later than December 2023, as it has reached the end of its design life.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The structural engineers report sets out a number of options that could be pursued. The only viable alternative presented was that loading (usage) of the site could be further reduced from 60% of bays available to 30%. This could extend the life beyond the December 2023 date. However, an increase regime of monitoring would

be needed to offset the increasing risk of structural failure. This was therefore rejected as an option.

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

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

Date Decision Made	Final Day of Call-in Period
18 July 2023	25 July 2023

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I115041
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1. **TITLE:** Joint Venture Progress

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To note progress and to consider any decisions required

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. The Executive confirms its continuing support for the Market Street development and agrees proposed changes to the Council's previously agreed position as set out in paragraphs 1.4.1 – 1.4.4 of the confidential Appendix A, including notably:
 - Supporting a 10% increase to the Council's 50% contribution to the development costs, reflecting increased construction costs and rephasing of expenditure, noting that this has no impact on the Council's financial position due to the loan note mechanism in the Bracknell Forest Cambium Partnership legal agreements;
 - Delegating authority to the Assistant Director: Contract Services to enter into an agreement with the Bracknell Forest Cambium Partnership for required off-site car park provision.
- ii. The Executive, looking ahead to future town centre development, requests the Executive Director for Place, Planning and Regeneration to review the Council's current town centre parking standards and identify a range of future options to reduce reliance on car usage and promote the use of more sustainable public and private transport solutions that align with the Council's climate change ambitions for the Council itself and the Borough of Bracknell Forest.

7. **REASON FOR DECISION**

The proposed changes to the previously agreed approach to the Market Street site, being developed through the Bracknell Forest Cambium Partnership, respond to the development's overall viability challenges and provide the best solution to ensure the Council's previously agreed outcomes of additional affordable housing are delivered.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Council could withdraw its support for the scheme at this stage. This is not recommended, as the Council would become liable for 50% of costs incurred on the

scheme to date and delivery of a significant number of new homes, 48% of which would be affordable, would be lost. The Market Street site has remained in its undeveloped state for over 20 years, which reflects the difficulty in bringing it forward for development. In this context, it is unlikely to attract significant alternative market interest and would remain derelict for the foreseeable future, should the proposed scheme not be progressed.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Resources
10. **DECLARED CONFLICTS OF INTEREST:** Councillors Bidwell and Neil declared affected interests in relation to item 8 being the Council's representatives on the Board overseeing the joint venture and would leave the meeting for the item.

Date Decision Made	Final Day of Call-in Period
18 July 2023	25 July 2023

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I114584
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1. **TITLE:** Supported Living - Strategic Procurement Plan

2. **SERVICE AREA:** People

3. **PURPOSE OF DECISION**

Strategic Procurement Plan outlining new framework and approach for commissioning Supported Living services for individuals with Learning Disabilities and Autism.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. The Executive approve the Strategic Procurement Plan for procuring an “Independence Support & Supported Living” service through a flexible framework under the Light Touch Regime as detailed in the Strategic Procurement Plan.
- ii. The Executive delegate authority for the Supported Living Flexible Framework award decision to the Executive Director, People, following consultation with the Executive Member for Adult Services, Health and Housing.

7. **REASON FOR DECISION**

- i. The procurement will ensure the council meets its statutory duties of The Care Act 2014 which sets out clear expectations for local authorities, including:
 - ensuring that people in need of services have a wide range of choice and are supported and encouraged to make their own decisions about their care
 - ensuring sustainability of the market and sufficiency of provision
 - ensuring appropriate oversight of delivery and the accountability of providers
- ii. A Flexible Framework ensures a compliant approach to contracting with supported living providers. The Framework will provide an overarching specification with required standards and outcomes to be met. This will provide a consistent approach to contract monitoring and quality assurance.
- iii. A Flexible Framework allows a fair, transparent, and consistent approach to sourcing provision. All providers that are successful in their bid to join the Framework will be able to bid for individual packages with a robust, transparent call-off process in place, ensuring good outcomes and value for money.
- iv. A Flexible Framework allows the council to specify a pricing structure as part of the tender process. This will facilitate a fair and transparent approach to pricing and once fully mobilised will enable the council greater control of costs and ability to forecast

spend.

- v. The Framework Lots will each set out clear criteria and requirements for the support provision. This helps to set expectations for each type of service both in terms of activity and cost.
- vi. Extensive benchmarking, cost analysis and modelling has been undertaken to establish the pricing strategy for the Framework. Providers will be required

8. **ALTERNATIVE OPTIONS CONSIDERED**

As Detailed in the Strategic Procurement Plan

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

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

Date Decision Made	Final Day of Call-in Period
18 July 2023	25 July 2023

To: **Executive**
19 September 2023

COMPOSITION OF THE JOINT PUBLIC PROTECTION COMMITTEE EXECUTIVE DIRECTOR DELIVERY

1 Purpose of Report

- 1.1 To consider a recommendation from the Joint Public Protection Committee to each partner authority, that the membership of the Committee (JPPC) be increased to three Members from each authority.

2 Recommendations

The Executive:

- 2.1 **Agrees to authorise the appropriate amendment to the inter Authority Agreement to reflect the change to the membership of the Joint Public Protection Committee**
- 2.2 **Agrees to the proposed changes to the Joint Public Protection Committee's Terms of Reference as set out in paragraph 5.5 below**
- 2.3 **Delegates authority to the Assistant Director: Contract Services in consultation with the Borough Solicitor to implement amendments to the Inter Authority Agreement dated 6th January 2017 as well as the Committee's Terms of Reference in accordance with recommendations 2.1 and 2.2 above.**

3 Reasons for Recommendations

- 3.1 At the 12 June 2023 Joint Public Protection Committee meeting the Members resolved to recommend to each of the partner authorities that the membership of the Committee be amended to include three Members from each authority, namely the Portfolio Holder with responsibility for Public Protection, and two Council representatives. They also recommended that West Berkshire Council's Constitution, as the host authority, be amended to reflect this decision.

4 Alternative Options Considered

- 4.1 Not to amend the membership of the Committee.

5 Supporting Information

- 5.1 The Public Protection Partnership (PPP) is a shared service delivering Environmental Health, Licensing and Trading Standards on behalf of two authorities (Partners), Bracknell Forest Council (BFC) and West Berkshire Council (WBC). It also provides services under shared service arrangements with Wokingham Borough Council. Up until 31 March 2022 the Committee had comprised of six Members i.e. two Members from each authority which at the time included two Members from Wokingham Borough Council. Once they withdrew from the partnership the membership reduced to four Members.

- 5.2 The Joint Public Protection Committee (JPPC) provides strategic direction, monitors performance and makes other key Executive and Council decisions regarding the Service.
- 5.3 The membership of the JPPC currently comprises of four members, two from BFC and two from WBC. For BFC the membership comprises the relevant Executive Member and the Chairman of the Licensing and Safety Committee. Additionally, all the other members of the Executive are appointed as substitutes to ensure that the meeting is always quorate under the existing terms of reference.
- 5.4 The first meeting of the Committee after the May 2023 elections took place on 12 June 2023. During a discussion on the terms of reference of the Committee the newly elected Chairman proposed that the membership of the Committee be extended by one additional Council Member from each partner Council, thereby extending the total number on the Committee to six Members. This proposal was supported by Executive and Council representatives from Bracknell Forest Council.
- 5.5 It is proposed that the terms of reference are amended as follows:

“The JPPC shall comprise of ~~four~~ **six** Members, ~~two~~ **three** from each of BFC and WBC as follows:

The Executive/Cabinet Member with responsibility for Public Protection Services (appointed by the Leader of the respective council);

~~One~~ **Two** additional Members (appointed by each Council at its respective Annual Meeting or in the event of a vacancy) **reflecting the political balance of the individual Council.**

At least one officer representing each partner local authority will attend the JPPC to advise Members. Where possible, the Public Protection Manager for the Service will also attend.

Quorum

- 6.1 The quorum of a Meeting shall be two.
- 6.2 At least one **Executive** Member from each Council must be present for the meeting to be quorate.”
- 5.7 In addition the membership requirements are stipulated in the Inter Authority Agreement that the PPP is founded on. It is therefore also proposed that should both partner authorities be minded to agree the revised membership of the Committee authority be delegated to the Assistant Director: Contract Services, in consultation with the Borough Solicitor, to amend the IAA to reflect the revised arrangements.

6 Consultation and Other Considerations

Legal Advice

- 6.1 The process for implementing the recommendations in this report reflect both the Council’s scheme of delegation and the requirements set out in the Inter Authority Agreement. A further report to Council is proposed for formal authorisation of what is in effect an outside appointment.

Financial Advice

- 6.2 There are no financial implications directly associated with this report.

Other Consultation Responses

- 6.3 A corresponding decision has been taken at the 20 July West Berkshire Council Full Council meeting on this proposal.

Equalities Impact Assessment

- 6.4 There are no equalities implications associated with this report.

Strategic Risk Management Issues

- 6.5 There is a risk that any decision of the JPPC could be challenged. Having clear rules governing the manner in which meetings will be conducted, should reduce the risk of challenges being successful.

Climate Change Implications

- 6.6 The recommendations in Section 2 above are expected to:
Have no impact on emissions of CO₂.

Background Papers

West Berkshire Council's Constitution
Bracknell Forest Council's Constitution
The Minutes of the 12 June 2023 Joint Public Protection Committee.

Contact for further information

Damian James, Assistant Director: Contract Services, 01344 351325
Damian.james@bracknell-forest.gov.uk

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To: **Executive**
19 September 2023

Council Plan Overview Report Chief Executive

1 Purpose of Report

- 1.1 To inform the Executive of the performance of the council over the first quarter of the 2023/24 financial year (April-June 2023).

2 Recommendation

- 2.1 **To note the performance of the council over the period from April-June 2023 highlighted in the Overview Report in Annex A, this includes any recommendations made by Overview and Scrutiny in Annex B.**

3 Reasons for Recommendation

- 3.1 To brief the Executive on the council's performance, highlighting key areas, so that appropriate action can be taken if needed.

4 Alternative Options Considered

- 4.1 None applicable.

5 Supporting Information

- 5.1 The council's performance management framework requires the preparation of Quarterly Service Reports (QSRs) by each department. These QSRs provide an update of progress and performance against departmental Service Plans and are published on the intranet.
- 5.2 The QSRs have been combined into the Council Plan Overview Report (CPOR), which brings together the progress and performance of the council as a whole. The CPOR enables the Corporate Management Team and the Councillors to review performance, highlight any exceptions and note any remedial actions that may be necessary, either from under-performing or over-performing services, across the range of council activities.
- 5.3 The CPOR performance information will also be reviewed by Overview & Scrutiny. This process enables all Members to be involved in performance management.
- 5.4 Key achievements during quarter four have included:
- A series of events held as part of the coronation of King Charles III, including over 1,000 residents taking part in activities at the libraries.
 - The elections on 5 May 2023 were delivered smoothly including the introduction of new Voter ID rules.
 - Over half of all flats are now registered for food waste collection, further increasing the opportunities for recycling.
 - The Bracknell Forest Giants events in the town centre have won a further award at the International Council of Shopping Centres.
 - The adult community learning offer was inspected by Ofsted and retained its 'Good' rating.

- 5.5 There also continues to be challenges the council is working to resolve:
- There is an increasing number of complex cases within children’s social care. The teams are working with children and families directly as a priority to identify the most appropriate support.
 - Difficulties in recruiting and retaining specific roles continues and use of agency staff is higher than the targets. Despite changes to improve the terms and conditions of specific roles within the People directorate, recruitment continues to be a challenge. Extending the work to address this has been identified as a priority in the emerging business change programme.
- 5.6 The current performance information relates to the priorities of the 2019-2023 Council Plan. A new strategy is being developed and will form the foundation of future performance reporting. The current service plans (and therefore performance reporting) are planned to cover the period until September 2023, however due to the development of the new Council Plan, and to align effectively with the budget planning cycles, these current plans will be rolled forward for the remaining financial year. In-year amendments will be conducted as appropriate.
- 5.7 The CPOR for the first quarter (April-June 2023) is included as Annex A.

6 Advice Received from Statutory and Other Officers

Legal Advice

- 6.1 There are no specific legal implications relevant to this report.

Financial Advice

- 6.2 There are no specific finance implications relevant to this report.

Monitoring Officer

- 6.3 The advice provided is to ensure the appropriate review of performance data, particularly where indicators are highlighted as red or amber.

Other Consultation Responses

- 6.3 None specific

Equalities Impact Assessment

- 6.4 This report does not require an equalities impact assessment as this is a management reporting tool.

Strategic Risk Management Issues

- 6.5 There are no specific strategic risk implications relevant to this report.

Climate Change Implications

- 6.6 The recommendations in section two above are expected to have no impact on emissions of CO₂. The reasons the Council believes that this will have no impact on emissions are that this is a management reporting tool.

Health & Wellbeing Considerations

- 6.7 There are no specific health and wellbeing implications relevant to this report.

Background Papers

QSR – Chief Executive’s Office – Quarter 1 2023-24

QSR – People Directorate – Quarter 1 2023-24

QSR – Delivery Directorate – Quarter 1 2023-24
QSR – Resources – Quarter 1 2023-24
QSR – Place Planning & Regeneration – Quarter 1 2023-24

Contact for further information

Katie Flint, Chief Executive's Office - 01344 342217

katie.flint@bracknell-forest.gov.uk

Annex A – Council Plan Overview Report

Annex B – Scrutiny report

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COUNCIL PLAN OVERVIEW REPORT






Q1 2023- 24
April – June 2023

Chief Executive:
Susan Halliwell

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Key

	Performance is good or on-track
	Performance is causing concern
	Performance is weak or not achieving as expected
n/a	RAG rating not applicable
	Missing data
	Missing target

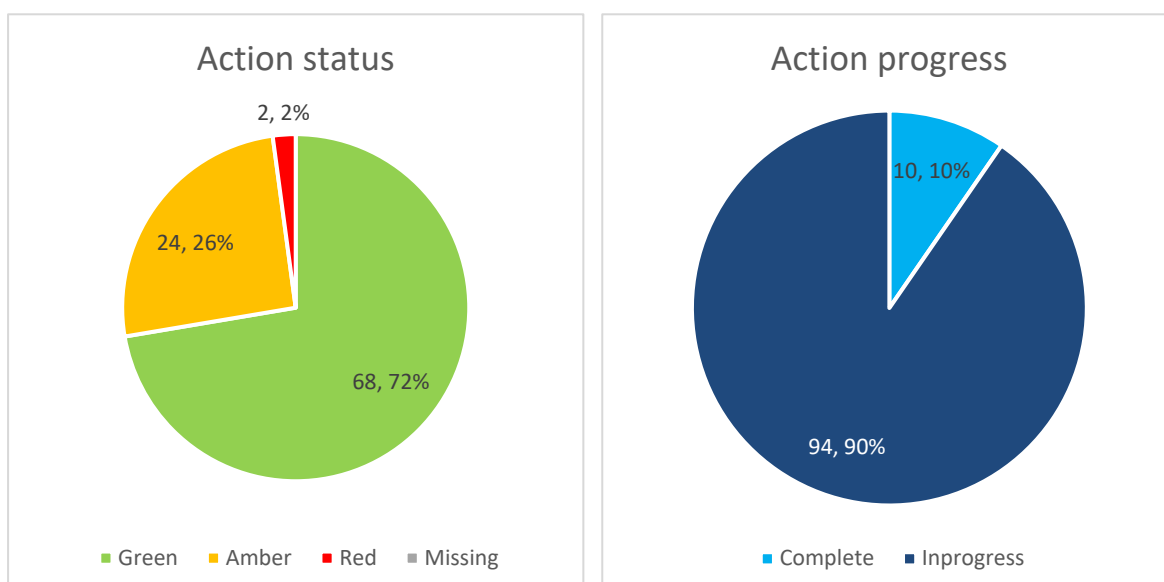
Section 1: Chief Executive's Commentary

1 Introduction

1.1 This report sets out an overview of the council's performance for the first quarter of 2023/24 (April - June 2023). It reports on the progress of delivering the commitments set out in the Council Plan. The purpose is to formally provide the Executive with a high-level summary of key achievements, and to highlight areas where performance was not matching targets or expectations, along with any remedial action that is being taken. It complements the detailed directorate Quarterly Service Reports (QSRs).

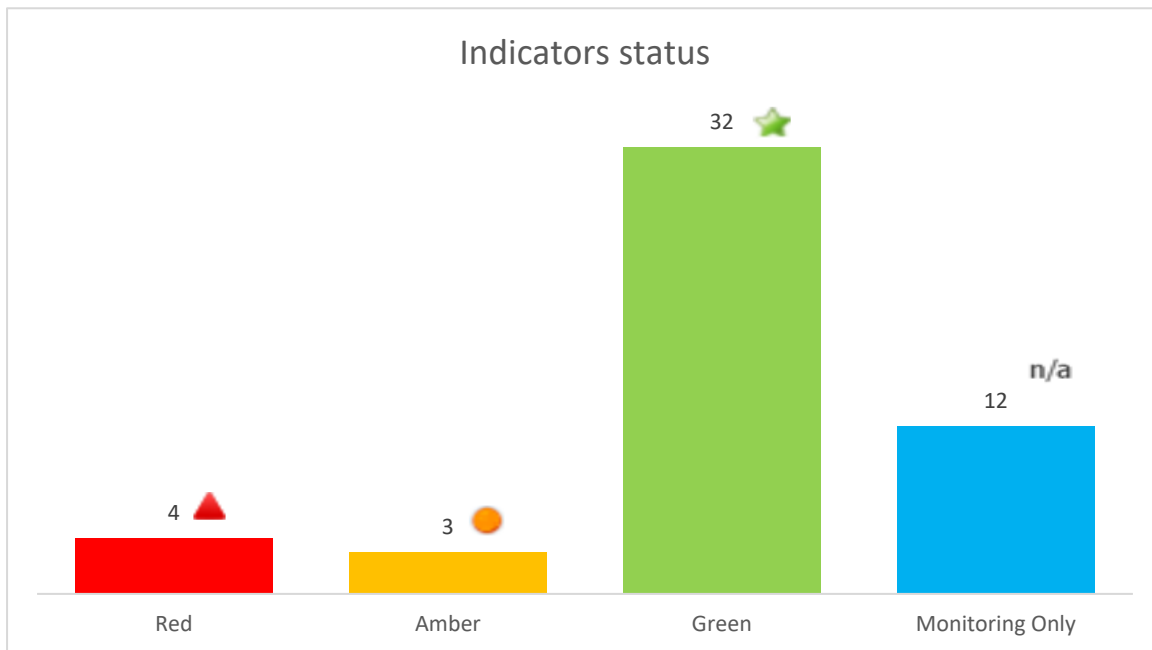
1.2 This is the first quarterly report of the 2023/24 financial year, and it reflects the changes made to the service plan actions as part of the annual service plan refresh. With the new actions in place, at the end of the first quarter progress showed:

- 10 action (10%) are completed
- 68 actions (72%) are green
- 24 actions (26%) are amber
- 2 actions (2%) are red



1.3 Indicators have continued to be included in this quarters CPOR, however as the majority of these were established at the start of the council plan period, in 2019, some are no longer particularly relevant to measuring the current priorities. For Q1, there were 51 indicators presented. The status for the key indicators in the Council Plan in the first quarter is:

- 32 indicators (63%) are green
- 3 indicators (6%) are amber
- 4 indicators (8%) are red



12 indicators (24%) have no target set as they are for monitoring only, these provide intelligence about specific trends, but where a directional target may not be appropriate.

- 1.4 Section 3 of this report contains more information on the performance indicators and measures across the council for each of the strategic themes.
- 1.5 The full suite of performance indicators will be reviewed as part of the next Council Plan development.

2. Overview of Q1 and highlights



Elections held with new Voter ID requirements



400 assets are now on the community map




All SEND service posts are now recruited to



Food waste collection for flats has now reached 900 properties. 50% of the 1,800 target



1,000+ residents involved in coronation activities across the libraries



New biodiversity sculptures installed in Jennett's Park



2,500 potholes filled since the winter period




Bracknell Forest Giants event won an award at the International Council of Shopping Centres



Adult community learning offer retained 'good' rating from Ofsted

Challenges we are addressing



Increasing number of complex cases within children's social care, the team continue to work with children and families directly as a priority



Difficulties in recruiting and retaining specific roles continues. Despite action to address this, more is required, this will be prioritised as part of the new business change programme

Susan Halliwell
Chief Executive

Section 2: Budget Position

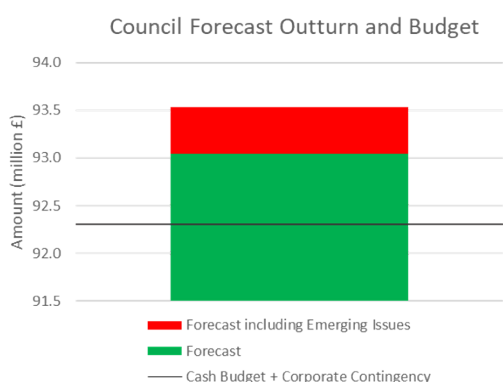
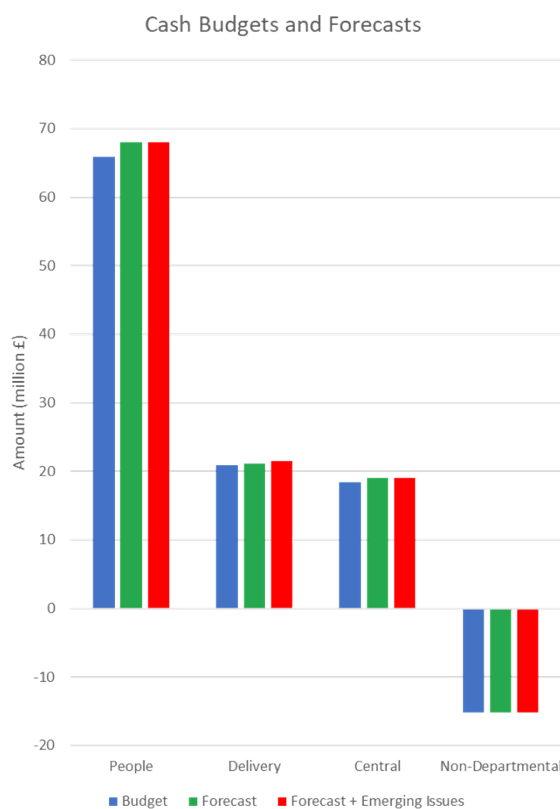
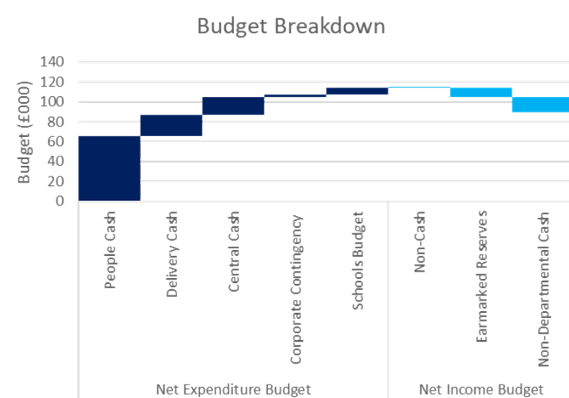
REVENUE BUDGET MONITORING

The monthly monitoring returns are set out in detail in each directorate's Quarterly Service Report (QSR).

The returns include a forecast variance plus any Emerging Issues. Across the Council, variances have been identified indicating expenditure above the approved budget (£0.740m), after taking into account the balance on the Corporate Contingency (£2.261m). Once Emerging Issues are included, the overspend increases to £1.226m. The position will be monitored closely so that if necessary corrective action can be taken before the year end.

Key information around directorate variances being reported follows.

Overall Summary



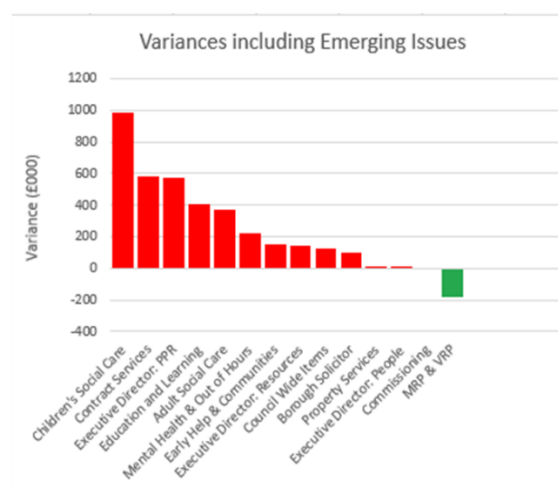
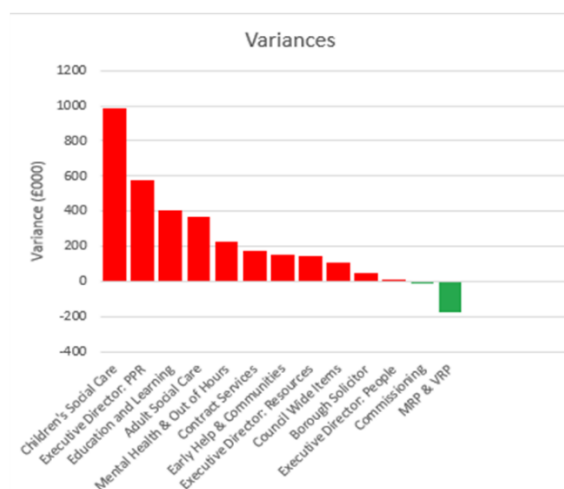
Summary – Assistant Director Level

	Original Cash Budget (£'000)	Virements & Budget C/Fwds (£'000)	Current Approved Cash Budget (£'000)	Variance (£'000)		Variance + Emerging issues (£'000)	
				Last Month	This Month	Last Month	This Month
Director: Place, Planning & Regeneration	8,626	1,109	9,735	0	575	0	575
Director: Resources	6,515	71	6,586	0	142	0	142
Chief Executive's Office	1,952	88	2,040	0	0	0	0
CENTRAL	17,093	1,268	18,361	0	717	0	717
Executive Director of Delivery	230	-4	226	0	0	0	0
Assistant Director: Customer Services & ICT	12,308	-288	12,020	0	0	0	0
Assistant Director: Property Services	-4,774	375	-4,399	0	0	0	10
Borough Solicitor	699	8	707	0	50	0	100
Head of Democratic & Registration Services	1,976	94	2,070	0	0	0	0
Assistant Director: Contract Services	10,245	2	10,247	0	176	0	582
DELIVERY	20,684	187	20,871	0	226	0	692
Executive Director of People	1,681	11	1,692	0	8	0	8
Education and Learning	2,542	369	2,911	0	404	0	404
Children's Social Care	19,927	86	20,013	0	987	0	987
Contribution to Costs from Schools Budget	-468	0	-468	0	-7	0	-7
Commissioning	2,957	-16	2,941	0	-9	0	-9
Adult Social Care	20,818	63	20,881	0	368	0	368
Mental Health & Out of Hours	13,097	109	13,206	0	226	0	226
Early Help & Communities	4,783	-40	4,743	0	155	0	155
PEOPLE	65,337	582	65,919	0	2,132	0	2,132

Summary – Assistant Director Level

	Original Cash Budget (£'000)	Virements & Budget C/Fwds (£'000)	Current Approved Cash Budget (£'000)	Variance (£'000)		Variance + Emerging issues (£'000)	
				Last Month	This Month	Last Month	This Month
Interest and Investment Income	1,804	0	1,804	0	0	0	0
Minimum & Voluntary Revenue Provisions	2,465	0	2,465	0	-179	0	-179
Council Wide Items	70	-450	-380	0	105	0	125
New Homes Bonus Grant	-786	0	-786	0	0	0	0
Services Grant	-681	0	-681	0	0	0	0
Business Rates Income Growth & Grants	-10,561	0	-10,561	0	0	0	0
Transfers (to)/from DSG Adjustment Account	-7,166	0	-7,166	0	0	0	0
Other	140	0	140	0	0	0	0
NON-DEPARTMENTAL	-14,715	-450	-15,165	0	-74	0	-54
TOTAL	88,399	1,587	89,986	0	3,001	0	3,487
CORPORATE CONTINGENCY	2,750	-429	2,321	0	-2,261	0	-2,261
TOTAL	91,149	1,158	92,307	0	740	0	1,226
EARMARKED RESERVES	-8,482	-1,158	-9,640	0	0	0	0
OVERALL TOTAL	82,667	0	82,667	0	740	0	1,226
NON-CASH BUDGETS	-546	0	-546	0	0	0	0
SCHOOL BUDGET	7,166	0	7,166				
OVERALL TOTAL	89,287	0	89,287				

Cash Budget Summary



Cash Budget Summary – New Variances and Emerging Issues

The variances reported by directorates indicate expenditure above the approved budget (£0.740m), after taking into account the balance on the Corporate Contingency (£2.261m). Once Emerging Issues are included the overspend increases to £1.226m.

CENTRAL

Significant Variances

Place, Planning and Regeneration

- Income targets for Development Management have not been achieved for several years and this trend is expected to continue in the current year (£0.250m). This shortfall in income will be considered as a budget pressure for 2024/25.
- Based on prior years projections, the Building Regulations service will not generate sufficient income to meet costs. The income target cannot be reduced as it reflects the level of income required to fully meet the costs of the service (£0.150m).
- Income targets were not achieved at the Look Out in the last few years and it is anticipated this will continue in the current financial year. The variance reflects the net outturn position for 2022/23 and that the increased income target in 2023/24, for the Discovery Centre and Café, will not be achieved (£0.175m). This shortfall in income will be considered as a budget pressure for 2024/25.

Resources

- Income from Council Tax and Business Rates recovered through court judgements remains significantly below pre-Covid levels, with court activity being much lower than historically. It is unlikely that this situation will change materially, therefore this shortfall in income against the current budget will be considered as a budget pressure for 2024/25 (£0.100m).

DELIVERY

Significant Variances

- Following the decision to centralise all legal costs into Legal Services, the legal consultancy costs of supporting the SEN Service are now to be included within the Legal Services revenue budget. A budget pressure of £0.050m is projected.
- The Waste PFI contract inflationary increase is linked to March indices which are released in April. These were higher than the rates assumed in the budget build plus there were a number of other adjustments included in the final version of the PFI budget (£0.176m).

Significant Emerging Issues

- Based on spend in 2022/23 and uncertainty over the expected end date of the contract, the legal support for the SEN team could increase the Legal Services overspend by a further £0.050m.

Cash Budget Summary – New Variances and Emerging Issues

The variances reported by directorates indicate expenditure above the approved budget (£0.740m), after taking into account the balance on the Corporate Contingency (£2.261m). Once Emerging Issues are included the overspend increases to £1.226m.

DELIVERY continued

Significant Emerging issues

- Early monitoring reports from Reading indicate an outturn variance of £0.549m on the Waste PFI contract of which £0.176m has been reported as a firm variance. The remaining variance (£0.373m - noting a saving of £0.350m was built into the base budget) is based on provisional tonnage data for April and May. Although a date has yet to be confirmed, at some point in 2023/24 the Council will no longer be able to charge for the disposal of DIY waste. This is estimated to generate a further pressure of £0.033m.

PEOPLE

Significant Variances

- Within Education and Learning, the Devolved Staffing Budget is forecast to over spend (£0.395m), most significantly in the SEN Team (£0.267m) where £0.154m relates to appointing 4 additional staff outside the establishment: 2 on permanent contracts and 2 via agency and a further £0.132m from the use of agency staff against the core establishment. Other variances include an overspend on SEN pupil transport costs (£0.094m), where the latest advice suggests this can no longer be charged against the Dedicated Schools Grant, and an underspend on former teacher pensions (-£0.050m).
- CLA placement costs (excluding care leavers and asylum seekers) are forecast to overspend (£0.583m). There has been a significant increase in support packages for residential placements of £1.521m with 3.6 FTE additional placements and an average 27% increase in fees. This is partially offset by a reduction in costs at a secure unit (-£0.598m) and reductions on other provisions (-£0.300m). Other significant variances include an increase in spend to support CLA aimed at preventing higher, long-term costs (£0.585m), and underspends on support to Unaccompanied Asylum Seeker Children where grant exceeds costs (-£0.142m) and the DSB (-£0.084m).
- An overspend on care costs within Adult Social Care, relating to nursing and supported living but partly offset by a reduction in residential costs (£0.758m). This overspend has been partly offset by underspends on care management costs - which is principally due to recruitment difficulties (-£0.149m), Intermediate Care (-£0.085m) and Assistant Director budgets, where grants for preventative services have been replaced by Better Care Funding (-£0.156m).
- Mental Health and Out of Hours - Overspends relating to Forestcare, where cost exceed income (£0.150m), and agency costs (£0.226m) partly offset by a net projected underspend on care costs (-£0.149m, CMHT -£0.554m and CMHTOA £0.405m)
- An overspend on Housing Management relating to loss of income (£0.049m) and additional agency costs (£0.064m) and a net adverse variance on Housing options (£0.050m) where emergency accommodation pressures have been partly offset by reduced costs of homelessness (partly linked to additional grants).

Cash Budget Summary – New Variances and Emerging Issues

The variances reported by directorates indicate expenditure above the approved budget (£0.740m), after taking into account the balance on the Corporate Contingency (£2.261m). Once Emerging Issues are included the overspend increases to £1.226m.

NON DEPARTMENTAL

Significant Variances

- Significant capital carry forwards into 2023/24 have created an under spend against the Minimum Revenue Provision which is based on capital spend in previous years (-£0.179m).
- Allowance was made in the budget for an increase in employers' pension fund contributions following on from the triennial pension review in 2022/23. The full budget was insufficient to cover the non-schools element of the costs which was larger than originally forecast. This is primarily because costs transferred to schools have reduced on the expectation that three schools will become academies before the end of the year (£0.105m).

Emerging issues


- A saving was built into the budget in 2022/23 relating to essential user car allowances. This was not achieved and will lead to a pressure in this year unless a review of general travel arrangements identifies an alternative saving (£0.020m).

CONTINGENCY

- A number of allocations have been made from the Contingency (£0.429m) with approximately a further £0.060m to follow once the actual cost of member training has been identified. These are listed individually in the Earmarked Reserves slide. This leaves a balance of £2.261m which has been shown as an underspend.

Section 3: Strategic Themes

Value for money

Action	30/06/2023				
	Stage	Percentage Complete	Due Date	Status	Current Update
<input checked="" type="checkbox"/> 1.01.02 Spending is within the approved budget for this year	In Progress	9%	31/03/2024		The variances reported by directorates indicate expenditure above the approved budget (£0.740m), after taking into account the balance on the Corporate Contingency (£2.261m). Once Emerging Issues are included, the overspend increases to £1.226m. The overspend will be discussed at CMT on the 19th July with a report to be brought to Executive in October.
<input checked="" type="checkbox"/> 1.01.05 Facilitate the successful delivery of existing business change projects	In Progress	25%	30/09/2023		The majority of projects are on track to deliver their benefits on time and in full. Most projects are due to have been completed by the end of November. Transition planning for starting work on the new business change programme in December is underway.
<input checked="" type="checkbox"/> 1.01.07 Ensure Business Change Savings are validated and achieved	In Progress	5%	30/09/2023		The savings linked to Business Change included in the 2023/24 budget are Adult Social Care - outcome focused reviews (-£0.450m), a £0.050m saving relating to the Look Out and a £0.050m saving relating to letting out space at Time Square. Some progress has been made on ASC but it is too early to say if the target will be achieved. Neither of the remaining two savings will be achieved. The Look Out is not achieving its income targets and the NHS no longer plan to rent accommodation within Time Square.
<input checked="" type="checkbox"/> 1.01.09 Develop a new corporate business change programme.	In Progress	40%	30/09/2023		The business change programme is an internally facing programme of work to ensure that the organisation is fit for purpose over the next 4 years and is being developed alongside the production of a new council plan. A draft business change ambition, set of priorities and programmes have developed this quarter through engagement with the corporate management team, senior leaders, managers and staff across the organisation. This initial work is now being shared with councillors for their comments. Further scoping of the priority programmes will be worked on over the summer and in early autumn.
<input checked="" type="checkbox"/> 1.02.02 Identify and engage low income households	In Progress	90%	30/09/2023		Using LIFT software, proactive campaigns have been completed. A Pension Credit campaign resulted in an additional £100,000 of income (Pension Credit, free TV licence and Cost of living awards) for residents for the financial year 2023/24 Further campaigns are in place to encourage the take up of Council tax support and to target Discretionary Housing Payments. LIFT was also used to identify households in fuel poverty, who were excluded from other Government support, who were then issued with supermarket vouchers to support with increased costs over winter 2022
<input checked="" type="checkbox"/> 1.02.03 Review Workforce and Organisational Development Strategy	In Progress	75%	30/09/2023		The actions for the strategy is being refreshed but this will include the continued focus on retention and recruitment across the areas where this continues to be a challenge - including Social Care, Education Psychology, Planning etc. There also includes a revised focus on workplace culture and wellbeing.
<input checked="" type="checkbox"/> 1.02.06 Deploy Recruitment and Retention Strategy	In Progress	60%	30/09/2023		The strategy is changed to have a stronger focus on retention of our existing workforce. This has resulted with a review of the wellbeing strategy and staff recognition arrangements. The recruitment activities has included introducing greater opportunities for using apprenticeships as part of the initial employment offer.

<input checked="" type="checkbox"/> 1.02.16 Deliver the action plan of the Customer Experience Strategy	In Progress	30%	30/09/2023	●	Following an upgrade to the Council's telephony management system in early 2022, as part of the work to review and improve customer contact systems, work has continued to introduce complimentary customer contact products. Facilitated web chat to support online interactions is in active use, with a programme of work ongoing to add automated web assistants. A new payments portal has been implemented for customers making payments via the Customer Contact Centre. Opportunities to extend the use of the new CRM system, launched in October 2022, are being explored. All services on the previous system have been replicated on to the new system. The self-service online account enabling customers to log their own service requests, continues to prove popular with 19,000 accounts opened. A review of visitor face-to-face contact at the Time Square office is in progress. A survey to better understand visitor/customer requirements is taking place and a visitor management system, for those visitors with pre-arranged meetings, is being explored.
<input checked="" type="checkbox"/> 1.02.17 Deliver the Digital and ICT Strategy	In Progress	75%	30/09/2024	★	Migration from CSP to in house management of cloud environment continues and provides better oversight for optimisation opportunities, this will continue through 2023. There has been the successful implementation of a number of security enhancements both for monitoring and risk reduction. Use and hybrid technology where implemented is now under BAU and embedding culturally ensuring more opportunity for integration and connectivity with harder to reach partners and stakeholders.
<input checked="" type="checkbox"/> 1.02.18 Implement adult social care Client Financial Management system for deputyship	In Progress	60%	31/08/2023	★	Initial user testing has been completed, business processes are being redesigned aligned to the new system. System configuration is now complete with full user acceptance testing underway. Go-live plans have been developed. Following a successful testing outcome the module will be applied to the Live System.
<input checked="" type="checkbox"/> 1.02.20 Progress the implementation of Adult Social Care online financial assessment	In Progress	90%	31/12/2023	★	The option to complete an online financial assessment is now live for all residents who are referred for a financial assessment. 54 residents have opted to use the portal to date.
<input checked="" type="checkbox"/> 1.02.21 Implement adult social care Customer Portal for online referral and initial needs assessment	In Progress	85%	31/08/2023	★	Portal configuration has been completed for User Acceptance Testing (UAT). Live installation and testing to be completed prior to Go-Live, initial release will include the referral for the initial needs assessment. Operational processes have been documented and agreed with the service for both the period prior to and post implementation of the new operating model.
<input checked="" type="checkbox"/> 1.03.01 Appraisal of Asset Management Plan	In Progress	75%	30/09/2023	★	Draft plan to be taken to Asset Management Board in July
<input checked="" type="checkbox"/> 1.03.03 Review of Council's Commercial Property Assets	In Progress	50%	31/12/2023	★	The Council's Commercial Property's continue to perform well and the number of voids remain less than 3%
<input checked="" type="checkbox"/> 1.03.05 Redevelop Commercial Centre	In Progress	60%	30/09/2023	★	Construction works are progressing well and currently on programme to be completed by the end of December 2023
<input checked="" type="checkbox"/> 1.04.05 To develop and work on the council's Asset Management Plan	In Progress	25%	30/09/2023	★	The Council Asset Management Plan is now been draft and currently under review

Quarterly Indicators	30/06/2023			
	Last Quarter	This Quarter	Current Target	RAG
> L051 % of council tax collected	97.2%	28.4%	29.0%	★
> L053 % of Business Rates collected in year	100.0%	45.6%	35.0%	★
L257 Number of complaints received	131	156		n/a
> L261 Level of staff sickness absence		1.66		n/a
L391 % of vacant posts temporarily filled with agency staff	33%	35%	30%	●
L392 % of agency workers council wide	9%	10%	5%	▲
L395 Number of self-service transactions processed via customer account	18,306	19,774	21,250	●
L418 Customer visits to Time Square	0	0		n/a

Note: L418 currently has no data recorded. A new automatic counter was installed at the beginning of July and will provide data from Q2 onward.

Economic resilience

Action	30/06/2023				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 2.01.01 Progress to adoption of the Local Plan targeted for 2023	In Progress	30/09/2023	85%		The revised set of proposed modifications has been passed back to the planning inspectors for consideration and agreement with consultation on them anticipated this autumn. Following the consultation we would expect to receive the final report after a few weeks and then be able to move to Full Council for adoption either in late 2023 or early 2024.
<input checked="" type="checkbox"/> 2.01.02 Develop a Supplementary Planning Document in relation to Affordable Housing supply	In Progress	30/09/2023	20%		As noted previously, work on the SPD cannot commence until there is sufficient certainty about the final modifications to the policies in the Local Plan, which is expected to be later this year. In the meantime, informal guidance on local affordable housing needs and priorities has been prepared for publication on the Council website in July 2023.
<input checked="" type="checkbox"/> 2.02.02 Work on development of The Deck and the sustained viability of Town Centre	In Progress	30/09/2023	35%		Planning permission exists for the scheme. The Developer is continuing to review the viability and delivery options.
<input checked="" type="checkbox"/> 2.02.03 Develop an Arts, Heritage and Culture Strategy	In Progress	30/09/2023	50%		Desk based consultation with agreed stakeholders is now complete. Public consultation is almost complete. A very successful session at the recent pride event saw a lot of members of the public engage with the Arts & Culture team to provide feedback on current offerings and what they would like to see in the future. Further public sessions scheduled outside of the town centre in July 2023.
<input checked="" type="checkbox"/> 2.02.04 Complete the initial work to develop a new Central library for the borough	In Progress	30/09/2023	39%		The internal work has been completed with outline design and cost models agreed. However to progress to the next stage, the linked projects need to be completed. These are currently stalled and therefore this project is on hold until these projects progress
<input checked="" type="checkbox"/> 2.02.05 Develop Masterplans for the Southern and Eastern Gateway sites in Bracknell Town Centre	In Progress	30/09/2023	50%		The Masterplans are in preparation and are expected to be approved for consultation in October by the Executive
<input checked="" type="checkbox"/> 2.02.06 Review JV Business Plan	In Progress	30/09/2023	0%		JV Business Plan to Executive March 2024
<input checked="" type="checkbox"/> 2.02.07 Ensure necessary approvals are in place to deliver the Coopers Hill and Market Street sites	In Progress	18/07/2023	72%		Coopers Hill - first home completed Q2 2023. Last home due for completion Q4 2024 On track to hit milestone programme Market Street - sewer move is well underway with completion due Sept 2023. Approvals in place, Executive July 2023 Depot (surplus land) initial site development plan due to Executive Sept 2023 - on track
<input checked="" type="checkbox"/> 2.02.08 Complete options appraisal for High Street Car Park and Town Centre Car Park estate.	In Progress	31/12/2023	50%		Currently a number of options are currently been developed for High Street Carpark and Town Centre sites. Grant funding applications have been prepared and submitted to assist with future developments.
<input checked="" type="checkbox"/> 2.03.01 Develop a strategy for governor recruitment through the governance reference group	In Progress	31/07/2023	25%		For this quarter, as at 30.6.23, there are currently 73 governor vacancies, a 17% vacancy rate including all maintained schools and academies in BFC who purchase the Governor Services SLA (35 schools in total). Since the last reporting period, 17 new governors have been appointed across the schools supported. Our focus this quarter has been to support Volunteers Week from 1-7 June with various posts on social media during the week promoting the vacancies, case studies and saying thank you to our school governors. We had an article in Forest Views at the end of May. At the end of March, the Governor Reference Group reviewed and discussed the work that is taking place.
<input checked="" type="checkbox"/> 2.04.02 Deliver the work programme set out by the Economic Skills and Development Partnership	In Progress	31/12/2023	75%		The ESDP met on the 6th June to review and work programme. Focus on emerging economic strategy.

<input checked="" type="checkbox"/> 2.04.03 Provide support for Local Economy	In Progress	30/09/2023	80%	★	UKSPF programme on track. Three projects successfully delivered. BID feasibility study carried forward to 2023/24. 6 monthly return submitted, Local partnership Group established.
<input checked="" type="checkbox"/> 2.04.05 Prepare and publish a borough-wide Economic Strategy	In Progress	30/09/2023	25%	●	Development of the Economic Strategy is underway with evidence gathering stage coming to an end and Strategy development beginning. The draft Economic Strategy will be presented to the Executive in September as a consultation draft.
<input checked="" type="checkbox"/> 2.05.05 Commission a feasibility analysis for the Business Improvement District	In Progress	30/09/2023	25%	★	BID area study carried forward to 2023/24 to include Easthampstead Road/Western Road
<input checked="" type="checkbox"/> 2.05.07 Support the Bracknell Improvement District	In Progress	31/03/2024	90%	★	Billing complete BIDS - awaiting direction from the BIDS board re further recovery action
<input checked="" type="checkbox"/> 2.06.02 Establish a pilot for a retail pop-up scheme	Completed	30/09/2023	100%	★	Craft COOP successfully established and launched
<input checked="" type="checkbox"/> 2.06.03 Fund the further development of Thames Valley Berkshire Growth Hub	Completed	30/09/2023	100%	★	UKSPF allocation used to deliver start up and high growth programmer
<input checked="" type="checkbox"/> 2.07.05 Highway improvements for sustainable travel	Completed	30/09/2023	100%	✘	Promotional and awareness programmes continue to be held to support the Government's national Active Travel initiative (walking and cycling) and also encourage increased public transport use. The last quarter has seen promotional events being held at business within the BID area with the help from SUSTRANS cycling organisation
<input checked="" type="checkbox"/> 2.07.06 Implement Highway Infrastructure Asset Management Plan	In Progress	30/09/2023	20%	★	The HIAMP was adopted in 2022 and sets out the asset management approach to highway maintenance based on data collection, condition and risk assessment and value for money. The principles of the plan have been integrated into the planned capital maintenance work programmes delivered by the Highways & Transport Division. The plan is due for review every 5 years.
<input checked="" type="checkbox"/> 2.07.07 Secure grants for transport and infrastructure	In Progress	30/09/2023	50%	★	DfT grants for Integrated Transport and Highway Maintenance have been fully allocated across the Highways and Transport work programme for 2023/24. Scheme implementation is at the design stage. Further grants have been provisionally allocated (subject to bid submissions) for Electric Vehicle charging infrastructure, the Bus Service Improvement Plan and Active Travel initiatives.
<input checked="" type="checkbox"/> 2.08.02 Infrastructure Funding Statement	In Progress	31/12/2023	50%	●	The Infrastructure Funding Statement (IFS) for year 2022/23 is currently under production and does not (by regulation) need to be published until the end of the following calendar year, so in this case for the IFS 2022/23 by 31st December 2023. the IFS 2022/23 is about 50% completed so is well on track for compliance.
<input checked="" type="checkbox"/> 2.08.03 Completion of S106 planning agreements	In Progress	31/03/2024	25%	★	Eight S106 agreements have been completed during this period, this is around the average.

Quarterly Indicators	30/06/2023			
	Last Quarter	This Quarter	Current Target	RAG
L241 Income from CIL receipts	£2,033,366	£1,222,707		n/a
L268 % of working age people who are unemployed	3.0%	2.9%		n/a
L269 % of working age population in employment	65.4%	81.9%		n/a
L271 % of borough covered by superfast broadband	98.8	98.6	99.0	★
L284 Number of homes given planning permission	359	197		n/a
> L286 % of planning appeals dismissed		67%	66%	★
> L356 % of major planning applications determined within timescales		100%	85%	★
> L357 % of minor planning applications determined within timescales		84%	90%	●
> L358 % of other planning applications determined within timescales		91%	90%	★
L442 Vacancies on school governing boards	17%	17%	18%	★

Education and skills

Action	30/06/2023				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 3.01.02 Schools estate is maintained to a good standard	In Progress	30/09/2023	25%	★	Property services continue to support education service with changes to schools premises.
<input checked="" type="checkbox"/> 3.02.02 Support for schools with standards and effectiveness partners	In Progress	30/09/2023	25%	★	Standards and Effectiveness Partners (STEPs) provided the full support package for the 25 schools who purchase the Standards and Effectiveness SLA. A detailed evaluation of the progress made against the school's development plan was undertaken in each school, alongside an evaluation of pupil outcomes at the end of the year. Early provisional outcomes indicate that attainment in primary schools remains above national figures. The four schools of concern who are subject to a Standards Monitoring Board have been provided with additional support from the STEP, and are all making sufficient progress.
<input checked="" type="checkbox"/> 3.02.03 Promote best practice in schools	In Progress	30/09/2023	25%	★	All schools in Bracknell Forest have taken part in Year 2 and Year 6 moderation activities, providing an opportunity to share practice and improve assessment at statutory end of key stages. The Bracknell Forest OU/UKLA Teacher Reading Group held an end of year celebration event to share the impact of the practice they have developed this year in promoting reading for pleasure. This best practice will be shared with headteachers in the autumn term. All subject leader network meetings have taken place this term, and have included the sharing of current research articles and best practice case studies, including specialist inputs from nationally recognised specialists. The Standards Team hosted an assessment conference for primary schools in partnership with Wokingham Borough Council, focusing on best practice in assessment in the foundation subjects, which included leading national speakers specialising in geography and science. The SEND Peer Review Programme has been an excellent opportunity for sharing practice, with 23 schools to date undertaking a review in a partner school. The vast majority of evaluations have been very positive, commenting on the impact of observing practice across schools.
<input checked="" type="checkbox"/> 3.02.04 Retain good School Ofsted ratings	In Progress	30/09/2023	25%	★	The proportion of schools judged to be good or better continues to be 100%. As a result, Bracknell Forest is now ranked 4th out of 152 Local Authorities nationally against this measure. Inspection reports for Owlsmoor and New Scotland Hill were published during this quarter. Both schools retained their previous judgements of 'good'.
<input checked="" type="checkbox"/> 3.03.01 Establish an education sub-group of the ESDP	Completed	30/09/2023	100%	★	ESDP sub group has met to progress key projects including Skills & Training Hub as part of UKSPF programme
<input checked="" type="checkbox"/> 3.04.03 Undertake a comprehensive review of all youth services	In Progress	30/09/2023	75%	★	Youth specialist consultant in post. A full data review has concluded, however as new data is received, this is being considered for the final options paper. In addition, an online consultation survey has closed, and the findings are analysed. The findings are informing the focus group sessions. Focus groups have taken place with young people, SEND parents, EHP's, elected members. Several focus groups are planned with health, education, social care and youth justice, police and the third sector. The Ideas Alliance met with the consultant and did not consider the time available would allow for co-production and as a result, the consultant has sought to engage and involve stakeholders throughout. The review will conclude in October 2023.
<input checked="" type="checkbox"/> 3.04.04 Review Youth Justice Services	In Progress	30/09/2023	27%	★	The youth services review is progressing well including wide scale consultation and elements of youth work that wit with in CSC
<input checked="" type="checkbox"/> 3.05.01 Continue to increase the number of apprenticeship roles throughout the council	In Progress	30/09/2023	80%	★	Apprenticeship opportunities continue to be pursued for new entrants and with developing our existing workforce. Two candidates have been appointed through the National Graduate Development Programme. Apprenticeship levy spend is under monthly scrutiny and this is beginning to show an increased spend and, consequently, a reduction in the levy monies having to be returned.
<input checked="" type="checkbox"/> 3.05.02 Effectively use the apprenticeship levy	In Progress	30/09/2023	70%	★	Apprenticeship numbers are increasing both through the new entrants and through developing our existing workforce. The apprenticeship levy spend is increasing which is reducing the amount of levy needed to be returned. This is monitored on a monthly basis.

<input checked="" type="checkbox"/> 3.05.09 Support school leaders to recruit and effectively manage their workforce	In Progress	30/09/2023	60%	★	Recruitment in schools is a challenge and this is encompassing the whole of the school workforce rather than just teaching. Opportunities for apprenticeships routes are being explored and the programme to recruit newly qualified teachers is underway.
<input checked="" type="checkbox"/> 3.06.01 Support the efficacy of early years professionals	In Progress	30/09/2023	25%	★	Early years teachers came together in May to moderate and share best practice regarding assessment of children's outcomes, prior to submitting this information to the DfE in June. Physical development and writing were the focus of moderation and teachers provided support and guidance to each other, demonstrating their high commitment to the children of Bracknell, and to the development of each other as a team of teachers. Two EYFS network meetings have provided opportunities for EYFS leads to keep up to date with Ofsted publications, DfE updates and to engage in further research findings, such as the SEED study, which considers how characteristics, such as the quality of early childhood education, relates to a child's outcomes over time. A new EYFS strategic lead has been appointed to expand the team of teachers who offer support to individual schools. The greatest request for support has been to support with Special Educational Needs which continues to be an area of need across Bracknell Forest schools.
<input checked="" type="checkbox"/> 3.07.01 Support care leavers to access education, training or employment	In Progress	30/09/2023	25%	★	At the end of June 2023, 38 out of all 88 care leavers were NEET (43.18%). 63 of the 88 care leavers were aged 19, 20 and 21 - 29 of these care leavers in this age bracket were NEET (46.03%). Of the 29 care leavers who were NEET and aged 19-21, 13 are unable to access EET due to illness or disability and 2 are NEET due to Pregnancy/Parenting. Consequently, 15 of the 29 NEET care leavers in this age bracket are unable to access EET, with 14 (22.22%) of this cohort NEET and in a position to access EET.
<input checked="" type="checkbox"/> 3.08.01 Establish a culture of high expectations for all children	In Progress	30/09/2023	25%	★	Inclusion continues to be a significant focus for the Standards and Effectiveness Team. The third edition of the SENDCo newsletter was distributed to all schools in Bracknell Forest providing updates on SEND staffing structures, and a range of articles focusing on the SEND Review Programme, ELSA training and Whole School SEND Resources, as well as signposts to the local Parent Carer Forum and GEMS. The aim of this publication is to provide SENDCos and other staff with key information as well as enhance practice and provision for all pupils. The SEND Review Programme continues to develop with a drop-in session and Engagement Day 2 taking place. Currently 24 schools are actively taking part in the programme and have undertaken their self-review process and 23 have undertaken a peer review identifying agreed areas of strength and areas for further development. Over the next 2-3 months, leaders will identify the key areas they wish to focus on and develop their action plans in readiness for the new academic year. There was high attendance at the SENDCo Forum this term in May with 27 colleagues attending to engage in discussion and listen to presentations focused on the SEND Statutory Service, Accessing the support of CYPIT services and how to support children at risk of EBSA. The PPG Network meeting has also taken place this term to support schools in meeting the needs of pupils identified as disadvantaged. The network meeting was attended by 12 schools from Bracknell Forest, focusing on relationships and the strategies for building a proactive and positive culture within schools where all staff within school have a role to play in delivering high quality teaching and learning and the priorities identified by the school. A range of best practice was shared with colleagues as well as colleagues sharing their own practice. Time was provided enabling colleagues to reflect on the information provided and how it can inform the practice in their own schools.
<input checked="" type="checkbox"/> 3.08.02 Support transition to next stage of learning	In Progress	30/09/2023	25%	●	As part of the Year 6 in to Year 7 working party, the three teams of schools were asked to complete their initial action plans by the end of the previous quarter and to begin to carry out their plans. The working party met in May. Only one team attended, which was disappointing. Action plans were discussed, and next steps agreed. The Year 6 questionnaire has been reworked in response to feedback. The next meeting is set for July with a view to discussing the action plan roll out and responses to date from the pupil questionnaire. Plans are in place to expand this work next academic year.
<input checked="" type="checkbox"/> 3.08.04 Develop SEND Improvement Plan	In Progress	30/09/2023	57%	●	Delivery of the SEND improvement plan is well underway, with 64 of the 113 actions on the Written Statement of Action (WSOA) now complete. Several significant actions have been delivered, including the co-production of the new SEND strategy. The Executive has agreed additional funding to provide short term resource to support the delivery of the action plan.
<input checked="" type="checkbox"/> 3.08.05 Complete review of Home to School Transport Services	Completed	30/09/2023	100%	★	Review has been completed

<input checked="" type="checkbox"/> 3.08.06 Co-produce a strategy for all social work services	In Progress	30/09/2023	25%		The DSCO has been in post since 19/06/23 and is completing her induction. She has attended Tea & Talk with the PCF to introduce herself and followed that up with a first co-production session with the Chair of the PCF. Further sessions are planned over the summer, with an expected completion date of 30/09/2023.
<input checked="" type="checkbox"/> 3.08.07 Co-produce a SEND strategy.	Completed	30/09/2023	100%		The strategy has been completed and approved by the executive. The call-in ended on 27 June and the strategy is ready for publication subject to the 'accessible' version being completed

Quarterly Indicators	30/06/2023			
	Last Quarter	This Quarter	Current Target	RAG
L196 Number of school children engaged with science through a visit to The Look Out Discovery Centre		130	85	
L205 % of EHCPs issued within 20 week statutory timeframe	25%	49%	50%	
L206 Number of new EHCPs issued	60	47	0	n/a
L394 % of staff that have undertaken apprenticeship training	3.3%	2.8%		
L402 % of care leavers aged 19-21 years who are NEET	36%	63%	25%	
L403 % of care leavers aged 19-21 years who are in touch with LA	89%	96%	89%	
> L139 % of all schools rated good or better	100%	100%	97%	
> L139 % of maintained primary schools rated good or better	100%	100%	97%	
> L139 % of maintained secondary schools rated good or better	100%	100%	100%	
> L139 % of academy primary schools rated good or better	100%	100%	100%	
> L139 % of academy secondary schools rated good or better	100%	100%	100%	

Annual Indicators	30/06/2023			
	Last Year	This Year	Current Target	RAG
> L272 % of children obtaining a place at one of their Primary School preferences	98.4%	99.2%	99.0%	
> L273 % of children obtaining a place at one of their Secondary School preferences	94.8%	95.2%	96.0%	
> L361 % of children obtaining their first preference of Primary School	92.8%	93.4%	94.0%	
> L362 % of children obtaining their first preference of Secondary School	87.9%	88.4%	86.0%	

Caring for you and your family

Action	30/06/2023				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 4.01.01 Increase participation in sports, leisure and cultural activities	In Progress	30/09/2023	80%	★	This Strategic Outcomes Planning Guidance (SOPG) report was commissioned by Bracknell Forest Council in Q4 2022/3. The purpose of the SOPG diagnostic is to provide a position statement for BFC to illustrate where the Council is in the process of thinking about, and planning for, physical activity and leisure provision over at least the next 10 years. This report has now been presented to the council and has allowed the council to identify gaps in its provision and opportunities in existing provision that should be taken forward under the council sports and leisure Strategy. Now that the council has completed this task, the SOPG's suggested Framework will form the basis for the full Leisure Strategy to be developed later in 2023.
<input checked="" type="checkbox"/> 4.01.02 Implement and monitor the key actions set out in the Health and Wellbeing Strategy	In Progress	30/09/2023	90%	●	The first report for Q1 2023 -2024 was presented to the Health and Wellbeing Board in June 2023. An improved dashboard for reporting will be developed and presented to the HWB in September. For each priority a multi-agency forum is identified as part of the governance structure.
<input checked="" type="checkbox"/> 4.01.04 Deliver the financial hardship action plan	In Progress	30/09/2023	50%	★	The commitments in the financial hardship action plan continue to be delivered. A number of actions have been brought forward and accelerated to increase the activity in the next 100 days. Several additional actions have been identified including increasing the promotion of broadband social tariffs and hosting a community information event in the town centre (August).
<input checked="" type="checkbox"/> 4.01.05 Deliver the pilot first phase of "Thriving Communities" programme	In Progress	30/09/2023	25%	●	Pilot area identified, completing community asset mapping and evidence base. Briefing key stakeholders on the programme.
<input checked="" type="checkbox"/> 4.01.06 Develop a CYP(Children and Young People) Plan	In Progress	30/09/2023	80%	★	Draft CYP Plan has been completed and was shared with CYP Board in May. Final changes and formatting being completed during June for publication and adoption of strategy during Quarter 2.
<input checked="" type="checkbox"/> 4.01.07 Develop People Strategy	In Progress	30/09/2023	50%	●	The people strategy is being developed in the context of the new emerging council plan. Activity continues to consider future themes and areas for priority focus. A detailed engagement plan is being developed.
<input checked="" type="checkbox"/> 4.03.01 Develop the annual integrated health and care plan for Bracknell Forest.	In Progress	30/09/2023	70%	★	The council continues to work effectively in partnership with the NHS locally. In Q4 it was particularly notable that partners worked together effectively to ensure that level of hospital delays remained low throughout the winter. Partners collaborate across a range of governance forums and projects to ensure that the residents of Bracknell Forest receive the best possible health and social care.
<input checked="" type="checkbox"/> 4.06.03 Facilitate the delivery of new Community Hub in Warfield	In Progress	30/09/2023	25%	●	The design study is near completion. Supporting Warfield Parish Council to develop their business case for operating the hub. Further work to do to finalise the estimated cost plan and agree the funding strategy in partnership with Warfield Parish Council as well as other strands of the feasibility work relating to land ownership.
<input checked="" type="checkbox"/> 4.06.04 Facilitate new Bucklers Park Community Hub	In Progress	30/09/2023	60%	●	The procurement of an operator for the hub is reaching its final stages with a contract award decision in July. The agreement of the lease and a mobilisation period will follow over the summer and early autumn. It is planned that the hub will be transferred to the council's ownership in Q2.
<input checked="" type="checkbox"/> 4.06.05 Finalising management arrangements for Binfield Community Hub	In Progress	30/09/2023	50%	★	Good progress being made in finalising the lease for the community centre with Binfield Parish Council. The lease should be signed in Q2 with a period of mobilisation before the community centre is opened.
<input checked="" type="checkbox"/> 4.06.13 Support the set-up of new community facilities and services	In Progress	30/09/2023	65%	●	Support for the set up of facilities has been comprehensive with positive engagement throughout. Buckler's Park has been completed, Warfield is just commencing. Bridgewell is proceeding, however the necessary change to the commissioning and operational models will likely lead to a delay in procurement.
<input checked="" type="checkbox"/> 4.07.01 Family hub services expansion and development of multi-disciplinary teams	In Progress	30/09/2023	90%	★	Frimley Heath funding secured to recruit additional part time worker for one year. Migration team now in EH. Extension approved for Mental Health Professional supporting EHP's one day a week. Supporting families data lead post being recruited to, to ensure that we can evidence how Early Help is being delivered through partners. FSA schools support establishment post will be recruited to, in order that EH assessments can be resurrected in schools and pathways of support understood.

<input checked="" type="checkbox"/> 4.10.03 Relaunch social prescribing and primary prevention programmes	In Progress	30/09/2023	95%	★	The social prescribing software was extended to use for the physical activity courses targeted for specific groups in the community such as those with LTC, mental illness, disability and new mothers feeling isolated. The data can be used to monitor the outcomes and links in with the social prescribing data. Social prescribing team have set up a series of summer events to support clients to join activities such as wellbeing walks, green volunteering, crafts and arts for people who are socially isolated.
<input checked="" type="checkbox"/> 4.11.02 Schools service level agreement for PE	In Progress	30/09/2023	25%	★	The last quarter has included the SLA purchasing period and again we have had a very positive response from schools. Disappointingly, one school has chosen not to purchase the SLA, however, there has been the highest proportion to date of schools purchasing the higher level service and in turn a greater level of income. Schools' attendance at events during this period has continued to be very high with an average of 5.3 per school in the borough. This is an improvement on the previous term, with particularly good attendance at those events aimed at the least active as a priority area of our offer.
<input checked="" type="checkbox"/> 4.11.03 Develop a Sports and Leisure strategy for the borough.	In Progress	30/09/2023	40%	★	Following the successful completion of the diagnostic report work has begun on tendering for a supplier to support us with the full sports and leisure strategy.
<input checked="" type="checkbox"/> 4.11.04 Develop a programme for the replacement of the Bracknell Leisure Centre and assets	In Progress	31/03/2024	0%	★	Any replacement programme will come from the development of the sports and leisure strategy. This work is currently being tendered.
<input checked="" type="checkbox"/> 4.12.02 Delivery capital improvements for open spaces	In Progress	30/09/2023	25%	★	Capital projects progressed to plan, including installation of new Callisthenics outdoor exercise equipment at The Parks open space.
<input checked="" type="checkbox"/> 4.12.03 Promoting Active Travel	Completed	30/09/2023	100%	★	We recently secured some funding through South Western Railway's Communities fund (CCIF) to expand the successful Eco Rewards programme around Martins Heron rail station, and run some complementary 'Dr Bike' events. The primary aim is to encourage more people who use Martins Heron station to walk or cycle to the train, by rewarding them for doing so through Eco-Rewards. Participants can use a smartphone to scan QR codes located around the area as they walk or cycle by, earning points which can be redeemed at many high street shops. Participants can also be entered into mini prize draws. All local residents can take part in the scheme by visiting the QR locations, or the other locations around the borough. Since it was launched in 2020, Eco-Rewards users have clocked up over 430k green miles, and over £2500 worth of prizes have been won. To support people to take part we plan to provide a series of 'Dr Bike' events. Residents can bring their bikes along for free checks and basic fixes, which may then encourage them to use their cycles more often instead of driving.
<input checked="" type="checkbox"/> 4.13.01 Coordinate and lead on the work of the Bracknell Forest Civilian Military Partnership	In Progress	30/09/2023	25%	★	Further meetings have been held with the Royal Military Academy's Station Staff Officer to review the Partnership's Terms of Reference, membership and action plan. Due to changes in the council's lead administration and appointment of a new Armed Forces Champion and Chair, these will not be finalised until September.
<input checked="" type="checkbox"/> 4.13.03 Support the delivery of a Berkshire Civilian Military Partnership	In Progress	30/09/2023	25%	★	Work has continued with the Armed Forces Officer leads from the Berkshire Councils in progressing the Royal Berkshire Civilian Military Partnership (RBCMP). A meeting of the Armed Forces leads took place in May to review progress and arrangements for the next meeting of the Partnership. Due to changes to the Armed Forces Champions in Berkshire Councils following the recent local election elections, the next RBCMP will be taking place in September.

Monthly Indicators	30/06/2023			
	Last Month	This Month	Current Target	RAG
> L346 Average caseload for Family Safeguarding Model	22	16	16	★
> L385 Rate per 10k of children on Child Protection Plans	46.3	46.3	43.0	n/a
> L386 Rate per 10k of Children Looked After	56.4	56.4	50.0	n/a

Quarterly Indicators	30/06/2023			
	Last Quarter	This Quarter	Current Target	RAG
L003 Number of visits to leisure facilities managed by Everyone Active	346,930	334,424	325,000	★
L005 Number of visits by customers under the active communities or health and well-being programme		2,217	625	★
L404 Number of children and young people visits to leisure facilities managed by Everyone Active	131,706	102,181	92,500	★
L405 Number of older people visits to leisure facilities managed by Everyone Active	19,529	21,156	20,750	★
L412 Number per 100,000 of first-time entrants to criminal justice system	44.7	29.8	20.0	n/a
L414 % of children who achieve a BMI Z-score reduction	0%	0%		★
L415 % of smokers who have quit at 4 weeks in the quarter (co-verified)	52%	0%	30%	▲
L416 % of smokers who have quit at 4 weeks in the year to date (co-verified)	71%	0%	30%	▲
L436 Number of visits by customers with a disability to leisure facilities managed Everyone Active	2,507	4,056	876	★
L446 Impact of Social Prescribing as a primary prevention programme on reducing loneliness	50	84	30	★

Note: L415 and L416 does not yet have data available for Q1

Protecting and enhancing our environment

Action	30/06/2023				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 5.01.05 To work with the Town and Parish Councils to effectively manage the land assets	In Progress	30/09/2023	75%	★	Birch Hill toilets have now been transferred to the Town Council
<input checked="" type="checkbox"/> 5.01.07 Establish management partnership arrangements with The Land Trust	In Progress	30/09/2023	80%	★	Land Trust partnership established and capital improvement works to the car park at Buckler's Forest complete. Final land transfer processes outstanding to complete action, which lie with housing developer and Land Trust, supported by BFC as managing partner.
<input checked="" type="checkbox"/> 5.02.01 Green development of our waste collection services	In Progress	30/09/2023	55%	★	By the end of Q1 960 flats had food waste recycling collections, this is now slightly over half way to our target of 1800 flats. The process of assessing all flats and liaising with managing agents before introducing the service has also continued, over 75% of the borough's flats have now been assessed.
<input checked="" type="checkbox"/> 5.02.02 Educate, enable and encourage residents to maximise their recycling	In Progress	30/09/2023	10%	★	Communications and events have been planned out for the year, the first event was attended in Q1, Bracknell Town Council's Teddy Bears Picnic on 21st June. Early stages of planning for the next clothing and electrical recycling day have begun with collection of batteries and vapes being planned for as well as segregating items that are still working for reuse. Action is being taken to educate and inform residents that repeatedly put the wrong items in their recycling bin, it is hoped that this focus will reduce contamination levels in the dry recycling when it reaches the Materials Recycling Facility.
<input checked="" type="checkbox"/> 5.02.03 Implement the Strong's Heath / London Road facilities in line with Climate Change Strategy	In Progress	30/09/2023	30%	★	The scheme to bring forward a EV charging hub, solar farm and cafe continues to be in development. The project team have been working with the council's planning team to finalise the design. The initial planning pre-application threw up some elements that required the designed to be changed. The second pre-application was lodged March. Stantec/Property are expecting to receive a response to the pre-application advice by end of June.
<input checked="" type="checkbox"/> 5.03.01 Implement parking bay schemes	In Progress	30/09/2023	20%	★	The residential parking improvement schemes for 2023/24 are progressing through the design phase and will be submitted for planning approval where required.
<input checked="" type="checkbox"/> 5.05.02 Progress phase two Transformation enhancements of The Look Out	In Progress	30/09/2023	25%	★	Designs produced ahead of capital bids and submissions made to capital programme. Work to follow up landlord discussions progressed within period, where possible.
<input checked="" type="checkbox"/> 5.06.01 Climate Change Action Plan and Strategy	In Progress	30/09/2023	25%	★	The full annual progress report for 2022/23 will be presented to council in September, due to the elections in May 2023. A one-page summary of key climate change progress has been produced to make dissemination of the progress straight forward. In summary significant achievements have included: reductions to the council's direct greenhouse gas emissions; improvements to the energy efficiency of both the council's estate and our residents' homes; hosting an inaugural schools' climate change conference including initial seed funding for in-school projects; the successful expansion of kerbside food waste collections to flats; improved web page content and engagement with local businesses, parish and town councils; and successful Highways initiatives aimed at improving electric vehicle charging infrastructure and increasing active travel. Areas requiring a stronger focus over the coming year include continuing our efforts to make all climate change targets SMARTer; initiating further feasibility work to further reduce greenhouse gas emissions from the council's estate; investigating ways to record the council's indirect (scope 3) CO2 emissions; promoting and supporting the further de-carbonisation of domestic housing stock; and continuing to build on our collaboration with businesses, councils, community groups and schools alike.
<input checked="" type="checkbox"/> 5.06.07 Improve energy efficiency for low income households	In Progress	30/09/2023	59%	★	Completed outcomes from both Local Authority Delivery phase 2 (LAD2) and Sustainable Warmth - comprised of both Local Authority Delivery phase 3 (LAD3) for on-gas grid homes and Home Upgrade Grant phase 1 (HUG1) for off-gas grid homes - are still unknown. A small no: of dwellings will have benefited from support via these schemes. Phase two of HUG (HUG2), targeting off gas-grid, low energy efficiency rated homes launched this quarter and the council has been identifying suitable homes to target. Warm, Safe and Well public health funded monies supporting energy inefficient householders who are vulnerable to the effects of the cold provided energy improvements to a further 9 homes in Q1. The remaining funding will be mopped up during Q2. The delivery of home improvements under the Energy Company Obligation (ECO4) has proved hard to achieve given current eligibility criteria. The launch of the Great British Insulation Scheme (GBIS - a follow up to ECO4) during Q2 is hoped to widen our options for supporting residents further.

<input checked="" type="checkbox"/> 5.06.08 Identify suitable alternative low carbon highway construction materials	Completed	30/09/2023	100%	★	The 2023 summer carriageway re-surfacing programme will use warm mix surfacing materials (as opposed to hot) which reduces the carbon footprint. Joint work with our highways contractor Ringway is underway to identify further low carbon materials which can be practically included within routine work highway programmes. A recent joint workshop has set out a series of related tasks to support this work.
<input checked="" type="checkbox"/> 5.06.09 Implement the "Greening our energy" asset management programme	In Progress	31/03/2024	45%	★	The Greening our energy programme includes physical implementation of construction works across 8 projects. 2 of the 8 projects complete. 4 projects currently out to tender and 2 are currently in design. The construction works for the 6 projects are scheduled to be completed by the end of September. In addition the Council secure grant funding of £600k to replace the lighting to The Avenue Carpark - Design work to be completed early July and the first stage of the procurement complete. Works are scheduled to be completed at the end of March 2024
<input checked="" type="checkbox"/> 5.06.10 Review procurement approaches to climate change, social value and alternative funding routes	In Progress	29/03/2024	0%	▲	Due to new Members following the recent election, the team has had to refocus on supporting & training Members on core procurement concepts. This has delayed the adoption of social value.
<input checked="" type="checkbox"/> 5.07.04 Install Electric Vehicle chargepoints	In Progress	30/09/2023	50%	★	32 Electric Vehicle public charging points were installed in 2022/23 (within community car parks) following a successful bid for Government grant funding. Further provisional funding has been allocated to local authorities and market testing is underway to identify additional candidate sites within the Borough.
<input checked="" type="checkbox"/> 5.07.06 Reduce staff car usage and promote green travel initiatives	In Progress	30/09/2023	10%	●	The climate change agenda is in focus and this will include exploring opportunities for cleaner travel arrangements for staff.

Communities

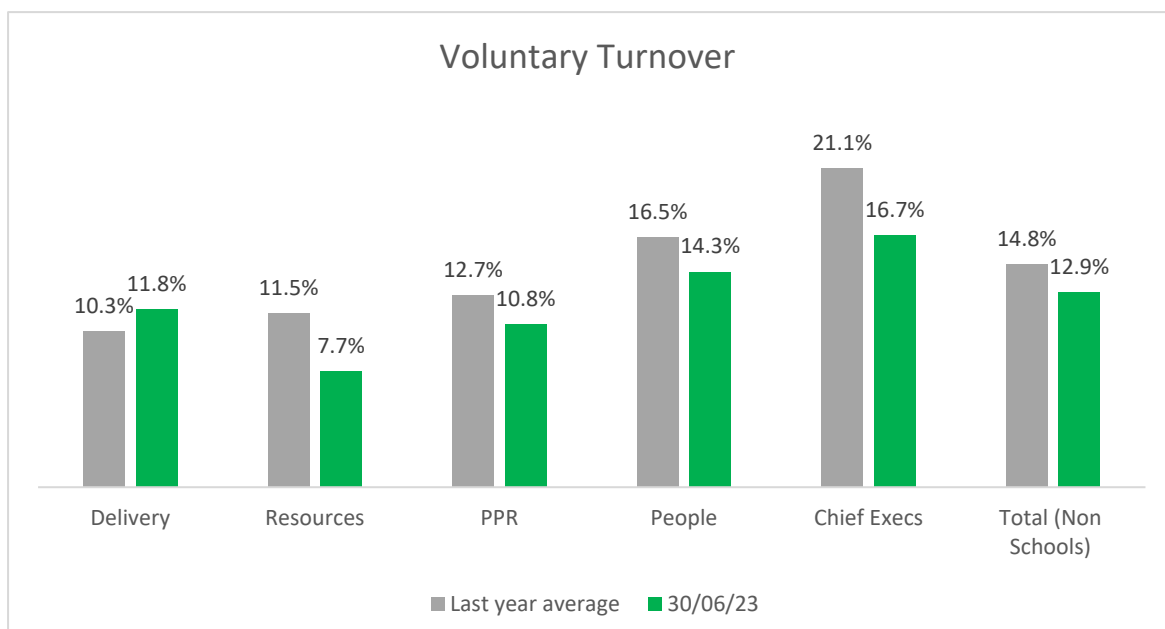
Action	30/06/2023				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 6.01.01 Undertake health check and action plan for retail centres	In Progress	30/09/2023	25%	●	This action is linked to the Asset Management Plan review to identify opportunities to enhance local retail and neighborhood employment
<input checked="" type="checkbox"/> 6.02.01 Support for Community Associations	In Progress	30/09/2023	25%	★	Ongoing advice and guidance provided to the Community Centres and support provided for Community Associations with governance, finance issues and recruitment of volunteers. The Engagement team continues to liaise with Property Services and other service areas to resolve specific issues with CA network work meetings held quarterly and lease renewals.
<input checked="" type="checkbox"/> 6.02.03 Develop the offer in Libraries to support the Adults and Children's agendas	In Progress	30/09/2023	85%	★	The Library Service is working in partnership with Children's Services to support the Dolly Parton Imagination Library scheme for children from low income families. We are also working with the Financial Hardship team to offer support to low income families by offering free basic skills and IT tuition in partnership with the Good Things Foundation, by offering free tablets for loan. The Library Service is also now a designated National Databank, offering free data sim cards to eligible clients who are unable to pay for data access or mobile phone calls.
<input checked="" type="checkbox"/> 6.03.06 Develop harm in the community strategy	In Progress	30/09/2023	45%	★	Annual reports have been completed and will feed into the continuous development of this work
<input checked="" type="checkbox"/> 6.03.07 Review and publicly consult on the 2023 Community Safety Partnership priorities	In Progress	30/09/2023	25%	●	The Community Safety Partnership priorities are due to be refreshed ahead of a new 3-year plan from 2024-2027. A full needs assessment has begun.
<input checked="" type="checkbox"/> 6.03.09 Develop a Serious Violence and Exploitation Strategy and Delivery Plan	In Progress	30/09/2023	25%	●	A Serious Violence Strategic Needs Assessment (SNA) is currently in progress and is expected towards the end of the summer. The results, together with the feedback obtained through the BFC Youth Offer consultation, will inform a Serious Violence Strategy which is due to be completed and published by end January 2024 once it has gone through the Council-approval process. A separate all-age Exploitation Strategy is due and the Serious Violence and Exploitation Sub-group of the Community Safety Partnership has begun planning for this to be produced.
<input checked="" type="checkbox"/> 6.04.01 Support the development of South Hill Park Trust's Arts and Culture offer.	In Progress	30/09/2023	25%	★	The Executive Director has joined the board and has taken on the client management role for the council. Two board meeting have taken place and good progress was reported on the development of the service offer at the site and within the community
<input checked="" type="checkbox"/> 6.07.01 To provide property support for the initial phases of development of Opladen Way	In Progress	30/06/2023	20%	★	The strategic procurement plan approved and detailed design works is underway.
<input checked="" type="checkbox"/> 6.07.03 Make arrangements to secure the closure of Downshire Homes Ltd	In Progress	30/09/2023	50%	●	Preparatory work undertaken, Executive Members to be briefed on next steps including decisions required in Q2
<input checked="" type="checkbox"/> 6.09.02 Develop new allocations policy	In Progress	30/06/2023	25%	●	A new policy has been drafted and will be presented to Exec in October for approval to commence a formal consultation period
<input checked="" type="checkbox"/> 6.10.04 Increase community groups supporting the half marathon	Completed	30/06/2023	100%	✔	The May event went ahead as planned with a number of community groups providing support to the race around the course. The event was very successful although a lessons learnt meeting has already taken place to identify improvements for next year.
<input checked="" type="checkbox"/> 6.10.07 Cultural events in Bracknell Town Centre	Completed	30/09/2023	100%	★	Spring programme delivered with Coronation and Bracknell Pride events successfully staged.
<input checked="" type="checkbox"/> 6.10.08 Support community engagement with and integration of displaced people who arrive in borough	In Progress	30/09/2023	75%	★	The council continues to work with partner agencies and the voluntary, community and faith sector to support the integration of displaced people who arrive in the borough as part of the resettlement visa schemes. The team continues to assist with the council's support for Ukrainian guests, their hosts, and existing Ukrainian and other migrant communities. Working with the Vsi Razom community group and Tesco stores, we supported a Virtual cycle ride from Bracknell to Kyiv, with volunteers raising £1600 to assist with purchasing an Ambulance for Ukraine.
<input checked="" type="checkbox"/> 7.019 Support maintenance of high levels of cohesion and the integration of our diverse communities.	In Progress	30/09/2023	30%	★	The Community Cohesion and Engagement Partnership has continued to meet quarterly and considered a range of community issues and the Hate Crime Action Plan. Working the Lexicon and members of the local community the council hosted its first Pride event on the 10th June. Residents were invited to come together and celebrate the diverse range of cultures and communities from across the borough at the Bracknell Forest Community Day held on Saturday 8 July in Bond Square, Bracknell.

Quarterly Indicators	30/06/2023			
	Last Quarter	This Quarter	Current Target	RAG
L185 Overall crime	2,102	2,058		n/a
L406 Number of visits to libraries	270,662	79,381	55,000	★
L421 Number of community events held in libraries	1,819	494	350	★
L422 Number of educational events held in libraries	459	126	100	★
L425 % of homelessness preventions	45%	58%	58%	★

Section 4: Corporate Health

a) Summary of People

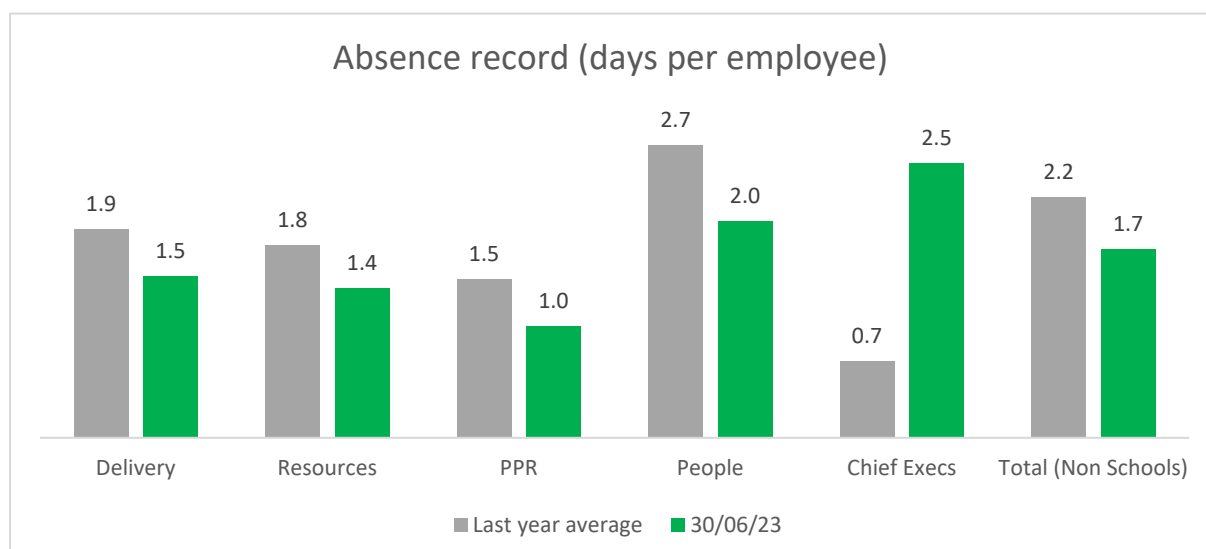
Staff Voluntary Turnover



Comparator data	%
Total voluntary turnover for BFC, 22/23:	14.5
Average voluntary turnover rate UK public sector 2021:	8.8
Average Local Government England voluntary turnover 2020:	10

(Source: XPerTHR Labour Turnover Rates 2021 and LGA Workforce Survey 2021)

Staff Sickness



Department	Quarter 1 22/23 (days per employee)	Previous Financial Year (Actual Average days per employee)	2022/23 Estimated Annual Average (days per employee)
People	1.99	10.65	7.96
Delivery	1.48	7.64	5.92
PPR	1.02	5.3	4.08
Resources	1.37	6.97	5.48
Chief Executive's Office	2.52	2.49	10.08
Total staff sickness excluding maintained schools	1.73	8.61	6.92

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council (excl. Schools) 22/23	8.61
Public Sector employers 2021	6.4

(Source: ONS Sickness absence in the UK labour market)

People

Absence rates have reduced for the second quarter in a row. This year's total days absent figure is approximately 20% lower than last quarter.

Long term absence equates to 50% of the total absence in Q1. There were 20 members of staff off long term during this quarter. At the end of the quarter there were nine members of staff off long term.

Delivery

The absence rate has experienced a slight decrease in the previous quarter.

Long-term sickness accounted for 56% of the total days lost during this quarter, with less than five members of staff currently on long term sick leave at the end of quarter one.

Place, Planning and Regeneration

This quarter has seen a reduction in total days lost compared to last quarter.

Long term sickness equates to approximately 25% of the total absence. There were less than five members of staff currently on long term sick leave however, all have since returned to work.

Resources

Absence this quarter has decreased for the second quarter in a row. The total number of days lost is approximately 21% lower than last quarter.

Long term absence equates to approximately 53% of the absence this quarter. There are less than five members of staff currently on long term sick leave.

Chief Executive's Office

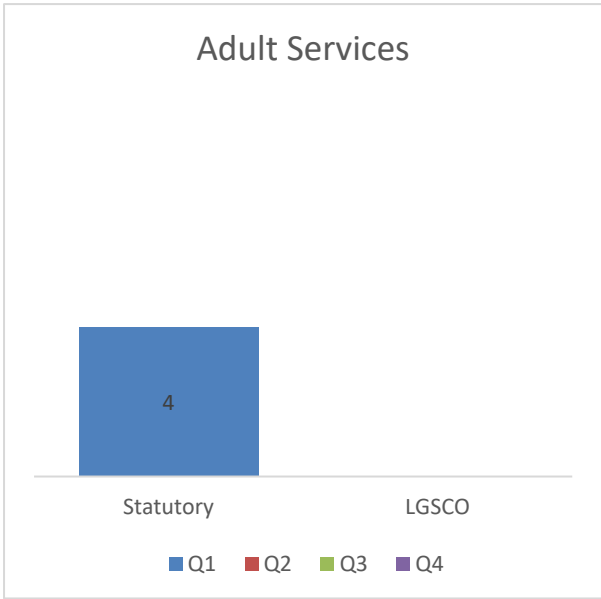
Absence this quarter has increased sharply with the total number of days lost more than doubling from last quarter. This is mainly due to long term sickness which equates to approximately 58% of the absence this quarter.

b) Summary of Complaints

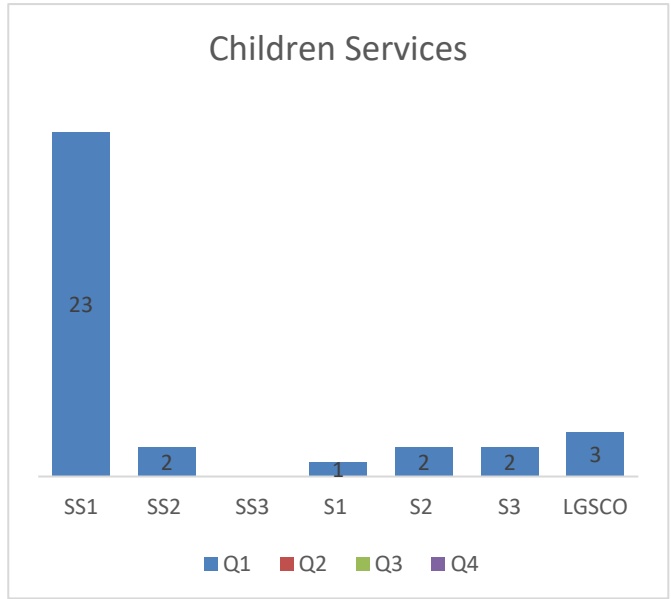
The Chief Executive's Office is not included within the complaints reporting due to the minimal frequency of complaints received.

Key –

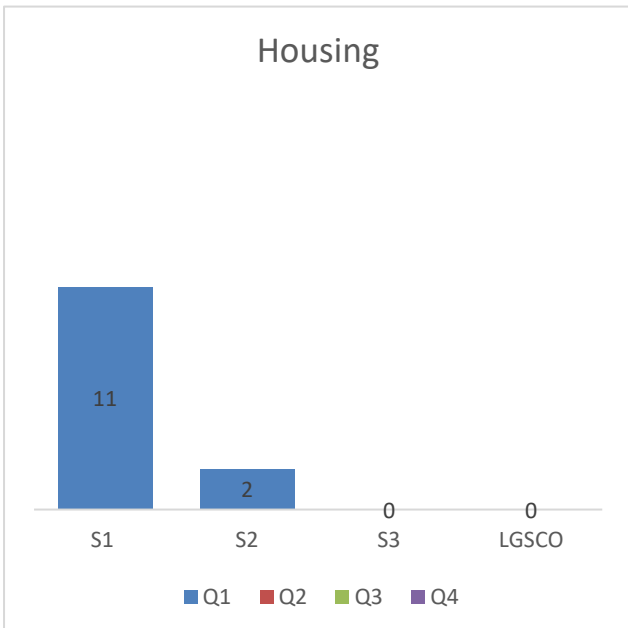
Q1 – Quarter one	Q2 – Quarter two	YTD – Year to Date
SS1 – Statutory stage one	SS2 – Statutory stage two	SS3 – Statutory Stage three
S1 – Stage one	S2 - Stage two	S3 – Stage three
LGSCO - Local Government Ombudsman and Social Care Ombudsman		



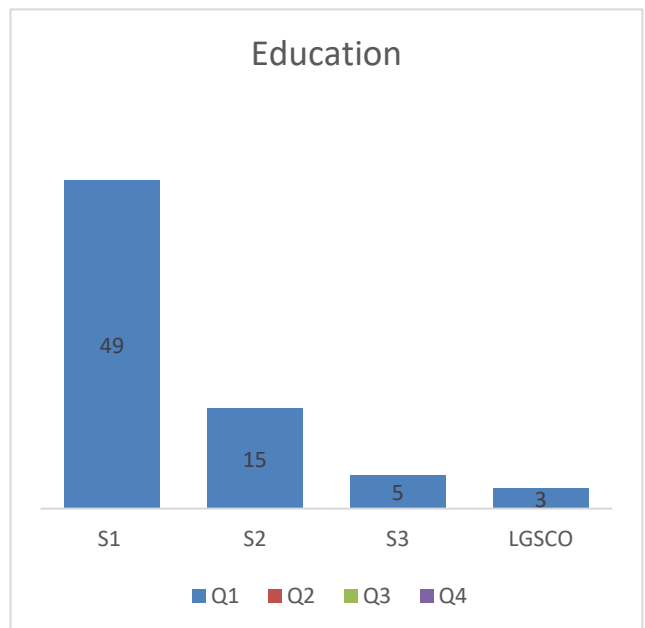
Year to date
 Fully upheld -
 Not upheld – 1
 Partially upheld – 3
 No finding -
 In progress -



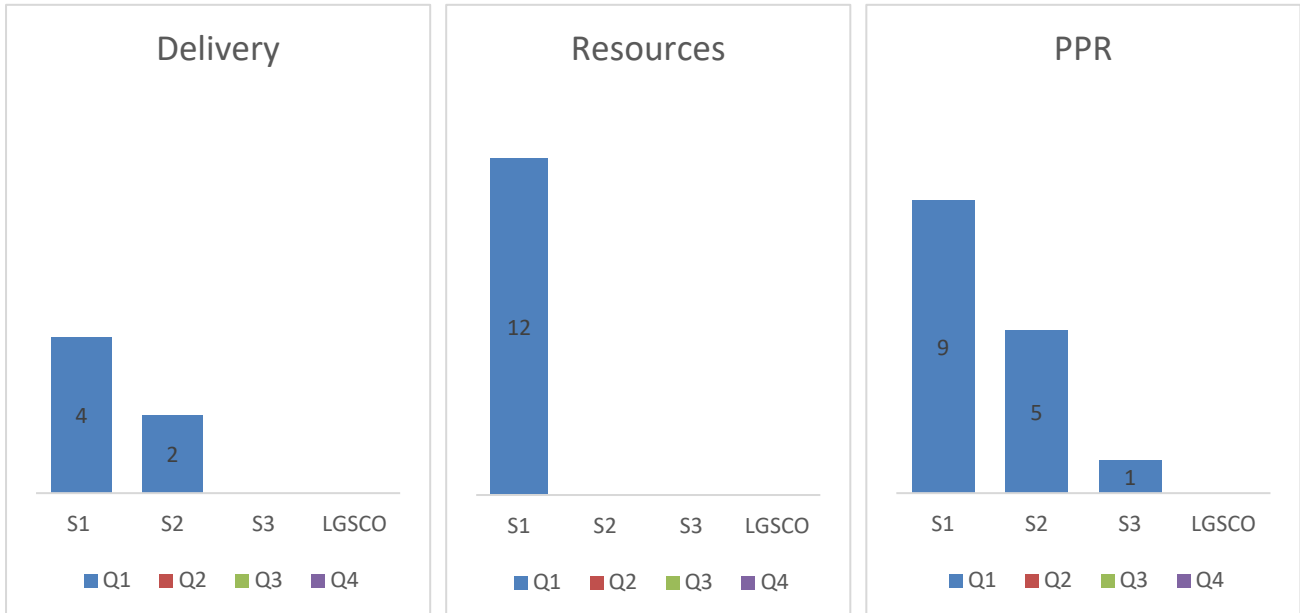
Year to date
 Fully upheld - 2
 Not upheld – 8
 Partially upheld – 8
 No finding -
 In progress – 11
 Proceed to next stage - 3



Year to date
 Fully upheld -
 Not upheld – 1
 Partially upheld – 3
 No finding -
 In progress – 7
 Proceed to next stage - 2



Year to date
 Fully upheld - 22
 Not upheld – 4
 Partially upheld – 16
 No finding - 3
 In progress – 16
 Proceed to next stage - 9



Year to date

Fully upheld - 1
 Not upheld – 5
 Partially upheld –
 No finding -
 In progress –
 Proceed to next stage -

Year to date

Fully upheld - 12
 Not upheld –
 Partially upheld –
 No finding -
 In progress –
 Proceed to next stage -

Year to date

Fully upheld - 2
 Not upheld – 6
 Partially upheld – 3
 No finding -
 In progress – 3
 Proceed to next stage - 1

c) Strategic Risks and Audits

A full refresh of the Council’s strategic risk register was ongoing during quarter one. On 18 May 2023, feedback was sought from the Strategic Risk Management Group on the draft revised register incorporating the key risks identified by the Corporate Management Team in February. Work is ongoing on the development of the new register which will now be reviewed by the Corporate Management Team in quarter two.

The outcome of audit work undertaken is reported to the Governance and Audit Committee. The latest summary of the key points coming out of these audits was included in the Head of Audit and Risk Management’s to the Governance and Audit Committee on 21 June 2023.

Section 5: Community Health

There are several indicators available to benchmark council performance on by using [LG Inform](#). In particular, it can be useful to compare performance with CIPFA neighbours which represent a group of authorities with similar characteristics. Therefore, this comparison is used along with the English authority average. The purpose of including the community health data is to provide wider context for assessing the performance of delivering the council plan priorities and to further support decision making and planning. The needs and patterns within the community will affect the delivery of council services and achievement of the priorities. It also may suggest where new areas of focus are needed. The specific items below are pilot indicators included to show the range of possible areas that can be reported.

Bracknell Forest (Quantiles of All English unitary authorities)

Bracknell Forest (Quantiles of All English unitary authorities)	
Average happiness rating 2021/22 Mean	
Average life satisfaction rating 2021/22 Mean	
% of pupils meeting the expected standard at KS2 in reading, writing and maths 2021/22 (academic) %	
Second or subsequent child protection plans (%) 2021/22 %	
% 19 to 21 year old care leavers in education, employment or training 2021/22 %	
% of population aged 16-65 on Universal Credit Jul 2023 %	
Employment rate (%) 2023 Q1 (12 months ending) %	
Rate of births of new enterprises 2021 Enterprises per 10,000 people	
% Ultrafast broadband availability 2023 %	
Total recorded offences (excluding fraud) (per 1,000 population) 2023 Q1 (12 months ending) Crimes per 1000 people	

◆ Mean for Bracknell Forest CIPFA nearest neighbours

● Bracknell Forest Council

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CPOR Annex – Scrutiny report

Date of Overview and Scrutiny Commission

31 August 2023

Having reviewed the report, the Commission would recommend to the Executive the following areas of focus, when reviewing the report:

- **Page 6 (Budget Summary)** That the Executive make enquires of Officers regarding how the Council is working with all its partners to alleviate the council's reported financial position.
That the Executive note that Officers have agreed to provide the Commission with a follow up briefing on the financial position at its November meeting, following a similar briefing to the Executive in October.
- **Page 10 (Value for money)**
 - 1.02.03 – Review Workforce and Organisational Development Strategy*
 - 1.02.06 – Deploy Recruitment and Retention Strategy*The Executive closely monitors the effectiveness of strategies aimed at reducing the use of agency staff in the Council.
- **Page 15 (Education and skills)**
 - 3.08.01 – Establish a culture of high expectations for all children*
 - 3.08.04 – Develop SEND improvement plan*
 - 3.08.07 – Co-produce a SEND strategy*
 - L205 % of EHCPs issued within 20 weeks statutory timeframe*
 - L206 Number of new EHCPs issued*The Commission believes Special Educational Needs and Disabilities is an important area and request the Executive should focus on that as part of their questioning of Officers.
- **Page 20 (Protecting and enhancing our environment)**
 - 5.02.01 - Green development of our waste collection*That the Executive confirm with Officers the current progress on the roll out of food recycling to flats. That the Executive enquire with Officers whether this project is on track.
- **Page 20 (Protecting and enhancing our environment)**
 - 5.03.01 - Implementation of parking bays*The Executive should pay particular attention to progress on the implementation of residential parking improvement scheme for 2023/24

Summary of key points of discussion

- O&S Commission members were keen for Councillors to use their elected accountability to ensure all partners were supporting them to achieve the Council's objectives and alleviate its financial position. In particular, the police, probation, schools, voluntary sector and health services were mentioned.
- O&S Commission members were keen to keep a close eye on the budget review as this underpinned all the Councils' work.
- L391 and L392 indicated issues with too many agency staff but appeared to conflict with 1.02.03 and 1.02.06 which had a green RAG rating. Councillors wanted to know if L391 and L392 would be reduced going forward if strategies in place to review workforce recruitment and retention were working? It was considered there should be a focus on quality and impact of strategies to reduce use of agency staff.
- O&S Commission members acknowledged the Special Educational Needs and Disabilities (SEND) Statement of Action included an improvement plan. However,

Councillors were keen to understand how this plan fitted with the Safety Valve programme and wanted to know if there were specific metrics that should be included to ensure the plan was correct, achievable and affordable and included different ways of working with partners, i.e. schools.

- 5.02.01 indicated 50% of 1,800 flats in the borough have been registered for food waste recycling as at end of Quarter 1. O&S Commission members were keen to know if this would be delivered on time as per the plan.
- O&S Commission members were keen for the implementation of parking bays in the borough to be progressed in a timely fashion.

To: **The Executive**
September 2023

SEND Written Statement of Action implementation update Executive Director People

1 Purpose of report

- 1.1 To update the Executive on progress made to the end of June 2023 on the SEND Written Statement of Action (WSOA) implementation, following the third review meeting with Department for Education (DfE) and NHS England.

2 Recommendation(s)

That the Executive: notes

- 2.1 the progress made on implementing the SEND WSOA to improve services to children and families and the feedback from the DfE and NHS England since the end of June 2023.
- 2.2 the invitation from the DfE to participate in the Safety Valve intervention programme 2024-25 for local authorities with high Designated Schools Grant (DSG) deficits.

3 Reasons for recommendation(s)

- 3.1 When the WSOA was produced it was agreed that the executive would have updates on progress made on implementation of the plan, following the DfE and NHS England reviews.

4 Alternative options considered

- 4.1 None.

5 Supporting Information

- 5.1 The third review meeting with the DfE and NHS England took place on 10 July 2023. Written feedback provided by the DfE after the review meeting acknowledged that there has been a great deal of activity since the last review meeting that has moved the local area on at pace..
- 5.2 In the introduction the DfE was advised that the executive had agreed £350,000 for staffing investment, with some of these additional posts already filled. Activity to improve processes is also underway, along with a staff training and development programme of activity.
- 5.3 The review meetings take each of the nine improvement areas of significant weakness identified in the Ofsted and Care Quality Commission (CQC) inspection, and review progress made, the impact of the work on children, young people and families, and next steps. These are listed below under the nine headings.

Area 1: the lack of a clear, coproduced strategy for improvement

- 5.4 The new SEND Strategy 2023-26 was signed off by the executive in June 2023 and a communication plan is in place to promote the strategy. DfE officials commended this, having heard positive feedback from schools and parents on their involvement. LA officers notes that the all age integrated carers strategy 2023-28 is to be signed off by the council's executive, and that the new personal budgets policy is coproduced.

Area 2: parents' lack of confidence in opportunities for children with SEND

- 5.5 All posts within the new SEND structure are now filled, with a robust induction system in place and the new leadership team implementing iterative improvements to all processes. A focus on improving communication is beginning to have an impact, with anecdotal positive feedback from the Parent Carer Forum (PCF). There has been an increased focus on mediation; a new approach to EHCP assessments, with coproduction meetings; an emphasis on systems, which has improved the quality and timeliness of assessments; and a much more efficient use of Kennel Lane places, with most vacant places being filled by BF children.

Area 3: lack of coproduction with and their families and with fellow professionals

5.6 The DfE recognised that there has been a fundamental shift in the way of working and that coproduction is now the default position. Families report that short breaks support is much better and communications with children has improved. Within the Integrated Care Board (ICB) there is an apprenticeship role available for a young person to support the youth board. The next step is to develop a SEND youth forum.

Area 4: the lack of specialist education places

5.7 There are 34 more specialist places agreed for September 2024, which will rise to 117 as the provisions grow through the school years. A process document has been co-produced with schools and the PCF to outline the decision-making process and requirements for specialist provision. A strategic plan proposing a further 40 primary and 125 secondary specialist places, plus a primary school 'hub' for children with SEMH needs is currently being prepared for the council's executive.

Area 5: the lack of support available while waiting to access occupational therapy

5.8 Waiting times for OT services have continued to reduce since the last review meeting. Waiting times for triage for children and young people who are referred to the OT service is now down to two weeks and there is a reduction in the number of children and young people awaiting a sensory processing workshop. Positive feedback has been received from families in relation to the triaging process. All three local authorities remain committed to the joint commissioning of integrated therapies and the project completion date is now planned to be September 2024.

Area 6: the lack of mental health support for children who have a mental health crisis

5.9 A report of the findings and recommendations of the Bracknell Forest Safeguarding Children Board's 'children in crisis' case study review is expected in September 2023. Delivery of trauma informed training for school staff to support them in managing social, emotional and mental health (SEMH) needs has continued. In addition, funding has been made available to upskill and train GPs so that they know what reasonable adjustments can be made for children with presenting autistic spectrum disorder (ASD) needs, without needing an EHCP.

Area 7: no established, effective panel arrangements for the graduated approach

5.10 The analysis of the current use of the graduated approach has been completed, covering the graduated approach model, ordinarily available provision and my support arrangements. An inclusion task and finish group has been established to support delivery of all inclusion actions, as well as lead on the coproduction of graduated support standards, to be piloted within a few schools before full implementation (see the attachment to this report for an explanation of the graduated approach)

Area 8: insufficient long-term planning for young people as they move into adulthood.

5.11 Since the last review meeting, the new approaching adulthood policy has been completed and uploaded to the local offer website. Frimley ICB has published its remit and criteria for personal health budgets and the council has agreed to established supported internships for young people with SEND. A Preparation for Adulthood senior officer joined the council, and it is anticipated that between now and the next DfE and NHS England review meeting, work will continue at pace with a focus on ensuring a positive impact for children and young people.

Area 9: parents' lack of awareness of available advice, support and provision

5.12 Since the last review meeting, the local offer and council websites have been updated to ensure information about how to access advice, support and an assessment form children's social care is easily accessible. A review of all content on the local offer website has been undertaken to ensure information is accurate and up to date. Mapping of extracurricular activities across the borough, along with details on how accessible they are, has taken place and the next steps are to involve parents, carers, children and young people in identifying gaps in provision.

Points of discussion at the meeting

- 5.13 DfE officials noted in their report that there was more positive feedback from parents and that there is a very positive relationship with the PCF, which is giving appropriate challenge. The chair and vice chair of the PCF advised at the meeting that they feel they have been involved in every area, that they are listened to and that their opinion and contributions matter.
- 5.14 School leaders provided positive feedback about the changes that have taken place, and in particular their involvement in developing the new SEND strategy. However, leaders advised that there is still some way to go to develop new specialist provision and to feel the impact within schools of all the work that is taking place.
- 5.15 Both school leaders and the PCF raised concerns about the delays in providing funding to schools (where this has already been agreed), which is leading to delays in children and young people accessing the support that they need. The new leadership team are working to respond to this feedback to ensure that processes are improved, single points of failure within the SEND team are addressed, and the backlog of payments is cleared.
- 5.16 DfE representatives indicated that the next review meeting is likely to take place in December 2023. The DfE reminded the partnership that that the local area will have an inspection within the first 3 years of the new framework, which has a stronger focus on how improving practice leads to improved experiences for stakeholders and improved outcomes for children and young people.
- 5.17 On 18 July 2023 the council's chief executive received an invitation from the DfE to participate in the Safety Valve intervention programme 2023-24. The aim of the programme is to agree a package of reform to improve the performance of our high needs system and ensure it is delivered in a sustainable way, for the benefit of children and young people, whilst bringing our dedicated schools grant (DSG) deficit under control. This will build on the work already completed through the Delivering Better Value in SEND (DBV) programme.
- 5.18 The programme requires local authorities to develop substantial plans for reform to their high needs systems, with support and challenge from the department, to rapidly place them on an effective and sustainable footing. If authorities can demonstrate sufficiently that their DSG management plans create lasting sustainability, including reaching an in-year balance as quickly as possible, and will provide improved support for children and young people, then the department will enter into an agreement with the authority, subject to Ministerial approval.
- 5.19 If an agreement is reached, local authorities are held to account for the delivery of their plans via quarterly reporting to the Department. So long as DfE representatives are confident that adequate progress is being made, authorities will receive incremental funding to eliminate their historic deficits, spread out over the lifetime of the agreement (generally five financial years).
The council has confirmed its intention to participate in the Safety Valve (SV) programme and will submit its current DSG management plan, SEND strategy and the work generated through the DBV programme to the DfE by the deadline dates.
- 5.20 Signing a SV agreement commits the council to undertaking to control and reduce the **cumulative (total) deficit** in line with a financial plan we must submit to the DfE. The council must submit an initial proposal comprising a DSG management plan and accompanying narrative by **15 December 2023** for review; and the final proposal by **12 January 2024**. The submission will be resource intensive, requiring additional resources and prioritisation over other work.
- 5.22 The chief executive and executive directors for people and resources will attend an initial meeting with DfE representatives in early October to discuss the council's current situation and plans. Following that meeting the council will be required to work on the DSG management plan and proposals for reform over a period of three months, which will be discussed and challenged by the DfE in regular meetings.

- 5.23 The DfE will hold a final meeting with the council in February 2024 to confirm whether the proposal is sufficient for a recommendation to be made to the Secretary of State advising an agreement. If the proposal is approved, an agreement will be entered into. The DfE will publish all agreements made in 2023-24 in March 2024.

6 Consultation and other considerations

Legal advice

- 6.1 The relevant legal issues are addressed within the body of the report.

Financial advice

- 6.2 The financial implications will be considered when resourcing requirements are identified and at the point that delivery projects are identified. Through its participation in the Safety Valve programme, the Council will need to agree and implement a robust plan to reduce spending on high needs block expenditure down to the level of grant provided through the Dedicated Schools Grant over a period of around five years and will likely require council resources.

Other consultation responses

- 6.3 The report was shared with members of the SEND Improvement Partnership Board and with the DfE and NHS England at the review meeting. Feedback is incorporated into this report.

Equalities impact assessment

- 6.4 There are no specific equalities issues relating to the update on the WSOA as this was considered when the WSOA was produced.

Strategic risk management Issues

- 6.5 There are no specific strategic risk management issues relating to the update on the WSOA as this was considered when the WSOA was produced.

Climate change implications

- 6.6 There are no specific climate change implications relating to the update on the WSOA as this was considered when the WSOA was produced.

Health and wellbeing considerations

- 6.7 There are no specific health and wellbeing considerations relating to the update on the WSOA as this was considered when the WSOA was produced.

Background papers

DfE progress review meeting slide deck July 2023

Bracknell Forest WSOA Review July 2023

Contact for further information:

Grainne Siggins, Executive Director: People - 01344 354182

grainne.siggins@bracknell-forest.gov.uk

What is the graduated approach?

The graduated approach is a four-step cycle of:

1. Assessing
2. Planning
3. Implementing
4. Reviewing

The above four step cycle identifies the needs and the support required for individual children and young people with special educational needs and disabilities (SEND), thus ensuring high quality and effective education. The graduated approach is also known as **SEN support**.

The people involved in the graduated approach should include:

- The child or young person
- The parents or carers
- The early years practitioner or teacher
- The special educational needs coordinator (SENCO)
- The local authority

What is Capita?

Capita or Capita One is a Management Information System (MIS) used by local authorities to support its statutory education functions such as:

1. monitoring pupil and school performance,
2. attendance and exclusions,
3. processing school admissions and allocating school places and,
4. administering the special educational needs and disabilities (SEND) education, health and care needs assessment (EHC na) and EHC plan process.

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To: Executive
Date: 19 September 2023

NEW SEND SCHOOL SITE -

Executive Director - People

1 Executive Summary

Bracknell Forest Council submitted a bid for a Special Educational Needs and Disabilities school to the Department for Education to provide places for children and young people with Autistic Spectrum Condition. Requirements of the application are that Bracknell Forest Council is required to provide a suitable site for the school and the Department of Education will then fund, commission and manage the design and build of the school. To progress the successful application to the next stage, a site for the special school needs to be agreed by Executive in readiness for works to start by the summer of 2025.

2 Purpose of Report

- 2.1 The purpose of this report is to seek agreement from Executive to agree the future construction of a new special school on the Bucklers Park site.

3 Recommendations

- 3.1 **That Executive agree Bucklers Park as the site for the new special school.**
- 3.2 **That Executive delegate authority to the Executive Director – People, and the Executive Member for Children, Young People and Learning, to agree any minor amendments that may be further required.**

4 Reasons for Recommendations

- 4.1 The Council needs to provide new places for future SEND provision since it currently pays for a high number of pupils to be educated out of the borough which is expensive and is projected to increase in terms of demand and cost. Part of the emerging SEND strategy is to provide more places within the borough which includes the provision of new schools. The opportunity to utilise the land at the Bucklers Park site at a cost of a nominal £1 purchase price from the developers and for the DfE to fund the design and build of a new school, is an opportunity for the Council which it is recommended should be pursued.
- 4.2 Therefore, it is considered that the Bucklers Park land is an excellent opportunity to deliver a new SEND school and should be progressed.

5 Alternative options that have been considered.

- 5.1 That the Council purchases land on alternative sites such as the former Warfield School site (which is smaller in area and will incur the cost of a purchase price) or other sites likely to be at full residential market value which will be expensive, uncertain and with an unknown time scale likely to be outside of the terms and conditions for a successful DfE funding bid.
- 5.2 The potential alternative sites considered:
- Warfield School Site (All Saints Rise) which is much smaller in area (1.24 hectares verses 2.35 hectares at Bucklers Park); has a number of buildings which

would need to be demolished; and involves a negotiated purchase price from the owner. The time scale remains uncertain.

- Amen Corner South site – which may be needed for a primary school and will not be available for a number of years which does not meet the timescale for the DfE to fund the school due to the site developer needing to use it as a compound for materials during construction. If eventually available for SEND purposes it may also require to be purchased at full market value as the site will also have a residential value which means it would be very expensive compared to the nominal £1 purchase price of the Bucklers Park site. Negotiations would be required with the developer/landowner.
- Warfield east site – which is secured for a primary school but will not be available for a number of years and depends on an associated planning permission being implemented, which again does not meet the timescales for the funding bid. If eventually available for SEND purposes, half of the site for a 1-form of entry primary school potentially has to be purchased at full market value as the permission relates to a primary school not a SEND school. Further, the other half of the site (to make a 2 FE school) will be required to be purchased at full market value because the planning permission permits housing on this part should the second form of entry part of the primary school not be required. This means the purchase of the site would be very expensive compared to the nominal £1 purchase price of the Bucklers Park site. Negotiations would be required with the developer/landowner.

6 Supporting information

- 6.1 Bracknell Forest Council is facing increasing demand for new and additional school places for children with Special Educational Needs and Disabilities (SEND). The Council is developing a strategy to deal with future SEND demands. Part of that strategy is to deliver new SEND schools. The Council submitted bids for two SEND schools to the Department for Education (DfE): one Autistic Spectrum Condition (ASC) school and one Social Emotional Mental Health (SEMH) school. Out of the two applications the ASC school application has been successful into wave 2 and will progress to the next stage, the SEMH school application although well received was unsuccessful. To progress the successful application to the next stage, a site for the ASC school needs to be agreed by Executive in readiness for works to start by the summer of 2025.

The Council has considered potential options for school locations and these are set out above in point 5 under alternative options that have been considered. This report recommends that the land at Bucklers Park (formerly known as the Transport Research Laboratory (TRL)) be the preferred site for the new school. Bucklers Park is currently being developed for comprehensive residential, commercial, open space and other facilities. The site for the SEND School was originally designated as a site for a new primary school to be built, however falling numbers in the primary sector and capacity in local schools indicates that the primary school is now no longer required, therefore the opportunity for an alternative educational use (for SEND) at this site has been investigated. The wider Bucklers Park site is being developed by CALA homes and following discussions with officers, an agreement has been reached with CALA homes to transfer the land to the Council to deliver a SEND school.

To ensure that householders on the Bucklers Park development and the local community are made aware of these changes, an effective communications programme has been developed between the local authority and CALA homes. This

has been focused on a positive message of delivering a new special school, in the context of the loss of a perceived primary school on the site. The development has been populated for ten years and children living on the development have been attending local schools; there have no concerns raised.

6.0 Progress to date: Council, CALA and DfE

6.1 The Council and CALA have agreed the following in principle:

- The freehold transfer of the site at a nominal £1 fee to the Council;
- The land is fully remediated for the proposed use, cleared, serviced, secured and hoarded;
- CALA will not be required to pay the commuted sum under the Primary Education Contribution definition of the Third Deed of Variation dated 9th February 2022 to the Council;
- CALA will pay for all legal fees associated with the land transfer;
- BFC will pay for all costs associated with submitting a full planning application for the proposed SEND school;
- BFC as Local Planning Authority will work positively, proactively and expediently with CALA to regularise any elements of the existing outline planning permission to ensure legal compliance).

6.2 All of the above terms were considered reasonable and the transfer will take place as timely as possible and within the timescales required by the DfE.

6.3 DfE requirements and developments

The DfE has requested certain deliverability criteria which the Council considers reasonable. which are detailed in paragraph 6.5 and will expect work to be capable of commencement in the summer of 2025. At this time, we have engaged in dialogue with the DfE, met with their specialist team and are awaiting further details, however at this time we are not currently in possession of the required information to provide a detailed outline and plan for the delivery of this project. This detailed plan will be formulated and presented to Executive once DfE confirms the details, in the meantime there is a requirement to consider the land proposals outlined in the remainder of this document.

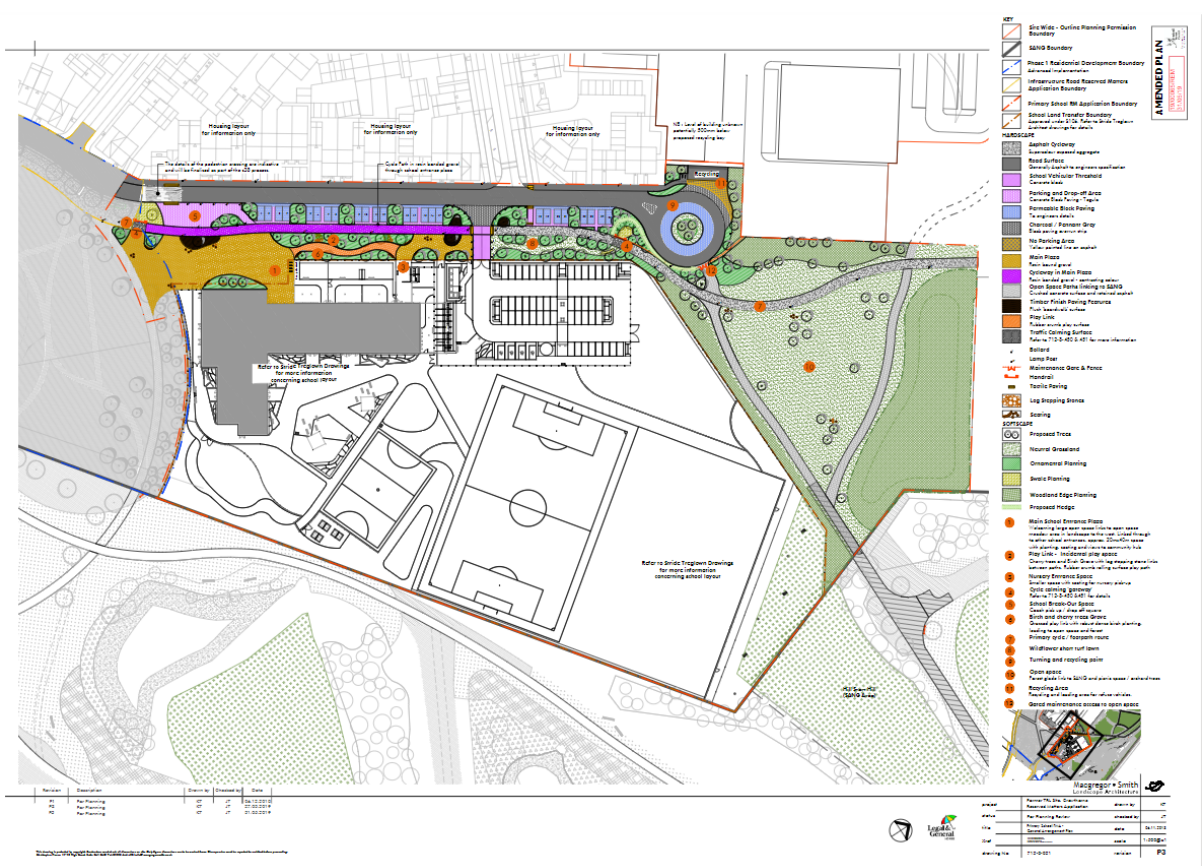
6.4 Planning permission

Planning permission was granted under application reference 13/00575/OUT in 2015 for a comprehensive mixed use development of 1000 dwellings and associated infrastructure including the provision of a primary school. Reserved matters applications have been submitted for various phases of the development, including that for a two-form entry primary school under application reference 19/00065/REM. As part of the outline permission a s106 Agreement to secure a range of infrastructure and facilities was completed including the construction of a community hub and various financial contributions towards specific items.

6.5 DfE criteria at this stage with officer comments alongside:

DfE Requirements	Officer Comments
LA to provide the site on a 125-year peppercorn without premium using the DfE model lease	Noted and achievable as the Council will retain the Freehold and grant a lease to the provider.
Heads of Terms to be agreed within 3 months and exchange within 6 months of project entering pre-opening.	Noted and a project plan will be developed with key milestones, actions and approval deadlines
<p>LA to meet abnormal site development costs, including:</p> <ol style="list-style-type: none"> 1. geochemical exceedances relative to guidelines for school use (including asbestos removal) 2. geophysical conditions 3. flooding and alleviation measures 4. s278 costs 5. new road provision from the adopted highway to the site boundary 6. s106 costs 7. retaining structures required as a function of topography. 8. ecological provision - reserves, species protection and relocation 9. listed building and heritage community costs. 10. title consolidation and registration 11. utility provision 12. environmental conditions that may require specific mitigations such as acoustics or air pollution. 13. mitigation measures for constrained sites (such as roof top playgrounds) 14. other site-specific issues (including demolition) 	<ol style="list-style-type: none"> 1. Agreed 2. Agreed, already assessed during primary school application process. 3. Agreed, already assessed during primary school application process. 4. Agreed. 5. Agreed and already approved. 6. Agreed, if any, although unlikely any. 7. Agreed. 8. Agreed. Already assessed during primary school application process. 9. None required. 10. Agreed. 11. Agreed, site will be serviced up to the boundary by CALA Homes, any additional requirements to be determined and budgeted for (if any). 12. Agreed, unlikely none required. 13. Agreed but unlikely to be required as it is a big site (2.35 hectares). 14. None required as it will be provided as a cleared and serviced site with protective hording.
Programme forecasts for this wave of approvals show that DfE expect to be starting works on main sites by summer 2025.	This is perfectly achievable.

6.6 The site for the school has an area 2.35 hectares which is much larger than the Warfield (All Saints Rise) site which is around 1.24 hectares. It is located adjacent to open space and a Suitable Alternative Natural Greenspace (SANG). The site is shown below (in white):



- 6.7 The site's location is shown below in salmon pink within the triangular shaped former TRL site in Crowthorne with the other parts of the development such as housing (pink), open space (light green), SANG (darker green) shown for context.



7.0 Next Stages of process

- 7.1 If the recommendation is agreed – we will then notify the DfE of the details of the proposed site and progress the application process to the next stage. Further work will be undertaken if necessary to regularise the planning situation such as a full planning application or non-material amendments to the outline permission and other necessary processes including relevant legal processes and any Deed of Variation. Education and planning officers will also engage with the DfE regarding the bid for funding and their next stages.
- 7.2 At the appropriate stage, a project team will be set up to work with the DfE to ensure a planning application is submitted and to project plan the construction phase. We are awaiting further details from the DfE, therefore we cannot yet provide a detailed outline and plan for the delivery of this project. A detailed plan will be formulated and presented to CMT once DfE confirm the details.

8.0 Advice received from statutory and other services

8.1 Property

The full context relating to this matter has been provided to property officers and most property issues are contained within the body of the report. Whilst the site remains undeveloped there will be some management/security costs, but it is too early to provide a realistic cost estimate.

8.2 Legal Services

The service will be supportive in securing the transfer and providing sound legal advice on any relating matters including due diligence will be undertaken to investigate title, negotiate and complete the land transfer and in due course grant any lease required to an approved free school. Further advice will be needed to be sought on whether a Deed of Variation is required.

8.3 Financial advice

Pursuing the proposed approach would mean the Council foregoing £4.7m (index linked) developer contributions towards new primary school provision at the former TRL site. However, school place planning projections indicate that no further places are required, hence the construction of an additional primary school would lead to an increased surplus in provision and diseconomy costs that cannot accurately be estimated would likely need to be paid from the Dedicated Schools Grant. The Council would instead benefit from a new special school on the site, funded by the DfE following the Council's successful grant application. It is assumed that the capital costs of the new provision will be entirely funded by DfE.

The full details of the Council's involvement in the new school development, which will be led by the DfE, is currently unclear. Previous experience suggests that the Council may need to incur costs for project management or other specialist skills to assist the project. No budget has currently been identified for such costs and this will need to be addressed once further details are known.

8.4 Equalities Impact Assessment (EqIA)

An EqIA is not required for this report.

8.5 Strategic Risk Management Issues

The recommendation would allow the council to spend the DfE contribution in full in a timely manner and avoid any risk of repayment with accrued interest.

8.6 Climate Change Implications

The report relates to the use of land which was already allocated for educational purposes. Any climate change implications will be considered during the planning and build of the SEND school.

8.7 Health & Wellbeing Considerations

The use of this land for a SEND school will support vulnerable children with specialist educational needs so it will result in a positive impact on their health and wellbeing.

9.0 Consultation

9.1 Principal Groups Consulted

This section is not relevant as it relates to specific services (who have been consulted) as above in Section 7.

Contact for further information.

Grainne Siggins, Executive Director: People - 01344 354182 Grainne.Siggins@bracknell-forest.gov.uk

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To: **The Executive**
19 September 2023

All Age Integrated Carers Strategy 2024-2029 **Executive Director: People**

1 Purpose of Report

- 1.1 The All-Age Integrated Carers Strategy 2024-2029 will provide direction on carers' support provided together with partners in health and the voluntary and community sector over the next five years.

2 Recommendations

That the Executive:

- 2.1 **Approve the draft All-Age Integrated Carers Strategy 2024-2029, as the basis for public consultation over a period of 12 weeks.**
- 2.2 **Delegate approval to the Executive Director: People in consultation with the Executive Member for Adult Services, Health and Housing and the Executive Member for Children, Young People and Learning to endorse and sign off the consultation process.**
- 2.3 **Receives a revised draft of the strategy following consideration of consultation feedback. 3 Reasons for Recommendation(S)**
- 3.1 The All-Age Integrated Carers Strategy will support the Council in meeting their statutory responsibilities to carers and young carers as determined under the Care Act 2014 and Children and Families Act 2014.
- 3.2 The All-Age Integrated Carers Strategy will support us in achieving our key objectives as determined in the Council Plan.
- 3.3 The strategy will support a number of Bracknell-Forest Place Health and Care Plan 2022-2025 priority areas.
- 3.4 Public consultation of the co-produced strategy will ensure residents of Bracknell Forest have an opportunity to understand the proposed partnership approach to supporting carers and the associated priorities. Residents will be able to provide feedback which will be taken into consideration when drafting the final strategy for publication.

4 Alternative Options Considered

- 4.1 Understanding carers' needs and providing appropriate advice and support to carers are statutory obligations under relevant legislations. Therefore, it is essential we identify and outline how we intend to support carers in Bracknell Forest as a partnership. For this reason, no other alternatives were considered other than the development of this strategy.

5 Supporting Information

- 5.1 To date, the strategy has been co-produced with a Carers Strategic Group consisting of a broad membership across the community, health and the voluntary sector.
- 5.2 Membership includes nine carers from the community with various caring roles including young carers, providers in the Voluntary and Community Sector (VCS) Berkshire Healthcare Foundation Trust, Frimley Integrated Care Board (ICB), Primary Care Network Leads, Healthwatch, Adult Social Care, Mental Health, Early Help, Dementia Partnership and the Parent Carer Forum
- 5.3 Information has been gathered and developed from: carers groups, carers survey, Survey of Adult Carers England 2021-2022 and Census data 2021. The carers survey was circulated to 728 known carers of which 275 responses were received. It has been analysed in the context of the responsibilities placed on local authorities under the Care Act 2014, Children and Families Act 2014, NHS Long Term Plan and other relevant policy e.g. People at the Heart of Care.
- 5.4 This strategy is for all carers, young carers and adult carers living in Bracknell Forest. The strategy is linked to a number of other Bracknell Forest strategies and priorities and should be read in conjunction with the Health & Wellbeing Strategy 2022-2026, Frimley Health and Care Plan 2022-2025, Bracknell Forest Place Health and Care Plan 2022-2025, Bracknell Forest Children and Young People's Partnership Plan 20223-2025 (refresh) and Berkshire Healthcare Family and Friends Carers Strategy. In additional it is also informed by our Joint Strategic Needs Assessment (JSNA).
- 5.5 8,770 people in Bracknell Forest identified themselves as a carer in the 2021 Census (and this is expected to be higher given that many people do not relate to being carers). Of these 330 were aged 5-17 and 245 were aged 18-24.
- 5.6 The majority, 87%, of carers are not known to BFC and are self-reliant thus reducing the impact on social care. There are more carers in the 50-59 age category than any other group, these are carers currently of working age, and there are more young carers/young adult carers aged 5-29 years than there are carers over 75. This strategy looks at how we can continue to support carers in our community and reduce or delay the need for statutory services.
- 5.7 A number of priorities were agreed following consultation with carers, VCS organisations, health and social care professionals. These proposed priorities will form the key tenets on which our 'Carers Offer' will be developed and reflect some of the key themes inherent in the Carers Action Plan 2018-2020: Supporting carers today, People at the Heart of Care, The Independent Review of Children's Social Care and The NHS Long Term Plan. These include:
 - 5.7.1 Recognising and Supporting Carers in the Wider Community
 - 5.7.2 Services and Support that work for Carers
 - 5.7.3 Employment and Financial Well Being
 - 5.7.4 Supporting Young Carers
 - 5.7.5 Young Adult Carers

- 5.8 During the consultation period, task and finish groups that have already been established via the steering group will continue to meet to drive forward improvement / gaps that have been identified as essential to help us meet our statutory requirements.
- 5.9 Following the public consultation the steering group will undertake an analysis of feedback and views gathered through the public consultation to ensure consultation findings informs and shapes the final draft of the strategy.
- 5.10 A detailed action plan will be developed to effectively monitor impact of the strategy. This action plan will reflect the priorities which have been identified and determine; how these will be met, agreed timescales, and responsibilities for ensuring actions have been achieved.
- 5.11 The Carers Strategic Group will become the foundation of a Carers Partnership Group. The five workstreams arising from the priorities will be driven forward by the Carers Partnership Group. They will monitor progress and provide quarterly reports to the Place Committee and the Health and Well Being Board who will have overall governance of this strategy.

6 Consultation and Other Considerations

Legal Advice

- 6.1 All Councils have a statutory duty under the Care Act 2014 to support the eligible needs of carers. This strategy will support the council in meeting these responsibilities.

Financial Advice

- 6.2 The financial impact is currently unknown until public consultation has been concluded. After which, a budget proposal will be costed, and alternative funding sought if necessary. Currently some elements of the Carers' Strategy are funded by the Better Care Fund. Should additional budget be required this will be part of the budget setting process 2024/2025.

Other Consultation Responses

- 6.3 As part of ongoing consultation, the draft strategy has been socialised with Adult Social Care, Education & Learning, Mental Health Out of Hours, Ageing Well Forum, Frimley Health and Care ICB Carers Steering Group and Bracknell Forest Place Committee.

Equalities Impact Assessment

- 6.4 An EIA was drafted as part of the strategy development and will continue to be under review whilst the strategy is in draft form. It is anticipated that the strategy will have an overall positive effect on residents with protected characteristics, especially carers, older people, and those with disabilities or long-term conditions.

Strategic Risk Management Issues

- 6.5

Risks	Mitigation
Lack of assurance of the capacity to deliver in some areas	Monitor delivery against action plan

Climate Change Implications

6.6

The current impact of the draft carers strategy on CO2 emissions is currently unknown. The public will be asked to consider the impact any proposed changes / increase in support to carers may have on the environment.

Health & Wellbeing Considerations

6.7 The All-Age Integrated Carers Strategy reflects the health priorities identified in our JSNA and Bracknell-Forest Place Health and Care Plan 2022-2025.

Background Papers

Appendix A: Draft All-Age Integrated Carers Strategy 2024-2029

Appendix B: Carers Population Profile

Contact for further information.

Grainne Siggins

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Caring for our Carers – the next five years



Bracknell-Forest All Age Integrated Carers Strategy 2024-2029

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Appendix 1 Bracknell-Forest Carers Population Profile

Foreword (to be completed)

DRAFT

Executive Summary

The All-Age Integrated Carers Strategy will provide direction on how together, with our partners in health and the voluntary and community sector, we support carers over the next five years.

Our collective vision is to enable all carers in Bracknell Forest, children, young people and adults, to be able to access the support they need and to be recognised and valued in their community.

The care that people provide within our communities is a valuable asset; according to the Social Market Foundation (SMF) on average family carers provide 19.5 hours per week of care and there is an estimated 149 million hours of care a week being provided by family carers in the United Kingdom¹. If these carers were no longer able to provide care, society would need to hire an extra 4 million full time care-givers. Locally 8,770 people in Bracknell-Forest identified themselves as a carer in the 2021 Census (and this is expected to be higher given that many people do not relate to being carers). There are more carers in the 50-59 age category than any other group, these are carers currently of working age and there are more young carers/young adult carers aged 5-29 years than there are carers over 75.

Of the 8,770 residents who identify as carers only 13% are known to or receive support from Bracknell-Forest Council. The Council values the role of carers and acknowledges that if it was not for carers, the impact on the social care would be immeasurable both in terms of staffing and financially. According to a recent report by the Department of Health and ADASS² there is a net saving of almost £5.00 to Local Authority social care budgets for every £1.00 that is spent on carers support. If the numbers from the SMF were applied, this could equate to 171,015 hours being delivered per week by the 8,770 carers in the borough.

There are 2,413 Bracknell-Forest residents aged 5 and over who provide 50 hours or more unpaid care per week. A 2023 survey by Carers Trust found that 51 per cent of young and young adult carers care for 20-49 hours each week³. Therefore we must ensure that carers of all ages have access to the support they need when they need it.

The work Bracknell-Forest Council do for carers is governed by policies and legislation such as The Care Act 2014⁴, Children and Families Act 2014⁵ and the Carers Action Plan 2018-

Key Findings:

- 8,770 people in Bracknell Forest are carers
- There are more carers aged 50-59 than any other group
- There are more carers aged 5-29 than over 75 years
- 18–24-year-olds are not connected to services

¹ [Family carers propping up the care system – and paying the price - Social Market Foundation. \(smf.co.uk\)](https://www.smf.co.uk/family-carers-propping-up-the-care-system-and-paying-the-price)

² Economic Case for Local Investment for Carers Support [Economic case for investment in carer support \(local.gov.uk\)](https://www.carers.org/economic-case-for-investment-in-carer-support)

³ [being-a-young-carer-is-not-a-choice-its-just-what-we-do-final-uk-report-english\).pdf \(carers.org\)](https://www.carers.org/being-a-young-carer-is-not-a-choice-its-just-what-we-do-final-uk-report-english.pdf)

⁴ [Care Act 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2014/26)

⁵ [Children and Families Act 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2014/6)

2020: Supporting carers today⁶. This strategy sets out our vision and strategic priorities for carers and young carers over the next five years. It details our approach to successfully achieving our ambition whilst making sure people realise the desired outcomes that are important and personal to them.

Purpose of the strategy

The Carers Strategy will support us in achieving our key objectives as determined in the Council Plan.

A key objective is to ensure that Bracknell Forest stays prosperous and remains a good place to live, work and play.

We will work with other organisations to deliver good quality local services in a joined-up way, focusing on individuals' needs.

Bracknell Forest is a place where diversity and cultural heritage are recognised as a strength. We will encourage vibrant local groups and work to ensure everyone feels connected and able to actively participate.

The Council priorities reflected in the Carers Strategy are:

- To ensure early help is available for our most vulnerable residents to keep them safe and to help them remain independent, whilst avoiding loneliness and isolation.

The Carers Strategy will support the following BF Place Health and Care Plan 2022-2025 priority areas:

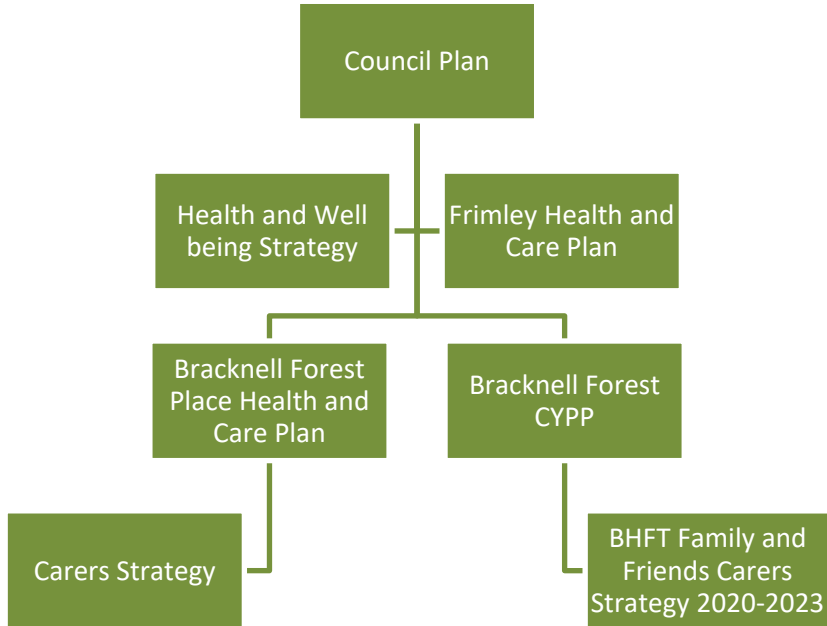
- Thriving communities – People are empowered to stay well and feel connected to their community.
- Strength and Asset-based approaches – People are equal partners in building on their own strengths and those of their own social and support systems.
- Unpaid carers - are supported to achieve their own aspirations as well as help in their caring role.

Our ambition is for Bracknell Forest to be a place which recognises and values carers, supporting them to feel safe and actively able to participate in the community.

This strategy is for all carers, young carers and adult carers living in Bracknell Forest. The strategy is linked to a number of other Bracknell Forest strategies and priorities and should be read in conjunction with our Health & Wellbeing Strategy 2022-2026, Frimley Health and Care Plan 2022-2025, Bracknell Forest Place Health and Care Plan 2022-2025, Bracknell Forest Children and Young People's Partnership Plan 2022-2025 (refresh) and Berkshire Healthcare Family and Friends Carers Strategy. In addition it is also informed by our Joint Strategic Needs Assessment (JSNA).

⁶ [Carers action plan 2018 to 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/682222/Carers-action-plan-2018-to-2020.pdf)

JSNA



The strategy builds on our successes in meeting the needs of some of our most vulnerable people in our community and identifying gaps and opportunities to develop services. Delivering our carers strategy will be a collaborative approach which will involve Adults and Children’s Services working together with our carers representatives, Health, VCS and independent care providers to deliver the best outcomes possible for our carers.

Current context

Highlights and Key Successes

There are now almost 200 young carers registered with our young carers service. All young carers are offered an assessment of need and are signposted to support. Bracknell Forest commission a weekly youth group which is facilitated by The Wayz for young carers aged 11+, in addition to this there is a 10-week rolling art programme for up to 20 young carers at South Hill Park.

Bracknell Forest Council commissions SIGNAL4 carers to provide information, advice and support for adult carers living in Bracknell. This can include carers groups, signposting, and welfare calls. As at September 2022, 742 carers were registered with this service.

The Dementia Carers coffee morning has gained such popularity that they have recently had to change venues to be able to accommodate everyone. There are now up to 50 carers and their loved ones who attend this weekly event. It is a great place to socialise as well as find out information from the dementia advisory service who run these sessions.

2022 saw the re-establishment of the Learning Disability Partnership Board (LDPB). The purpose of the board is to bring together people with Learning Disabilities and their representatives who are committed to working together to make the lives of people with a Learning Disability and Autism in Bracknell Forest better.

The Community Mental Health Team (CMHT) initiated a carers group specifically for carers of people with mental health issues. The group agenda is very much led by the carers themselves and there is a structure which includes guest speakers providing information and education around mental health issues. This has been able to happen as a result of a dedicated carers lead in CMHT. The carers also meet outside this group more informally without the CMHT carers lead.

A dedicated carers lead for Berkshire Health Foundation Trust has been instrumental in the working partnership with our colleagues in health to establish an integrated strategy for carers.

Background

Who is a Carer?

A carer is someone who helps another person who needs support due to illness, age, disability, substance misuse or mental health problems. Adults, Children and Young People can be carers. Carers may support someone with personal care, household tasks, finances, or emotional support. This is not the same as someone who is paid to provide care professionally or care from a VCS organisation.

We may all become a carer at any given time, sometimes this is for a short period of time, for example to support a family member recuperate following hospital



discharge or we may be a carer on a long-term basis. The Covid-19 pandemic saw many more people become carers for the first time due to the impact of long Covid, which has seen many people debilitated for months, sometimes years, after catching the virus. Sufferers have reported ongoing extreme fatigue, shortness of breath, muscle ache and difficulty concentrating. The greatest prevalence of long Covid has been in people aged 35-69 years the highest incidence in females. As at July 2022 an estimated 2.0 million people were living with long Covid in the UK. 22% (429,000) had been living with this condition for at least two years.⁷

Some carers will care for more than one person, for example an elderly parent and a child with a disability, this is called 'sandwich' caring. There are also complex situations where carers, particularly older couples, care for each other. This can happen, for example when one person may have a physical disability whilst the other needs emotional support, this is called 'mutual caring'.

Methodology

This strategy and priorities have been co-produced with our partners in health, our providers in the Voluntary and Community Sector (VCS) and carers from:

- Berkshire Health Foundation Trust
- Frimley Integrated Care System/Integrated Care Board
- Primary Care Network
- Signal4 Carers/The Ark
- Parent Carer Forum
- Promise Inclusion
- New Hope
- The Wayz
- The Community and Mental Health Team
- Dementia Service

The strategic group initially met monthly to scope out the plan of work, determine what should be included in the survey questions, share intelligence, and agree roles. When data started to be collected, we met more frequently (fortnightly). All meetings were hybrid to enable access to as many people as possible. Times and days were varied also for this reason. In between meetings documents were circulated for discussion.

We visited a number of carers groups during the day and evening time and spoke to 150 adult and young carers. In addition to this we consulted with carers via a survey, facilitated a young carers workshop in school and a focus group.

The survey was directly sent to 728 adult carers, 275 completed surveys were returned this is a response rate of 37%. The survey was also sent to 242 parent carers and 194 parents of young carers. It was promoted widely via all members of the steering group, provider groups, community engagement team and newsletters. Bracknell Forest's social media platforms and schools advertised it widely in an attempt to reach carers not known to the Council or

⁷ Prevalence of ongoing symptoms following coronavirus (Covid-19) infection in the UK:1 September 2022

<https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/bulletins/prevalenceofongoingsymptomsfollowingcoronaviruscovid19infectionintheuk/1september2022#:~:text=An%20estimated%202.0%20million%20people,31%20July%202022%3B%20from%20this>

engaged with any of the VCS. The Council also included a question about carers in its' annual staff survey. 37% of employees said they looked after or supported friends, neighbours or family who had long term health conditions, physical/mental disability or due to old age and frailty.

National Context

It is widely recognised that the Covid-19 pandemic had a disproportionately negative impact on the lives of unpaid carers⁸. Carers UK estimate that there are around 10.6 million carers in the UK today, this means 1 in 5 adults are providing care. Carers support was valued at £530 million per day during the pandemic (£193 billion a full year) this exceeds the value of the NHS.

However, there is often high personal cost to the carer. Carers widely report the negative impact that caring has on their relationships as well as experiencing poorer mental and physical health than their peers without caring responsibilities. The cost-of-living crisis has seen carers face unprecedented pressure on their finances. According to Carers UK 77% of carers who responded to their survey stated the rising cost of living is a significant challenge, especially when you are caring for someone who needs to be kept warm. This worry is also contributing to poorer mental and physical health.

Women are still most likely to be providing care, supporting working carers is essential to ensure female carers can live a life free from poverty in older age. It is important that employers recognise the difficulties in juggling work and care⁹. The Carers Leave Bill passed its' second reading in the House of Commons in November 2022, this proposed new legislation would give all working carers an additional week leave per year. Currently this would be unpaid. The next step would be to seek paid leave.

Carers can come from all sections of our communities, which can present additional challenges due to cultural backgrounds or communities or the nature of their relationship:

- Parent carers are parents of children and young people up to the age of 25 who could not manage without their care and support due to having a mental or physical disability, mental health or substance misuse problem
- Sandwich carers when you're caring for elderly relatives as well as young children
- Carers from Gypsy Roma and Traveller communities
- Carers from Black, Asian and Minority Ethnic communities
- Carers from LGBTQ+ community.
- Carers from refugee communities (e.g. our growing Ukrainian community)

Carers look after people with a whole range of conditions such as autism, dementia, mental health issues, substance abuse and alcohol issues as well as those that have additional physical needs or those who are frail and elderly.

⁸ Coronavirus and the Social Impact on Unpaid Carers in Great Britain: April 2022 <https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/socialcare/articles/coronavirusandthesocialimpactsonunpaidcarersingreatbritain/april2021>

⁹ State of Caring 2022. A snapshot of unpaid carer in the UK: November 2022 <https://www.carersuk.org/professionals/policy/policy-library/state-of-caring-2022-report>

Young Carers and Young Adult Carers

According to the Children's Society there are approximately 800,000 young carers in the UK¹⁰. The Children and Families Act 2014 amended the Children Act to make it easier for young carers to get an assessment of their needs and to introduce 'whole family' approaches to assessment and support. Local authorities must offer an assessment where it appears that a child is involved in providing care. A 'young carer' is defined as 'a person under 18 who provides or intends to provide care for another person'.

On a national level, in recent years there has been a significant drive to raise the profile of young carers within our communities. Recognition of the value and importance of the caring role has been reflected in government legislation and policies. The Children's Commissioner launched the Big Ask Children's Survey in 2021¹¹. In March 2022 it reached out to 6000 young carers who were receiving support across the country to ask them about the impact caring had on their childhood lives, 25% reported mental health difficulties, this compared to 20% reported by children without caring responsibilities. This increased as young carers got older with 47% of 16–17-year-olds reporting mental health difficulties. Core20PLUS5 is a national NHS England approach to support the reduction of health inequalities. The approach defines a target population cohort (the most deprived 20% of the population) and identifies '5' focus clinical areas requiring accelerated improvement. This includes improving access rates to children and young people's mental health services for 0–17-year-olds. Young carers are included in the PLUS population groups as warranting specific consideration.

According to the Children's Society 27% of young carers aged 11-17 regularly miss school, yet 39% of young carers are not known to schools. From 2023 there will be a requirement by the Department of Education for schools to include young carers in their annual Census returns¹². This means that local schools will have far more intelligence as to the number of young carers they are working with and will be looking at ways that support can be offered to them.

It is therefore critical that young carers are supported during their transition from childhood to adulthood. The Care Act 2014 and the Children and Families Act 2014 places a statutory responsibility on local authorities to assess young carers before they turn 18. Where a young carer is caring for a child rather than an adult (e.g. sibling) when they approach 18, they will be eligible for assessment and support under section 1(2) of the Carers (Recognition and Services) Act 1995.

All young carers should be offered a transition assessment whether they, or the people they care for, receive services or not. Young Adult Carers (carers aged 18-24) are a section of

¹⁰ Young Carer Facts (2022) The Children's Society <https://www.childrensociety.org.uk/what-we-do/our-work/supporting-young-carers/facts-about-young-carers>

¹¹ The Big Ask (2022) <https://www.childrenscommissioner.gov.uk/2022/03/16/the-big-ask-voices-shining-a-light-on-young-carers/#:~:text=approximately%20800%2C000%20young%20carers%20in%20the%20UK%20Caring, person%E2%80%99s%20ability%20to%20do%20their%20best%20at%20school.>

¹² People at the Heart of Care: Adult Social Care Reform White Paper (2021) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1061870/people-at-the-heart-of-care-asc-reform-accessible-with-correction-slip.pdf

the community that need specialist help. It can be quite overwhelming trying to navigate your way through college, university, employment whilst transitioning from school and caring.¹³

The Local Picture

Whilst people who have an eligible care need may be receiving formal support, in many cases this will be supplemented and enhanced by an unpaid carer and from the VCS to stop people from deteriorating. It is important to note:

- In 2021/22 1,247 people received care and support provided by Bracknell Forest throughout the year
- Most people (864) received care and support in their own home with around 383 people receiving care via residential and nursing facilities
- 61% of all people were aged 65 and over, and this has been lower than in recent years (64% in 2020/21 and 62% in 2019/20)
- For 18-64 year olds the majority have a learning disability support need and for 65 and over the majority require physical support

Between the last two censuses (held in 2011 and 2021), the population of Bracknell Forest increased by 10.1%, from around 113,200 in 2011 to around 124,600 in 2021. This is higher than the overall increase for England (6.6%), where the population grew by nearly 3.5 million to 56,489,800.

The number of people who identified as an unpaid carer in the Census of 2021 was 8,770 or 7% of the population. This is a decrease from those that identified as an unpaid carer in the Census of 2011.

Carers 2011 9,674 or 8.51% of the population

Carers 2021 8,770 or 7% of the population

According to the Office of National Statistics there could be a number of reasons for this decrease:

- Coronavirus guidance on reducing travel and limiting visits to people from other households
- Unpaid carers who previously shared caring responsibilities may have taken on all aspects of unpaid care because of rules on household mixing during the coronavirus pandemic
- There were a higher number of deaths than expected in the older population at the beginning of 2021 due to coronavirus (COVID-19) and other causes; this could have led to a reduction in the need for unpaid care
- Changes in the question wording between 2011 and 2021 may have had an impact on the number of people who self-reported as unpaid carers

Therefore, it is advised when planning services to ensure that local knowledge is also captured from providers and professionals currently supporting carers as well as listening to the carer communities and their experiences.

Of these 330 were aged 5-17 or under and 245 were aged 18-24. There are 1,795 carers over the age of 65, this is predicted to rise by 30% by 2030 and the number of carers over 80 will rise by 44%¹⁴.

¹³ <https://www.actionforcarers.org.uk/who-we-help/young-adult-carers-18-24/what-you-need-to-know/>

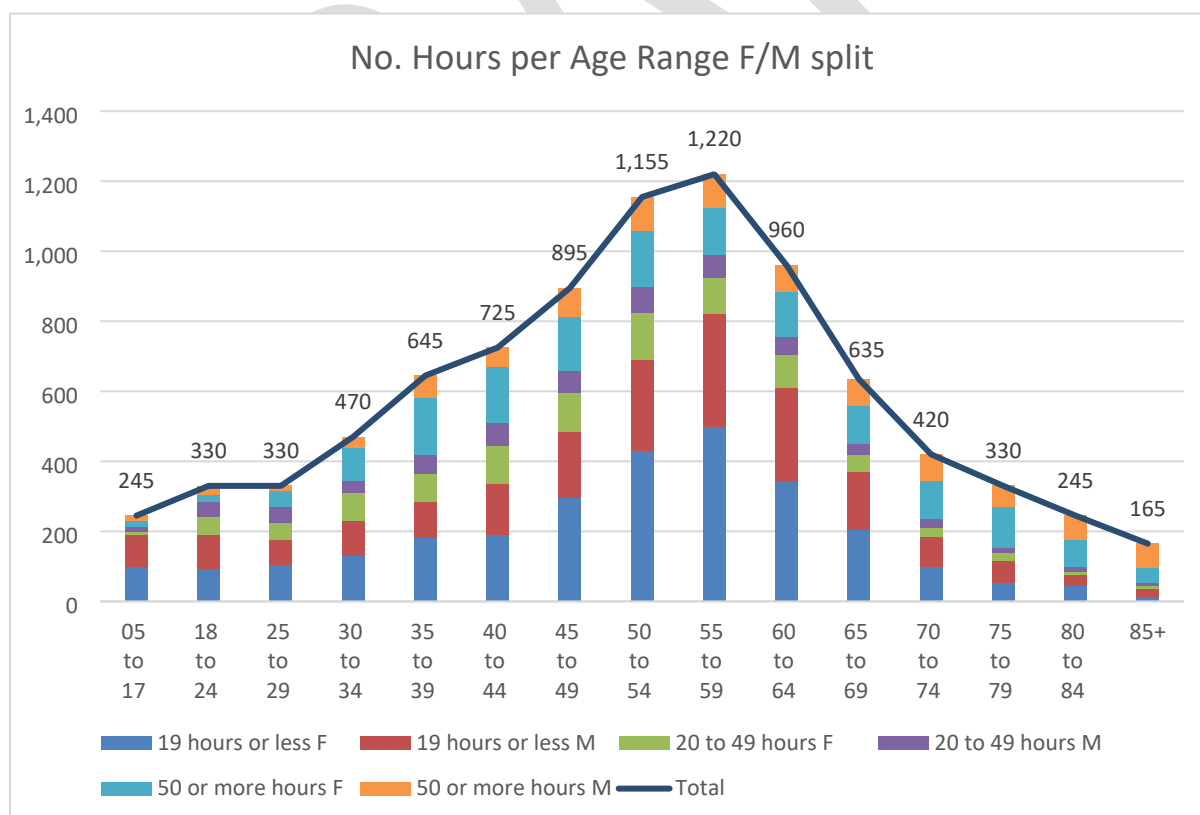
¹⁴ Projecting Older People Population Information System (poppi.org.uk)

In 2021, 4.2% of Bracknell Forest residents (aged five years and over) reported providing up to 19 hours of unpaid care each week. This figure decreased from 6.7% in 2011. These are age-standardised proportions. 1.3% of residents (aged five years and over) reported providing between 20 and 49 hours of unpaid care each week, compared with 1.1% in 2011. The proportion of Bracknell Forest residents (aged five years and over) that provided at least 50 hours of weekly unpaid care increased from 2.0% to 2.2%. The decrease in carers providing up to 19 hours of unpaid care each week was reflected across the South East and also the national picture in England

Number of hours of unpaid care in Bracknell-Forest Census 2021	Residents
Provides 9 hours or less unpaid care a week	3628
Provides 10 to 19 hours of unpaid care a week	1174
Provides 20 to 34 hours unpaid care a week	710
Provides 35 49 hours unpaid care a week	845
Provides 50 or more hours unpaid care a week	2413
Total number of residents 5 years + in Bracknell	8770

The graph below indicates:

- The highest number of carers are in the age category 55-64 and 45-54 respectively (working age).
- Spending 19 hours or less caring is the most common range of hours spent caring.
- The majority of carers are female.
- There are more carers aged 5-29 than there are carers aged 75+.

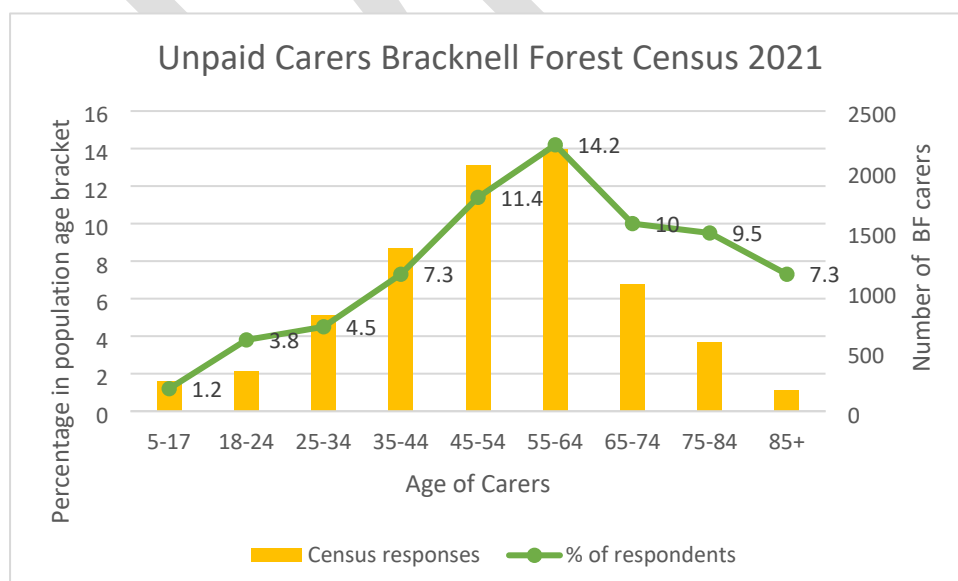
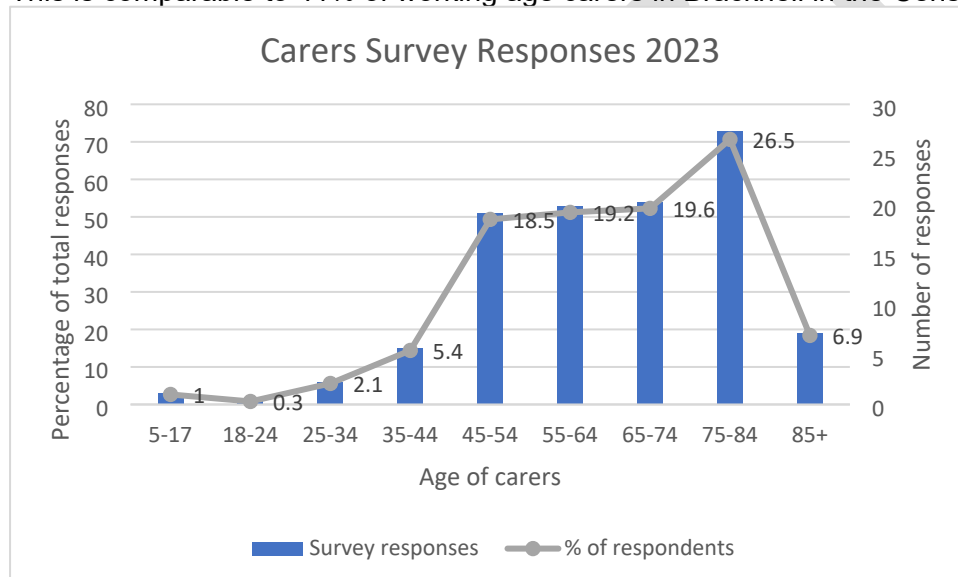


When planning future services, we need to be mindful that the largest cohort of carers are currently of working age and are relatively independent. In 10 years' time this will change as this group ages.

In our survey returns the 65-74 age group and 75-84 age groups are disproportionately represented in comparison to the census data. This could be because older people and elderly carers have higher needs so tend to receive most support therefore this age group has a higher prevalence on our databases and mailing lists as they are known to adult social care and our care providers.

Young carers are underrepresented in our survey, 18-24 representation is absent, and 25-34 and 35-44 representation is lower than anticipated.

37% of staff in our recent staff survey reported having a caring role. This is comparable to 41% of working age carers in Bracknell in the Census data.



The future design of carer services must take into account the likely needs of the residents that will be cared for and supported by carers. The Bracknell Forest Joint Strategic Needs Assessment (JSNA) highlights the main indicators of health needs amongst Bracknell Forest's population.

Of the 8,770 unpaid carers in Bracknell Forest there are currently as many as 7,355 who are of working age. The evidence suggests that whilst many of these carers are currently self-supporting, they have difficulty in accessing help for themselves. We must look at different ways of addressing their support needs including the use of technology. It is crucial that carers are supported to be able to provide appropriate care and support, whilst at the same time ensuring that their own health does not suffer.

The Survey of Adult Carers in England (SACE) is sent out by local authorities every other year to all adult carers aged 18 years and over, who are looking after someone with an eligible need or they themselves have an eligible need as determined by the Care Act 2014 and are in receipt of services. The survey seeks the opinions of carers aged 18 or over, caring for a person aged 18 or over, on a number of topics that are considered to be indicative of a balanced life alongside their unpaid caring role.

In 2021-2022, 43% of known carers in Bracknell Forest responded to this survey, 67% were female and 33% were male.

Each respondent is assigned a score based on their answers to six questions. The higher the overall score the better the average social care related Quality of Life (QoL). The maximum score is 12.

	21-22UK	21-22SE	21-22BFC
Quality of life	7.3	7.3	7.5

The overall QoL score for Bracknell Forest was 7.5, this is slightly higher than the overall score for the South East and for England. However, of those carers who received services 36.6% were extremely satisfied or very satisfied, this compares less favourably with the England average of 38.2% but higher than the average for the South East.

	21-22UK	21-22SE	21-22BFC
Satisfaction with services	38.2	33.7	36.6

Stress because of caring	63.6	59.4	59.4
Negative financial impact	42.9	44	45.2

A detailed analysis of our carers needs can be found in Appendix 1. Bracknell Forest Council Carers Population Profile and through the Bracknell-Forest JSNA.

Funding and Current Carer Support

There are a number of initiatives that support carers within Bracknell Forest, some are funded through the Better Care Fund, the shared resource between health and the local authority, or are collaborative projects with our partners in health:

- A carers support service for adult carers over the age of 18, providing carers with information and advice, access to local carers groups and signposting to services.
- Adult Social Care can provide a range of support to carers if they or the person they look after have been identified as having an eligible need.
- Specialist carers support available from our Dementia Services Advisers, who offer a directory of services and run a carers support group.
- The Community and Mental Health Team provide support for carers and facilitate a carers support group.
- Bracknell Forest's Drug and Alcohol Action Team (DAAT) offer a carers programme through their service, New Hope.

Berkshire Healthcare NHS Foundation Trust has a Friends, Family and Carers Charter which sets out their pledge to promote a culture of supporting and working in partnership with carers. The Trust identifies carers working with services and engages with carers to make them feel supported, valued and informed. Involving carers enables the Trust to learn from their experiences; ensure carers understand their rights; help carers maintain their own personal health and wellbeing and connect them to local support across health and social care services or voluntary sector partners.

Frimley Health Foundation Trust are working with the local carers support providers in the South to train up hospital volunteers and staff to provide hospital carers support across the FHFT sites. This, together with the Frimley Health Foundation Trust Carers Information booklet and badge for carers, will make it easier to access hospital services, be signposted to other services and help staff to identify people who are carers within the hospital environment. This will ensure any carers coming to the hospital will be signposted to local support regardless of post code.

All carers can request a Carers Assessment, and all carers over the age of 18 who may care for another adult may receive a one-off annual carers payment (if it has been determined that either they or their loved one has an eligible need) to help them with their own personal

health and well-being. Carers (including parents who look after children under the age of 18) may also be able to get respite, a short break from their caring duties. This could be in the form of day services for their loved one or residential care for their loved one. Support is also provided by our specialist Stroke Support Service which we jointly commission with our partners in East Berkshire.

2021/2022:

Direct payments to carers	£80,990.00
Carers Support Service	£80,000.00
Stroke Support Service	£41,200.00

1247 people received long term care and support from Bracknell Forest Council for a range of conditions both physical and mental. This support can take place in a variety of ways and locations and includes nursing and residential placements as well as community care which can include day services. Some of this care may provide short term or long-term respite for carers.

There is a 28 hour per week post which is split between two specialist support workers who work with our young carers, assessing their needs, ensuring the level of care that they undertake is appropriate to their age and signposting to young carers youth support. Promise Inclusion run a young carers group for siblings of children who have a learning disability. This is available for any young carer under the age of 13. In addition to this we have a service level agreement with Berkshire Youth who run a young carers support group which delivered by The Wayz from our Youth Centre. A rolling arts programme from South Hill Park for young carers aged 11-17 is also available for up to 20 young carers.

What our research told us

A survey was sent to all carers that are known to Bracknell Forest Council, this included adult carers, parent carers and young carers. 275 carers responded to this survey. The highest response rate was from the 75-84 age group, 26.55% whilst the 45-74 age group averaged a 19% response rate. The lowest response rate was from 5–24-year-olds. We recognised that a survey for this age group was not the best approach therefore we also arranged a focus group in school for this age group. Young carers are not always able to articulate their needs. There is an unfamiliarity in being asked to think about themselves first.

The ethnicity of the majority of those who responded to our survey was 'White'. 7% of carers who responded described their ethnicity as anything other than white compared to 9% in the Census 2021. There was only one response from a carer in the 18-24 age group, although we are aware there are many more than this. According to the Census 2021 there were 133 young carers aged 15 years and younger living in Bracknell Forest. This is probably a conservative estimate as the Census will be completed by the parents of young carers. The Census also revealed that there were 259 young adult carers aged between 16-24 years of age.

Young Carers do not transition to adult services in a planned or supported way, when young carers reach 18 they often find themselves without any support and we lose contact with them. Young carers are not being offered a transition assessment. There are currently no services in place to support this age group. Adult carers services are not equipped to work with this age group, although efforts have been made, the offer needs to be appropriate for

this cohort. The Community Mental Health Team and the NHS both recognise this and run programmes for 18-35 and 18–24-year-olds respectively which have been successful.

The data was analysed and compared with the information that we held from the SACE, the Census 2021 data, and what carers and professionals had shared with us in the numerous carers groups we had engaged with.

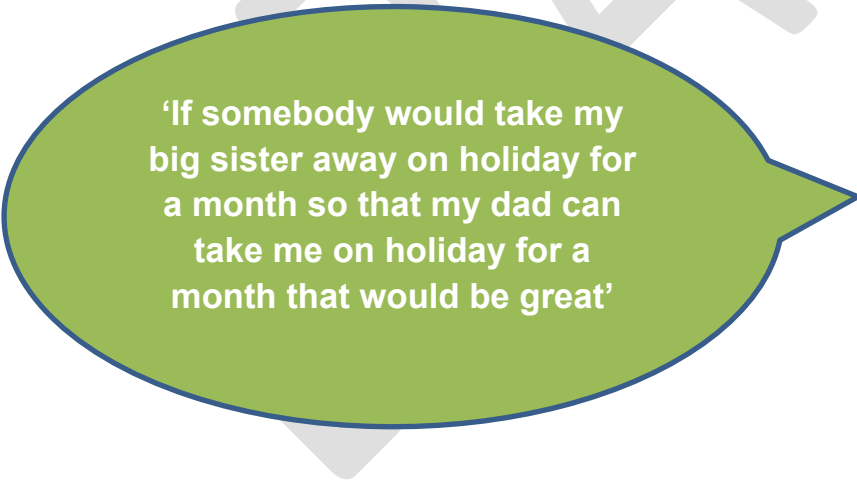
We asked: What is your most valuable support as a carer?

Carers said: Support groups and having someone to talk to was particularly valuable. This feeling was shared by all carers, both young and elderly. Carers said they liked being able to engage with activities, whether by themselves or with their loved ones but felt that they would like to see more physical or sporting activities. Young carers felt they missed out on opportunities to socialise, current activities being prohibitive due to either cost or location. Many young carers are from families on low incomes who do not drive. Young carers said they would value having support groups ('check-in's) at school. They noted that there was far more support for them at primary school than at secondary school.

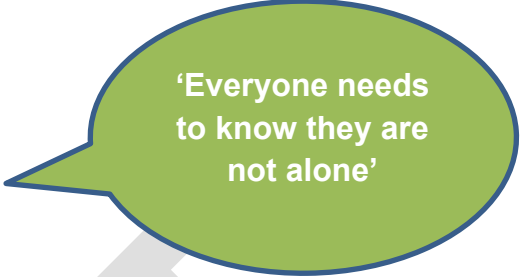
Assistive Technology was also cited as being of support to carers, this term covers such a wide range of things from alarm pendants to phone apps and so much more in-between that this is something we will be exploring more deeply in our new Assistive Technology Strategy.

Respite was also noted as being of great support, however carers can struggle to be able to use this as they can only book respite for their loved one 2 weeks before they go away, this

limits any holiday options. They also have to book a 2-week period of respite when they may just want to go away for a few days. Families are often prevented from going on holiday/doing activities with their child/children due to the needs of other people/children they care for in their families



'If somebody would take my big sister away on holiday for a month so that my dad can take me on holiday for a month that would be great'



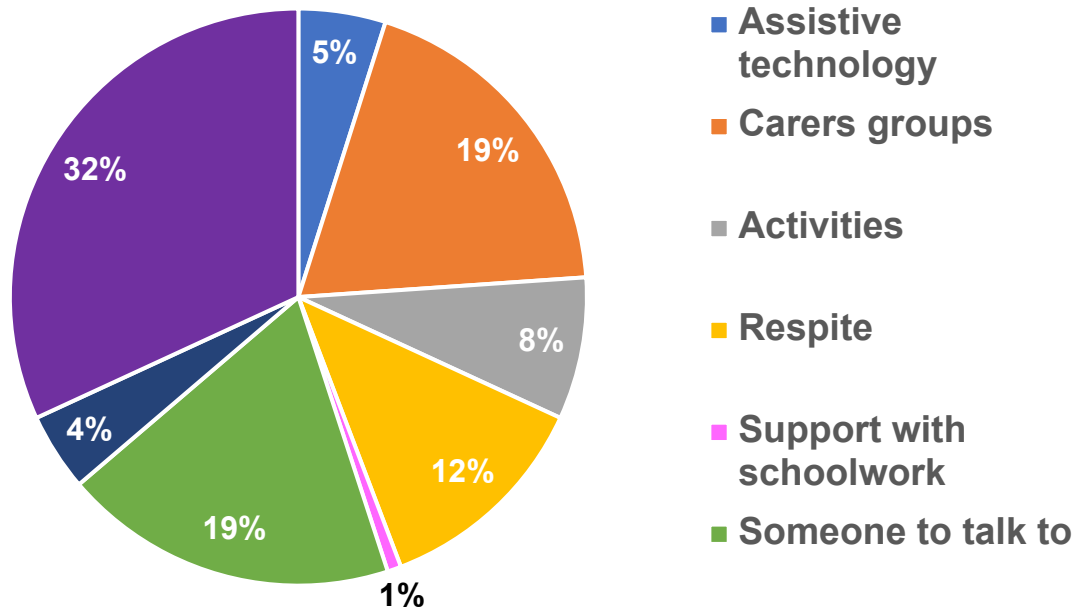
'Everyone needs to know they are not alone'

32% of carers who responded stated 'other', this was predominantly the NHS, Dementia Care Advisors and Bracknell Forest Council.

Top 2 suggestions for groups:

1. Sport, physical activity (low to high impact).
2. Timings group activities at the weekends and in the evenings for working carers. (Appendix 1: p8, Q10)

Most valuable support as a carer



We asked: What are the main challenges as a carer?

Carers said: One of the biggest challenges carers reported was being able to know where to go to find out information. Whether this was general information around support for carers or information to help carers understand more about the condition that their loved one may be experiencing. 75% of our carers responded to our survey on-line and 35.7% gave email as their preferred method of communication, however even carers who are IT literate have difficulty navigating their way round some of the websites citing that they are not user friendly. 15.8% said their preferred medium to receive information was by post. (Appendix 1: p9, Q11)

Transport was an issue for both those who drove and those who didn't, increasing fuel costs, lack of appropriate parking and own health issues (e.g. sight deterioration) impacted drivers whilst non-drivers found themselves isolated, not being able to access carers groups, activities or recreation and becoming house bound themselves. Many young carers live in households where there is no driver.

All adult carers, parent carers, reported mental and physical fatigue caused by caring responsibilities whilst working or looking after the home by themselves, lack of sleep and their own health needs which worsened as they got older themselves. Young carers also reported fatigue due to having disrupted sleep and having to juggle school and caring responsibilities.

'Sometimes I can't focus in school, you forget you have to do things like homework!'

Young carers reported being distracted from homework due to having to help with siblings. Those who had a sibling with a learning disability reported feeling lonely as they couldn't play in any way that was meaningful or fulfilling to them with their sibling. They also felt more isolated as having a profoundly disabled sibling meant that they were unable to go out to certain places as their sibling

couldn't go to and needed constant care. There was also an element of sadness that they didn't feel their sibling liked them and they were sometimes fearful as their sibling was violent towards them. Unlike adult carers, young carers wanted to remain anonymous to other school friends who weren't young carers as they felt a sense of embarrassment and did not want to be seen as different.

Worry about lack of income and what would happen to their loved ones if they were no longer able to care were key detrimental factors in carers' mental well-being. Young carers reported feeling alone with no support. More young carers than their peers without caring responsibilities struggle with mental health issues.

We asked about wellbeing

Top things stated as being most important for wellbeing:

Respite, this included just having some timeout during the day to take a break or rest as well as having a more substantial break from caring. One young carer shared that they enjoyed the half hour walk each day to school as it was the only time they got some space to themselves to think.

Being able to socialise with friends, family, Church, was extremely important to carers for their emotional wellbeing.

Having support such as someone to talk to or offload to was rated just as important as having someone to help with the physical tasks often required from carers.

Carers told us that having their own hobbies and interests were highly important for their physical and emotional wellbeing, they needed to feel more than just someone else's carer and be able to pursue activities and recreation for themselves both inside and outside of the home such as fitness. Carers were also concerned with healthy eating and were aware that the impact of caring had on this, additional responsibilities meaning less time to plan, shop, cook and ultimately eat a healthy diet.

And finally, we asked carers to tell us anything else that they felt was relevant to our new carers strategy

Carers said: Communication is key, they need clear facts about what is available to them as a carer. They needed to know what was on offer as when you are new to caring you do not know what to ask for. Information advice and guidance needed to be easily accessible, websites should be tested by end users and a carers booklet needs to be produced and made available to all carers as not everyone has access to the Internet.

Carers also suggested that there might be more help to navigate the systems, someone to work alongside them to show them the places they needed to look for information, the processes that they needed to undertake.

Adult carers felt they wanted to be recognised for what they did and the impact it can have on them. Working carers reported that attending health appointments for the person you cared for was extremely difficult as it meant them having to take time off of work, which wasn't always possible given the various jobs that they did, as most health appointments happen between 9-5pm. In contrast young carers did not wish to be recognised as young carers by their peers at school, there was a degree of embarrassment about being a young carer, they did not want to be seen as 'different'.

We had lots of positive feedback both from our survey and from the carers we spoke to, they thanked us for listening to them and both young and old emphasised the importance that we keep listening to them.

Guiding principles

Our Vision

Partners across Bracknell Forest value the vital contribution that carers make to their local communities and is committed to supporting those who need help to fulfil their caring role. Bracknell Forest Place want carers to have the support they need. This includes having the right information available at the right time, access to a life outside caring, full access to education and/or employment, leisure activities and being able to keep in touch with friends and family. This strategy sets out our vision and strategic priorities to support carers and identifies the actions we and our partner organisations will take to realise this, whilst acknowledging the context of a challenging budgetary position and growing demographic pressures.

Our vision is for all carers living in Bracknell Forest to be recognised and valued in their community, supported in achieving their own aspirations and helped in their caring role.

Our Priorities

A number of priorities were agreed after consulting widely with carers, VCS organisations and health and social care professionals. These priorities will form the key tenets on which our 'Carers Offer' will be developed and reflect some of the key themes inherent in the Carers Action Plan 2018-2020: Supporting carers today¹⁵ and People at the Heart of Care¹⁶ The Independent Review of Children's Social Care¹⁷ and The NHS Long Term Plan¹⁸

- 1. Recognising and Supporting Carers in the Wider Community**
- 2. Services and Support that work for Carers**
- 3. Employment and Financial Wellbeing**
- 4. Supporting Young Carers**
- 5. Young Adult Carers**

¹⁵ [Carers action plan 2018 to 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/674222/carers-action-plan-2018-to-2020.pdf)

¹⁶ [People at the Heart of Care: adult social care reform white paper - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/674222/people-at-the-heart-of-care-adult-social-care-reform-white-paper.pdf)

¹⁷ [Independent review of children's social care - final report \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674222/independent-review-of-childrens-social-care-final-report.pdf)

¹⁸ [NHS Long Term Plan » Online version of the NHS Long Term Plan](https://www.nhs.uk/longtermplan)

Our aim is to work in partnership to develop services and systems that work for carers. Working in partnership with Voluntary and Community Sector organisations, and key health and social care professionals will ensure the success of this strategy. We will continue to listen to carers and work with them to make sure our systems (organisations and processes) work for them.

The strategic priorities are the values that will guide us to achieve our goals.



They are high level objectives



Each priority will address a number of areas of development



There will be a working group for each of the 5 priority areas



Although they are numbered, they are of equal importance and work will take place concurrently



An action plan will be developed to determine tasks needed to achieve our objectives



The progress of the strategy will be reported to the Health & Wellbeing Board and Place Committee

Our specific actions

Priorities and actions

Priority 1: Recognising and supporting carers in the wider community.

Why this is a priority: We recognise the value of what carers do in our community and want to support them. We know carers report difficulty in accessing information and advice, especially if they do not have access to the Internet. There is no comprehensive list, which details all carers support, held in one place that is up to date and accessible to all carers. Some carers are not able to access support groups due to transport issues or mobility issues. There are 8,775 people who identify as a carer in Bracknell Forest (Census 2021)

yet BFC currently works with 1,164, ethnic minorities are underrepresented. Many people who are in a caring role do not recognise themselves as such. They have no contact with services until they are in crisis. By making this a priority we will ensure that carers can access the information and advice that they need that will help them in their caring role

Actions:

- To undertake an audit of current services and a review of what information is currently available on the BFC website
- To refresh BFC Carers page on our website which will include a directory of carers services
- To develop an offer for carers, which is available in print as well as online
- To ensure Equality of Opportunity is considered within the services we deliver and commission
- To explore solutions to transport/mobility issues which prevent carers accessing support.
- To work collaboratively with the VCS in developing their substantial volunteer resources that could potentially provide befriending, disseminate information directly to carers
- To consider different approaches to reaching out to minority groups
- To explore options to increase our reach into the community

Priority 2: Services and Support that works for Carers

Why this is a priority: Recreation and being able to socialise with friends and family is important for carers. Carers value short breaks/sitting services or assistive technology which enable them to socialise, pursue their own interests, this isn't universally available. Carers groups are valued but a gap is physical activities/sport that carers can do with/without cared for. Respite needs to be easier to source to give carers and their families a break. 50% of carers have own health needs, yet they have no contingency plans, and GP appointments are difficult to access when you have caring responsibilities. Carers can feel overwhelmed, there are expectations that people possess the skills set necessary to care for someone. Many carers reported that they do not feel listened to, when the cared for is in crisis the needs of the carer are often ignored, there is no crisis team for carers. Carers do not feel included in decision making that will impact them. There is no support for parent/carers when the child transitions. Working collaboratively with partners we know we can improve the lives of our carers by ensuring the right support is available at the right time.

Actions:

- To ensure leisure/recreation opportunities are available for all carers
- To explore how volunteers can help carers reduce barriers so that carers have more access to social activities
- To develop an assistive technology strategy which includes how AT can be used to support carers

- To undertake a review of respite/short breaks
- To work with G.P.'s/ PCN leads in the recognition and providing pathways to carers support, including access to appointments
- To ensure carers have appropriate contingency plans in place
- To review education/training available for carers
- To work in partnership with the VCS to develop learning and training opportunities for carers
- To make sure the carers voice is heard and considered when looking at the new target operating model for social care
- To raise awareness that parent/carers are entitled to an assessment of their needs
- To focus on the challenges highlighted by the carer when undertaking a needs assessment e.g. carers that look after more than one individual have this reflected in any needs assessment

Priority 3: Employment and Financial Wellbeing

Why this is a priority: There are over 7,700 working age carers in Bracknell Forest. The 50-59 age ranges have the highest number of carers overall. 37% of staff at BFC identify as a carer. The majority of carers in Bracknell Forest are female, caring can have an impact on their career as well as the amount of pension that they receive when they retire as caring often means women have to work part time, therefore their NI contributions may not entitle them to a full state pension. Working carers struggle to take time off work to take their cared for to health appointments, they juggle working and caring. The Carers Leave Act 2023 which entitles all carers to 1-week additional unpaid leave, may support carers to stay in work. General support groups for carers operate during daytime (working) hours, and even some specialist support only offer online support groups in the evenings, which excludes those without access to the Internet. Working carers who must leave employment to care, face low-income levels. The cost-of-living crisis has had a significant impact on carers who have to run specialist electrical equipment, keep the heating on etc. in order to maintain the health and wellbeing of the person they care for. We want to promote financial equality and ensure nobody is disenfranchised because of being a carer, and support carers who wish to stay in work.

Actions:

- To work collaboratively with carers and our partners in the VCS to explore how carers can be supported to remain in employment
- To work with our partners in the VCS to ensure there is the right support at the right time for working carers
- To work with the VCS to help carers maximise their income through benefits/ grants that may be available to them
- To work with SE ADASS carers network and the VCS in supporting campaigns on paid leave for carers and promoting carers rights
- To work with G. P's/PCN leads and the ICB Carers Steering group to explore how the NHS can more effectively accommodate working carers to look after

their own health and wellbeing as established by the NHS Memorandum for carers ¹⁹

Priority 4: Supporting Young Carers

Why this is a priority: There are more carers in Bracknell Forest aged between 5 and 29 years old than there are carers aged 75+, yet there is very little on offer. Local authorities are required to undertake a young carers assessment on any child which is identified in a caring role. For the assessment to be meaningful there must be an offer of support. Young carers are often not identified until the family is in crisis. There are minimal referrals from Adult and Children's Social Care and the VCS. Schools identify young carers but do not consistently follow up with an assessment. Young carers workers are not able to access MOSIAC so are unaware if young carers referred to them are on a CPP or CIN (which some are).

Young carers feel alone with no support, they often find it difficult to articulate their needs or access information and advice. Many are from low-income families, some from families with no driver, and can be excluded from activities during school holidays (or outside school) due to prohibitive logistic and financial costs. Young carers often have their own health and wellbeing needs e.g. mental health issues. Some young carers reported not having breakfast before school as the focus is primarily on the needs of the people/children being cared for in the family.

There is a statutory duty on all local authorities to undertake a transition assessment prior to a young carers 18th birthday. There is no transition pathway for young carers in Bracknell Forest and there are no appropriate services for them to transition to. We want all young carers to be able to live safe and well and achieve their full potential.

Actions:

- To develop an offer for young carers
- To make information and advice accessible
- Mandatory training on recognising and assessing young carers across BFC social care teams (including recognition of siblings of children with a Learning Disability)
- To create a pathway between children's social care and early help to ensure young carer workers have access to relevant information
- To explore offering training on recognising and assessing young carers to schools, colleges and the VCS (needs to be seen as part of safeguarding)
- To ensure safeguarding is at the heart of our work with young carers and no young carer will provide inappropriate care. BFC will always provide care to prevent that from happening
- To identify methods of best practice for proactively engaging with young carers
- To review how current resources are best deployed
- To explore options with schools for drop-in sessions/space to talk, that support education & learning

¹⁹ NHS (2016) Commitment to Carers -improving health and wellbeing [NHS England » Commitment to Carers – improving carer health and wellbeing](#)

- To ensure young carers can access education and are not compromised because of caring responsibilities
- To reduce barriers to engaging in holiday activities
- To work with our partners in health to improve young carers mental health and wellbeing
- To develop a robust transitions pathway
- To develop a transitions assessment ensuring safeguarding is at the heart and it reflects the child's wishes and aspirations

Priority 5: Supporting Young Adult Carers

Why this is a priority:

In the absence of a robust transition pathway, we have negligible contact with young carers after their 18th birthday. 30 young carers turned 18 in 2022, we heard from one young adult carer in the 18-24 age range in our survey. When young carers are approaching adulthood, their details are passed to Elevate (who work with young people who are NEET) and our adult carers service.

There are no age-appropriate support groups for young adult carers in Bracknell Forest. Whilst in comparison any carer aged between 18-29 is identified as a 'young adult carer' by our partners in health and offered support which is accessible and appropriate for this age group. By making this a priority we will ensure that young adult carers receive the support they need to make informed decisions about their future and their caring role.

Actions:

- To develop provision for young adult carers aged between 18-29
- To explore examples of best practice how we can engage this group
- To ensure young carers who transition are recorded and keep records of young carers that turn 18

How we will measure success

This strategy has been co-produced with our partners in health, the voluntary and community sector and carers who have actively been a part of the Carers Strategy Steering Group. Going forward this group will be reformed into the Carers Partnership Group.

The information we have received from carers and other stakeholders will help inform the type of services we commission so that they reflect the current and future need that carers have within the community.

Just as this strategy has been co-produced, delivering the strategy will also require joint working, Adults and Children's Services working together with our Health, VCS and independent care providers to deliver the best outcomes possible for our carers.

To effectively monitor the strategy a detailed action plan will be developed which will run alongside it. This action plan will reflect the priorities which have been identified and determine how these will be met, and agreed timescales and responsibilities for ensuring actions have been achieved.

The 5 workstreams arising from the priorities will be driven forward by a Carers Partnership Group. They will monitor progress and provide quarterly reports to the Place Committee and the Health and Well Being Board who will have overall governance of this strategy.

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Appendix 1: Carers Population Profile in Bracknell Forest

Part A: Survey

Overview:

The survey was open online from 12th October 2022 to 30th November 2022. It was originally only going to be open for four weeks, however this was extended to allow further time for more responses. The link to the survey was circulated via social media, to local partner organisations to share, internally to Bracknell Forest Council staff and sent to other organisations within Bracknell Forest that had a link to carers.

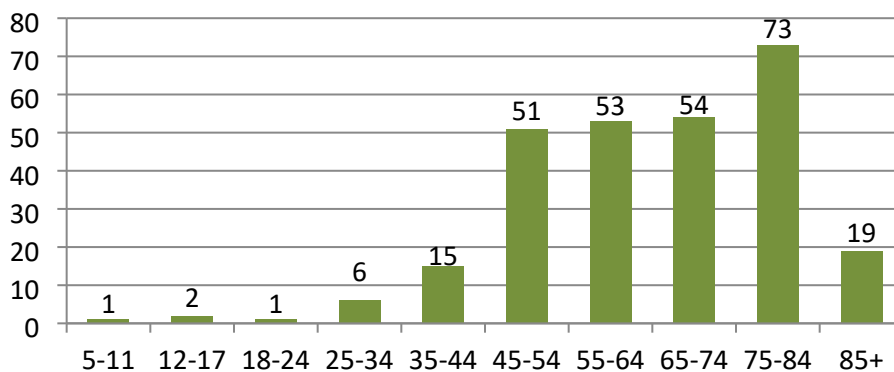
A postal version of the survey was also sent out to those known to Adult Social Care, where the carer had an open case, or a client had an open case with a main carer linked to the case.

The survey was split into two sections, the first being 'About You' with details about the carer themselves, the second section was 'About Your Caring Role' which went into more depth and specific details about their caring role.

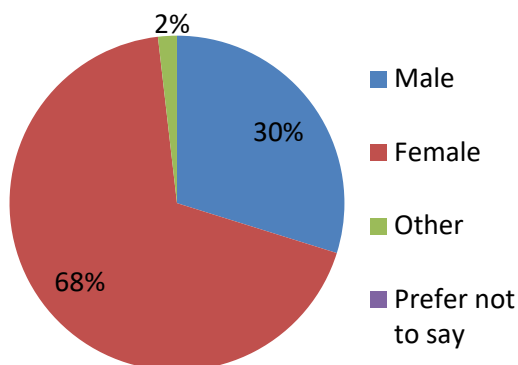
The results of the survey are below, with graphs displaying the answers where possible. For questions that resulted in a narrative answer, these have either been grouped into key themes or common answers have been pulled out.

About You:

1. What is your age range?



2. What is your gender?



3. What type of carer are you? (Multiple options)

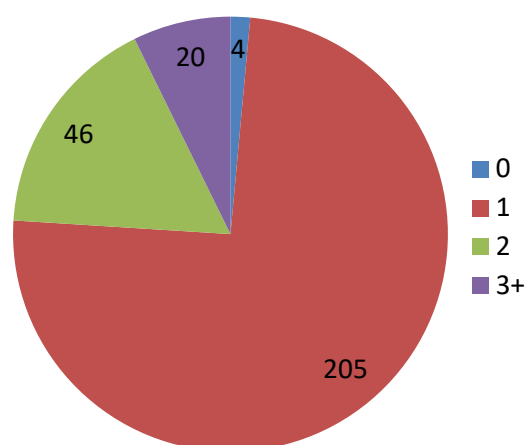
Option	Count	%
Adult Carer (18+ caring for someone 18+)	214	66%
Parent Carer (parent caring for a child or young person aged 18 or under, with any additional need)	27	8%
Sandwich Carer (someone who cares for both sick, disabled or older relatives and dependent children)	43	13%
Young Carer (Up to 17 years old, caring for an adult or sibling)	3	1%
Former Carer in the last year (Formerly provided care but stopped in the last year)	4	1%
Former Carer 1+ years (Formerly provided care but stopped over a year ago)	9	3%
Working Carer (Employed full or part-time outside of caring duties)	18	6%
Other (Please state below in 3b)	5	2%

3b. If you selected 'Other' what type of carer would you describe yourself as?

A couple of answers were 'former carer', once this answer was noted the answers available on the survey were updated to include the two Former Carer options.

Other answers generally fitted within the options available, some people had just expanded on their answer or provided additional detail.

4. How many people do you care for?



5. Please tell us about the circumstance of the person/people you look after: Please tick all that apply

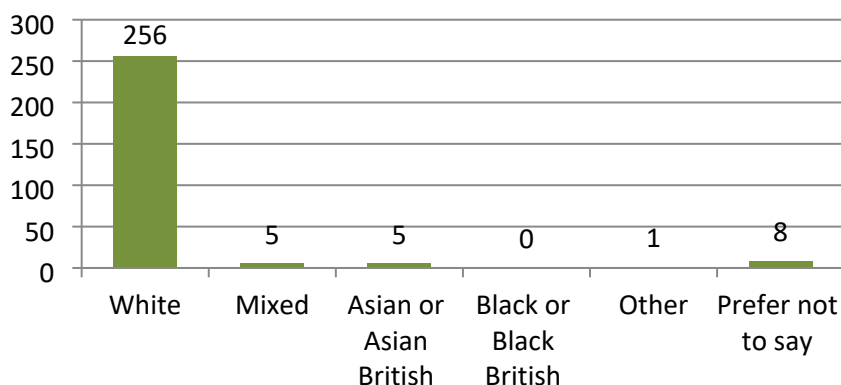
Circumstance	Count	%
Old age/frailty	110	16.5%
Dementia	116	17.4%
Terminal illness	14	2.1%
Long-term illness	67	10.1%
Learning disability or difficulty	65	9.8%
Autism Spectrum Disorder	72	10.8%
Mental Health problems	64	9.6%
Sight or hearing loss	54	8.1%
Physical disability	84	12.6%

Alcohol or drug dependency	3	0.5%
Other (Please state below in 5b)	17	2.6%

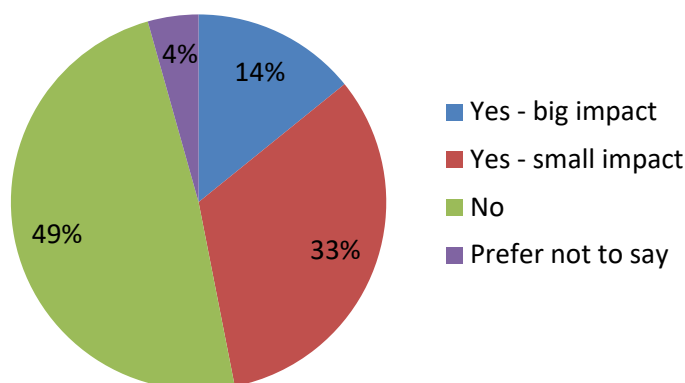
5b. If you selected 'Other' please describe the circumstance below:

The answers for this question just expanded on the options listed in question 5, with people providing additional details about the circumstances.

6. How would you describe your ethnicity?



7. Do you have a disability or health problem of your own which impacts on your ability to care?



8. If you answered yes to question 7, which of the following options best describe your disability or health problem? Please tick all that apply

Disability / Health Problem	Count	%
Physical disability	61	31%
Learning disability or difficulties	2	1%
Mental Health problems	29	15%
Autism Spectrum Disorder	8	4%
Visual impairment	5	3%
Hearing impairment	17	9%
Deaf BSL user	2	1%
Speech impairment	2	1%
Prefer not to say	6	3%
Other (Please state below in 8b)	37	19%

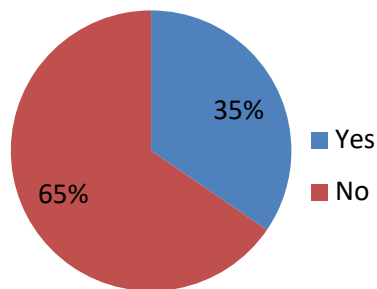
Not Applicable	26	13%
[No Response]	124	-

8b. If you answered 'Other' please describe below:

Answers included:

- Scoliosis
- Shingles
- Knee replacement
- Arthritis
- Cancer
- Old age

9. Would you be happy to be part of a focus group with regards to your answers and therefore are happy for us to contact you?

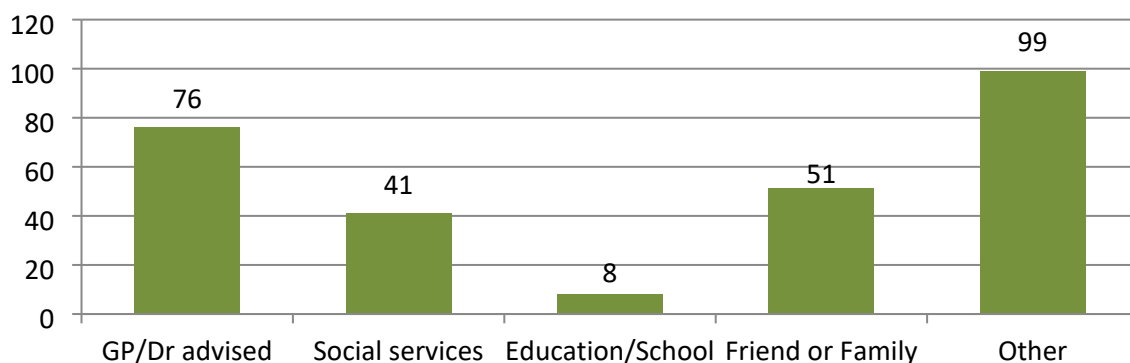


9a. If you answered 'Yes' to question 9, please provide us with your name, phone number and email address:

Answers not included due to data protection

About Your Caring Role:

1. How did you first know you were a carer?

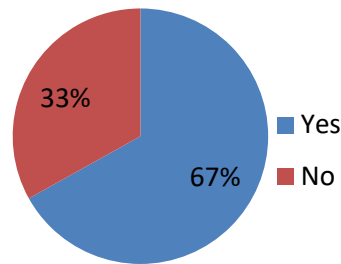


1b. If you answered 'other' to question 1, please describe below:

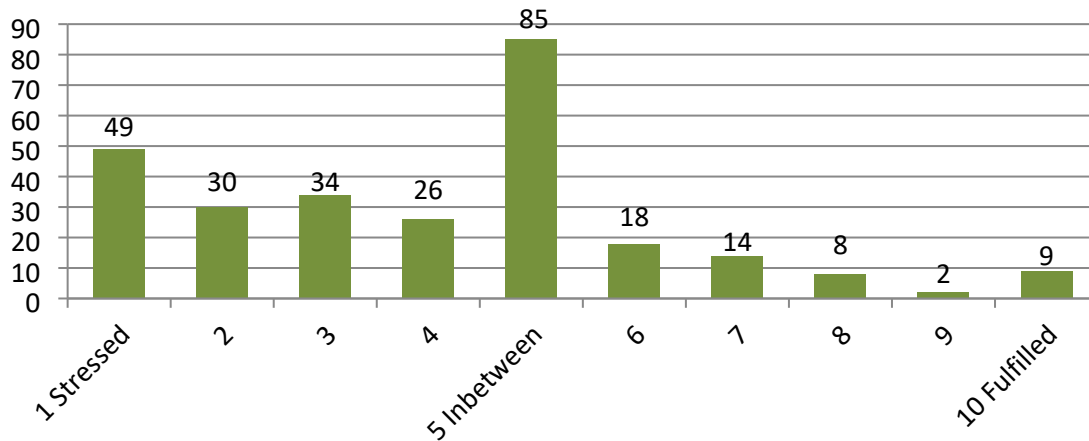
Common answers included:

- Upon diagnosis of cared for
- Social media groups
- Carer organisation
- On birth of child requiring care

2. Are you registered as a carer with your GP?



3. On a scale of 1-10, with 1 being stressed and 10 being fulfilled, how does being a carer make you feel?



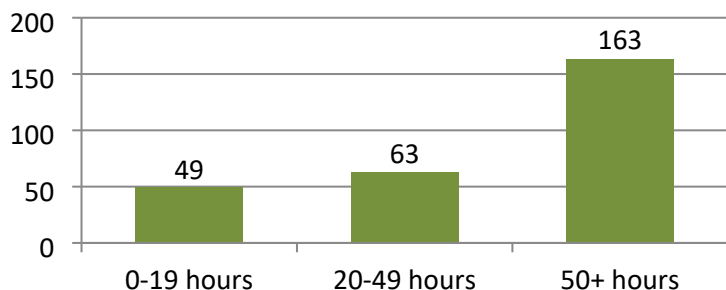
3b. Please tell us why you chose this answer:

Answers included:

On the go day and night. Having to take full responsibility for everything	When we don't receive respite as parents, we get very tired	I cope as I have family support
A lot of responsibility, stress, aggression, frustration to conquer in a day with very little help.	It can be stressful but also makes me glad that I was able to help people who are unable to help themselves	It upsets me that my Mum is deteriorating, and her new behaviours make me feel stressed. However, I am happy to help and support her.
Fighting for support on top of caring is absolutely exhausting.	Not being able to do daily things or having any ME time	I have had no support, so it has been very hard
Stressed because it takes so long to do everything. Fulfilled because I feel I am giving my husband better care than he would get elsewhere.	I have a full-time job, plus my child requires 24/7 care as physically disabled and cannot do anything for herself.	My feelings can range from one end of the scale to the other and all the emotions in-between
I cannot find any time to be on my own, the companionship I was looking forward to in later life is no longer possible	The person I care for has complex needs that require full time commitment leaving no time for my own needs	Torn emotionally as it means I may have to give up my business in order to fulfil caring responsibilities.

I have to do everything myself and get no help with other things like household tasks and shopping.	I have no training in looking after someone who needs caring full time	I don't mind being a carer but need more help
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4. How much time do you spend caring per week?



5. What has been the most valuable support you have received as a carer and why? Please tick all that apply, then tell us why in question 5c

Answer	Count	%
Assistive technology	19	5%
Carers groups	74	19%
Activities	31	8%
Respite	48	12%
Support with schoolwork	3	1%
Someone to talk to	73	19%
Personal Assistant (PA)	17	4%
Other (Please answer 5b)	124	32%

5b. If you answered 'Other' to question 5, please describe your most valuable support:

Common answers included:

- Bracknell Memory Clinic
- Day care centre
- Support from district nurses
- Online meetings to understand how dementia develops
- Family
- Dementia team
- Bracknell Parent Carer Forum
- Carer support payments
- Paid carers.
- 45 people answered similar to 'no support received'.

5c. Please tell us the reason for your answer:

Common answers included:

- Having someone to talk to
- Support from others in similar situations
- Nice to know you are not alone
- Break from caring role

6. What are the main challenges you have experienced as a carer?

Answers included:

I have no time to myself	Juggling everything I have to do	To understand dementia
The amount of form filling we have to do and the length of the information which is required	My own health deteriorating and not getting the appropriate help from the surgery	Trying to find out which services are available for my son, and how to access them
Getting people to recognise me as a carer, or understand how it impacts me	Financially its tough especially when I've had to take time off work to look after my parents who are in their 80s	Lack of support and lack of sign posting to the correct support, lack of sign posting to get help
Having others to share and empathise with our situation	Where to go for the right support when the needs arise	Being alone and no help

7. What is most important to you to help maintain your own wellbeing?

The most common answers were:

- Time to myself / respite
- Support from family / friends
- Someone to talk to
- Own health and hobbies
- The day centre
- Support from carers
- No answer – some postal responses that came back did not have an answer filled in for this question

8. Do you have support from or belong to any carers support organisations and/or attend any groups? Please tick all that apply.

Organisation / Group	Count	%
Signal 4 Bracknell Forest Carers	102	20%
Signal 4 Bracknell Forest Carers - craft group	1	0%
Signal 4 Bracknell Forest Carers - carers lunch	37	7%
Dementia Advisory Service weekly coffee mornings	17	3%
Voice & Inclusion partnerships for Mental Health and Dementia – run by The Ark	7	1%
Bracknell Forest Council – Adult Social Care	58	12%
Bracknell Forest Council – Childrens Social Care	15	3%
Bracknell Forest Council – Special Educational Needs and Disability	10	2%
Bracknell Forest Council – Community Mental Health Team	17	3%
Bracknell Forest Council – Community Mental Health Team Older Adults	14	3%
Bracknell Forest Council – Children and Adolescent Mental Health Team	1	0%
G.P. practice	48	10%
Social prescriber	8	2%
Bracknell Parent Carer Forum	32	6%
Young carers group The Wayz Berkshire Youth	1	0%
South Hill Park Wild About Arts Course for Young Carers	0	0%

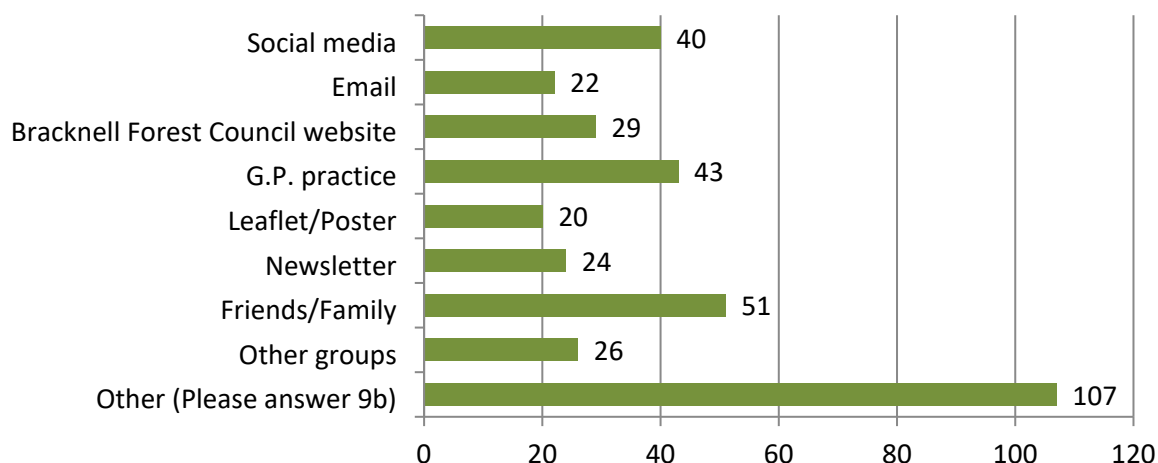
Community Mental Health Team carers group	7	1%
Promise Inclusion (formerly Bracknell Mencap) carers group	13	3%
Promise Inclusion Family Liaison Worker	5	1%
Promise Inclusion Smiles for Sibs Group	3	1%
New Hope carers group	0	0%
Other (Please answer 8a)	106	21%

8a. If you answered 'Other' to question 8, please state below:

Common answers included:

- No support
- Friends and/or family
- Younger People with Dementia
- No answer – some postal responses were returned without an answer to this question

9. How did you find out about these organisations / groups? Please tick all that apply



9a. If you answered 'Other' to question 9, please state below:

Common answers included:

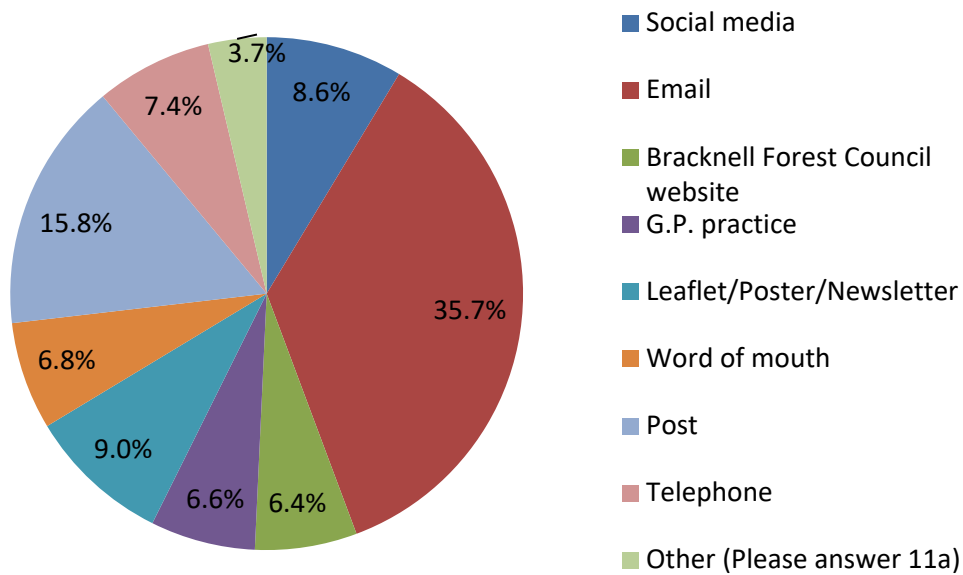
- Referral from hospital
- Bracknell Memory Clinic
- Dementia Advisor Support
- Social Worker
- Did not know about them / not interested in them
- No answer – some postal responses were returned without an answer to this question

10. Are there any groups or activities you would like to attend that are not currently available?

Common answers included:

- No
- Sports events to help relieve stress
- Group for Assistive Tech to help people with disabilities
- Groups at weekends and evenings
- Walking events with other carers and more accessible casual meeting events
- No answer – some postal responses were returned without an answer to this question

11. How do you prefer to receive information regarding support? Please tick all that apply

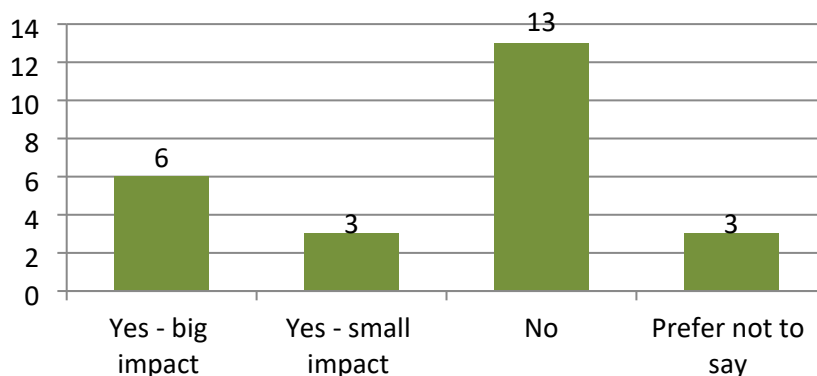


11a. If you answered 'Other' to question 11, please state below:

The majority of the responses were blank as they came in via the post so have been deemed 'No Answer'. Of those that had completed it, most had written an answer that was already an option in question 11.

12. If you are over 18 and in education: does your caring role affect your education?

250 people responded to this question as 'Not Applicable', of those this did apply to, the results are below:



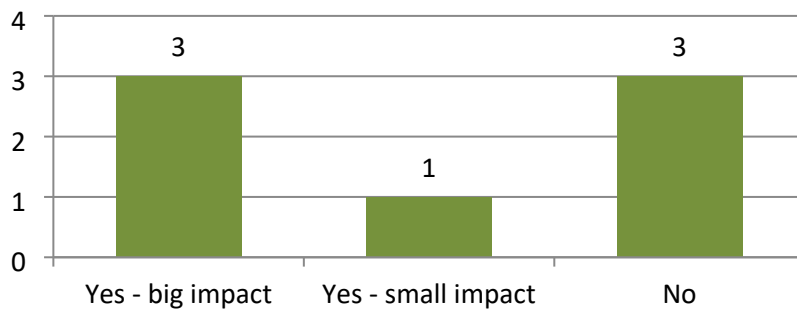
13. What one thing could improve life for you as a carer?

Common answers included:

- Time on my own / respite
- Knowing what support is available
- Financial assistance
- Easier forms
- More frequent carer meetings with other local carers
- No answer – some postal responses were returned without an answer to this question

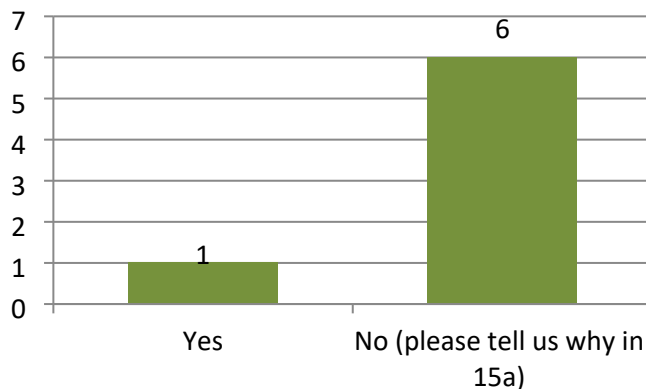
14. For young carers aged between 5-17: does your caring role affect your education?

Unfortunately the results for this question have been skewed because the data from question one shows that only three young carers responded to the survey. Seven people answered this question which was aimed only at young carers. Alternatively, it is likely that some parents or adults responded to this survey on behalf of a young carer and answered the first question with their age, but this question on behalf of the young carer. Therefore we are unable to determine if these answers are only from young carers or if any of them are mistakes.



15. For young carers aged between 5-17: are you able to access activities / meet with friends outside of school and your caring role?

As above with question 14, we are unable to determine if these results are accurate as other answers would suggest only three young carers responded to the survey, but we have seven answers for this young carer question.



15a. If you answered 'No' to question 15, please tell us why:

There were only a few answers for this question, they included:

- It is difficult to go out unless a lift can be arranged as I am too young to go alone
- They start before home from school

16. Is there anything else you would like to tell us about that you feel is relevant to our new Carers Strategy?

Answers included:

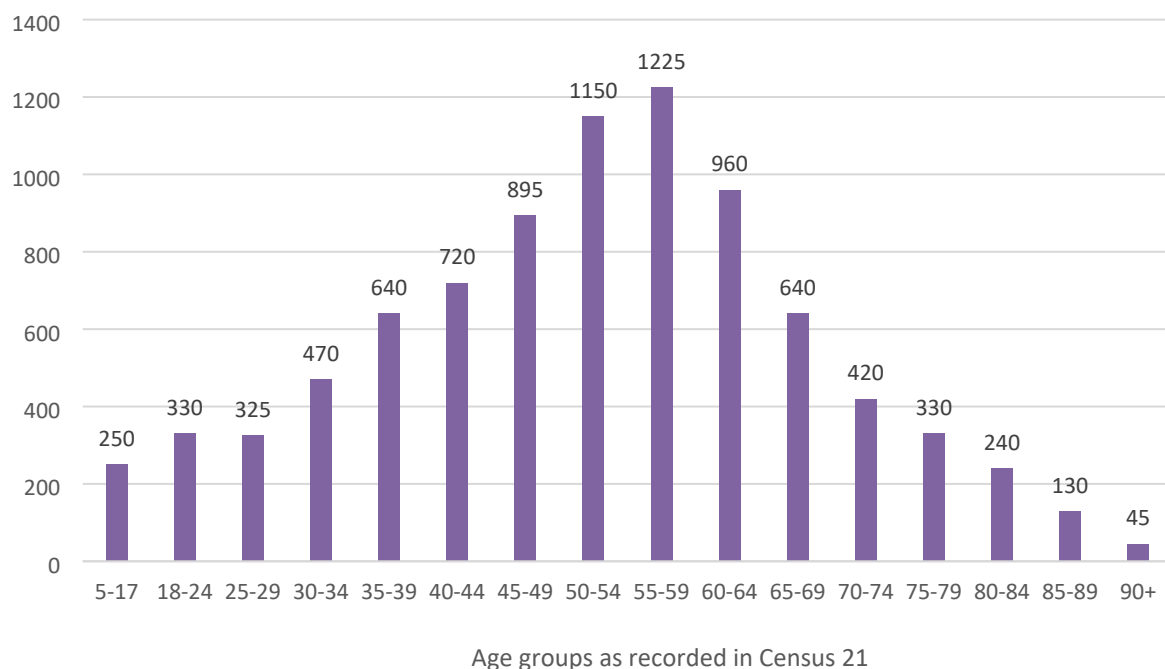
Where to turn for help if you, as a carer, have to go into hospital suddenly and there is nobody to look after your loved one	Give the carers a breather, some respite, drop-in group, more information	It needs to be meaningful action not just words. Think about what resources there are available to meet needs of carers requirements
It would be great if everything was pulled together under a banner so there was a single point of contact for carers to then find out about what is available to them. I have been caring for over 10 years and am still finding out new information about what is available to us	Really pleased this is going ahead, a definite need for input from carers for support and the opportunity to create some new choices perhaps	Being aware of the lack of time that some carers have when it comes to researching what help is available
Carers Assessments take months & months too process, far too long	The new carers course at Church Hill House Memory Clinic was invaluable. I do hope that this still continues	More communication about the help out there
Reduce wait lists and offer more support services quickly	Please look after young carers because we have a right to enjoy our childhood	Be useful for GP, District nurse and hospitals to share information more efficiently

Part B: Ethnicity of Unpaid Carer – Census data 2021

Sum of Observation	Column Labels					
Row Labels	Provides 19 or less hours unpaid care a week	Provides 20 to 49 hours unpaid care a week	Provides 50 or more hours unpaid care a week	Provides no unpaid care	Does not apply	Grand Total
Asian, Asian British or Asian Welsh	193	111	82	7914	580	8880
Black, Black British, Black Welsh, Caribbean or African	60	79	61	2616	177	2993
Does not apply	0	0	0	0	0	0
Mixed or Multiple ethnic groups	85	20	30	3132	574	3841
Other ethnic group	37	24	13	1464	80	1618
White: English, Welsh, Scottish, Northern Irish or British	4211	1204	2098	84179	5258	96950
White: Gypsy or Irish Traveller, Roma or Other White	169	104	102	8472	432	9279
White: Irish	41	13	25	941	18	1038
Grand Total	4796	1555	2411	108718	7119	124599

Part C: Numbers of carers in Bracknell Forest by age group in Census 2021

Numbers of carers in Bracknell Forest by age group in Census 2021



Part D: Number of People Receiving Care and Support from BFC 2019-2021

	2019/20			2020/21		2021/22
Number of people receiving long term care and support	1263			1248		1247
2019/20						
	18-64			65+		
Primary Support Reason	Nursing	Residential	Community	Nursing	Residential	Community
Physical Support	7	7	97	72	49	235
Sensory Support	0	1	26	2	0	9
Support with Memory & Cognition	3	2	1	135	87	130
Learning Disability Support	3	26	267	2	8	32
Mental Health Support	3	7	35	5	2	16
Social Support	0	0	8	0	0	0

2020/21						
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	18-64			65+		
Primary Support Reason	Nursing	Residential	Community	Nursing	Residential	Community
Physical Support	4	3	91	52	40	262
Sensory Support	0	1	8	2	0	7
Support with Memory & Cognition	4	2	0	144	84	138
Learning Disability Support	2	25	246	2	8	40
Mental Health Support	3	6	44	9	2	9
Social Support	0	0	9	0	0	0

<u>2021/22</u>						
	18-64			65+		
Primary Support Reason	Nursing	Residential	Community	Nursing	Residential	Community
Physical Support	7	3	102	54	30	252
Sensory Support	0	1	11	1	0	11
Support with Memory & Cognition	4	3	0	142	78	123
Learning Disability Support	2	24	257	2	9	41
Mental Health Support	2	10	51	7	4	7
Social Support	0	0	9	0	0	0

Part E: Young Carers Focus Group

Young Carers Focus Group

Young Carers Consultations											
School Brakenhale											
Year Groups of Young Carers											
Total YP	18	Yr 7 4	Yr 8 4	Yr 9 5	Yr 10 3	Yr11 1	6th Form 1				
How useful is the current offer for YC? Rate out of 10 (1= Poor 10=Amazing)		1	2	3	4	5	6	7	8	9	10
		1	2	1	6	7	1				
		"I Get support from Mrs Gosling when needed"									
		"I don't know what the offer is"									
"we don't see anyone for support"											
Currently, where do you get your support as a young carer?		No. YP	Support options (created by YP)								
		2	School Teacher/staff								
		7	Friend								
		3	Other family members								
		1	Therapist								
		5	Not sure/ No one								
Does caring affect your education or social network?		No. YP	Support options (created by YP)								
		0	Big Impact								
		12	Little Impact								
		5	No Change								
		1	Prefer not to say								
			"Sometimes miss breakfast"								
			"Managing homework is difficult"								
	"Can see friends as much"										
	"Forget to do things"										
What do you currently access?		No. YP	Support options (created by YP)								
		1	South Hill Art Club (but no longer attends)								
		2	Sports teams								
		1	Dance Groups								
		0	YC support								
		14	Nothing								
What could be provided that would support you?		No. YP	Support options (created by YP)								
		15	Access to activities outside of school (offer, location and cost is a barrier at present)								
		17	In school space to talk like a drop in session								
		5	Trips with other YC in school								
		12	Someone to speak to on a 1:1 basis								
		7	Breakfast at school								
		10	School Holiday activities								
What communication do you get?		No. YP	Support options (created by YP)								
		2	School Email								
		16	none								
Best way to get information to you as a YC?		No. YP	Support options (created by YP)								
		4	School email								
		7	Social Media Post								
		17	In school space to talk like a drop in session								
		12	Someone to speak to on a 1:1 basis								
18	Things like this with other YC										
Faciliator Comments		<p>The groups started off quietly but some became more vocal. Every YP contributed to something. I think what came out of the session was that YC are not sure about the support, offers and opportunities. Only a few had heard of Braccan Walk Drop in. From discussion, I think the best way to liaise and get input from YC and to share opportunities, would be for someone to go in termly and do a group update but also offer a regular drop-in session so YP know when it is happening.</p>									

To: **Executive**
17 September 2023

Sexual and Reproductive Health Director of Public Health

1. Purpose of Report

- 1.1. The objectives of this report are to brief Executive on the work undertaken to secure continuation of Specialist Integrated Sexual and Reproductive Health (SRH) services beyond the current contract end of 30th June 2024 and to seek approval for the process needed to achieve this.
- 1.2. Provision of specialist SRH services is one of a few prescribed functions for use of the public health grant money. Such services are important to offer clinical expertise regarding management and reduction of sexually transmitted infections, access to contraception and contraceptive advice and other specialist functions such as psychosexual services. These services impact people's life opportunities, particularly access to contraception, as well as their mental and physical wellbeing.

2. Recommendation(s)

- 2.1. Approve a two-year direct award to an eligible provider to ensure continuity of Specialist, Integrated SRH service provision beyond the 30th June 2024 across Berkshire East ((RBWM), Bracknell Forest Council (BFC) and Slough Borough Council).
- 2.2. Agree to deliver the contract award as the Lead Authority for the procurement. The decision will be taken at RBWM's Cabinet on the 27th September and SBC's Cabinet on the 18th September. The final decision will therefore be confirmed by the 28th September when all 3 meetings will have met to take their decisions.
- 2.3. BFC work with the market and NHS commissioning bodies to develop a life course response to sexual and reproductive health needs that offers better services for local communities. This process will result in initiation of a procurement of the Specialist Integrated SRH service during the lifetime of the 2-year contract to ensure longer term provision.

3. Reasons for Recommendation(s)

- 3.1. The contract for the Specialist Integrated SRH service for residents in the local authorities across Berkshire East (Bracknell Forest Council; (RBWM) and Slough Borough Council) is due to expire on 30 June 2024.
- 3.2. The recommended approach agreed by all local authorities was to retender under the light touch regime of the Public Contracts Regulations 2015 (the Regulations). The maximum financial envelope for BFC and Slough Borough Council was also agreed; for RBWM this occurs at award stage so had not yet taken place.
- 3.3. In March 2023 the Director of Public Health gained approval for BFC to go out to tender for the Berkshire East Specialist Integrated SRH Service.
- 3.4. This included a recommendation to continue joint commissioning arrangements across Berkshire East to continue funding the total contract value jointly with BFC to lead the procurement process to tender under the light touch regime.

4. Progress on the tender by BFC to June 2023

- 4.1. Since that time, good progress has been made on the procurement delivery plan. The draft Health Needs Assessment has been completed and its findings have been used to inform the design of the draft Service Specification for the new Specialist Integrated SRH service.
- 4.2. A Prior Information Notice (PIN) was released in March 2023 as part of the tender process to test the market interest. These were assessed by the BFC officers leading the procurement including the Head of Corporate Procurement and the Public Health Strategic Commissioning Manager.
- 4.3. Based on the information gathered as part of preparation for tender, a new options appraisal has been undertaken and this paper intends to inform Executive of the process most likely to secure good SRH service provision for the public and mitigating potential risks to the local authorities.
- 4.4. The options appraisal is included in the Annex paper as this includes commercially sensitive information.

5. Supporting Information

- 5.1. The successful outcome intended of the specialist integrated SRH service procurement approach is to secure an eligible provider to deliver the specialist SRH service on a refreshed service specification and new contract by 1st July 2024. This must be delivered within the financial envelope approved by Bracknell Forest Council, Slough Borough Council and RBWM for their respective proportion of the contract and to secure the total contract value.
- 5.2. The key implications table, including all financial information is included in the Annex paper as this includes commercially sensitive information.

6. Consultation and Other Considerations

- 6.1. Targeted public engagement was undertaken as part of the HNA focussing on contraceptive access. That evidence combined with other sources in the HNA informed the service specification for the Specialist Integrated SRH service.

7. Legal Advice

- 7.1. The procurement of Sexual and Reproductive Health Services enables Bracknell Forest Council to meet the following Public Health statutory duties under the Health and Social Care Act 2013; the mandatory provision of Open Access Sexual and Reproductive Health services by all Local Authorities.
- 7.2. All procurement must comply with the Public Contracts Regulations 2015 and Bracknell Forest Councils' contract procedure rules as the host commissioning organisation. For the contract award, the regulations being applied are Regulation 72-part 1B and 1C or Regulation 32-part 2 C, whichever is most appropriate.
- 7.3. The recommended option detailed in Paper II is to allow for the best value contract award as well as a compliant one.

8. Financial Advice

8.1. The specialist integrated SRH service will be funded through use of the Local Authorities' public health grant only; this is appropriate and necessary since SRH services are one of a few prescribed functions for use of the public health grant money.

8.2. Additional information including the full details of the contract value (including total maximum value, and increments) and financial advice are included on the Annex paper due to commercial sensitivity.

9. **Equalities Impact Assessment**

9.1. An Equality Impact Assessment was undertaken for the Strategic Procurement Plan in February. Whilst the recommended option for the retender has changed, the Equality impact remain the same. The retender will still be a benefit to improving outcomes and equality and the EIA is available as a background paper.

10. **Strategic Risk Management Issues**

10.1. GDPR - Personal data is not being processed as part of the decision. The provider of the Specialist Integrated SRH service will process personal data in their management of health care for service users.

10.2. There are staffing implications, including TUPE – the issues related to TUPE are explained in the Annex as these are commercially sensitive.

10.3. There are facility issues which are explained in the Annex as these are commercially sensitive.

11. **Climate Change Implications**

11.1. The recommendations in Section 2 above are expected to:

11.2. Have no impact on emissions of CO₂.

11.3. The reasons the Council believes that this will have no impact on emissions are that there will be substantive changes in the service impacting climate change or sustainability implications of this service or procurement process.

11.4. Environmental impacts are minimal. The contract will ensure that staff travel is minimised across sites, and delivery is maintained in planned and outreach sites. Sites will also need to be accessible for public transportation minimising where possible service user travel issues, and there is currently a bike park facility on NHS sites. Wherever possible improvements will be made but we shall also require any provider to have a 'green' environmental policy in place, with updates on progress against any upgrades and improvement plans that are in place.

12. **Health & Wellbeing Considerations**

12.1. There are no changes to the health and wellbeing assessment.

13. **Background Papers**

13.1. The Strategic Procurement Plan presented to Executive in March 2023.

13.2. The Data Protection Impact Assessment (DPIA) presented to Executive in March 2023 is unchanged and is available as a background paper.

13.3. The Equality Impact Assessment (EIA) presented to Executive in March 2023 is unchanged and is available as a background paper.

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Regulations 2012.

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To: Executive

19TH SEPTEMBER 2023

SURPLUS LAND DEPOT SITE - INITIAL SITE DEVELOPMENT PLAN **Executive Director: Resources**

1 Purpose of Report

- 1.1 The purpose of this report is to present to the Executive for its consideration and recommendation to Council the proposed Initial Site Development Plan (ISDP) for surplus land at the Depot site (the land adjacent to the working Depot on Old Bracknell Lane West). This is the third site recommended to be developed by the Bracknell Forest Cambium Partnership Joint Venture (JV) and follows on from the Coopers Hill and Market Street sites, both currently under construction.
- 1.2 The Council approved Joint Venture Business Plan determined the areas of focus for the Partnership for the next three years in March 2023 and set out broad proposals and development timescales for a number of sites, together with indicative land values, profits, and funding requirements. The Joint Venture Business Plan is reviewed annually, and its approval must be granted by the Council and Countryside as partners, rather than the joint venture itself. Bracknell Forest Cambium Partnership is responsible for delivery of the Joint Venture Business Plan. The Initial Site Development Plan for the Surplus land at the Depot provides sets out the specific proposals for this site, which if approved will be refined by further design work prior to a planning application being submitted in circa March 2024. Following this further work, the Council will be required to approve a Settled Site Development Plan with the final, detailed proposals prior to development commencing.

2 Recommendation(s)

That the Executive

- 2.1 **Approves the outline Initial Site Development Plan for surplus land at the Depot site:**
- 2.2 **notes that, should recommendation 2.1 be approved, detailed proposals will be developed including design, submission of a planning application and the commercial arrangements including development funding finalised in a further Settled Site Development Plan that the Council will need to approve in around 12 months' time;**
- 2.3 **notes that the JV will engage with registered social landlords to investigate the viability of increasing the level of affordable housing in the development above the minimum policy compliant level (currently 25%) up to potentially 100%, prior to submission of Settled Site Development Plan.**
- 2.4 **Resolve that the Borough Solicitor be authorised to appropriate the land at edged red on the plan attached as Annex 1 for planning purposes under Section 122(1) of the Local Government Act 1972, when a planning consent is in place.**

3 Reasons for Recommendation(s)

- 3.1 The proposed ISDP is an outline proposal for development of the Council-owned Depot site. This will become surplus to the functioning of the Depot site itself once the redevelopment of the site is completed. If approved, this outline proposal will be refined during the coming months and will be subject to several conditions being fulfilled, including securing planning permission and fulfilling best consideration requirements for the land value.
- 3.2 The proposal uses a parcel of land which would otherwise be left vacant or sold to a third-party developer. Its proposed development via the JV allows the Council retain a high level of control over what is to be built on the site.
- 3.3 The development would provide c40 new houses and flats close to the town centre, with a proposed 25% policy compliant scheme as a minimum. The opportunity to deliver an increased number of affordable units on site will be explored in the coming months, before a final proposal is brought before the Council for consideration in a Settled Site Development Plan, in around 12 months.
- 3.4 The proposed development links to the Bracknell Forest Housing Strategy 2023 to 2028. This strategy sets out four priorities:
1. Prevent homelessness & increase housing options and support for households in need.
 2. Deliver new homes in sustainable communities that meet the needs of residents.
 3. Make the best use of existing homes and improve housing quality.
 4. Provide a range of housing options for people with care and support needs.

This development will align with this strategy by:

- Providing housing with varying unit sizes, including larger units suitable for family occupancy.
- Exceeding the strategy requirements by providing 10% of housing as wheelchair adapted (strategy 5%).
- Capping the rent for affordable homes at Local Housing Allowance rates
- Delivering a high-quality development, indistinguishable from private for sale homes in the neighbourhood.

- 3.5 The scheme development will be closely monitored through the detailed design, planning and construction stages and will include opportunities such as apprenticeships and work experience. Following completion this development will enhance town centre living in the centre of Bracknell, helping support an 18-hour economy by creating a lively mixed-use destination with residential and potential commercial uses close to the town centre.
- 3.6 In order to ensure that the redevelopment can come forward, its benefits be realised and that the Council can meet its obligations under the JV legal agreement, it is proposed that the Council appropriates its land at the Depot site for planning purposes under S122 Local Government Act 1972 and utilises the statutory powers under s.203 Housing & Planning Act 2016 to facilitate the works without risk of injunction once planning permission has been obtained. This report seeks that this is delegated to Borough Solicitor who will ensure that all legal tests are complied with before Appropriation is undertaken.

4 Alternative Options Considered

- 4.1 The Executive could decide not to endorse the recommendations made in this report. This would mean that the Council may need to consider an alternative approach to development for the Surplus land at the Depot, including disposing of the surplus land to a third party. In that situation, the Council would achieve a guaranteed capital

receipt (the level of which would depend on market interest) but would lose control over the nature and scale of development on the site. A commercial as opposed to residential development has been investigated, but was found not to be viable, as has previously been reported to the Executive.

5 Supporting Information

- 5.1 Bracknell Forest Council has a long-standing ambition to secure new development in Bracknell town centre and across the Borough, in order to promote economic development, enhance vitality, and secure new homes and facilities for residents and businesses. Specifically, the Council Plan 2019-2023 states, *“We will continue to work hard to make sure that Bracknell Forest continues to thrive, even with the challenges ahead for all sectors of the economy. The council is committed to continuing the town centre regeneration and over the next four years will deliver the next phases, helping the whole town centre to flourish and grow, providing a rich 18-hour economy.”*
- 5.2 Land at the current Depot site is owned by the Council and part of this will become surplus to operational requirements once the redevelopment of the Depot is completed. At that point the surplus land will be a cleared site and it has been earmarked for future development. Previous studies presented to the Executive have indicated that residential development would be the only commercially viable opportunity. The proposal in the ISDP is for a 40-unit development comprising a mix of houses and flats with current policy compliant 25% units to be delivered as affordable housing. It is important to recognise that the ISDP is an outline proposal which will lead to final, more detailed proposals being submitted for Planning consideration at the end of March 2024. Should the nature of the development or the financial parameters vary materially from the ISDP proposal, a further report will be presented to the Executive for consideration prior to a Planning Application being submitted. Options to deliver a higher level of affordable units will also be considered at the next stage, subject to viability.
- 5.3 Once the detailed design has been completed and all title and planning conditions satisfied, a Settled Site Development Plan will be prepared for the Executive to consider. The Updated Market Value (UMV) and any other financial considerations required to develop this site will be confirmed at this stage, immediately prior to land being drawn down by the JV.
- 5.4 This approach means that the Council itself is always able to determine the JV’s activities at a strategic level, while more operational decisions are delegated to the JV Partnership Board which has the authority to act within the parameters of the agreed Business Plan and Site Development Plans.
- 5.5 The Executive should note, although there is some certainty of construction costs following a turbulent period in the construction market, the figures contained in the ISDP make some assumptions, based on soft market testing, about prices potentially to be received from registered social landlords who will purchase the affordable units. A full tender process will be undertaken by the JV prior to a Settled Site Development Plan being presented to the Council for consideration and will include details of the preferred tenure mix for the scheme, for example social rent, affordable rents, intermediate housing.
- 5.9 There remains a requirement for the Council to ensure that “best consideration” is obtained for any of its land that is disposed of, including through being put forward for

development by the JV. As a partner in the JV the Council benefits through the profit share arrangement from the site's development, which can be included in the best consideration assessment, as can delivery of a policy compliant affordable housing scheme. Estimates at this time indicate that the Council's potential profit share as development partner could be broadly in line with the land value should the site be disposed of. Both of these figures will be subject to continued review prior to the Council's consideration of a Settled Site Development Plan.

- 5.10 In the private sector, negotiations to deal with owner's rights, such as Rights to Light and other easements and covenants, are dealt with by commercial negotiation depending on the bargaining position of the parties and settlements can include a share of development gain. In the public sector, Local Authorities can appropriate land (subject to being satisfied as to the statutory tests, and, and then invoke the provisions of the Housing and Planning Act 2016 which enables the infringement of property rights with payment of fair compensation. Appropriation of land can take place if the local authority owns the land and proposes to develop it following obtaining planning permission and the development will promote or improve the economic, social or environmental well-being of their area. Surplus land at the Depot falls within this parameter.

6 Consultation and Other Considerations

Legal Advice

- 6.1 The legal issues are dealt with within the body of the report regarding.

The Council having statutory powers under Sections 123 Local Government Act 1972 to dispose of land in any manner they wish, provided that the disposal is for the best consideration reasonably obtainable unless a consent is obtained from the Secretary of State (subject to specific consents issued by way of Government circulars) As set out in paragraph 5.9 current estimates indicate that the profit share arrangement will satisfy this requirement. However compliance with this statutory requirement will be kept under review.

- 6.2 The Council has statutory powers of appropriation under S122 Local Government Act 1972, and under S203 Housing and Planning Act 2016 may override easements and restrictive covenants ; by Section 204 of the Housing and Planning Act 2016, the Council is liable to pay compensation in accordance with the statutory provisions, in respect of the interference with rights affected by the carrying out of building or maintenance.

Financial Advice

- 6.3 The financial implications for the Council are summarised in the body of the report and detailed in the appendices. While the primary objective for the Council in establishing the JV was to promote regeneration, its share of development profits can be used to support front line services. In addition, the Council receives additional Council Tax income from properties in new developments.

Other Consultation Responses

- 6.4 The recommendations are to be considered via Executive Briefing on 21st August 2023, and the Bracknell Town Centre Regeneration Committee at its meeting on 11th September 2023.

Equalities Impact Assessment

6.5 None undertaken.

Strategic Risk Management Issues

6.6 Commercial development, by its nature, cannot be risk free however, not to develop the Surplus land at the Depot site and leave undeveloped with the resultant loss of valuable housing and commercial units within the town centre will delay the regeneration of Bracknell Town Centre and associated social and economic benefits that this brings including much needed affordable housing.

Climate Change Implications

6.8 The development will be delivered in an environmentally responsible and sustainable manner, in compliance with relevant social and environmental legislation and codes of practice.

6.9 Health and Wellbeing

This scheme will support the Bracknell Forest Housing Strategy 2023 to 2028 by increasing the supply of affordable housing.

Background Papers – Commercially Sensitive

Introduction to Appendices

Public Annex A – Initial Site Development Plan Surplus Land at Depot

Confidential Annex A – Initial Site Development Plan Surplus Land at Depot

Confidential Annex B – Financial information

Confidential Annex C - Appropriation Briefing note

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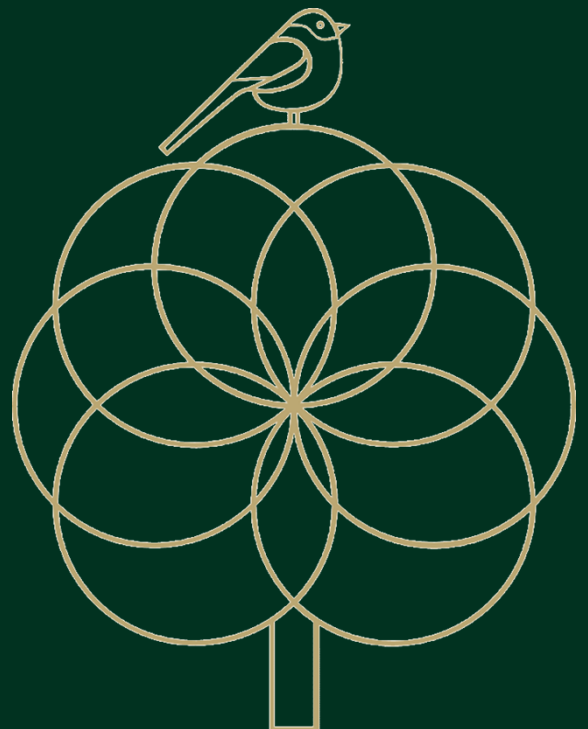
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PUBLIC

The Depot Site Initial Site Development Plan

July 2023

**Bracknell
Forest Cambium
Partnership LLP**





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Appendices

Appendix I	Depot site plan
Appendix II	Financial Appraisal Confidential
Appendix III	Ground Floor Plan

1. INTRODUCTION

The Depot site (surplus land) represents the third site proposed to come forward for the Bracknell Forest Cambium Partnership LLP. The Initial Site Development Plan (ISDP) is the first stage under the Development Agreement. The Council selected Countryside as its development partner following an OJEU Competitive Dialogue procurement process in 2020. The Council and Countryside have entered into a Members Agreement and associated Project Agreements which provide an overarching legal structure. The site drawn down will take place once the conditions precedent have been met under the terms of the Development Agreement for this site proposal, and a Site Settled Development Plan has been agreed by each partner later in 2024.

This document is the Initial Site Development Plan for the surplus land at the Depot site and is the third scheme undertaken by the Partnership. A 'Development Proposal' was submitted and approved in October 2021 giving the Partnership 12 months exclusivity period for the development of an Initial Site Development Plan. In September 2022 the exclusivity period was extended by a further 12 months to October 2023.

This Initial Site Development Plan has been produced based on a capacity study designed by John Thompson and Partners. The scheme has yet to receive formal pre-application advice from the Local Planning Authority and it is therefore likely that there will be some amendments through the planning process. Revenue and cost assumptions are based on estimates with outline technical investigations and will be refined as the scheme progresses through planning and detailed design. The proposals have been informed by several background technical reports that have helped as part of the due diligence process for the development.

The LLP Board (JV) reviewed the ISDP at the LLP Meeting held in July 2023 and recommended that each partner should seek approval through their decision-making processes, as agreed under the Members Agreement.

Market Context - The construction market has had to deal with significant uncertainty following the acute impacts of BREXIT and the COVID 19 pandemic. While BREXIT has caused issues with the supply chain (materials and labour) this has predominately been priced in since the UK officially left the EU at the start of 2020. Although the global economy has predominately reopened, the pandemic has continued to have an impact on construction costs. Rising demand have increased costs of core materials and there has also been a continued increase in the wholesale energy pricing as a result of Russia closing the Nord stream pipeline to the majority of Europe following the conflict in Ukraine. Furthermore, Ukraine (and Russia) were one of the largest producers of raw materials to Europe and the UK. The current conflict is putting serious strains on availability and therefore alternatives are being sourced, with a heightened price (supply/demand). This has put further pressure on construction costs.





2. SITE OUTPUTS

The principles of the Depot Development are to:

- Provide a 40-unit housing scheme of which a minimum of 25% will be affordable housing, meeting the needs of local residents.
- Make town centre living available for families, but also appealing to single occupancy and the elderly, in a choice of affordable homes within walkable reach of the town centre, enabling residents to access the amenities and attractions of the town centre.
- Support the creation of an inclusive community.
- Create a beacon for sustainable housing delivery, combining the best of suburban development principles into a town centre location that is a benchmark for high quality housing provision.
- Provide new green amenity space, deliver biodiversity net gain and retain existing mature trees where possible.
- Improve connectivity to the town centre and adjacent developments through pedestrian walkways and cycle routes.

The site layout, tenure mix and building forms are in their initial stage and further detail is required before entering the formal pre-application process with the LPA. It is anticipated that the planning design will commence in September 2023. The draft planning application is anticipated to be presented to the Partnership Board in February 2024 following formal pre-application meetings with the Local Planning Authority (LPA) with a planning submission date of Q2 2024.

The proposed development is for circa 40 new homes, comprising of c.15 houses and c. 25 apartments, subject to discussions with the LPA. The proposed development solution has some similar characteristics to the Coopers Hill scheme.

It is intended to enter into an agreement with a RP following a rigorous tender process. The tender process will be undertaken prior to planning submission and an agreement signed into as a conditions of land draw down. This will test viability and returns against a minimum policy compliant 25% or 35% (subject to change when Bracknell Forest's new local plan is adopted) and 100% affordable scheme, with a final proposal being presented to both partners in the form of a settled site development plan.

Affordable Homes - Bracknell Forest housing strategy 2023 to 2028

The vision is for all Bracknell Forest residents to be able to live in good quality, safe, and affordable homes, where they can be independent and financially secure, and can access the right support when needed.

The Council has set out four priorities to help achieve this:

1. Prevent homelessness and increase housing options and support for households in need.
2. Deliver new homes in sustainable communities that meet the needs of residents.

3. Make the best use of existing homes and improve housing quality.
4. Provide a range of housing options for people with care and support needs.

This development will align with this strategy by:

- Providing affordable housing with varying unit sizes, including larger units suitable for family occupancy if possible.
- Exceed strategy where possible by providing 10% of housing as wheelchair adapted (strategy 5%).
- Rent for affordable homes will be capped at LHA.
- Offering a high quality indistinguishable from private for sale homes in the neighbourhood.
- Exploring different options and funding implications for a mix of tenures.

Onerous Conditions

Means any conditions imposed in a Planning Permission or any obligations contained in any Planning Agreement which have the following effects.

- (a) prevents full development or occupation of the Site without the agreement or co-operation of someone other than the Partnership or the Council (whether as landowner, local planning authority, highways authority or housing authority);
- (b) is a temporary planning permission or restricts the planning permission to a set period of time provided that a planning permission requiring commencement of development within three years or more shall not be an onerous condition for these purposes.
- (c) makes the planning permission personal to either one person, a number of persons or a specified class or classes of persons;
- (d) imposes requirements in respect of any land not comprised within the Planning Application redline plan other than commuted sums contemplated in the Planning Application or those relating to public realm or public highway;
- (e) materially increases the cost of delivery of the Development so as to prejudice the financial viability of the Development;
- (f) requires financial planning contributions to be paid on terms or in stages which the Partnership considers to be unreasonable;
- (g) absence of provisions in any Planning Agreement which protect mortgagees in the event of insolvency or default by the Partnership or for a registered provider so that they are not to be bound by the Partnership's obligations contained in such Planning Agreement
- (h) Unreasonably restricts the hours or the way the Site may be supplied with goods or services pursuant to the Development
- (i) Limits or qualifies the identity of the person or class of person able to occupy, use or permit to occupy or use the Site and/ or any residential units on the Site (other than restrictions on the use of affordable units for affordable housing and/ or reasonable restrictions on the uses that commercial units on the Site may be used for, considering the proposed uses of the commercial units in the Site Development Plan).
- (j) If implemented would cause the Partnership to be in breach of its development, marketing or sales obligations as set out in the Development Agreement or the Members Agreement.

3. VACANT POSSESSION

The main Depot site is subject to a Council project to demolish and remodel the area. The surplus land identified for residential development will be cleared and demolished to slab level. The Council is in the process of completing the demolition contract and anticipates the site will be cleared by the end of December 2023.

4. FINANCIAL MODEL

As part of the Development Agreement a standard financial model was established. This has been used to assess the financial viability of this site and to determine a residual land value. At this stage, there are several provisional sums within the appraisal which cannot be quantified until the design, site investigations and engagement with the LPA progress. These provisional sums include ground conditions, flood risk, boundary treatments and connectivity with neighbouring sites.

An overview of the financial returns is described in this document and summary financial appraisal is included in Appendix 2.

Development Planning Stages

As with previous developments brought forward as part of the Bracknell Forest Joint Venture, the Initial Site Development Plan is used to assess the feasibility of the site and inform an Initial Market Value (IMV).

The Development Plan will evolve and be updated regularly until all the conditions precedent have been met prior to land drawdown. At this point a Settled Site Development Plan (SSDP) will be presented and agreed. The revisions will reflect design development, further understanding of site conditions and risk, and with increased cost certainty. The land value and projected profit will be calculated at each stage based on these inputs.

Once the detailed design has been completed, and all title and planning conditions satisfied, a SSDP will be prepared. At this stage, the Updated Market Value (UMV) will be set, immediately prior to land being drawn down by the Partnership.

The process and details on the assumptions that are used at each stage are illustrated in the flowchart in Appendix 4 of the Partnership Business Plan.

Assumptions

Several assumptions have been made within the Initial Site Development Plan, as follows:

- Partners agreement to a 100% affordable scheme
- Use of the OPE funding (£270k)
- S106 contributions
- Ground conditions, environmental issues, flood risk, contamination;
- Title Defects;
- Utilities, drainage, diversions and infrastructure capacity;
- Rights of Light matters;

- Changes in legislation and building regulations;
- Changes in affordable housing requirements.
- Affordable Housing and Private revenues based on a £ per square foot basis. Formal tenders and priced schedules will input into the SSDP.

Financial Outputs

The Depot Financial stack has been created and included. This updated stack models scenarios from 25% to 100% affordable units, based on high level assumptions. This currently includes loan note interest at 5%, which the members will review and confirm ahead of the SSDP being finalised. The financial appraisal is based on a number of assumptions which will need to be further tested and updated with the agreement of the JV members alongside the tenure mix.

Private for Sale Revenue

The ISDP assumes 30 units being sold for the private market. This is subject to change as options have also been progressed on a 35% affordable and 100% affordable scheme. The private revenue has been taken from a combination of Market Street and Coopers Hill comparisons. These values will need to be tested with third party agents and valued against a fixed schedule of accommodation.

Affordable Housing Sales

During the planning design stage, affordable housing providers will be approached to take part in a competitive tender for the Depot site affordable accommodation.

Early market testing has informed an initial indicative offer price for the affordable units with differing tenure mixes, for example, shared ownership, rent to buy, affordable rent, social rent. For the purposes of this ISDP, the LLP have assumed a mid-level offer for a minimum of 25% affordable units. This is based on a £ per square foot basis and is subject to change depending on the final agreed tenure and unit mix.

Formal tenders will be requested prior to Site Settled development Plan approval where the price and tenure will be fixed.

It is anticipated that the affordable income profile would be a similar model to Coopers Hill, for this proposal it is assumed 30% at Golden Brick and the remaining 70% received on monthly valuations through the construction programme.

The anticipated offer at this stage for 25% of the units as affordable homes as follows:

- 70% Affordable Rent Units – rent capped at local housing allowance
- 30% Shared ownership units

The Depot



Construction Costs

Scheme build costs have been based on a review of a number of recent construction projects with standard CPPLC house types. A cost review has been carried out by the CPPLC estimating team the costs have been reviewed and market tested as of August 2023 and will be subject to period review as market conditions change.

Costings have been analysed on the elements of substructures, superstructures, unit costs for private and adoptable external works and drainage, preliminaries and scaffolding. In addition to these standard elements several abnormal items have been identified and informed by technical reports provided by Bracknell:

- Significant level difference between the depot and adjacent site on the western boundary, potentially requiring a retaining wall
- Ground contamination
- Noise mitigation from the railway
- Connectivity to neighbouring developments

A full detailed cost plan, with renewed market testing, will be prepared once final drawings have been prepared, and any variance between this cost plan and the allowance in this site proposal be presented to the Partnership board. The council has secured £570K of grant funding which is being used to support the demolition of the overall depot site and mitigate some of the abnormal site conditions.

Land Assembly Costs

The land is wholly owned by the Council and as such there are not anticipated to be any third-party ownership costs. Allowances have been made for stamp duty land tax, legal fees in relation to the land transfer.



Management Fees

The agreed Development Management fees are included at levels stipulated in the JV legal agreements.

1. Construction Management

Management of the construction elements of the regeneration (design, procurement and build). The Construction Management covers the following services:

- Prepare and monitor the construction programme
- Appoint trade sub-contractors on a tendered basis
- Monitor the performance of consultant and subcontractors
- Prepare a construction budget and provide monthly cost reporting
- Carry out and coordinate the preparation, specifications and/or schedules for demolition and enabling works
- Organise, attend and chair monthly progress meetings
- Prepare and report on environmental investigations and necessary standards
- Site logistics planning
- Site management throughout the construction process
- Construction traffic management
- Implement and monitor site security
- Monitor Health and Safety standards
- Ensure as-built drawings and final completion certification is issued

2. Project Management

Managing the planning process and implementation of the development against plans. This covers the following services

- Setting up the Partnership and project delivery strategies
- Obtaining planning consents (outline and detailed consents)
- Preparing planning applications, with assistance from planning consultants and other professional advisors
- Submitting planning applications and negotiating any amendments
- Following the grant of planning permission, to apply for and obtain any other necessary consents
- Following the grant of planning permission, advise on compliance .
- Regular updating of the financial model in accordance with the requirements of the Partnership
- Appointment and management of non-production consultants
- Procure all the necessary investigations, surveys, environmental audits or specialist research
- Use reasonable endeavours to obtain any easements or rights and consents required from Third Parties

- Working/coordinating with other management service providers
- Negotiating and agreeing site specific legal agreements on behalf of the LLP within its delegated authority
- Procurement of estate management service providers
- Supervise and co-ordinate the planning stage professional team

3. Sales and Marketing

Provision of sales services to facilitate private residential and commercial unit includes the following services:

- Development of Sales & Marketing strategy
- Preparing programmes in respect of all pre-marking and marketing activities
- Agree launch prices and price ranges for each unit type
- Deliver a budget and costed marketing plan and establishing launch prices and incentives
- Development and implementation of a new brand identity
- Management of sales and marketing budget
- Regular reporting on sales data
- Negotiating and agreeing the sale of homes and commercial units on behalf of the JV

4. Administration and Accounting Services

Maintaining accounting records and submitting necessary statutory returns as required by Companies Law and UK tax legislation.

The administration & accounting services covers the following:

- Management accounting
- Statutory Reporting
- Management of bank accounts and payments
- Company Secretarial Services
- Overall Corporate governance

Partnership Profit

Housing development continues to operate in a very challenge market. Construction costs have been subject to significant inflation. It is anticipated that these build rates will continue to remain high through the course of the Depot development:

Land Value

In accordance with the Development Agreement, the land value has been calculated as a residual balance once all construction costs, development costs, fees and Partnership profit has been subtracted from Gross Development Value. The Partnership will drawdown the land once the conditions precedent in the Development Agreement and contained in the ISDP and SSDP as agreed, have been met. This satisfied S123 considerations for the Council.

All costs and revenue estimated will be reviewed and finalised prior to land drawdown (after planning permission is granted),

at which time a Settled Site Development Plan will be presented to the Partnership board. The actual land value will be based on this Settled Site Development Plan.

Market testing and S123 valuations will be undertaken at specified stages within each site development plan.



5. FUNDING -Details of funding profile are held in confidential annexes



The above image is an aerial red line plan of the Depot site.

The Depot



6. LEGAL OVERVIEW AND LAND ASSEMBLY STRATEGY

This section is held in confidential annexes.

Introduction

This section of the site proposal covers strategies in relation to:

- (a) Site assembly
- (b) Vacant Possession and
- (c) Satisfaction of Title Condition

The site is defined on the red-line plan attached in Appendix 1.

Site Assembly

The Council is the freeholder for the site and has full control of its usage.

It is also assumed that the site will be appropriated by the council to resolve any residual title or neighbourly issues.

This means that if planning permission and other conditions required for land draw down are not met by this date then the Council is able to withdraw the site from the development plan process. This longstop date may be extended by request should the Council agree.



Electricity Substation

- As the completed development will have a higher electrical loading than existing buildings on the site, a new substation is likely to be required.
- The design of new substation would have to be agreed with UK Power Networks, and substation transformers installed by them in time for completion of the development. If required, the Council would need to enter into a Deed of Easement for the substation and related electricity services.

Network Rail

- A railway line runs along the northern boundary of the site, with Bracknell station located directly opposite.
- Network Rail may require an asset protection agreement to be entered into with the Partnership, which sets out the construction obligations and protective measures required to safeguard the railway during construction.

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7. SALES & MARKETING STRATEGY

Affordable Housing

An Affordable Housing provider will be competitively tendered by Countryside on behalf of the Partnership. Countryside will procure an Affordable Housing provider (setting out how the Registered Provider will be procured/tendered in line with the procurement policy) which is designed to achieve value for money and quality of services. Invitations to tender will be issued to registered providers in due course for evaluation.

8. ESTATE MANAGEMENT

We strive to deliver a high-quality development that will be easy and cost effective to maintain and is designed to make everyone who lives there feel safe.

It is the intention for the Partnership to appoint a professional management company to look after the development in the long-term. A detailed management strategy will be prepared for the Council's approval when the detailed design is sufficiently advanced.

It is anticipated that the Council will adopt the hard landscaped areas and the estate will be responsible for the maintenance of soft landscaped areas. The extent of the phase leases will need to be settled at the point the leases are drawn down. No allowance has been made for any commuted sums sought by the Council to contribute towards the maintenance of the areas to be adopted.

Assumptions surrounding adoption of hard and soft landscaping, and any commuted sums will be finalised prior to land drawdown, as to be agreed with the Local Planning Authority.

9. COMMUNITY & ECONOMIC BENEFITS

A key objective of the development will be to provide social and economic benefits. This will be through employment creation and training, involving the local supply chain, training & apprenticeships.

LLP will promote employment and training opportunities to local people. A Community Liaison Manager will work with local schools and local organisation to provide training opportunities, apprenticeships, and work experience on site. The Partnership will maximise local labour by working with Council; supply chain partners and mainstream employment services such as Jobcentre Plus to establish a partnering arrangement to advertise employment opportunities and sourcing potential candidates.

During the construction phase of the project, we will offer project vacancies to local employment partners.

As a developer most of our services will be supplied by sub-contractors. It is vital that our supply chain partners are fully engaged and committed to drawing their workforce from within the local area wherever practicable. To achieve this, we will:

- Brief all supply chain partners on the project specific requirements.
- Write local employment requirements into sub-contractor documents.
- Maximise local procurement opportunities in the knowledge that local supplies will tend to employ locally.

There will be significant economic benefits generated from these 40 homes driven from the following categories:

- Construction benefits – generating new jobs through direct employment and employment through our supply chain.
- Operational and expenditure benefits including:
 - First occupation expenditure on goods in the local area
 - Creation of additional jobs from new commercial use
 - Economic output
 - Resident expenditure in local shops and services
 - Supported jobs
- Local Authority revenue benefits generated from
 - Council tax
 - Planning contribution
 - Business rates (where applicable)

There will be 40 full-time jobs created on construction, along with 50+ spin-off indirect supply chain jobs from the construction project. Additionally, operational and expenditure benefits will be generated including £250k p.a. in resident expenditure / £2m in economic output from direct employment / supporting local economy and area.

The local authority will also benefit from ~£75k p.a in council tax revenues, whilst reaping the benefits from an entirely 100% affordable scheme and addressing the critical need for more affordable housing across Bracknell and the UK.

10. PLANNING STRATEGY

The success of the planning strategy is reliant on a collaborative approach between the Partnership, Countryside, the Council and other interested parties. A Scoping Opinion for an Environmental Impact Assessment will be sought from the Council, but it is assumed that an EIA will not be required for the scheme.

11. SUSTAINABILITY POLICY

A key objective of the development is to ensure it is delivered in an environmentally responsible and sustainable manner. To achieve this the Partnership will comply with relevant social and environmental legislation and codes of practice. The Partnership has a number of objectives to mitigate the impact on environmental and social factors throughout the lifecycle of the development.

The JV would be developing the sustainability policies and improvements set out in recent developments across the borough

e.g., Coopers Hill which included the following brief for sustainability:

Key sustainability features within the proposed developments will include measures such as;

- waste and recycling facilities,
- the use of sustainable materials where practical,
- sustainable procurement policy,
- biodiversity and ecology,
- promotion of sustainable transport and mitigating congestion,
- electric vehicle parking provisions,
- energy efficient home appliances
- water efficiency measures.

The scheme will contain sustainable drainage systems, measures to reduce CO2 output and photovoltaic panels on the roofs of all apartment blocks. Sustainable travel is at the heart of the scheme, including dedicated cycle parking bays and car parking spaces with easy access to Bracknell Station, many of which some will have in-built EV charging.

12. DRAFT DEVELOPMENT PROGRAMME, PHASING & KEY MILESTONES

The key milestone dates for the Depot programme are held in confidential annexes

13. RISK REGISTER

A Partnership Risk Register is in place for the Partnership and is enclosed in the Partnership Business Plan. This provides an overarching risk management tool, consolidating risk management best practice and risks potentially arising at both Partnership and at Site Development Plan level.

A further risk register will be maintained specific to The Depot. A template is attached in Appendix 3.

This document will be maintained by Countryside and included in the papers issued ahead of each board meeting during the design and construction period of The Depot.

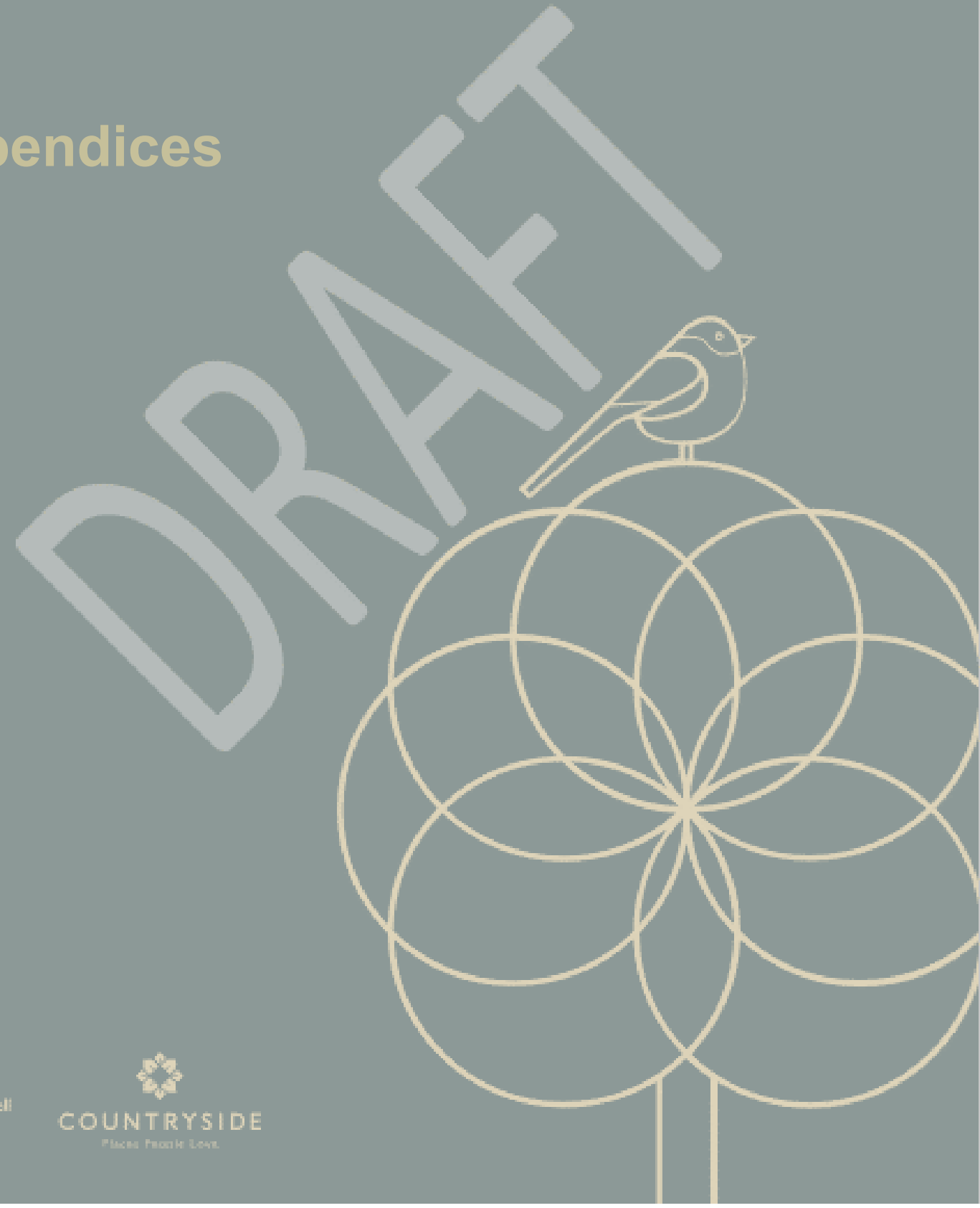


14. KPI'S & PERFORMANCE MEASUREMENT

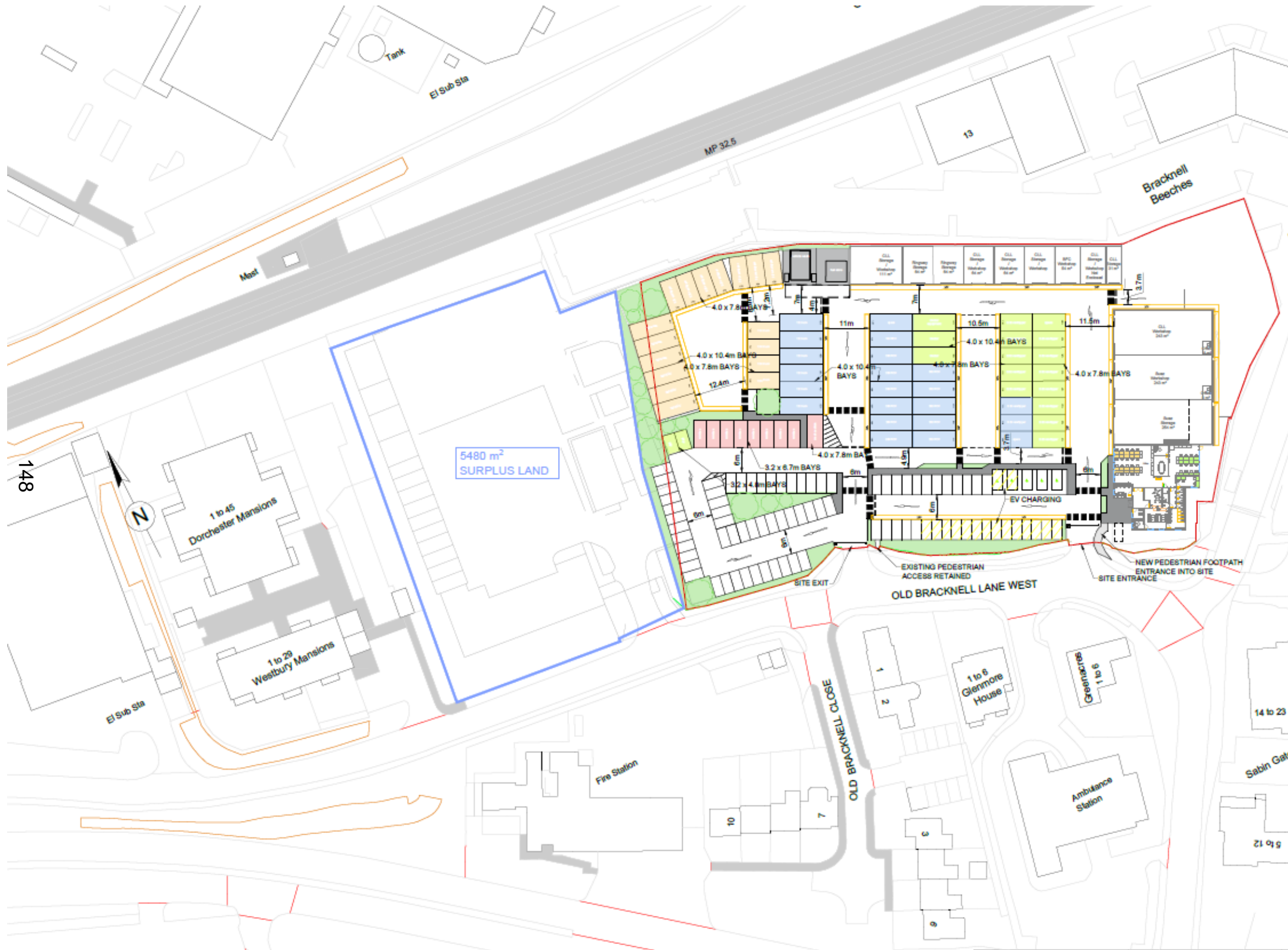
KPIs, are embedded in the Members Agreement alongside thresholds and mechanisms in place to measure performance of construction exclusivity. These will be regularly monitored at Partnership board.

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Appendices



APPENDIX 1: DEPOT SITE PLAN



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THE PROPOSAL

Ground Floor Plan



GROUND FLOOR PLAN

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To: **Executive**
19th September 2023

Approval of the Strategic Procurement Plan for Integrated Therapies Service and associated contract extensions

Executive Director of People

1 Purpose of Report

- 1.1 To seek Executive approval for the procurement of an Integrated Therapies Service, to include Occupational Therapy (OT) and Speech and Language Therapy (SALT) for a 7-year contract term. The procurement will be a joint commissioning project with NHS Frimley Integrated Care Board (ICB), the Royal Borough of Windsor and Maidenhead (RBWM) and Slough Borough Council.
- 1.2 The Integrated Therapies Service will be procured with NHS Frimley ICB as the lead commissioner, through issuing a Prior Information Notice (PIN) for soft market testing prior to a full Contract Notice.
- 1.3 To seek Executive approval to extend the current OT and SALT contracts for up to 2 years to allow procurement to take place.

2 Recommendations

- 2.1 Executive to approve the Strategic Procurement Plan for the provision of an Integrated Therapies Service as a jointly commissioned service with NHS Frimley Integrated Care Board, the Royal Borough of Windsor and Maidenhead and Slough Borough Council. NHS Frimley Integrated Care Board will be the lead commissioner.
- 2.3 Executive to agree the proposed contractual term of 7 years, starting with an initial period of three years and two further optional extension terms of 2 years (3+2+2 years).
- 2.4 Executive to delegate authority for the contract award decision to the Executive Director: People in consultation with Executive member for Children, Young People & Learning.
- 2.5 Executive to approve an extension via waiver of the current Children and Young People's Occupational Therapy Service Level Agreement for one year to cover the dates 02/09/23-01/09/24 and, if required, to cover the dates 02/09/24-01/09/25.
- 2.6 Executive to approve an extension via waiver of the current Children and Young People's Speech and Language Therapy contract for one year to cover the dates 03/09/23-02/09/24 and, if required, to cover the dates 03/09/24-02/09/25.

3 Reasons for Recommendations

- 3.1 The procurement of the Integrated Therapies Service is required to meet the needs of children and young people with Special Educational Needs and Disabilities (SEND).
- 3.2 The proposal for jointly commissioning an Integrated Therapies Service will include a core clinical service. The core clinical offer includes SALT, OT and Physiotherapy. This core element of the integrated service will provide services where there is a clinical need such as intervention when a child or young person has experienced an accident or where there is a specific clinical need such as Dysphagia. Physiotherapy services are included in the core health service and are commissioned to provide

assessment and intervention to children and young people who present with a non-acute condition affecting their physical development and/or function and where specialist physiotherapy support is required. Clinical pathways for this cohort of Children and Young People will predominantly be through community health services such as health visiting, community paediatrics and primary care and Acute pathways.

- 3.3 The proposed joint commissioning model will ensure the best use is made of resources. Currently, there are four different contracts with different specifications, eligible populations/schools and monitoring arrangements. This results in inequitable provision and outcomes, service gaps, and disputes. A joint arrangement across East Berkshire would ensure a consistent service model is delivered across the area. A single provider ensures reduced variation in practice, more standardisation and a reduction in variation of access and outcomes. Impact measures would be monitored in a consistent way, the inequality of outcomes is reduced and there would be an increase in children who can access the service. A single needs assessment ensures the pooling of public health input, clinical expertise, schools' feedback, data and informatics and community insights. An aligned strategy means an at scale approach to tackling issues such as recruitment and retention, quicker resolution of disputes, and a single contract management approach.
- 3.4 The service model and specification will be jointly developed by NHS Frimley ICB, BFC, RBWM and Slough Borough Council to include the learning that took place during the pandemic, use of technology, and a contract monitoring and performance management framework with clear key performance indicators. Regular and robust contract monitoring will be undertaken throughout the life of the contract. A joint contract will clearly outline the costs of the service and the funding contribution of each Commissioning Partner. Key data sets will be presented in a dashboard at the SEND Improvement Partnership Board to provide the required system oversight.
- 3.5 Engagement will take place in the autumn term 2023 with key stakeholders including schools forum, service users, schools, health professionals, parents and the parent carer forums across East Berkshire to support the development of the new service model and specification. Workshops led by NHS Frimley ICB are taking place throughout July and August with multi-agency professionals at the three Local Authorities to progress this work. The Bracknell Forest Council (BFC) workshop took place on 24th July 2023.
- 3.5 Bracknell Forest Council wants all children and young people in the borough to be safe, to learn, to gain confidence, be happy and be supported to reach their full potential. Ensuring all children and young people with SEND are supported in achieving their aspirations is of paramount importance to us.
- 3.6 In November 2021, BFC's SEND services were inspected by Ofsted and the Care Quality Commission (CQC) and nine significant areas for improvement were identified. The fifth area for improvement is 'the lack of support available to children and young people while waiting excessive amounts of time to access occupational therapy services. Also, the lack of capacity in the occupational therapy team, resulting in delays to their contributions to education health and care plans (EHCPs). Improving OT wait times is a key improvement that needs to be delivered, as set out in our Written Statement of Action (WSOA).

4 Alternative Options Considered

- 4.1 **Do nothing:** The current contract and associated obligations will lapse, therefore there would be no provision for an Integrated Therapies Service. This would leave us unable to meet our statutory duty to provide OT, SALT and physiotherapy to children and young people in Bracknell Forest. It would also leave us unable to fulfil our duty

to ensure all EHCP assessments are completed within the 20-week timeframe, including the necessary input from SALT and OT therapists.

- 4.2 **Extending beyond the requested period:** There is no further provision within the current contract for this to be extended. Additionally, the service specifications have not been reviewed for several years and are no longer fit for purpose.
- 4.3 **A competitive tender as the sole commissioner:** The Integrated Therapies Service must be commissioned jointly by BFC and NHS Frimley ICB, as stated in the SEND Code of practice (2015). BFC and NHS Frimley ICB could commission this service jointly without RBWM and Slough Borough Council. However, the same provider currently provides the same services across Berkshire. Under Section 10 of the Children Act 2004 and Section 75 of the National Health Service Act 2006 local authorities and NHS Frimley ICB have a statutory duty to consider the extent to which children and young people's needs could be met more effectively through integrating services and aligning or pooling budgets in order to offer greater value for money, improve outcomes and/or better integrate services for children and young people with SEN or disabilities.
- 4.4 **A joint commissioning exercise with a Local Authority partner as the lead commissioner:** NHS Frimley ICB is the largest financial contributor to the service. The three Local Authorities are much smaller partners and due to resourcing challenges, neither BFC, RBWM or Slough Borough Council can act as lead commissioner for this project.
- 4.5 **Spot purchasing without a contractual arrangement:** Best value for money is unlikely to be achieved. The SEND Code of practice states that BFC and NHS Frimley ICB must jointly commission a service and publish this in the local offer. Spot purchased services would therefore not be appropriate.

5 Supporting Information

- 5.1 The current SALT service provided by Berkshire Health Foundation Trust (BHFT) includes:
- **Early Years Provision (0 – School Entry)**
Drop-in clinics hosted in BFC family hubs
 - Providing advice to families with early concerns around their child's speech or communication
 - Signposting families with additional (non-SALT) needs to other agencies
 - Referring children identified as requiring intervention or additional specialist support to the appropriate service.
 - **Mainstream Schools Provision (School Entry – 25 years)**
A whole school approach
 - Providing advice, strategies and training to education staff and carers across education settings (37 mainstream BFC schools, resource units and our pupil referral unit) to ensure that children and young people with speech, language and communication needs receive the required support.
 - Contribution to the 20-Week EHCP (Education, Health and Care Plan) process by providing written reports and attending the necessary meetings.
- 5.2 The current OT service delivered by BHFT includes:
- **Early Years Provision (0 – School Entry)**
Children receive initial assessment and various packages of intervention according to individual need. Services are delivered where it would best meet the needs of the child/young person (jointly funded by BFC and the ICB).

- **Mainstream Schools Provision (School Entry – 19 years)**
Children receive initial assessment and various packages of intervention according to individual need. Services are delivered where it would best meet the needs of the child/young person (jointly funded by BFC and the ICB).
 - **Special Schools Provision**
A whole school approach – providing advice, strategies and training to education staff in Kennel Lane School to ensure that children and young people with occupational therapy needs receive the required support (jointly funded by BFC and the ICB).
 - **Independent School Provision**
Providing advice and strategies to education staff in independent schools and providing a one-off initial assessment for children and young people attending an independent school (jointly funded by BFC and the ICB).
 - **Home School Provision**
BHFT home schooled service for 0-19 years (jointly funded by BFC and the ICB).
- 5.3 The procurement of the Integrated Therapies Service is required to meet the needs of children and young people with Special Educational Needs and Disabilities (SEND) in line with the following Statutory Duties:
- **Children’s and Families Act 2014** – Joint commissioning arrangements for local authority and health commissioners, identification and assessment of children and young people with SEND, and completions of Education, Health and Care Plans (EHCPs).
 - **The SEND Code of Practice 2015** – Collaboration between education, health and social care services to provide support and providing high quality provision to meet the needs of children and young people with SEND.
 - **Equalities Act 2010** - Remove or minimise disadvantages, take steps to meet different needs, and encourage participation when it is disproportionately low.
- 5.4 The procurement of the Integrated Therapies Service is required to meet the needs of children and young people with special educational needs and disabilities in line with the following local strategies and plans:
- Bracknell Forest Council’s **SEND Written Statement of Action (WSOA)**.
 - The Joint Strategic Needs Assessment
 - The Health and Wellbeing Strategy (2022-2026)
 - Special Educational Needs and Disability Improvement Strategy (2020–2022)
 - Local Transformation Plan for Children and Young People’s Mental Health, Emotional Wellbeing and Celebrating Neurodiversity (2021-2024)
- 5.5 Berkshire Health Foundation Trust contribute to the 20-week education health and care plan process by completing statutory assessments during weeks 6-12 of the 20-week timeframe. The local authority has a duty to make sure that an education health and care plan is prepared and then implemented within this timeframe, and this includes input from health partners such as SALT and OT therapists.
- 5.6 In November 2021, BFC’s SEND services were inspected by Ofsted and the care quality commission and nine significant areas for improvement were identified. The fifth area for improvement is ‘the lack of support available to children and young people while waiting excessive amounts of time to access occupational therapy services. Also, the lack of capacity in the occupational therapy team, resulting in delays to their contributions to EHCPs. Improving occupational therapy wait times is

a key improvement that needs to be delivered, as set out in our Written Statement of Action (WSOA).

5.7 Permission is sought with the purpose of:

- Improving wait times
- Reducing the number of education health care assessment breaches
- Ensuring that BFC children and young people receive the support they need, at the right time
- Ensuring children and young people have equitable access to therapy services across East Berkshire, working in partnership with Health.

5.8 Initial work has already taken place to address the extensive wait times as part of our WSOA. NHS Frimley ICB has invested additional funding into the service and the provider has demonstrated significant reductions in the length of time that children and young people are waiting to receive services. The Strategic Commissioning Team and Education colleagues undertake regular contract monitoring and engage in frequent communication with the provider to ensure there is ongoing oversight of this service. This monitoring will continue throughout the contract extension period.

5.9 Key findings of the analysis of usage of existing provision, including the recent reduction in wait times, are detailed in the Strategic Procurement plan.

5.10 As of January 2023, there were 1248 children and young people with education health and care plans. In January 2019, this figure was 775 representing an increase of 10-16% each year for the past 4 years. RBWM reports a current number of 1177 children and young people with EHCPs and Slough reports 1824.

5.11 This is an indicative timeline based on the 12-month extension.

Milestone	Approximate Date
Cost modelling and specification development – NHS Frimley ICB, BFC, RBWM and Slough Borough Council	July – September 2023
Engagement with key stakeholders – to include Schools Forum, schools, service users, health professionals and parents	September – December 2023
Publish OJEU Prior Information Notice	January 2024
Publish OJEU Contract Notice / Publish on Find A Tender	January 2024
Publish adverts in South East Business Portal and Contracts Finder	January 2024
Evaluate responses to PIN	February 2024
Contract Award	April 2024
Mobilisation Period	May-September 2024
Contract Start Date	02/09/24

6 Consultation and Other Considerations

Legal Advice

6.1 Comments are detailed in the Strategic Procurement Plan.

Financial Advice

6.2 Comments are detailed in the Strategic Procurement Plan.

Other Consultation Responses

6.3 N/A

Procurement

6.4 Comments are detailed in the Strategic Procurement Plan.

Equalities Impact Assessment

6.5 An Initial Equalities Screening Record Form will be completed as part of the re-commissioning of this service. NHS Frimley ICB will lead on a joint Equalities Screening to consider the impact across Bracknell Forest, RBWM and Slough.

Strategic Risk Management Issues

6.6 Comments are detailed in the Strategic Procurement Plan.

Climate Change Implications

6.7 Commissioners will work with health colleagues to ensure that the climate change implications are explored as part of the procurement process with a view to reducing the implications in line with the strategies of all organisations involved in the process.

Health & Wellbeing Considerations

6.8 The service will be jointly commissioned with NHS Frimley ICB, who will be the lead commissioner. The NHS standard contract terms and conditions will apply to the contract.

Contact for further information

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