

NOTICE OF MEETING

Executive

Tuesday 13 July 2010, 5.00 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: Executive

Councillor Bettison (Chairman), Councillor Ward (Vice-Chairman), Councillors Mrs Ballin, Dr Barnard, Birch, Mrs Hayes, Kendall and McCracken

An Executive meeting will take place at 5.00 pm on Tuesday, 13 July 2010 in the Council Chamber, Fourth Floor, Easthampstead House, Bracknell

The items for discussion are set out overleaf.

ALISON SANDERS
Director of Corporate Services

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Published: 5 July 2010



**Executive
Tuesday 13 July 2010, 5.00 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell**

AGENDA

	Page No
1. Apologies	
2. Declarations of Interest Members are asked to declare any personal or prejudicial interests, and the nature of that interest, in respect of any matter to be considered at this meeting.	
3. Minutes - 15 June 2010 To consider and approve the minutes of the meeting of the Executive held on 15 June 2010.	1 - 10
4. Urgent Items of Business	
5. Review of Housing Strategy To consider changing the allocation of funding in the housing strategy programmes. The programmes were agreed by members in July 2009 and due to residential market conditions some elements of the programme have proven difficult to deliver. In addition the report proposes a new scheme to enable households to buy a home in Bracknell Forest with help from the Council.	11 - 24
6. Allocations Policy Review To review the Council's My Choice Housing Allocations Policy following the first six months of operation and to consider changes to the element of the policy which relates to out of borough applicants which is not operating as initially expected.	25 - 28
7. Local Development Framework-Site Allocations Development Plan Document To consider a report relating to the Local Development Framework – Site Allocations Development Plan Document in the light of emerging government advice on changes to existing planning policies.	To Follow
8. Climate Change Action Plan - Revised April 2010 To approve revisions to the Climate Change Action Plan, aligned to the Council's financial year from April 2010.	29 - 70

9. **Commitment Budget 2011/12 - 2013/14**
To provide an update on the significant issues that are likely to impact upon the Council's budget in future years and represents the first step towards setting a budget for the 2011/12 financial year and beyond. 71 - 80

10. **Corporate Performance Overview Report - Quarter 4**
To inform the Executive of the performance of the Council over the fourth quarter of 2009/10 (January-March 2010). 81 - 100

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EXECUTIVE
15 JUNE 2010
5.00 - 5.45 PM

Present:

Councillors Bettison (Chairman), Mrs Ballin, Dr Barnard, Birch, Mrs Hayes, Kendall and McCracken

Apologies for absence were received from:

Councillors Ward

57. Declarations of Interest

Councillor Barnard declared a personal interest in item 11.

Councillor Hayes declared a prejudicial interest in item 11 and withdrew from the meeting during its consideration.

58. Minutes

RESOLVED that the minutes of the meeting of the Executive on 18 May 2010 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

59. Executive Decisions

The Executive considered the reports submitted on the items listed below and the decisions taken are recorded in the decision sheets attached to these minutes and summarised below:

Item 5: Corporate Asset Management Plan

RESOLVED that

- 1 The work being undertaken to upgrade the Asset Management Plan be noted.
- 2 The proposal to include £500k in the potential pressures for the 2011/12 revenue budget to support the need for additional planned maintenance be noted.

Item 6: Downside Consultation Results

RESOLVED that

- 1 The reprovision of Downside Resource Centre activities be approved;
- 2 The development of Option 4 in the accompanying report set out on pages 32-33 be approved;

- 3 All current people supported at Downside will have a further review of their needs to determine individual support options be approved; and
- 4 The staff at Downside be subject to the organisational change protocol and a separate report for Employment Sub Committee is presented to consider the staffing implications in detail of the recommendations.
- 5 A further report on the detailed development of services in Option 4 of the report be brought back to the Executive Member.

Item 7: Revenue Expenditure Outturn 2009/10

RESOLVED that

- 1 The outturn expenditure for 2009/10, subject to audit, of £73.506m, which represents an under spend of £0.712m compared with the approved budget, be noted.
- 2 The budget carry forwards of £0.101m (see paragraph 5.6 and Annexe C of the report) be noted..
- 3 The Council's Treasury Management performance in 2009/10 set out in Annexe B of the report be noted..
- 4 The earmarked reserves as set out in Annexe D of the report be recommended to the Governance and Audit Committee.

Item 8: Capital Expenditure Outturn 2009/10

RESOLVED that

- 1 The outturn capital expenditure and in particular the key variances identified in section 5.6 of the report be noted.
- 2 The carry forward of £29.029m from the 2009/10 capital programme to 2010/11 including £0.3m relating to projects approved in 2008/09 (see paragraph 5.7 of the report) be approved.
- 3 The financing of capital expenditure as shown in Table 2 of the report be noted.

Item 9: Broadband Services to Schools

RESOLVED that Supplier C be awarded the contract for the supply of an integrated broadband and internet service for schools, to take effect from September 2010. The award of contract to be subject to the agreement of the Schools Forum to fund any budget shortfall that may arise.

60. Exclusion of Public and Press

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

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

61. **Executive Decision containing Exempt Information**

The Executive considered a report containing exempt information on the following item. The decision taken is detailed in the attached decision sheet and summarised below:

Item 11: Wick Hill Skills Centre

RESOLVED that the decisions outlined in the exempt report be agreed.

LEADER

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I021681
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1. **TITLE:** Corporate Asset Management Plan

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To consider updates to the Council's Corporate Asset Management Plan, which was approved in 2009.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 The work being undertaken to upgrade the Asset Management Plan be noted.

2 The proposal to include £500k in the potential pressures for the 2011/12 revenue budget to support the need for additional planned maintenance be noted.

7. **REASON FOR DECISION**

To ensure the Executive are aware of the work being undertaken to revise and upgrade Asset Management in 2010.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** None.

10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services

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

Date Decision Made	Date decision will be implemented
15 June 2010	24 June 2010

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1021171
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1. **TITLE:** Downside Consultation Results
2. **SERVICE AREA:** Adult Social Care and Health
3. **PURPOSE OF DECISION**

This report considers the recent consultation on the future provision at Downside and proposes recommendations for future provision.

4. **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive

6. **DECISION:**

- 1 That the reprovision of Downside Resource Centre activities be approved;
- 2 That the development of Option 4 in the accompanying report set out on pages 32-33 be approved;
- 3 That all current people supported at Downside will have a further review of their needs to determine individual support options be approved; and
- 4 That the staff at Downside be subject to the organisational change protocol and a separate report for Employment Sub Committee is presented to consider the staffing implications in detail of the recommendations.
- 5 A further report on the detailed development of services in Option 4 of the report be brought back to the Executive Member.

7. **REASON FOR DECISION**

The reasons for the recommendations are outlined in the report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative options are outlined in the report.

9. **PRINCIPAL GROUPS CONSULTED:** Staff and people who use the Centre, Trade Unions, Voluntary Sector Organisations.
10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care & Health
11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Date decision will be implemented
15 June 2010	24 June 2010

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1021873
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1. **TITLE:** Revenue Expenditure Outturn 2009/10

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To note outturn expenditure and make recommendations to the Governance.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 That the outturn expenditure for 2009/10, subject to audit, of £73.506m, which represents an under spend of £0.712m compared with the approved budget, be noted.

2 That the budget carry forwards of £0.101m (see paragraph 5.6 and Annexe C of the report) be noted.

3 That the Council's Treasury Management performance in 2009/10 set out in Annexe B of the report be noted.

4 That the earmarked reserves as set out in Annexe D of the report be recommended to the Governance and Audit Committee.

7. **REASON FOR DECISION**

The recommendations are intended to inform the Executive of financial performance against budget in the 2009/10 financial year.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The report sets out the Council's actual financial performance in 2009/10 and the consideration of options is not therefore appropriate.

9. **PRINCIPAL GROUPS CONSULTED:** N/A

10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services

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

Date Decision Made	Date decision will be implemented
15 June 2010	24 June 2010

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1021879
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1. **TITLE:** Capital Expenditure Outturn 2009/10

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To note outturn expenditure and financing and to approve carry overs.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- 1 That the outturn capital expenditure and in particular the key variances identified in section 5.6 of the report be noted.
- 2 That the carry forward of £29.029m from the 2009/10 capital programme to 2010/11 including £0.3m relating to projects approved in 2008/09 (see paragraph 5.7 of the report) be approved.
- 3 That the financing of capital expenditure as shown in Table 2 of the report be noted.

7. **REASON FOR DECISION**

The reasons for the recommendations are set out in section 5 of the report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not applicable.

9. **PRINCIPAL GROUPS CONSULTED:** N/A

10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services

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

Date Decision Made	Date decision will be implemented
15 June 2010	24 June 2010

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1021260
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1. **TITLE:** Broadband Services to Schools
2. **SERVICE AREA:** Children, Young People and Learning
3. **PURPOSE OF DECISION**

To approve the award of a contract for the provision of broadband internet services to schools.

4. **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive

6. **DECISION:**

That Supplier C be awarded the contract for the supply of an integrated broadband and internet service for schools, to take effect from September 2010. The award of contract to be subject to the agreement of the Schools Forum to fund any budget shortfall that may arise.

7. **REASON FOR DECISION**

The reasons are outlined in the report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Whilst it would be possible for each school to procure their own broadband and internet service provision the additional costs incurred in terms of specifying, tendering and managing such a large number of individual contacts would result in a less cost effective solution. Also, if each school specified different provision from a different supplier, it would be difficult for the Council to ensure that each school received the broadband entitlement.

The current centrally organised and managed contract has delivered a good service and no schools have indicated that they wish not to be included in the new arrangements.

9. **PRINCIPAL GROUPS CONSULTED:** Consultation with schools.
10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.
11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Date decision will be implemented
15 June 2010	24 June 2010

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I022262
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1. **TITLE:** Wick Hill Skills Centre
2. **SERVICE AREA:** Children, Young People and Learning
3. **PURPOSE OF DECISION**

To agree to an exchange of land on the Wick Hill site to facilitate the development of a Skill Centre.

4. **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the decisions outlined in the exempt report be agreed.

7. **REASON FOR DECISION**

Executive approval is required for disposal/acquisition of land and to take easements over property.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Alternative options for the creation of the vocational skills centre are set out in the body of the report.

9. **PRINCIPAL GROUPS CONSULTED:** College
10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.
11. **DECLARED CONFLICTS OF INTEREST:** Councillor Barnard declared a personal interest.
Councillor Hayes declared a prejudicial interest and withdrew from the meeting.

Date Decision Made	Date decision will be implemented
15 June 2010	24 June 2010

**TO: THE EXECUTIVE
13 JULY 2010**

REVIEW OF HOUSING STRATEGY PROGRAMMES Director of Environment Culture and Communities

1 PURPOSE OF DECISION

- 1.1 The purpose of this report is to seek member's consideration of changing the allocation of funding in the housing strategy programmes. The programmes were agreed by members in July 2009 and due to residential market conditions some elements of the programme have proven difficult to deliver. In addition the report proposes a new scheme to enable households to buy a home in Bracknell Forest with help from the Council.

2 RECOMMENDATIONS

- 2.1 **That an equity share scheme to enable first time buyers to buy a home is established in Bracknell Forest.**
- 2.2 **That, subject to the decision at 2.1, £1 million is allocated from the existing housing capital programme to support the equity share scheme in 2010/11 to fund a maximum of 20 equity shares in this financial year.**
- 2.3 **That the delivery of the equity share scheme is managed externally from the Council.**
- 2.4 **That the revised housing strategy programme of spend as set out in Appendix A.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 Executive agreed the housing strategy spending programme in conjunction with the housing strategy in July 2009. There were a number of schemes within the programme that have not taken place either because of the condition of the residential property market or the improved performance of the Council in terms of homeless prevention.
- 3.2 The Council had agreed to allocate £100,000 in 2009/10 to a home loan scheme. The basis of the scheme was to provide a loan with a five year repayment holiday to act as a deposit for those households who wished to purchase a home due to the increased demands from lending institutions. It was found the lending institutions would still require a substantial deposit even after the provision of the home loan and as such the product has not been taken up.
- 3.3 Secondly, the Council allocated over £1million in 2009/10 to finance the purchase of land for residential development. Property services have been unable to identify any opportunities that represent good value for money for the Council in the current market. Very little property currently on the market with developers holding on waiting for improvement in market conditions

before they intend to sell. What does come to the market can command a premium due scarcity value. It is recommended that this approach is not continued and alternatively an equity share scheme is established.

- 3.4 The Council agreed to establish a project to purchase properties to rent to homeless households, the temporary to permanent scheme and allocated £250,000 in 2009/10. The intention of the scheme was that properties would be purchased to replace the properties that the Council leased. One property was purchased in 2009/10 but due to the improved performance of the Council in terms of homeless prevention it has not been necessary to replace the leased properties that have been given up.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The Council's housing strategy programmes are funded by the proceeds of the stock transfer. The Council committed to invest £17.250 million and deliver at least 250 affordable housing units. Therefore, the programmes have been recommended to address that target.
- 4.2 The Council could continue with the current programmes. However, the current state of the residential property market means that funding for the supply of new housing is likely to remain unused. The market conditions lend themselves to promoting a product that provides support so that households can purchase a home taking advantage of the competitive pricing of property at the moment. Hence, the recommendation to establish equity share scheme which will provide households the financial support to buy a home of their choice.
- 4.3 To continue with the temporary to permanent scheme runs the risk of the Council owning property with no homeless households to take up occupation and thus losing rent. Therefore, it is recommended to discontinue the scheme at this time and look to finance permanent affordable housing instead.

5 SUPPORTING INFORMATION

Equity share scheme

- 5.1 A general consent exists for Council's to set up shared ownership schemes. This gives Council's the powers to sell a lease to a household on a property for a percentage of the equity of a dwelling above 25% and charge a rent on the equity that the Council retains. The Council can use this power to set up a scheme where the Council buys a property selected by a household but then sells that household a percentage of the equity of the property. The household would then be charged rent on the unsold equity.
- 5.2 It is recommended that the Council sets up an equity share scheme to enable first time buyers to buy a home of their choice. Households will be asked to apply for the scheme and must be resident in Bracknell Forest at the time of application and should have lived continuously in the Borough for at least five years. Applicants will be assessed on a first come first served basis until the allocated funding has been committed. Each household will be assessed on the basis of the income and savings to assess how much they can afford to pay for a property in terms of a mortgage.

- 5.3 The Council will set maximum purchase prices for different sizes of property based on the average purchase prices derived from independent valuation sources at 1st April each year.
- 5.4 Once the household has been assessed they will be told how much the Council will be prepared to buy of the home they wish to purchase. The household will identify a home they wish to purchase within that parameter. When they find a home that they wish to purchase they will inform the Council and the Council will make an offer on the property, purchase the property but on a back to back basis sell a long lease to the household if the Council purchases a freehold or a sub lease if the Council purchases a lease. The Council retains the equity that the household cannot afford to purchase. The household will then be charged a rent on the unsold equity which will increase by 1% each year up to a maximum of 5%. The following example shows how this will work:-

Household income assessed as	£ 40,000
Household savings of	£ 5,000
Household purchase potential savings	3 x £40,000 = £120,000 plus £5,000
Total	£125,000

Household wishes to purchase two bedroom property and Council sets maximum purchase price at £175,000

Household finds a two bedroom property they wish to purchase for £175,000 and Council purchases the property selling the household a long lease for £140,000 which equates to 71% of the value of the property. The Council charges the household a rent of 1% of the unsold equity in the first year, £500 or £41.66 a month which will rise by 1% and the increase in the value of unsold equity until it reaches 5% at year 5. So, if by year 5 house price inflation has been an average of 2% compound the initial £50,000 will be worth £55,204 and 5% rent will be £2,760 a year or £230 a month. The household can purchase the unsold equity at any time and in minimum amounts of 5%. The rent will be re-assessed on an annual basis.

- 5.5 The household will have full responsibility for the repair and upkeep of the property. The property will have to remain their sole residence. The Council would insure the property and recharge. If the household wished to sell the percentage of the property it owned it would have to give first refusal to the Council and if the Council did not exercise its right to purchase the equity the property would be sold jointly on the open market.
- 5.6 The household will have to meet the Council's costs in purchasing the property and this will be taken into account when calculating the household's affordability levels. Stamp duty will be incurred in the purchase of the properties by the Council and the household depending upon the thresholds. First time buyers are exempt from stamp duty on purchases up to £ 250,000.
- 5.7 It is recommended that the maximum equity that the Council will purchase is 50% although not more than 20% of the annual allocation of funding will be available to fund that level of equity purchase.

- 5.8 It is recommended that households can purchase the Council's equity at minimum tranches of 5%.
- 5.9 It is recommended that households will not be supported to purchase properties more than one bedroom above their household need.
- 5.10 It is recommended that households will have to meet the Council's costs in setting up the purchase and sale of equity.
- 5.11 When the property is sold the Council will recoup its equity share at the then market value and this will be available to purchase equity in other properties. As such the Council's investment will generate a return whilst enabling households to buy a home that they would be unable to purchase without the Council's financial help. It should be recognised that the value of the Council's investment can go down and if a sale is forced the Council will lose.
- 5.12 It is recommended that the Council appoints a suitable qualified external agency to administer the scheme on the Council's behalf. This will enable the scheme to be set up quickly but if the appointment is made on the basis of payments reflecting successful property purchases it will avoid the Council generating any potential abortive costs. The costs of this part of the scheme will be capitalised as a fee for each purchase. It is also intended that the organisation collects the rent charged on behalf of the Council. The costs of rent collected will be netted off the gross rent charged. The market will be tested to ensure the Council gets best value for money.

Revised housing strategy capital programme

- 5.13 Appendix A contains the recommended allocation of the funding between the three programmes established by the Council's housing strategy. Originally the home loan and temporary to permanent programmes were included but these have been removed for reasons stated earlier. The proposed help to buy a home programme includes a provision of £1 million to fund the equity share scheme reflecting the recommendation in this report. That sum is continued across 20011/12 and increased in 2012/13 to £1.25 million reflecting a potential increase in the value of property over the next couple of years. It is suggested that the programme is reviewed and funding allocated between the programmes based on value for money and how successful the take up has been.
- 5.14 Additional funding has been allocated to the cash incentive scheme. It is expected 8 families will use the cash incentive product to help them buy a home in 2010/11.
- 5.15 At present there is one scheme that will potentially lead to the provision of more affordable rented homes in 2010/11 and the funding has been allocated to reflect the spend in this financial year in the enabling more affordable homes programme.
- 5.16 A provision of £160,000 has been allocated in 2010/11 in the Making Best Use of Affordable Housing Programme to reflect the cost of adapting property owned by an RSL.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 The general Consent for Disposal of Part II Dwellings - Housing in Shared Ownership Terms 2005 gives to all local authorities in England and Wales permission to grant a shared ownership lease to any individual who intends to use a dwelling house as their only or principal home

6.4 Risks - also the risk associated with the Mortgage Protection Clause. Since April 2010 a standard shared ownership lease has been produced that the HCA encourages RSLs to use, although not compulsory (the lease as drafted is compulsory for HCA schemes), and there are certain clauses that must appear in shared ownership leases. These include the Mortgage Protection Clause - in essence, if the Borrower default on their mortgage, the Council as Landlord would step in to compensate the Mortgage Company for certain losses sustained by them in the even of the share mortgaged being sold at a loss. For this reason, the mortgage Company needs to ensure that the consent of the Council is obtained to the terms of the Mortgage prior to completion of the transaction.

The loss could comprise the value of the first charge; 18 months' interest; amounts advanced by the Mortgage provider in protecting its security by discharging any arrears of rent, service charges under the lease/ and fees and costs incurred in enforcement. This could thus amount to a substantial sum.

Because the Council is not grant funded in the same way as an RSL or the HCA, it is not compulsory for this clause to be put in to their shared ownership leases. However, it is unlikely that any Mortgage Company would lend to anyone where this Clause was not included, which would obviate the purpose of the scheme. Accordingly, when obtaining the consent of the Mortgage Company to the Lease, they are very likely to require such a clause and the potential for loss to the Council in the event of default must be factored in.

If the Council did sustain a loss in this way, it would be entitled to pursue the Borrower for all its losses; although presumably this might not financially be worthwhile they had defaulted in the first place.

Borough Treasurer

6.2 Following the transfer of the Council's housing stock in 2008 the Council committed to investing over £17m in new affordable housing from the capital receipt. The 2010/11 Capital Programme allows for expenditure of £2.28m in addition to the unspent carry forward from 2009/10, with future years allocations growing to £3.29m and £4.7m by 2012/13. The proposals contained within this report will require the allocations for 2012/13 and 2013/14 to be revisited as part of the 2011/12 Capital Programme.

The nature of the financial risks associated with the scheme are outlined in the report. There are two clear risks associated with the Equity Share scheme. The first would occur should the customer default on their mortgage, leading to the repossession of the property by the mortgage provider. Depending on the economic state of the housing market there is a risk that the Council's initial equity share will be worth less than the prevailing value of

the equity on disposal. The second risk is that of loss of rental income, should the customer be unable to meet their rental commitment.

The scheme envisages using an external agency to administer both the initial scheme (they will market it, assess applications and eligibility, administer purchase transaction and liaison and progress report) in addition to potentially administering the rental element of the scheme. Some of these costs can be capitalised (and be met from the capital budget allocation) and only for those successful applications, whilst others must be met from revenue. There is no existing budget for these revenue costs, and the intention is to meet the ongoing revenue costs from the rental income received. Any costs over and above this will be met from within existing budget allocations.

Allowance will need to be made for the stamp duty that the Council will be liable for, and the scheme should seek to recover a fair proportion of this from the customer at the outset.

Following the closure of the Council's Housing Revenue Account (HRA), the Council is still regulated under the HRA determinations and as such may be required to re-open its HRA should the number of properties held for housing purposes exceed a nominal value (currently this is 50). A specific direction would be required from the Secretary of State to ensure that the Council is not required to reopen its HRA. Further discussion between the Council and CLG need to take place to clarify the Council's position in relation to the shared equity element of this scheme.

Equalities Impact Assessment

- 6.3 An equality impact assessment is included with this report.

Strategic Risk Management Issues

- 6.4 The main risk facing the Council from the introduction of the equity share scheme is that the equity the Council owns in property falls in value. This is not a risk in itself unless the household who owns the majority of the property is forced to sell the property through defaulting on the mortgage and at the time of disposal the Council would realise less than the original value. Although the Council and lending institutions can mitigate that risk by assessing the households ability to afford the purchase and rent costs at the outset it is not possible to mitigate against the household losing their employment. However, given the Council's housing advice function and ability to support households in such circumstances in the Government mortgage rescue schemes that risk can be mitigated to a certain extent.

The same risk applies to the rent charged on the unsold equity. The risk can be mitigated by the Council seeking early intervention with households who experience difficulty in meeting their payments.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Households who are registered with the Council for shared ownership housing as well as households who attended a low cost home ownership road show at Bracknell leisure centre.

The Equity share scheme was subject to consultation at the Strategic housing partnership where local lending institutions and estate agents were asked for their views.

Method of Consultation

- 7.2 Consultation was undertaken by face to face interviews and telephone interviews.

7.3. Representations Received

- Very positive about an initiative that would enable applicants to purchase properties on the open market. Felt there would be more choice over property type and location.
- Understood the concept of sharing equity with the Council and supported the principle of the Council recycling it's investment to help more households in the future.
- Generally agreed with the principle of paying a rent on the equity share (this is in line with existing shared ownership models), and understood the principle behind encouraging households to staircase up by increasing the rental element year on year.
- Asked questions about increasing their percentage share – would want to see steps that were accessible, not making it too expensive too quickly.
- Some applicants felt that the proposed maximum equity share for the Council was quite low and would exclude many potential applicants (at the time of the consultation a maximum of 33% was proposed and the recommendation is that now up to 50% is provided in a minority of cases).

Background Papers

Housing Strategy

Contact for further information

Simon Hendey

Chief Officer: Housing

Environment, Culture & Communities

Direct dial tel. no. 01344 351879

e-mail: simon.hendey@bracknell-forest.gov.uk

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Date of EIA 16/6 2010
 Directorate Environment Culture and Communities

		Step
Initial Screening Record		1/2
Activity to be assessed	Housing Strategy programme review and equity share scheme	
What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
Is it a new or existing activity?	xNew x Existing	
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	The purpose of the activity is to: Provide affordable housing. The equity share scheme is targeted at providing financial support to households to enable them to purchase a home of their own. The activity is designed for: Applicants for affordable housing	
Who is responsible for the activity?	The person/section/team responsible for this policy/function is: Housing Options Team	
Did Step 1: Initial Screening indicate that a full EIA was necessary?	Yes – full EIA completed and recorded below. x No – full EIA not completed therefore record ends here.	
Full EIA Record		
Who are the members of the EIA team?		
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation undertaken)		
With regard to the equalities themes, which groups might be impacted by the activity? Might any of these groups be impacted adversely ?	Groups Impacted	Groups impacted adversely
	<input checked="" type="checkbox"/> Race and ethnicity <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Religion or belief	<input type="checkbox"/> Race and ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief
What evidence is there to suggest an impact/adverse impact?	.	
On what grounds can impact or adverse impact be justified?		
Is there any current action that addresses issues for any of the groups impacted/adversely impacted?		
What changes will you make to the activity reduce or remove any		
		5

differential/adverse impact?		6
Into which action plan/s will these actions be incorporated?	Housing Service Plan Housing Strategy	
Who is responsible for the action plan?	Head of Housing Strategy and Needs	
Have any examples of good practise been identified as part of the EIA?	No	
Has the EIA been published on the Council website?	Yes / No	
Who is the relevant Chief Officer and have they signed off the EIA?	Simon Hendey – Chief Officer: Housing Signature.....	
Which PMR will this EIA be reported in?	Environment, Culture and Communities	

Appendix A

\$s5gpzfaq.xls

Help to buy a home

Initiative	2010/11 spend	2010/11 homes	2011/12 spend	2011/12 homes	2012/13 spend	2012/13 homes	2013/14 spend	2013/14 homes	2014/15 spend	2014/15 homes	Total
Equity share scheme	1000	20	1000	20	1250	20					3250
Mortgage provision	700	10	700	10							1400
Cash incentive scheme	290	8	290	8	290	8					870
Total	1990	38	1990	38	1540	28					5520

Appendix A

\$s5gpzfaq.xls

Enabling more affordable homes

Initiative	2010/11 spend	2010/11 homes	2011/12 spend	2011/12 homes	2012/13 spend	2012/13 homes	2013/14 spend	2013/14 homes	2014/15 spend	2014/15 homes	Total
More new affordable homes	150	7	1110	18	2000	33	2150	33	1150	17	
New homes through partnership			500	8	900	15	900	14	650	10	6560
Total	150	7	1610	26	2900	48	3050	47	1800	27	2950
											9510

Appendix A

\$s5gpzfag.xls

Making best use of affordable housing

Initiative	2010/11 spend	2010/11 homes	2011/12 spend	2011/12 homes	2012/13 spend	2012/13 homes	2013/14 spend	2013/14 homes	2014/15 spend	2014/15 homes	Total
Older persons accommodation strategy			500	7	1000	15					
Making best use of affordable housing	160	1	140	7	140	7	140	7	140	7	1500
											720
											0
Total	160	1	640	14	1140	22	140	7	140	7	2220

Total of programmes

Initiative	2010/11 spend	2010/11 homes	2011/12 spend	2011/12 homes	2012/13 spend	2012/13 homes	2013/14 spend	2013/14 homes	2014/15 spend	2014/15 homes	Total
Help to buy a home	1990	38	1990	38	1540	28	0	0	0	0	5520
Enabling more affordable housing	150	7	1610	26	2900	48	3050	47	1800	27	
Making best use of the housing stock	160	1	640	14	1140	22	140	7	140	7	9510
Total	2300	46	4240	78	5580	98	3190	54	1940	34	17250

Total homes

310

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TO: THE EXECUTIVE
13 JULY 2010

ALLOCATIONS POLICY REVIEW Director of Environment, Culture and Communities

1 PURPOSE OF DECISION

- 1.1 The purpose of this report is to review the Council's My Choice Housing Allocations Policy following the first six months of operation and to consider changes to the element of the policy which relates to out of borough applicants which is not operating as initially expected.

2 RECOMMENDATIONS

- 2.1 **That the order of priority for selecting successful bids for properties be amended and awarded on the basis of:**
- **Local connection followed by;**
 - **The applicant in the highest band (A-E)**
- 2.2 **That, within each band, priority be given to applicants according to the date of placement in the band; in cases where an applicant has 2 or more children, those with different genders where one is over 10 years will be prioritised ahead of those with younger children or children of the same gender.**
- 2.3 **That out of borough applicants will be considered on a case by case basis to identify whether a local connection with the borough can be established.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The Council's My Choice Housing Allocations Policy has been operating since January 2010, when the new BFC My Choice went live. While the new Allocations Policy is generally working well, the operation of the policy relating to out of borough applicants is not in line with the original policy objectives. This report proposes an alternative approach in order that the original policy objectives are met.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The Allocations policy could be left to operate in its current format. However, this is likely to result in vacant RSL properties being allocated to applicants living outside the borough.

5 SUPPORTING INFORMATION

- 5.1 The Council's My Choice Housing Allocations Policy has been operating since January 2010, when the new BFC My Choice went live. The Allocations Policy is

based on a banding system, with applicants being placed in one of five bands A to E according to their housing need.

- 5.2 There are 3,000 applicants on the Housing Register, of which 2,827 are active and able to bid for vacancies. The remaining 173 are registered pending verification documentation before being made active. The following table sets out the Housing Register by band and size of accommodation required.

Band	Bedist/1 bed	2 bed	3 bed	4 bed	5+ bed	Total
A	1	0	1	0	0	2
B	67	53	37	87	43	287
C	200	136	256	74	10	676
D	835	97	12	2	0	946
E	543	237	122	10	4	916
Total	1646	523	428	173	15	2827

- 5.3 The new scheme is generally working well. Applicants report that the system is straightforward to use. Adverts showing empty housing association properties are advertised weekly and bidding activity is consistently high. Since the go-live of BFC My Choice, properties have been advertised, with an average bids made each week, depending on the types of property available. Three bedroom houses attract the highest number of bids.
- 5.4 In addition to vacant properties, the results of bidding activity from previous weeks are also made public. The Outcomes Report shows applicants which properties have been let, how many bids there were for the property, the band and effective date of the successful applicant and whether the applicant was a Bracknell Forest resident. Applicants report that they do look at these reports to gauge their relative position and chances of rehousing, although the reality is that applicants tend to use this information to express dissatisfaction with their relative position and many question whether they have any real prospect of rehousing. A specific area of dissatisfaction expressed by applicants is that they don't progress beyond their current band, regardless of the time they spend on the housing register.

Out of Borough Applicants

- 5.5 While the new Allocations Policy generally works well, the policy relating to out of borough applicants is not operating as expected. Housing Legislation requires the Housing Register to be open to anyone over the age of 16 years, unless they come within the "ineligible" categories set out in the Homelessness Act 2002. The Council's current policy is that:
- 5.6 Applicants are placed into one of five bands on the basis of their housing circumstances. Priority for a property is awarded on the basis of:
- The applicant in the highest band (A-E)
 - Within each band, priority is given firstly to applicants who are resident in the borough and secondly by date of placement in the band. In cases where an applicant has 2 or more children, those with different genders where one is

over 10 years will be prioritised ahead of those with younger children or children of the same gender.

Current Position

- 5.7 There are currently 439 applicants on the housing register who are living outside the borough. The following table shows the relative priority of these applicants and the size of accommodation required:

Band	Bed Size					Total
	1 bed	2 bed	3 bed	4 bed	5+bed	
A	0	0	0	0	0	0
B	3	1	7	12	5	28
C	65	16	20	14	1	116
D	105	9	1	0	0	115
E	116	41	21	2	0	180
Total	289	67	49	28	6	439

- 5.8 Bidding activity indicates that out of borough applicants are actively seeking re-housing in the area and are featuring among the top proportion of bidding shortlists. The 28 out of borough applicants in band B will always out bid long standing in-borough applicants in bands C-E, and of particular concern is the number of out of borough applicants seeking three and four bedroom properties. These are the properties that are in highest demand from in-borough applicants.
- 5.9 Prior to BFC My Choice, the only out of borough applicants offered accommodation were older applicants willing to accept low demand properties.
- 5.10 It is proposed that the order of priority for selecting an applicant for a property is amended and be awarded on the basis of:
- Local connection followed by;
 - The applicant in the highest band (A-E). Within each band, priority is given to applicants according to the date of placement in the band. In cases where an applicant has 2 or more children, those with different genders where one is over 10 years will be prioritised ahead of those with younger children or children of the same gender.

Out of borough applicants will be considered on a case by case basis to identify whether a local connection with the borough can be established.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 It is permissible to have a policy which gives priority to Bracknell Forest applicants. Any change in policy should not be rigid and applied inflexibly to out of Borough applicants. All applicants will be considered on their individual merits.

Borough Treasurer

- 6.2 There are no significant financial implications arising from the recommendation in this report.

Equalities Impact Assessment

- 6.3 An Equalities Impact assessment is attached to this report

Strategic Risk Management Issues

- 6.4 An applicant may challenge the Councils Allocations policy by seeking a judicial review. The Council will need to be able to demonstrate that the specific circumstances of the case have been considered and taken into account, and that a blanket policy has not been applied.

7 CONSULTATION

- 7.1 Extensive consultation was undertaken during the development of the initial My Choice Allocations Policy. This report seeks to amend an area of the policy which is not operating as initially intended. Further consultation has therefore not been undertaken.

Background Papers

BFC My Choice Allocation Policy

Contact for further information

Clare Dorning, Environment, Culture and Communities – 01344 351590
Clare.dorning@bracknell-forest.gov.uk

Doc. Ref

Allocations Policy Review

TO: THE EXECUTIVE
13 JULY 2010

CLIMATE CHANGE ACTION PLAN - REVISED APRIL 2010
Director of Environment, Culture & Communities

1 PURPOSE OF DECISION

- 1.1 To approve revisions to the Climate Change Action Plan, aligned to the Council's financial year from April 2010.

2 RECOMMENDATION

- 2.1 **That the revisions to the Climate Change Action Plan (April 2010) in Annex A be approved.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 Report relates to action agreed by Executive in January 2010

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Revision of the Climate Change Action Plan at its anniversary date of October 2009 was considered to be out of synchronicity with the Council's planning and financial cycle.

5 SUPPORTING INFORMATION

- 5.1 The Council's Climate Change Action Plan was first published in October 2008 in accordance with the Council's commitment to the Nottingham Declaration on Climate Change dated 27th February 2007.
- 5.2 Progress on the Climate Change Action Plan to October 2009 was reported to Executive on 19th January 2010 with a recommendation to align the refreshed action plan to the Council's financial cycle from April 2010.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The relevant legal provisions are contained within the main body of the report.

Borough Treasurer

- 6.2 Any actions detailed in the plan are primarily funded from within existing revenue budgets or by allocating existing staff time to projects. There may be calls on the Council's Invest to Save scheme but these are self funded. Should any other schemes be promoted these will be considered as part of the normal budget process.

Equalities Impact Assessment

- 6.3 Equalities issues were considered and incorporated into the Action Plan, including actions to address fuel poverty in the Borough.

Strategic Risk Management Issues

- 6.4 The purpose of the Climate Change Action Plan is to address strategic risks resulting from climate change through mitigation and adaptation actions. No strategic risks resulting from the Action Plan have been identified. If successful, the plan will make a positive contribution to the Council's medium and long term financial plans.

Other Officers

- 6.5 All members of the Climate Change Working Group.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Revisions to the Climate Change Action Plan were compiled by the Climate Change Working Group in consultation with the Climate Change Partnership and endorsed by the Carbon Management Board.

Method of Consultation

- 7.2 Revisions to the action plan were discussed at Climate Change Working Group and Climate Change Partnership meetings.

Representations Received

- 7.3 Representations have been included in the revised action plan.

Background Papers

Bracknell Forest Council Climate Change Action Plan Revised April 2010

Contact for further information

Vincent Paliczka

Environment Culture and Communities

01344 351750

vincent.paliczka@bracknell-forest.gov.uk

Equality Impact Assessment Record

Date of EIA

April 2010

Directorate

Environment Culture & Communities

		Step
Initial Screening Record		1/2
Activity to be assessed	Climate Change Action Plan Revised April 2010	
What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	The purpose of the activity is to: Refresh the council's Climate Change Action Plan from April 2010 The activity is designed for: The Council, Bracknell Forest Partnership and the public	
Who is responsible for the activity?	The person/section/team responsible for this policy/function is: Colin Griffin Team Manager Climate Change	
Did Step 1: Initial Screening indicate that a full EIA was necessary?	<input type="checkbox"/> Yes – full EIA completed and recorded below. <input checked="" type="checkbox"/> No – full EIA not completed therefore record ends here. Action Plan makes a positive contribution to equalities by alleviating fuel poverty.	
Full EIA Record		
Who are the members of the EIA team?	Overwrite with names of individuals, section or team	
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation undertaken)	Overwrite with the data, information or research that was used in the EIA	
With regard to the equalities themes, which groups might be impacted by the activity? Might any of these groups be impacted adversely ?	Groups Impacted	Groups impacted adversely
	<input type="checkbox"/> Race and ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief	<input type="checkbox"/> Race and ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief
What evidence is there to suggest an impact/adverse impact?		
On what grounds can impact or adverse impact be justified?		
Is there any current action that addresses issues for any of the groups impacted/adversely impacted?		
What changes will you make to the activity reduce or remove any differential/adverse impact?	List the actions that you have planned as a result of the EIA.	
Into which action plan/s will these actions be incorporated?		

Who is responsible for the action plan?		6
Have any examples of good practise been identified as part of the EIA?		
Has the EIA been published on the Council website?	Yes / No	
Who is the relevant Chief Officer and have they signed off the EIA?	Name Signature.....	
Which PMR will this EIA be reported in?	Note the service department and relevant quarter/date of PMR	

Bracknell Forest Council Climate Change Action Plan April 2010

The Nottingham Declaration on Climate Change was signed by the Leader and Chief Executive of Bracknell Forest Council on 27th February 2007.

The Declaration committed us: "Within the next two years develop plans with our partners and local communities to progressively address the causes and the impacts of climate change, according to local priorities, securing maximum benefit for our communities."

Our first climate change action plan was published in October 2008 and focussed mainly on short term actions that the council could implement internally. The plan also included some actions that our partners from the statutory, business, voluntary and community sectors could support through the Bracknell Forest Partnership and in their own organisations.

The aims of our climate change action plan are:

- To reduce greenhouse gas emissions from the council's own operations, especially energy sourcing and use, travel and transport, waste production and disposal, and the purchase of goods and services.
- To reduce CO2 emissions by 10% in 2010 and 2011 from a baseline of 2009 in line with the council's local area agreement target.
- To implement policies which reduce greenhouse gas emissions in the Borough.
- To provide focus for climate change leadership in the Borough.
- To highlight and support complimentary strategies and plans in the Borough e.g. waste & recycling, transport, housing development, biodiversity, etc.
- To encourage members of the Bracknell Forest Partnership and other local organisations to reduce their greenhouse gas emissions.
- To prepare for the impacts of climate change.
- To demonstrate the economic, social and environmental benefits of tackling climate change.
- To change attitudes and behaviour towards the use of natural resources, particularly fossil fuels.

The initial action plan covered a three year time frame from 2008 to 2011. This will be reviewed and updated annually as new information becomes available and new targets are set to progressively address the causes and impacts of climate change with the broader community of Bracknell Forest.

In October 2009, the council published its first Annual Progress Report on the Climate Change Action Plan and approved a proposal to align the next reporting period with the annual financial year from April 2010 to March 2011.

N.B. Completed actions detailed in the first Annual Progress Report to October 2009 have been transferred to Annex A at the end of this document.

What is Climate Change?

Climate refers to the average weather experienced over a long period of time. This includes temperature, wind and rainfall patterns. The Earth's climate is not static, and has changed many times in response to a variety of natural causes.

The Earth has warmed 0.74°C over the last hundred years. About 0.4°C of this warming has occurred since the 1970s.

The Fourth Assessment Report (AR4) of the Intergovernmental Panel on Climate Change (IPCC) leaves little doubt that human activity is the main cause of observed climatic changes.

The main human influence on global climate is emissions of the key greenhouse gasses: carbon dioxide, methane and nitrous oxide. At present, just over 7 billion tonnes of CO₂ is emitted globally through fossil fuel use and an additional 1.6 billion tonnes is emitted by land use change, largely by deforestation. The concentration of these gasses in the atmosphere has now reached levels unprecedented for tens of thousands of years.

According to AR4, mean global temperatures are likely to rise between 1.1 and 6.4°C (with a best estimate of 1.8 to 4.0°C) above 1990 levels by the end of this century, depending on our emissions. This will result in further global sea level rises of between 20 and 60cm by the end of the century, continued melting of ice caps, glaciers and sea ice, changes in rainfall patterns and intensification of tropical cyclones.

For the UK, climate change means hotter, drier summers, milder, wetter winters, higher sea levels and a risk of coastal flooding. Across the globe, there will be more intense heat waves, droughts and more flooding. There may be severe problems for regions where people are particularly vulnerable to changes in the weather. Food shortages and the spread of disease are commonly predicted.

While there are alternative views on the science behind Climate Change, the council has formed the view that it does exist and that human activity makes a significant contribution to it.

Why Must We Act?

Under the international Kyoto Protocol, the UK must reduce its greenhouse gas emissions by 12.5% below 1990 levels over the 2008-2012 commitment period.

In 1997, the UK Government set a national goal to reduce carbon dioxide emissions by 20% below 1990 levels by 2010. In 2003 the Energy White Paper adopted a longer term goal to put the UK on a path to reduce carbon dioxide emissions by 60% by 2050, with real progress by 2020.

The Climate Change Act (2008) sets a legally binding target for the UK to cut greenhouse gas emissions by at least 80% by 2050 and at least 34% by 2020 against a 1990 baseline. The Act established a carbon budgeting system which caps emissions over five year periods. The first three budgets will run from 2008-12, 2013-

17 and 2018-22. Government policies to meet these budgets are outlined in the UK Low Carbon Transition Plan.

The Stern Review: The Economics of Climate Change (2007) concluded that the costs of not acting will be equivalent to 5% of global GDP each year and could rise to 20% if a wider range of risks and impacts are taken into account. In contrast, the cost of acting now to reduce greenhouse gas emissions and avoid the worst impacts of climate change can be limited to about 1% of global GDP per year.

Carbon Dioxide Emissions in Bracknell Forest

In 2007, the government published a set of 189 national performance indicators, including NI185: CO₂ reductions from local authority operations and NI186: per capita reduction of carbon dioxide emissions in the local authority area.

From 2003, DEFRA published experimental statistics of carbon dioxide emissions for local authority areas. In 2008, the experimental data set for 2005 was upgraded to full national statistics status and 2005 became the baseline year for future performance monitoring.

Data supporting NI186 has now been published for 2005, 2006 and 2007 and is summarised for Bracknell Forest as follows:

Year	Industry & Commerce kt/CO₂	Domestic kt/CO₂	Road Transport kt/CO₂	Total kt/CO₂	Population 000's	Per Capita Emissions (t)
2005	300	256	165	720	111.4	6.5
2006	303	259	161	722	112.2	6.4
2007	294	254	159	708	113.5	6.2

In 2009 the council published a Carbon Management Plan to reduce CO₂ emissions from its own operations by 25% from a 2007 baseline by 2012. This is forecast to save 16,261 t/CO₂ and £4.4 million in energy costs by 2012. In addition, the council adopted NI185 in its local area agreement with Government Office for the South East (GOSE) and agreed a CO₂ emissions reduction target of 10% by 2011 against a 2009 baseline (4% 2010, 6% 2011)

Taking the Lead

Bracknell Forest Council is taking the lead on climate change in the Borough to ensure the long term economic, social and environmental well-being of the local community. This includes taking advantage of the economic opportunities created by climate change and providing everyone in the community with a high quality, healthy, well adapted environment. We are also conscious of the impacts of climate change on the poorest communities of the world and believe that there is a moral imperative for everyone to take action on climate change - now.

Bracknell Forest Council is uniquely placed to tackle climate change locally. It has a democratic mandate for action; enjoys close proximity to citizens through the services it delivers; has a strategic role convening and leading other public, private and voluntary sector partners; and works with other regional bodies. By signing the Nottingham Declaration on Climate Change, we made a commitment to work with partners and local communities to progressively address the causes and the impacts of climate change, according to local priorities, securing maximum benefit for our communities.

While Bracknell Forest Council is leading by example in reducing carbon dioxide emissions from its own operations, far greater CO₂ emissions are generated by the local community. We therefore plan to work with our partners and local communities to adopt low carbon lifestyles and tackle climate change together.

No.	Action	SMART Target(s)	Lead Team	Partners	Resource
L1	Lead by example – improve our own policies and practices	Review Council policies and practices to ensure that sustainability is adequately and consistently addressed. Report to CMT by March 2011 Publish revised policies by September 2011	Climate Change Working Group	Chief Exec's Office DMTs CMT	Ongoing core work
L2	Publish and utilise planning policies to promote sustainability	Include sustainability in all planning policy documents. Ensure compliance with sustainability requirements of planning policies - ongoing	Planning Policy	Building Control CMT	Ongoing core work
L3	Engage with Bracknell Forest Partnership to secure commitment to action	Secure commitment to the revised Bracknell Forest Climate Change Action Plan by November 2010	BFP Board	BFP partners Climate Change Partnership	Ongoing core work
L4	Optimise sustainability of all new Council buildings	Seek to achieve BREEAM "very good" standards on all new Council buildings ongoing. Utilise "low carbon/renewable energy" grants, where available - ongoing	CMT	Surveyors	E.g. Low Carbon Buildings grants provide 50% towards capital cost of renewable energy technology. Feed in Tariff from April 2010 & Renewable Heat Incentive from April 2011
L5	Raise awareness and stimulate actions in the community	Maintain public awareness of climate change and sustainability issues. Implement a programme of community actions ongoing.	Climate Change Working Group	Corporate Communications Climate Change Partnership	Ongoing core work

L6	Support homeowners to improve energy efficiency	Investigate alternative schemes to support home energy efficiency ongoing. Promote home energy efficiency and renewable energy schemes to homeowners, ongoing	Climate Change Working Group	Sustainable Energy Officer	Ongoing core work
L7	Educate current and future generations on sustainability	Support the DC&F sustainable schools agenda in all Bracknell Schools. Support the Eco-Schools programme in local schools – ongoing. Provide sustainability educational support to community groups ongoing	Children, Young People & Learning Climate Change Working Group		Ongoing core work
L9	Plan for low carbon development in major spatial development areas.	Secure collaboration with the Carbon Trust's Design Advice Service and agree scope of work for a low carbon study of major development areas by October 2010	Spatial Policy	Carbon Trust	50% co-funded by Carbon Trust balance from Spatial Policy budget

ENERGY

In 2004, the energy supply sector was responsible for about 36% of total UK carbon dioxide emissions. Over the previous decade, the sector reduced CO₂ emissions by about 19%. This was largely through the switch from carbon intensive fuels such as coal and oil, towards low or zero carbon emission fuels such as gas, nuclear and renewable energy.

In 2004, the domestic sector was responsible for about 30% of UK energy use and about 27% of carbon dioxide emissions on an end user basis. Energy is used by a wide range of different appliances in the home – with about 60% used for heating, 20% for hot water and the remainder for lighting and appliances.

The “energy hierarchy” should be used to determine priorities for action:

- Reduce the need for energy
- Maximise energy efficiency
- Use renewable energy

Combined heat and power is an efficient way to produce heat and electricity at the same time. CHP gives a 70-90% fuel efficiency compared to about 50% efficiency for a conventional power station. CHP enables a wide range of energy users, from heavy industry down to individual homes, to save money and reduce carbon dioxide emissions.

Types of renewable energy include:

- Wind turbines – electricity
- Solar photovoltaic (PV) – electricity
- Solar thermal – hot water
- Fuel cells - electricity
- Ground source heat pumps – hot water
- Air source heat pumps – hot water
- Biomass boilers – hot water
- Hydro (water driven) – electricity

Bracknell Forest Council is taking steps to reduce energy consumption and greenhouse gas emissions from its own properties and those of its partners in the Bracknell Forest Partnership. The council also provides support and subsidies for local residents to make their homes more energy efficient.

CHP is already used at Coral Reef and Bracknell Forest Leisure Centre and is being planned for the new Civic Hub and Time Square refurbishment. Renewable energy technologies are being installed in the new Garth Hill College, due to open in September 2010.

From February 2008, all new developments over 5 houses or 500 M² of floor space for other development will have to demonstrate how carbon dioxide emissions will be reduced by at least 10% and provide at least 20% on-site renewable energy generation. Development below this threshold will need to provide at least 10% of their energy requirements from on-site renewable energy generation (Policy CS12 of the council's Core Strategy).

No.	Action	SMART Target(s)	Lead Team	Partners	Resource
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Internal

E11	Review the potential for wind turbines on Council owned land.	Work with the Carbon Trust's Partnerships for Renewables to conduct a feasibility study of Council owned sites for wind turbine potential. Monitor wind speed at identified site by September 2011	Climate Change Team	Corporate Property	Potential income stream from lease of site. Officer time in progressing project (minimal)
E14	Encourage Bracknell Forest Schools to implement a schools energy policy	Draft a schools energy policy by September 2010 Promote draft energy policy to all Bracknell Forest schools by November 2010 Support 5 schools to implement an energy policy by March 2011 Review implementation of schools energy policies by April 2012	Climate Change Team	Schools Admission & Property Governing bodies	Engagement with schools as required
E15	Incorporate schools energy data into Annual Corporate Energy Report	Draft 2009/10 Schools Environmental Report by September 2010. Submit to Schools by November 2010. Draft 2009/10 Corporate Energy Report, including schools data, by August 2010. Submit Corporate Energy Report to CMT by September 2010	Climate Change Team	Schools Admission & Property Governing bodies	Core work of Energy Manager

E16	Produce a street lighting policy for Bracknell Forest	Conduct a comprehensive review of the Council's street lighting system by September 2010. Report to CMT by November 2010. Draft a low carbon street lighting policy for adoption by the Council by March 2011	Street Lighting Manager	Street Scene Working Group	Street Lighting Manager
E17	Implement Carbon Reduction Commitment (CRC).	Submit CRC registration by September 2010 Achieve the Carbon Trust Standard by March 2011. Review automatic meter reader (AMR) potential by June 2010. Install approved AMRs by March 2011 Purchase carbon allowances by April 2011	Climate Change Team	Corporate Services	CRC registration £950 New Burdens funding CTS accreditation £5,000 (replaces E5 above) New Burdens funding AMR purchase or rental cost (Invest to Save) Memo note: Annual allowance cost approx £200K (Min 90% refunded Oct 11)
E18	Investigate feasibility of a distributed energy scheme between Bracknell Leisure Centre and adjacent sites.	Review feasibility study report and verify financial modelling by July 2010. Report to CMT by September 2010.	Climate Change Working Group	Carbon Trust, Bracknell Forest Homes Guinness Hermitage	Feasibility study 50/50 co-funded by Carbon trust and new burdens funding. Potential future Invest to Save scheme.
E19	Develop a low carbon/renewable energy sustainability strategy for Primary Capital Programme school extension projects	Develop a sustainability strategy to meet building, funding and planning regulations by July 2010 Submit planning applications for school extensions in accordance with strategy by March 2011 Implement pilot construction project by March 2012	Schools Admissions & Property	Climate Change Team Planning	EC Harris contracted by A&P to develop strategy. Surveyors

Households

E12	Promote energy efficiency in private sector homes to meet NI187 targets and contribute towards new NI 186.	Achieve 1% decrease of those in fuel poverty under SAP 35 and 1% increase in those above SAP 65 per NI 187 by March 2011	Climate Change Team	British Gas and Marks Insulations Warm Front Bracknell Forest Homes	Sustainable Energy Officer
E13	Promote Flexible Loan Scheme to private home owners for home improvements.	Value of loans awarded by March 2011	Environmental Health Team /Housing Strategy Team	Berkshire Authorities	Grants Officer to be trained & licensed
E20	Promote renewable energy schemes through the Feed-in-Tariff (FIT)	Identify potential FIT target groups by September 2010. Develop promotional campaign by January 2011. Implement campaign by March 2011. Review progress by March 2012.	Climate Change Team	Corporate Communications Climate Change Partnership	Ongoing core work

TRANSPORT

In 2005, the transport sector was responsible for around 27% of total UK carbon dioxide emissions. While emissions caused by UK industry declined by 19% since 1990, those attributed to transport increased by 14% over the same period.

The increase in transport emissions is due to the following factors:

- As the economy grows, people travel further and buy more goods from all over the world.
- As people become more prosperous they choose to travel in ways that use more carbon.
- Although average new car fuel efficiency has improved by 10% since 1997, this is not enough to offset the increase in travel.

The 2006 UK Climate Change Programme commits the Government to reducing the impact of travel on the environment; reducing the carbon content of transport fuels; increasing the fuel efficiency of vehicles and; encouraging a move towards more environmentally friendly forms of transport.

In Bracknell Forest, the Local Transport Plan 2006-2011 focuses on five broad objectives:

- To maintain local roads
- To improve road safety
- To reduce peak hour congestion
- To provide better access to essential services
- To improve public transport

The LTP is subjected to a Strategic Environmental Assessment to ensure that environmental issues are integrated into the final document.

SEA Objective 11 - Climate Change:

“The LTP will have positive impacts when mitigating the causes of climate change because reducing traffic and encouraging the use of sustainable methods of transport are key themes of the plan. This will reduce emissions of carbon dioxide, which contributes towards climate change, and this will in turn reduce secondary impacts, including flooding, impacts on biodiversity and health.”

In addition to its transport planning function, Bracknell Forest Council operates a substantial fleet of vehicles and employs a large number of personnel who travel on council business and between home and work. All of these contribute to the Borough's carbon dioxide emissions.

From 2008 all Local Authorities will be measured against 198 national performance indicators. Two of these include carbon dioxide emissions from road transport and one relates to the mode of travel to schools:

- NI 185 CO₂ reduction from Local Authority operations
- NI 186 Per capita CO₂ emissions in the LA area
- NI 198 Children travelling to school – mode of travel usually used

No.	Action	SMART Target(s)	Lead Team	Partners	Resource
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Transport Planning

T1	Increase the use of sustainable modes of transport	Increase cycling by 20% over 2003/04 levels by March 2011 Improve bus patronage on 2004/05 levels by 6% by March 2011	Planning and Transportation	Bracknell Forest Partnership	Ongoing core work
T3	Constrain the increase of traffic on Bracknell's roads	Constrain road traffic growth to 4.6% over the five years to March 2011	Planning and Transportation	Bracknell Forest Partnership	Ongoing core work
T5	Increase green travel planning in the Borough	Establish green travel planning objectives ongoing. Promote best practice to local organisations ongoing.	Planning and Transportation	Bracknell Forest Partnership	Ongoing core work
T11	Investigate feasibility of a pay-as-you-go car sharing scheme in the Borough	Survey schemes operating elsewhere and compare their business models by March 2011. Submit report with recommendations by July 2011	Planning & Transportation	Bracknell Forest Partnership	Ongoing core work
T12	Establish Local Transport Plan (LTP3) 2011-2026 – Future of Transport in Bracknell Forest	Consultation on draft strategy and implementation plan by November 2010. Adoption of LTP3 by Council by March 2011	Planning & Transportation	Bracknell Forest Partnership	Ongoing core work

Fleet Management

T7	Improve transport management system	Provide detailed fleet management reports by September 2010 Extend to staff travel by March 2011 Implement a Vehicle Tracking System in all passenger carrying vehicles by March 2011 Investigate integration of Vehicle Tracking System with Advanced Passenger Transport Service (ATPS) software by March 2011	Integrated Transport Unit	Fleet vehicle users HR Berkshire Shared Services	Vehicle Tracking System and Advanced Passenger transport Services (ATPS) software funded in 2009/10
T8	Improve driver skills	Provide EST Smarter Driver training to all passenger & goods vehicle drivers by March 2011 Offer equivalent driver training to all Council staff from April 2011	Integrated Transport Unit HR	HR	R150 per driver for EST Smarter Driver training offset by reduced fuel consumption and maintenance costs.
T9	Reduce environmental impact of vehicle fleet	Implement approved recommendations of EST Green Fleet Review by March 2011. Publish Business Travel Hierarchy on Boris by September 2010 Publish vehicle performance data on Boris by March 2011 Investigate opportunities to downsize and optimise replacement vehicles, ongoing	Integrated Transport Unit	Climate Change Working Group	Ongoing core work

WASTE

How we manage our waste has a direct impact on climate change. Everyday waste contains readily biodegradable organic matter such as kitchen waste, garden waste and paper. When these wastes break down in landfill they give off carbon dioxide and methane gas. Methane is one of the greenhouse gasses that are believed to be contributing to the effects of climate change.

Here are some facts from DEFRA about the link between our waste and climate change:

- Whilst CO₂ (carbon dioxide) is the most prevalent greenhouse gas, methane is 23 times more damaging to the atmosphere than CO₂.
- Methane emissions from biodegradable waste in landfill account for 40% of all UK methane emissions and 3% of total UK greenhouse gas emissions.
- Current UK recycling of waste materials is estimated to save more than 18 million tonnes of CO₂, through avoided primary material production. That's equivalent to the annual CO₂ output of 5 million cars.

Although it's a complex thing to assess, recycling is often less energy intensive than making products from virgin materials. For example aluminium recycling uses 95% less energy than is used in making the same product from aluminium ore. Energy consumption is a major contributor to climate change and recycling can be one way of reducing it.

The way in which waste is collected also has an impact on climate change. Vehicles are a major source of CO₂ emissions and so recent developments like kerbside recycling enable councils to greatly reduce the number of journeys that would previously have been needed to recover the same amount of recyclable waste from residents.

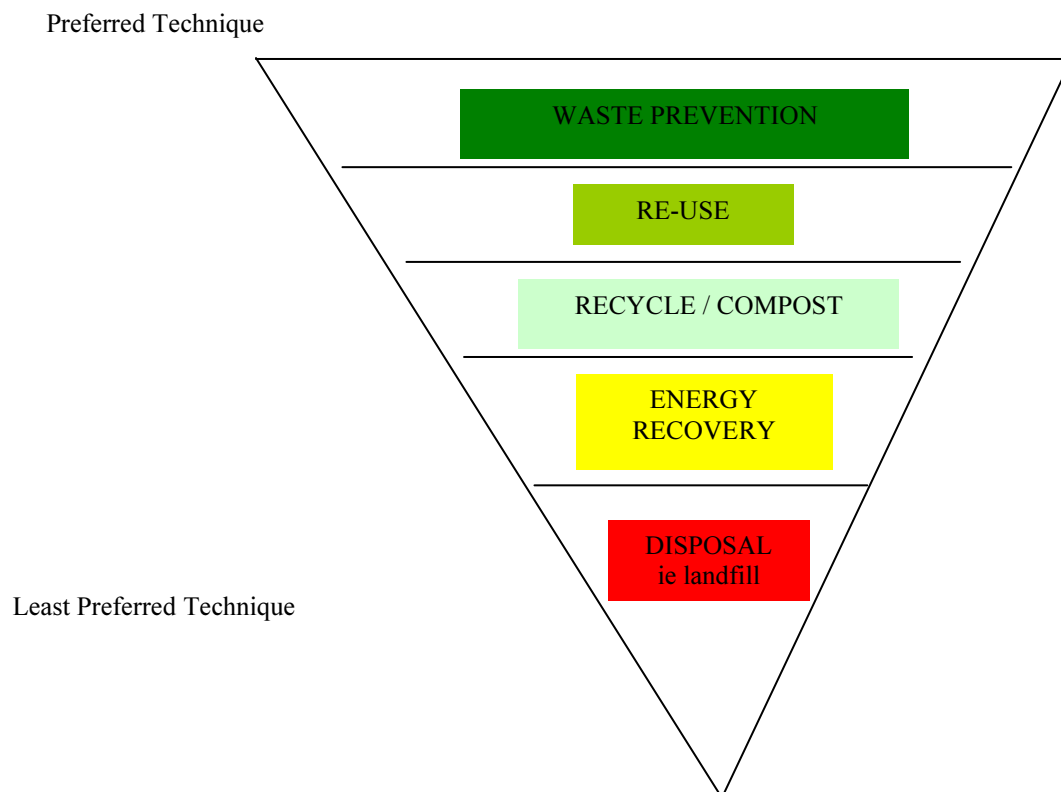
Bracknell Forest Council has worked to continually increase the amount of waste recycled and composted including promoting home composting. The council introduced Alternate Weekly Collections in 2006. The amount of waste recycled and composted has increased from 9% in 1998 to over 40% in 2008.

Bracknell Forest Council has formed a partnership with Reading and Wokingham Borough Councils together with waste disposal contractor Waste Recycling Group (WRG). This partnership is known as re3 and WRG has a 25-year contract to provide new waste facilities (which includes educational facilities) to deal with the 200,000 tonnes of waste from the three councils in the most sustainable and cost effective way. It also aims to encourage people to reduce, reuse and recycle more waste and will minimise landfill by diverting a proportion of residual waste to produce energy.

The re3 partners have formulated a joint waste strategy and have adopted the government waste hierarchy (National Waste Strategy 2007) below, which shows the best way to deal with waste. The most important action is to reduce the amount of waste we produce in the first place.

Bracknell Forest Council as an individual authority and as part of the re3 partnership is committed to the protection of the environment in relation to management of waste and climate change and will continually review ways in which these issues can be tackled.

The Waste Hierarchy



No	Action	SMART Target(s)	Lead	Partners	Resource
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Waste Minimisation and Awareness

W4	Build on current participation in recycling and composting and seek to raise awareness to effect positive behavioural change.	Implement a co-ordinated programme for awareness raising for the whole community, ongoing. Investigate incentive schemes	re3 waste minimisation officers. Waste and Recycling Team.	re3 council waste and recycling teams.	Ongoing core work
W5	Support and advise local small businesses on recycling and waste reduction	Work with larger business to promote best practice. Networking and partnerships.	re3 partners.	Business Link. Environwise.	re3 partners current resources.

Garden Waste

W6	Promotion of home composting.	Increase the number of home composters delivered in the Borough, ongoing.	re3 waste minimisation officers.	WRAP (Waste Resources Action Programme) and re3 partners.	WRAP to fund promotional events. Manage delivery of compost bins, help line and promotional material.
W7	Promotion of the garden waste collection scheme.	Increase participation in the scheme, ongoing.	Recycling officer.	re3 waste minimisation officer. Other stakeholders.	Ongoing core work

Recycling

W8	Increase glass and textile recycling sites in Bracknell Forest. Ensure all new developments are provided with underground	Increase the number of recycling sites available to residents for items not collected at the kerbside.	Recycling officer.	re3 waste contractor. Planning and Transportation.	Ongoing core work Funded as part of new development
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	recycling sites for glass and charity banks. Ensure all recycling sites have clear signs, new litter bins and advice on fly-tipping.	Reduce the amount of dumped rubbish at recycling sites.	Waste and Recycling Team.	Developers. Enforcement teams. Waste collection contractor	
W9	Investigate various methods of dealing with food waste and assess feasibility of collections and food digesters.	Report on the feasibility and cost of food collections and food digesters	Waste & Recycling Team.	Re3 Waste Minimisation officers. Re3 partners. Participants in trial.	Within existing budgets. Waste performance Efficiency grant.
W10	Work with local charities, voluntary groups and other organisations to develop small recycling and reuse schemes for items that are currently more difficult to recycle and reuse.	Become a partner in a community recycling art and craft project in the Town Centre to include the following, if feasible: Implement a community repaint scheme in the Borough. Help to implement a Scrap Store in the Borough, if feasible.	Waste & Recycling Team	Local Charities, Bracknell Day Centre, Children's Play Development Services, Re3 Waste Minimisation officers	Self funded charity project with donations from Waste Performance Efficiency Grant.

PROCUREMENT

The UK Government's 2005 Sustainable Development Strategy set out the ambitious goal to make the UK a leader in the EU in sustainable procurement by 2009.

"Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, while minimising damage to the environment."

Procuring the Future (Sustainable Procurement Task Force, June 2006)

The Local Government Sustainable Procurement Strategy (LGA, November 2007) was drawn up in response to the recommendations of the Sustainable Procurement Task Force and in light of the Government's response and national action plan published in March 2007.

Local Government spends more than £40 billion each year undertaking capital projects and buying goods and services. LGA notes, "Our spending decisions are an important instrument in tackling climate change both by reducing carbon emissions and ensuring that our buildings and infrastructure are resilient to climate change."

At Bracknell Forest Council (BFC) we spend approximately £90 million per annum on goods and services. Our Procurement Strategy, to deliver the council's Medium Term Objectives, was approved in 2003 and is updated annually with support from an interdepartmental Strategic Procurement Group. We also have an e-Procurement Strategy 2008 for the use of electronic processes to support procurement within the council.

We have a small team of specialised procurement officers in the Corporate Procurement Group who develop procurement policies and procedures and establish and manage corporate contracts. All other procurement and purchasing activities are devolved to departmental budget holders with central advice and support.

The council's Corporate Procurement team was set up in 2002 in recognition of the need to bring a more professional approach to the way the council had previously procured goods and services. The primary objectives of the team are to secure financial savings and to ensure that the council complies with relevant legislation. A stretching financial target for ongoing savings has been set for the next two financial years (£200,000 in 2008/09 with a further £170,000 in 2009/10).

Procurement has published a Sustainable Purchasing Guide as Appendix 3 of the Procurement Manual. The guide "promotes awareness of the environmental, social and economic impacts of various goods and services and aims to help staff involved in council purchasing to integrate sustainability into purchasing decisions."

From April 2007, the previous Head of Procurement for BFC was seconded for two years to the Berkshire Procurement and Shared Services Unit (BPSSU) to help drive strategic and collaborative procurement within the Thames Valley region.

The current policy framework provides an opportunity to review our procurement policies and practices to ensure that sustainable procurement is fully embedded into all parts of our procurement processes.

No.	Action	SMART Target	Lead Team	Partners	Resource
P2	Embed sustainable procurement in the Procurement Strategy.	Aim to achieve Level 2 of Flexible Framework by March 2012	Strategic Procurement Group.	Climate Change working group.	Ongoing core work
P3	Embed sustainable procurement in procurement processes and procedures.	Review Procurement Manual and related documents for sustainable procurement content by September 2010 Revise documents for approval by SPG by December 2010 Implement revised processes and procedures by April 2011	Corporate Procurement. Legal Services	Climate Change working group.	Ongoing core work
P6	Include low carbon / climate change clauses in major procurement contracts.	Review Service Plans' Annex C procurements for contracts with climate change/carbon impacts by September 2010. Develop a suite of questions which can be used in the tender process by March 2011	Corporate Procurement.	Climate Change Working Group	Ongoing core work
P7	Sustainable procurement training	Review Procurement Training Plan by September 2010. Procurement briefings to include sustainable procurement principles by March 2011. Key staff to receive specific training.	Corporate Procurement.	Climate Change Working Group	Ongoing core work
P8	Enhanced sustainable procurement policy	Review policy, particularly supplier engagement, by March 2012. Communicate key stakeholders through SPG by March 2011. Communicate to staff through Procurement briefings and suppliers through external website by March 2012.	Corporate Procurement.	Strategic Procurement Group	Existing resource

ADAPTATION

There is now widespread scientific consensus that man-made greenhouse gas emissions are leading to rapid and potentially irreversible climate change.

The Stern Review highlighted the fact that even if the world were to cease all greenhouse gas emissions tomorrow, we would still face many decades of climate change due to the length of time that carbon dioxide stays in the atmosphere. Although efforts to cut emissions should continue, it is essential that we begin adapting assets, infrastructure and services to cope with the future impacts of climate change.

The UK Climate Impacts Programme (UKCIP 09) identifies the following climate change risks for SE England;

- Hotter, drier summers,
- Milder, wetter winters,
- More frequent extreme high temperatures,
- More frequent heavy downpours of rain,
- Significant decreases in soil moisture content in summer,
- Sea level rises and increases in storm surge height,
- Possible higher wind speeds.

While Bracknell Forest may not feel the direct impact of sea level rises and storm surges, there is a risk of flooding from local rivers and surface water.

The Local Development Framework, informed by a Strategic Flood Risk Assessment, limits development in the floodplains of The Cut and Blackwater rivers on the northern and southern boundaries of the Borough. However, the risk of flooding from surface water run-off during periods of heavy and prolonged rainfall is less predictable and may occur anywhere in the Borough.

Bracknell Forest was fortunate to avoid the worst of the summer 2007 floods, which cost eighteen Local Authorities a quarter of a billion pounds. Seventy percent of this cost was incurred by just four Local Authorities. The floods also highlighted problems of coordination amongst the agencies responsible for water management and emergency response.

At the other end of the spectrum, hotter, drier summers can cause drought, resulting in domestic water restrictions; hosepipe bans; plant die-off; species migration and forest fires.

During the summer 2006 drought and hosepipe ban, Bracknell Forest Council reached agreement with local pharmaceutical company, Boehringer Ingelheim, to use the company's purified waste water for plant irrigation in the Town Centre. This was trialled during the 2007 growing season and will be continued and extended in future years.

Extreme variations in the moisture content of soil can cause heave and shrinkage, resulting in structural damage to buildings.

No.	Action	SMART Target	Lead Team	Partners	Resource
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Water

A1	Reduce the risk of surface flooding throughout the Borough.	Develop a Surface Water Management Plan by December 2010.	Environment & Public Protection.	Thames Water. Environment Agency.	Ongoing core work New burdens funding
A2	Reduce water use in all council buildings.	Pilot remote water metering devices for inaccessible sites by March 2011. Report to CMT by June 2011. Reduce water consumption & leakage by 5% p.a. ongoing.	Climate Change Team.	Schools Facility Managers	Potential Invest to Save scheme

A3	Encourage public to have more environmentally friendly gardens, reducing need for watering.	<p>Increase promotion of green gardening and water conservation techniques e.g. garden centre day.</p> <p>Switch to the use of grey water to maintain all floral displays & publicise on Council water tankers.</p> <p>Maximise the use of grey water at satellite sites i.e. Binfield House Nursery.</p> <p>Install a roadside trial of drought tolerant sedum matting as an alternative to bedding or grass.</p> <p>Demonstrate drought resistant planting in Town Centre planters.</p> <p>Promote awareness of the impact of excessive hard surface in front & rear gardens by reducing water infiltration and increasing surface run off.</p> <p>Encourage new planting of woody plants to take place during the winter months.</p>	Landscape Services.	Bracknell Flowers committee. Boehringer Ingleheim.	Increased promotional time & cost.
A4	Improve water supply and retention to trees in order to reduce impacts of warmer summers and droughts.	<p>Increase planting of amenity trees during winter months.</p> <p>The Council will not plant trees outside of the planting season.</p> <p>Use of drought resistant tree species to be given greater consideration.</p> <p>Greater use of the planting box to minimise run off and evaporation of water.</p> <p>Greater utilisation of compost/ mulch/wood chip to prepare planting pits and top dress newly planted trees.</p>	Landscape Services.	Ranger Services.	Increased cost of planting boxes, compost/mulch/wood chip.

Open Spaces

A7	Adapt maintenance programmes for parks and open spaces to changes in the growth patterns of plants	Review current maintenance regimes to accommodate altered growth patterns of plants i.e. grass cutting, pruning requirements etc Continue to write risk management policy document addressing climate change and its impact on the relationship between trees and structures. Greater use of mulching and soil improvement techniques to improve soil structure in beds and borders.	Landscape Services		Assess implications once review and changes in growing season are known
A8	Plan for impacts of climate change on species and habitat conservation and migration	Tree Service and Ecologist to be consulted on all tree planting schemes to advise on site and species selection	Landscape Services Parks & Countryside Service	Friends Groups Countryside Agency English Nature	Increased consultation time by Tree Service and Ecologist.

Local Development and Building Design

A10	Plant trees to provide shade.	Encourage schools and other land owners to plant shade trees utilising national events i.e. National Tree Week.	Landscape Services.	Education. Ranger Service.	TBC – conditional on availability of funds to plant and maintain new trees.
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Emergency Response

A11	Improve prevention and response to climate change emergencies.	Review the Thames Valley Community Risk Register for climate change impacts ongoing. Develop appropriate prevention & response strategies & plans ongoing. Support Berkshire Local Authorities' climate change adaptation strategies by January 2011.	Emergency Planning.	Thames Valley Local Resilience Forum. Berkshire Integrated Emergency Planning (BIEPS). Climate Berkshire	Ongoing core work
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Planning to Adapt to Climate Change

A12	Produce a Local Climate Impacts Profile (LCLIP) for Bracknell Forest	Present and publish findings of LCLIP survey by March 2011	Climate Change Team	Climate Change Working Group Emergency Planning Climate Change Partnership	Ongoing core work
A13	Establish a comprehensive monitoring system for weather and climate related impacts to facilitate adaptive responses	Review current sources of incident data for weather/climate impacts by September 2010. Report with recommendations to CMT by November 2010. Implement approved recommendations by March 2011	Climate Change Working Group	Emergency Planning Corporate Services Environment & Public Protection	Coordination of current systems under investigation
A14	Undertake a comprehensive risk based assessment of the council's current and future vulnerabilities to weather and climate	Identify and assess weather and climate risks to council services by March 2011. Aim to achieve Level 2 on NI188 by March 2011	Climate Change Working Group	Corporate Risk Management Bracknell Forest Partnership	Assessment methodology under investigation

A15	Develop a corporate Severe Weather Plan	Review Severe Weather Report from Director and associated comments from EC&C Scrutiny Panel by July 2010 Identify the nature of severe weather risks to be included in the Severe Weather Plan by July 2010 Report to CMT by October 2010	Climate Change Working group	Emergency Planning Corporate Risk Management	Additional resource requirements to be considered by CMT & Executive through budget planning cycle
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RAISING AWARENESS

There can be few people today who are not aware of climate change through the popular media. From extreme weather events around the globe to melting ice caps and the plight of the polar bears, climate change is rarely out of the news.

How our everyday lifestyles contribute towards climate change and what effects it may have on our lives or those of our children are less well understood.

The widespread scientific consensus that man-made greenhouse gas emissions are responsible for climate change and the increasing evidence of the consequences are galvanising our actions around two themes:

- Mitigation – reducing greenhouse gas emissions.
- Adaptation – preparing for the consequences.

Hence, while the council has been raising awareness of environmental issues for many years, the emphasis is now shifting to their climate change impacts.

The Energy Savings Trust identified three ways that local authorities can address climate change:

- As estate managers - Local authorities are large employers and major consumers of energy and other resources. Through better management of transport and buildings, councils can cut emissions and save money. They can also consider how their estate can be better adapted to the changing climate.
- As service providers - For all the services a local authority provides, from Emergency Planning to Social Care, councils can ensure that the impacts of climate change are properly taken into account and emissions are cut as far as possible.
- As community leaders - through the Sustainable Community Strategy and Local Strategic Partnership, local authorities can work with other public and private agencies and the wider community to help cut the overall emissions of their area and develop an integrated response to climate change adaptation.

Raising awareness of climate change will take place in each of these areas to ensure that everyone is able to play their part in the major challenge of our time. This includes councillors, council staff, members of the Bracknell Forest Partnership, local statutory, business, voluntary and community sector organisations and individual members of the community.

No.	Action	SMART Target	Lead Team	Partners	Resource
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Internal

R1	Raise staff awareness of the Climate Change Action Plan.	Publish revised Climate Change Action Plan by July 2010. Include actions in Council service plans for 2010/11.	Climate Change Working Group. CMT.	Corporate Communications.	Ongoing core work
R2	Include climate change in staff training programmes.	Include climate change in staff induction programme by March 2011. Include climate change in staff training and development programmes, where relevant, ongoing Run environmental management workshops for school managers and governors annually.	Climate Change Team Schools Environmental Management Group.	HR Corporate Communications	Ongoing core work
R3	Develop an Energy Champions network to improve energy efficiency in Council premises.	Run Energy Champions meetings quarterly. Roll out Energy Champions network to all departments by September 2010.	Climate Change Team	Facilities Management.	Ongoing core work
R4	Maintain staff awareness through internal communications channels.	Maintain Climate Change page on BORIS with links to relevant resources. Publish climate change articles in Forest Views. Publish annual Corporate Energy Report and Schools Environmental Report.	Climate Change Team	Corporate Communications, I.T. Energy Champions Children, Young People & Learning	Ongoing core work
R5	Increase the number of registered Eco-Schools achieving awards.	Encourage increased participation in the Eco-Schools Programme. Provide advice and support for participating schools. Report progress in annual Schools Environmental Report and other publications	Climate Change Team	Children, Young People & Learning Corporate Communications	Ongoing core work

R6	Promote environmental education in schools.	Develop learners awareness of the environment and climate change through Geography and cross curricular activities. Incorporate environmental and climate change themes in intra/inter school collaborative projects e.g. music & dance.	Children, Young People & Learning	Schools	Ongoing core work
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Low Carbon Buildings

R9	Demonstrate good practice in sustainable building design and construction.	Publicise the good practice features of new developments by September 2009. Arrange site visits to demonstrate good practice by September 2010.	Chief Exec's Office. Garth Hill PMT.	Corporate Communications.	Publicity costs & staff time
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Strategic Planning

R10	Raise awareness of climate change amongst all members of the Bracknell Forest Partnership.	Run climate change briefings in each theme partnership by March 2011. Establish joint working arrangements with other theme partnerships by March 2011 Implement collaborative climate change projects with other theme partnerships, ongoing.	Climate Change Team. Partnership Board. Climate Change Partnership.	Theme Partnerships.	Ongoing core work
R12	Include climate change in all theme partnership work.	Work plans reflect climate change implications by March 2011.	Partnership Board.	Theme Partnerships.	Ongoing core work
R13	Encourage partnership members to develop and publish their own CC action plans.	Action plans published annually.	Partnership Board.	BFP Members.	Ongoing core work
R17	Contribute to Climate Berkshire with other Berkshire authorities	Plans being developed	Director/Executive Member	Climate Change Partnership	Ongoing core work

Throughout the Borough

R15	Communicate climate change to the public through a variety of local media.	Publish a Climate Change page on BFBC web site with links to relevant resources. Publish climate change articles in Town & Country. Issue climate change press releases to local media. Promote climate change behaviour at public events.	Climate Change Team	Corporate Communications. I.T.	Ongoing core work
R16	Encourage individuals and organisations in the Borough that have made a significant contribution to combating climate change to apply for awards.	Publish details of relevant award schemes by September 2010 Promote and support applications. Publicise awards given.	Climate Change Team	Climate Change working group. Climate Change Partnership. Partnership Board. Corporate Communications	Cost of awards and award ceremony.

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Annex B

Climate Change Action Plan Actions Completed by March 2010

L8	Print Council publications on recycled paper, using environmentally friendly printing processes, wherever feasible.	All office printers to use recycled paper by March 2009. All corporate publications printed in-house or externally by March 2009	IT Corporate Services Chief Executive's		Existing resource
E1	Participate in the Carbon Trust's Local Authority Carbon Management Programme.	Application submitted February 2008. Programme completion January 2009.	Climate Change Team.	Carbon Trust.	Carbon Trust funded. Officer time 2 days per week x 10 months from existing resource.

E2	Improve energy monitoring and targeting in all Council properties.	Establish Systemlink for all Council properties by January 2009. Train service managers in use of Systemlink by April 2009. Enter direct meter reading data for all properties by April 2009. Provide quarterly energy reports to departmental management teams by July 2009.	Climate Change Team.	All Council departments.	Systemlink software already installed. Energy Technical Assistant appointment approved.
E3	Improve energy metering.	Identify sites where sub-metering is needed by December 2008. Submit proposals to DMT by April 2009. Investigate feasibility of smart meters at all Council properties by June 2009. Report to CMT by September 2009	Climate Change Team.	All Council departments.	Existing resource
E4	Implement Energy Performance of Buildings Directive in Council properties.	Obtain accreditation as an Energy Performance Assessor by September 2008. Display certificates in relevant Council buildings by October 2008.	Energy Manager		Within existing resources Each facility paying about £425 each
E5	Embed carbon management in Council energy policy and procedures.	Review energy policy and procedures in light of LA Carbon Management Programme by January 2009. Establish carbon reduction targets for all Council departments by March 2009. Review Energy Efficiency Accreditation for renewal in 2009 Report to CMT by March 2009.	Climate Change Team	CMT	Existing resources Accreditation £3,000
E6	Supply a minimum 20% on-site renewable energy on all new Council properties over 500 M ² in accordance with Local Development Framework.	Assess renewable energy options for New Civic Hub & Garth Hill College by September 2008.	Climate Change Team. Chief Exec's Office SCL.	Planning. GHOSP PMT	Garth Hill OSP has DFES financial incentive to exceed LDF target.

E7	Investigate the feasibility of installing on-site renewable energy in existing Council premises.	Review boiler replacement schedule and high carbon sites to identify priorities by July 2009. Conduct an options appraisal for priority sites by December 2009. Report to CMT by March 2010	Climate Change Team.	Surveyors.	Existing resources. CHP for Time square already approved.
E8	Investigate the feasibility of using no/low energy & on-site renewable technology for street signs, street lighting, traffic lights and bus stops.	Review available technologies by September 2009. Report to DMT by December 2009.	Street Lighting	Transport Planning Suppliers	Existing resources
E9	Investigate energy saving opportunities in ICT	Undertake Gartner Benchmarking for Green ITC Data Centre power reduction and air conditioning ongoing. Thin client desktop investigation by January 2009 Review procurement of all ICT to ensure green credentials by January 2009 Review office printers to reduce printers, paper, toner & energy by March 2009 Investigate whether Citrix Servers can be powered off when not in use by September 2008	ICT	Suppliers Civic Hub Group Procurement	Seeking £6,000 for Gartner Benchmarking – funded from available resources in IT and Climate Change budget
E10	Review funding mechanisms for energy/carbon saving measures.	Review Low Carbon Buildings and similar grant schemes by September 2008. Review Council's Spend-to-Save scheme by March 2009. Consider SALIX fund application by March 2009.	Climate Change Team	Corporate Finance. Carbon Trust	Existing resources

E18	Investigate feasibility of a distributed energy scheme between Bracknell Leisure Centre and adjacent sites.	Agree co-funding and finalise Scope of Work with Carbon Trust by October 2009. Review tenders and agree selection of consultant by Carbon Trust by December 2009. Support Consultant to conduct study by April 2010.	Climate Change Working Group	Carbon Trust, Bracknell Forest Homes Guinness Hermitage	50/50 co-funded by Carbon trust and new burdens funding. Potential future Invest to Save scheme.
E21	Improve energy efficiency of mobile homes in borough	Submit application for a district energy scheme at Warfield Park to the Low Carbon Communities Challenge by December 2009. Trial under floor insulation by June 2010. Identify 10 mobile homes to participate in an OFGEM energy efficiency survey by June 2010	Climate Change Team	Housing Team Climate Change Partnership & Strategic Housing Partnership	LCCC bid for £500K (unsuccessful) Under floor insulation trial co-funded by supplier and CC Partnership
T2	Increase the number of children travelling to school by sustainable modes of transport	All schools to have a school travel plan by 2010 Reduce car use to school to 33% by March 2010	Planning and Transportation	Schools Children, Young People & Learning	Local authority schools are eligible to receive a school travel planning grant worth up to £5000
T4	Reduce staff travel by unsustainable modes of transport	Review BFC staff travel policy by September 2008 Amend staff travel policy by December 2008 Implement revised staff travel policy by March 2009 Implement staff travel plan by September 2009 Reduce business mileage by 5% on 2006/07 levels by 2010	Planning and Transportation CMT	Climate Change Working Group HR	Implementation of a Staff Travel Plan is outstanding (even though the LTP states that we will adopt one by December 2006) Potential Economy

T6	Centralise the management of Social Services transport services for greater efficiency.	Report on passenger transport service provision by September 2009 Transfer passenger transport services to the Integrated Transport Unit by April 2010 Promote service to additional users by July 2010	Integrated Transport Unit	Passenger transport users	Existing resource
T8	Improve driver skills	Provide SAFED (Safe & Fuel Efficient Driving) training to all passenger & goods vehicle drivers by April 2009	Integrated Transport Unit HR	HR	One day subsidised SAFED driver training @ £50 for 20 drivers piloted April 2008. Additional drivers @ £150 pp. £1,500 approved for EST Smarter Driver training for 100 drivers 2009/10
W1	Implement joint waste strategy with partner councils (Reading and Wokingham Councils) with objective based on the waste hierarchy in the National Waste Strategy using best practical environmental options.	Adopt the joint waste strategy for Bracknell Forest by December 2008. Publish strategy by April 2009 Implement strategy by April 2009	re3 partners.	Other stakeholders. Contractors. Joint Waste Board.	Use grant funding from DEFRA and staff time within existing budgets.
W2	Ensure that the Council has a strategy to reduce waste from Council offices and other Council-owned premises.	The Council has a waste strategy for its own premises to ensure it leads by example by April 2009.	Waste and Recycling Manager	Waste and Recycling Team. Climate Change Group. Schools Facility managers	Facilities management budgets.
W3	Investigate feasibility of partnership work with waste collection services.	Feasibility study 2009/10.	re3 partners.	Collection contractors.	Existing resource

W4	Build on current participation in recycling and composting and seek to raise awareness to effect positive behavioural change.	Develop a co-ordinated programme for awareness-raising for the whole community. Produce a schools pack about waste and recycling. Produce A-Z of waste as booklet to be delivered to all residents as well as on website.	re3 waste minimisation officers. Waste and Recycling Team.	re3 council waste and recycling teams.	Existing resource
P1	Review progress towards sustainable procurement and identify improvements required.	Establish current position on the LGA sustainable procurement flexible framework by December 2008 Identify priority areas for improvement by December 2008 Submit report for CMT approval by March 2009	Strategic Procurement Group.	Climate Change working group.	Existing resource
P2	Embed sustainable procurement in the Procurement Strategy.	Revise strategies for approval by SPG by December 2009	Strategic Procurement Group.	Climate Change working group.	Ongoing core work
P4	Implement Quick Wins in procurement specifications.	Review OGC's Sustainability Mandatory Standards (Quick Wins) 2007 for BFBC by September 2009 Submit recommendations for adoption to CMT by December 2009 Amend Procurement Plans for Quick Win conformity by March 2010 Implement approved quick wins by April 2010 Incorporate review of Procurement Plans into internal audit processes by March 2010	Strategic Procurement Group.		Existing resource

P5	Increase purchases of sustainable goods and services.	Analyse sustainable purchase practice in BFBC (e.g. Banner o2o Green Guide purchases) by September 2009. Survey attitudes to sustainable purchasing amongst authorised purchasers by September 2009 Develop action plan for approval by CMT by January 2010 Implement approved action plan by September 2010	Corporate Procurement.	Climate Change Working group.	Existing resource
A1	Reduce the risk of surface flooding throughout the Borough.	Establish GIS mapping of surface flooding incidents by September 2009. Review surface water drainage to identify areas at risk of flooding under climate change predictions by December 2009.	Environment & Public Protection.	Thames Water. Environment Agency.	Ongoing core work
A2	Reduce water use in all council buildings.	Establish water monitoring and targeting system for all Council premises by July 2010. Investigate feasibility of dual flush toilets and time controlled taps Include water consumption data in annual energy report by December 2010.	Climate Change Team.	Schools Facility Managers	Ongoing core work Potential Invest to Save scheme
A5	Reduce water consumption in new buildings.	Reduce average water consumption by design in new residential dwellings to 110 litres per person/day & exceed statutory requirements in non-residential buildings. Per Sustainable Resource Management SDP by December 2008.	Planning and Transportation.		Existing resource

A6	Future-proof the water impacts of new development.	Implement water efficiency & flood prevention techniques: rainwater harvesting, grey & black water recycling, low water landscaping & gardening, & sustainable urban drainage systems (SUDS). Per Sustainable Resource Management SDP by December 2008.	Planning and Transportation.	Environment Agency.	Existing resource
A9	Implement microclimate design principles: green space, orientation of buildings & streets, shading, cool pavement materials, & passive ventilation.	Per Sustainable Resource Management SDP by December 2008.	Planning and Transportation.		Existing resource
A12	Produce a Local Climate Impacts Profile (LCLIP) for Bracknell Forest	Research local extreme weather events and their consequences from council and media sources by December 2009 Report with recommendations by March 2010	Climate Change Team	Climate Change Working Group Emergency Planning Climate Change Partnership	Ongoing core work
R5	Increase the number of registered Eco-Schools achieving awards.	Increase Eco-School registrations to 22 by December 2008. Increase awards to 10 bronze, 3 silver, & 1 green flag by July 2009.	Climate Change Team	Education.	Existing resources
R7	Raise awareness of climate change implications for planners and building control officers.	Brief planners and building control officers on the implications of climate change policies and regulations affecting their work by December 2008.	Planning. Building Control.		Already underway. Existing resources
R8	Disseminate climate change policy information for developers.	Brief developers on the Local Development Framework and supplementary planning documents by January 2009 Promote Code for Sustainable Homes by January 2009	Planning.		Already underway. Briefing costs

R11	Include climate change in all Bracknell Forest Partnership strategies and plans.	Community Plan 2009. Corporate Plans 2009. Local Area Agreement 2009.	Chief Exec's Office.	BF Partnership.	Ongoing core work
R14	Raise awareness of climate change amongst community groups.	Encourage town & parish councils to develop Climate Change action plans by January 2010. Encourage voluntary sector organisations to adopt the Third Sector Declaration on Climate Change by January 2010. Encourage churches to participate in Operation Noah. Work with Chamber of Commerce to raise awareness in the business sector by January 2010.	Climate Change Team	Environment Partnership. Town & Parish Councils. BFVA, Federation of Community Groups. Chamber of Commerce.	Ongoing core work
R16	Encourage individuals and organisations in the Borough that have made a significant contribution to combating climate change to apply for awards.	Research climate change award schemes by December 2009	Climate Change Team	Climate Change working group. Climate Change Partnership. Partnership Board. Corporate Communications	Cost of awards and award ceremony.

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TO: THE EXECUTIVE
13 JULY 2010

COMMITMENT BUDGET 2011/12 – 2014/15 Borough Treasurer

1 PURPOSE OF DECISION

- 1.1 This report updates the Executive on the significant issues that are likely to impact upon the Council's budget in future years and represents the first step towards setting a budget for the 2011/12 financial year and beyond.

2 RECOMMENDATIONS

- 2.1 That the Commitment Budget for the period 2011/12 to 2014/15, summarised in Table 1 of the report be approved.
- 2.2 That the proposed budget process for 2011/12 as set out in paragraphs 5.12 to 5.15 of the report be approved.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The recommendations are designed to allow the Executive to start to consider an appropriate budget strategy for 2011/12 and beyond in the light of strategies being developed by the new Coalition Government.

4 ALTERNATIVE OPTIONS CONSIDERED

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

5 SUPPORTING INFORMATION

Commitment Budget 2011/12-2014/15

- 5.1 The preparation of the Commitment Budget for the coming four year period brings together the Council's existing expenditure plans and is the first formal stage in planning for the revenue budget for 2011/12. The planning period has been extended from three to four years so that it is aligned with the new Coalition Government's spending plans. The Council's Commitment Budget is shown in detail in Annexe A and summarised in Table 1.

Table 1: Commitment Budget 2011/12-2014/15

Department Plans	Base Budget	Planned Expenditure			
		2011/12	2012/13	2013/14	2014/15
	2010/11 £m	£m	£m	£m	£m
Base Budget	74.59	74.59	75.24	75.15	75.12
Movements in Year	0	0.65	-0.09	-0.03	0.06
Adjusted Base	74.59	75.24	75.15	75.12	75.18

The table above illustrates the Council's current planned spending. The Commitment Budget is based upon the approved 2010/11 budget adjusted to exclude the effects of drawings from balances, and takes account of approved existing commitments, including the full-year effect of pressures and economies approved for the 2010/11 budget.

- 5.2 Savings identified for future years within the revenue proposals for 2010/11 have been included in the commitment budget where a firm commitment exists. Where no firm

commitment exists the savings have been rolled forward into budget pressures and economies for the 2011/12 budget. Significant changes to the Commitment Budget submitted in February include:

- Changes in Waste PFI projections arising from:
 - contract inflation increases linked to CPI (actually 5.4% rather than the estimated 2.5% in 2009/10).
 - increases in business rates at Smallmead and Longshot Lane
 - a stepped reduction in prices in 2012/13.
- The senior management restructure within Children, Young People and Learning has generated savings of £0.112m towards the organisational and back office review savings identified during the 2010/11 budget process.
- Changes in NI bandings announced in the emergency budget have reduced the impact of NI increases on employers (£0.250m).

5.3 As part of the process for building the 2011/12 budget, all commitments will be reviewed over the coming months to ensure that they remain valid and have been accurately costed.

Resources

5.4 There are a number of inherent difficulties in medium-term financial planning, in terms of accurately estimating both available resources and spending needs.

5.5 The new Coalition Government has made tackling the financial deficit a key priority and has initiated a range of measures to reduce public expenditure. As a precursor to the Emergency Budget, on 24 May the Government announced in-year savings of £6.2bn in 2010/11, £1.165bn of which is to be achieved by reducing grants to local authorities. In practice, this means that the Council's revenue grants (predominantly Area Based Grant but also including a number of Specific Grants) will be reduced by £1.035m with a further £0.300m at risk through reductions to the Local Authority Business Growth Incentive scheme and the Local Area Agreement Reward grant. These latter grants do not directly support service delivery but are taken into account as part of the Council's overall reserves. They are not, therefore, reflected in the Council's revenue budget. Capital grants will also reduce by £0.283m. Officers are currently developing a range of proposals that will deliver the necessary in-year savings.

5.6 On 22 June the Chancellor delivered his Emergency Budget. Utilising a wide range of measures the Chancellor undertook to balance the UK's Budget by 2015/16, with 77% of the deficit being met through spending reductions and 23% through increased taxation (notably VAT). In his Budget speech the Chancellor reiterated the Government's commitments to providing the National Health Service with real increases throughout the Parliament and honouring overseas aid obligations. Once these are taken into account, the Budget figures imply that other departments will face an average real cut of around 25% over four years. This percentage may be higher for local government as the Chancellor pledged to recognise the pressures faced by Health, Education and Defence. The Chancellor also announced that the 2010 Comprehensive Spending Review will be published on 22 October. However, this will only give budget control totals for Local Government and the Council will have to wait until the announcement of the Provisional Local Government Financial Settlement, which is usually published in late November or early December, before it knows the effect of the Spending Review on its budgets. It is, however, clear that the reductions in Government Grant faced by local authorities will be significant and the budget planning process for 2011/12 and beyond will need to recognise this.

5.7 Against this backdrop of uncertainty the Council cannot delay its budget planning if it is to consult on its proposals, as required by the Constitution, in December. In order to

progress, therefore, it is necessary to make a number of assumptions which will require updating and revising through out the budget process. At this point an annual reduction in Government Grant of 4% per annum over four years has been assumed. This broadly equates to a 25% real terms reduction over the period if inflation averages between 2.5% and 3% during this time.

- 5.8 Alongside these measures the Chancellor reiterated the Government's plans to work in partnership with local authorities to implement a Council Tax freeze in 2011/12. Details of how this will operate have not been released to date and are not likely to be made available until the Spending Review 2010 is published. For budget planning purposes it is currently assumed that the Government will provide a grant equivalent to around 1.5% of Council Tax as compensation for the Council Tax freeze. However it is entirely possible that this figure will be less than this due to the scale of the financial challenge facing the Government.

Capital Programme

- 5.9 The Council funded indicative three year General Fund capital programme included with the budget report to Council in March 2010 is £8.591m for 2011/12 and £7.424m for 2012/13. In addition it is anticipated that the Council will continue to generate capital receipts of around £3.0m per annum following the transfer of the housing stock to Bracknell Forest Homes. The Council will share in a proportion of future sales of properties and in addition the proceeds of a VAT shelter relating to backlog repairs in transferred stock will be shared over the 10 years following transfer. The Council will be able to keep 100% of these receipts as the "pooling" regime will no longer apply. With the scope for generating significant income from capital receipts being curtailed the capital programme has a significant impact on the revenue account with resources having to be set aside to cover potential borrowing costs. Therefore the Council needs to consider whether the indicative capital programme is affordable as part of its overall budget strategy.

Budget Overview

- 5.10 Drawing together the above projections for future commitments and resources provides a starting point for considering the budget strategy for 2011/12 and beyond. It has been assumed that inflation will reduce to 2% in 2011/12 but then trend upwards to 2.5% in later years. The two year pay freeze (including the £250 per annum increase for those earning less than £21,000) announced in the Emergency Budget has also been included in the forecast. Building on these assumptions and including an allowance for future inflation allows a realistic expenditure level to be compared with the estimated resources.

Table 2: Preliminary Budget Overview 2011/12 to 2014/15

	2011/12 £m	2012/13 £m	2013/14 £m	2014/15 £m
Base Budget	74.59	76.15	77.60	80.21
Known Commitments	0.65	-0.08	-0.04	0.06
Impact of current indicative capital programme/interest rates	0.26	0.80	0.96	1.17
Provisional Inflation allowance	0.65	0.73	1.69	2.10
Budget Requirement	76.15	77.60	80.21	83.54
Grant income	25.07	24.07	23.10	22.18
Council Tax income (at current rate with assumed growth in number of properties)	48.42	48.92	49.52	50.17
	73.49	72.99	72.62	72.35
Funding Gap	2.66	4.61	7.59	11.19

- 5.11 The table above indicates, based on currently available information, that the Council faces an underlying funding gap of around £11.2m by 2014/15. However, it should again be noted that this is before considering service pressures and developments. At this stage it is not possible to quantify the precise impact but experience has shown that the Council typically needs to add around £1.5m-2m per annum to the budget for service pressures. This would arise, for example, as a result of demographic change and an increase in some demand led services. This therefore suggests that the total budget gap over the next four years may be between £17.2m and £19.2m (i.e. almost 25% of the budget requirement in 2014/15). At its meeting on 15 June the Executive considered a report on asset management planning. The proposal to include £0.5m as a potential pressure for the 2011/12 revenue budget to support the need for urgent priority planned maintenance was noted. This would increase the total budget gap by a further £0.5m if not accommodated within the £1.5m-£2m for service pressures in 2011/12.

Budget Strategy

- 5.12 When reporting on the financial outturn for 2009/10 revenue balances were £8.85m at 31 March 2010. The 2010/11 budget includes plans to spend £0.56m of this reserve. After allowing for the previously agreed cost of surrendering the lease on Enid Wood House (£1.16m) balances are expected to be £7.13m as at 31 March 2011, on the assumption that the Council is able to spend within budget for the thirteenth consecutive year. Historically £4m has been considered to be the minimum prudent level for revenue balances. There is therefore £3.13m available to support future expenditure. This is clearly not sufficient to bridge the budget gap outlined above. Therefore, the Council will need to prepare savings options to be considered as part of the budget build for 2011/12 and beyond.
- 5.13 The Council has successfully managed significant budget gaps in the past, but the current forecasts indicate that there is a need to reduce spending by amounts far in excess of those previously encountered. The Council's approach to budget savings in the past has been to identify areas of activity to cut or to stop. This has worked effectively but would be problematic in the face of scaling back Council budgets by a quarter. It is, therefore, proposed that services should be reviewed on the basis of what could (and should) be provided within the envelope of a budget some 75% and 80% the current size, rather than what will not. Factors to help decide what would be included in these scenarios include statutory duties, residents' views and contractual commitments. The savings options developed for 2011/12 will need to be aligned with this view of a much reduced organisation in the future.

- 5.14 In addition to this approach to identifying savings the Council could also

- a) take a firm line in future years to limit pressures
- b) utilise available balances

In practice, it is likely that a combination of all of these approaches will be required.

Budget Timetable

5.15 Preparatory work at officer level has already been instigated by the Corporate Management Team to allow greater time to explore options. Within this context the key milestones for budget preparation are set out below:

Service Planning Process identifying key work streams	Jul 10 – Feb 10
Development of savings proposals	Jul 10 – Nov 10
Provisional settlement	Late Nov/ Early Dec 10
Executive Briefing – final package	30 Nov 10
Executive agree proposals for consultation	14 Dec 10
Executive considers responses to consultation and agrees final budget proposals	15 Feb 11
Council agrees budget and Council Tax	2 Mar 11

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 The Local Government Finance Act 1992 requires the Council to set the level of the Council Tax by 11 March each year. It is impossible to achieve this without having agreed an affordable revenue budget for the year in question.

Borough Treasurer

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

Equalities Impact Assessment

6.3 None.

Strategic Risk Management Issues

- 6.4 The Borough Treasurer, as the Council's Chief Finance Officer (section 151 officer) must formally certify that the budget is sound when it is recommended for approval in February. This will involve identifying and assessing the key risk areas in the budget to ensure the robustness of estimates and ensuring that appropriate arrangements are in place to manage those risks, including maintaining an appropriate level of reserves and contingency. This formalises work that is normally undertaken each year during the budget preparation stages and in monthly monitoring after the budget is agreed.

The Council's Strategic Risk Register identifies a number of key risk areas including:

- demographic and socio-economic changes
- impact of demand led services
- impact of the South East plan
- town centre redevelopment
- non achievement of income projections
- financial settlement and funding pressures
- loss of systems and data
- business continuity incidents
- IT and information security/identity breach
- programme management capacity
- impact of litigation
- potential failure of key contractors
- safeguarding
- impact of inspections
- impact of job evaluation
- maintenance of assets

The budget includes resources sufficient to enable the Council to monitor these key risks and where possible to minimise their effects on services in accordance with the strategic risk actions plans. Specific risk reduction measures that are in place include the following:

- Budget Setting Process
 - Production and regular monitoring of a robust medium-term financial strategy
 - Regular analysis of budgets to identify legislative, demographic, essential and desirable service pressures / enhancements
 - Detailed consideration of budgets by officers and Members to identify potential budget proposals
 - Robust scrutiny of budget proposals prior to final agreement
 - Ensuring adequacy and appropriateness of earmarked reserves
- Budget Monitoring
 - Robust system of budgetary control with regular reporting to CMT and through the Performance Monitoring Reports (PMR's) to Members
 - Exception reports to the Executive
 - Annual review of the Councils' budget monitoring arrangement by external audit to ensure they remain fit for purpose
 - Taking corrective action during the year to ensure the budget is delivered every year (as in 2009/10, 2006/07, 2005/06 and 2000/01)
 - Specific regular review by Group Accountants of particularly volatile budget areas

7 CONSULTATION

Principal Groups Consulted

7.1 No groups have been consulted at this stage.

Background Papers

None.

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Commitment Budget 2011/12 to 2014/15

	2010/11 £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000
Total Base Budget	74,587	74,587	75,242	75,149	75,117
<u>Commitments Identified</u>					
Transport function - Best Value Review		-50			
Place Survey		-15			
Area Based Grant		TBC	TBC	TBC	TBC
Borough Elections		70	-70		
Capital Invest to Save 07/08 - server refresh		13			
Total Commitments Corporate Services/Chief Executive		18	-70	0	0
Suitability surveys			20	-20	
Schools Music Festival		10	-10		
Area Based Grant		TBC	TBC	TBC	TBC
Senior Management Restructure		-112			
Total Commitments Children, Young People and Learning		-102	10	-20	0
Area Based Grant		TBC	TBC	TBC	TBC
Social Care & Learning Restructure		11			
Total Commitments Adult Social Care and Health		11	0	0	0
Landfill Tax / Waste Disposal PFI		71	-207	6	16
Landfill tax increase		109	106	104	99
Local Development Framework		-50	55	-130	-67
Planners Farm Income		30			
Capital Invest to Save 06/07 - Easthampstead Park		-1	-1	-1	-1
Area Based Grant		TBC	TBC	TBC	TBC
Sandhurst Freedom March			5		
South Hill Park Grounds		80			
Forestcare		-25			
Coroners Service - transfer from TVPA		10	9	9	9
Total Commitments Environment, Culture and Communities		224	-33	-12	56
Total Commitments Service Departments		151	-93	-32	56
2010/11 capital programme (full year effect) -Interest		71			
Minimum Revenue Provision		179			
2010/11 use of balances (full year effect)		4			
Area Based Grant		TBC	TBC	TBC	TBC
Changes in employers NI and bandings		250			
Total Commitments Non Departmental / Council Wide		504	0	0	0
Total Commitments	0	655	-93	-32	56
TOTAL COMMITMENT BUDGET	74,587	75,242	75,149	75,117	75,173

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TO: THE EXECUTIVE
13 JULY 2010

CORPORATE PERFORMANCE OVERVIEW REPORT Chief Executive

1 PURPOSE OF DECISION

- 1.1 To inform the Executive of the performance of the Council over the fourth quarter of 2009/10 (January-March 2010).

2 RECOMMENDATION

- 2.1 **That the performance of the Council over the period from January to March 2010, highlighted in the Overview Report in Annex A be noted.**

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

Performance Management

- 5.1 The Council's performance management arrangements require the preparation of quarterly Performance Monitoring Reports (PMRs) by each department. These PMRs provide an update of progress and performance against departmental Service Plans.

Performance Monitoring Reports

- 5.2 Executive Portfolio Holders will have received the fourth quarter PMRs for their areas of responsibility in June. PMRs are also distributed to all Members, and will be considered by the Overview & Scrutiny Commission and Scrutiny Panels. This process enables all Members to be involved in performance management.

Corporate Performance Overview Report

- 5.3 The PMRs have been summarised into the Corporate Performance Overview Report (CPOR), which brings together the progress and performance of the Council as whole. The CPOR enables the Corporate Management Team and the Executive to review performance, highlight any exceptions and note any remedial actions that may be necessary, either from underperforming or overperforming services, across the range of Council activities.
- 5.4 The CPOR for the fourth quarter 2009/10 is shown at Annex A.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

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

Borough Treasurer

6.2 There are no direct financial implications arising from this report.

Equalities Impact Assessment

6.3 Not applicable.

Strategic Risk Management Issues

6.4 Any specific issues are included in the PMRs and in the CPOR in Annex A.

Other Officers

6.5 Not applicable.

7 CONSULTATION

Principal Groups Consulted

7.1 Not applicable.

Method of Consultation

7.2 Not applicable.

Representations Received

7.3 None.

Background Papers

PMR – Adult Social Care & Health – Quarter 4 2009/10

PMR – Corporate Services – Quarter 4 2009/10

PMR – Chief Executive’s Office – Quarter 4 2009/10

PMR – Children, Young People & Learning – Quarter 4 2009/10

PMR – Environment, Culture & Communities – Quarter 4 2009/10

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Corporate Performance Overview Report

Fourth Quarter 2009/10
January-March 2010

Timothy Wheadon
Chief Executive

Overview of Council Performance

1 Introduction

- 1.1 This report sets out an overview of the Council's performance for the fourth quarter of 2009/10 (January-March 2010). It complements the detailed quarterly Performance Monitoring Reports (PMRs) produced by each Director, which are being circulated to Members in tandem with this report. The purpose of this report is to provide the Executive with a high-level summary of key achievements, and to highlight areas where performance is not matching targets or expectations, along with any remedial action that is being taken to address this.

2 Overview of Performance

- 2.1 The departmental service plans for 2009/10 contain 287 detailed actions to be completed in support of the 13 medium-term objectives which underpin the Council's six overarching priorities for 2008/09-2010/11. At the end of 2009/10, 276 (96%) of these actions had been completed or were on target to be completed by their due date (✓), whilst six (2%) were causing concern (✗). Five of these incomplete actions related to the town centre and Civic Hub.
- 2.2 Paris, the council's new performance management software, was launched at the beginning of Quarter 1 and was used to gather information on actions and indicators for the Quarter 4 reporting round. As expected, there have been some technical issues but the new system will improve the council's performance management through greater accessibility, flexibility and data quality.

3 Progress against Medium-Term Objectives

- 3.1 The fourth quarter of 2009/10 saw good overall progress towards achieving the Council's objectives. The following paragraphs highlight some areas of notable progress against each medium-term objective.

Medium-Term Objective 1: Build a Bracknell Town Centre that residents are proud of

- 3.2 Negotiations progressed with BRP and third-party developers during the quarter to bring forward the town centre regeneration in a phased manner, reflecting the difficult market conditions. Work also continued to support our partners to deliver the new Healthspace, where a number of technical issues remain to be addressed and the submission of the application for this is affected by the forthcoming application to extend the implementation period for the town centre permission. Officers are also continuing to review the council's accommodation options.

Medium-Term Objective 2: Keep our parks, open spaces and leisure facilities accessible and attractive

- 3.3 The economic challenges of 2009/10 combined with unusually wet and severe weather to create a difficult year for Bracknell Forest's leisure sites, but by the close of Quarter 4 there was some evidence that the corner had been turned, with a number of new initiatives aimed at driving up visitor numbers. (2009/10 quarter 4 visitor numbers were 493,761 compared with quarter 3 visitor numbers of 386,685.) A number of site quality improvements were also completed by the Parks & Countryside team, while five tenders were received for the lottery-funded restoration

of the South Hill Park grounds, with an Executive decision due in April. In line with the constitution, the Overview and Scrutiny review of the council's response to the severe weather will be considered by the relevant Panel on 15 July and reported to the Executive in September.

Medium-Term Objective 3: Promote sustainable housing and infrastructure development

- 3.4 The choice-based lettings scheme (BFC My Choice) was successfully launched in January, enabling prospective tenants to bid for vacant properties online. A review of housing register entries which accompanied the launch of the scheme resulted in an 18% reduction in the number of households on the register. Spatial policy work during the quarter continued to focus on the preparation of the Site Allocations Development Plan Document, which was based on identifying land to accommodate the balance of the 12,780 dwellings allocated to the borough in the South-East Plan. This included the use of an online consultation system and the holding of four local workshops to focus in more detail on the eight potential strategic locations. The programme for further work is now subject to review in light of the announcement that the South-East Plan is soon to be abolished. Works at Bracknell station were almost completed during the quarter, providing improvements to all modes of transport interchange, including pedestrians.

Medium-Term Objective 4: Keep Bracknell Forest clean and green

- 3.5 Waste collections in January, including post-Christmas collections, were disrupted by the adverse weather, but key learning points were captured and work involving Members and officers is underway to progress these. The Colnbrook Energy from Waste Plant became fully operational during the quarter, and has already resulted in a significant reduction in the proportion of Bracknell Forest waste which goes to landfill – down from 58% in Quarter 1 to 48% in Quarter 3 (latest available data).

Medium-Term Objective 5: Improve health and well being within the Borough

- 3.6 Changes were announced within the healthcare system which will require NHS Berkshire East to transfer its provider operation to another provider. Bracknell Forest Council considered its position, but the contract will need to cover the whole of East Berkshire, and Berkshire Healthcare Foundation Trust was eventually selected as the preferred option for this transfer. The number of disabled facility grants completed rose to 69 in 2009/10, up from 36 in 2008/09. A total of £420,000 was made available to disabled residents in this way during the year.

Medium-Term Objective 6: Improve the outcomes for children and families through the Children and Young People's Plan

- 3.7 The Garth Hill College project remains on programme and on budget, and work to create the new post-16 centre at Edgbarrow is also making good progress. The number of children subject to a child protection plan at the end of the quarter was 70, nearly 60% up on the equivalent figure last year. This reflects the national significant increase in children subject to a protection plan, but further analysis is being undertaken to understand the local reasons for the increase. The overall number of contacts with, and referrals to, the Children's Social Care team has also risen over

the year, but targets for the proportion of these contacts which go on to formal assessment continue to be met.

Medium-Term Objective 7: Seek to ensure that every resident feels included and able to access the services they need

- 3.8 The council continues to work towards the 'Achieving' level of the Equality Framework. Work in Quarter 4 focussed on preparations for a formal external peer review in July 2010 and on delivering equality and diversity training sessions to managers. The development of new community centres at the Parks and Jennets Park was also progressed during the quarter, as were options for the redevelopment of community centres in Harmans Water and Great Hollands.

Medium-Term Objective 8: Reduce crime and increase people's sense of safety in the Borough

- 3.9 At the end of 2009/10, all crime in Bracknell Forest had fallen by 7.7% compared to the previous year. Serious Acquisitive Crime had fallen by 18.7%, with particularly strong performance in the reductions of vehicle crime and burglary. Criminal damage offences fell by 15% during the year, which is significant as this is the most commonly reported crime in the borough and is closely linked to anti-social behaviour. The successes of 2009/10 are built upon good partnership working, information sharing and an offender-targeted approach to reducing crime. The Crime and Disorder Reduction Partnership will carry this approach forward into 2010/11. Whilst the cold weather during the winter no doubt played a part in reducing crime, Bracknell Forest clearly outperformed neighbouring areas in key categories of crime reduction. Plans to publicise these successes in Quarter 4 had to be postponed following two incidents of extremely serious crime in the borough. Thanks to intensive efforts by the police and, where appropriate, relevant council officers, all alleged perpetrators have been arrested.

Medium-Term Objective 9: Promote independence and choice for vulnerable adults and older people

- 3.10 The personalisation pilot was completed during Quarter 4, with analysis and evaluation of the outcomes largely complete. All national milestones were successfully achieved. Following an Executive decision in January, a consultation commenced on the future of the Downside Resource Centre. The new Integrated Adults System went live during the quarter, with all relevant staff receiving training.

Medium-Term Objective 10: Be accountable and provide excellent value for money

- 3.11 In-year collection of council tax was at 97.5% at the end of March, broadly equivalent to the same period last year, while the equivalent figure for business rates was 98.1%, slightly down on last year. The council's budget and council tax proposals for 2010/11 were approved by Full Council during Quarter 4, and detailed work on implementing the International Financial Reporting Standards continued. Extensive work also took place on the job evaluation scheme, with 72 preliminary posts evaluated and 24 evaluators fully trained up.

Medium-Term Objective 11: Understand and promote the borough's economic activity and potential

- 3.12 The latest figures for those that are not in employment, education or training is 144 (6.3% of total 16-18 year olds), with the latest unemployment figure being 3300 for the period from October 2008 to September 2009. The council worked jointly with Reading, West Berkshire and Wokingham councils to develop a local economic assessment. The first outputs from this process are expected in July.

Medium-Term Objectives 12 and 13: Promote workforce skills and limit the impact of the recession

- 3.13 The Adult Learning team completed a Digital Learning Champions programme during the quarter, promoting the use of the internet, email and other IT applications to support everyday life among people who had not previously used a PC. The Grow Our Own project opened an office in the Bracknell Open Learning Centre, providing advice and skills provision for people looking to return to employment or support their career development through further education.

4 Information on Corporate Health, Budgets, and Bracknell Forest Partnership

- 4.1 Information on Corporate Health is set out at Annex B. Budget information is set out at Annex C. Work achieved and ongoing by Bracknell Forest Partnership is outlined at Annex D. For the twelfth year running, the council delivered within its budgets by year end.

5 Conclusion

Bracknell Forest has not been immune to the financial difficulties experienced by organisations throughout the public sector in recent months, but at the end of 2009/10 some 96% of the council's targeted actions were either completed or on schedule. Ongoing fiscal retrenchment across the sector will continue to present even greater challenges for the council for the foreseeable future. With the new government now in place at Westminster, changes in direction in national policy have already made their impact felt locally, not least in the in-year public-sector savings which have included major grant cuts for Bracknell Forest. The new policy environment in which local authorities are operating will also require council departments to amend their service plans for 2010/11 to ensure that the council maintains its tradition of offering the best possible services to residents at optimal value for money.

*Timothy Wheadon
Chief Executive
June 2010*

ANNEX A

SUMMARY PERFORMANCE EXCEPTION REPORT

This exception report is provided in lieu of the complete data set for Quarter 4, which is available via Paris and on request from the Chief Executive's Office.

1. Indicators

1.1 Data Availability

1.1.1 Performance reports in Quarter 4 have been produced using Paris, the council's new performance management software. The introduction of the new software has proceeded smoothly overall, although a number of teething issues have been encountered. The transition to a devolved model of performance data collection, in which lead officers around the organisation are responsible for the updating of their own information, is a major cultural shift which is likely to present issues for a further few quarters, although these will be actively managed from the corporate centre to ensure that difficulties are minimised.

1.1.2 Particular problems have been encountered with producing hard-copy reports from indicator data. These problems will be resolved in time for the Quarter 1 reporting round, and Quarter 4 information will also be made available as soon as the issues are resolved.

2. Actions

2.1 Action Statuses at Year-End

At the end of the year, of the 287 actions included in departmental service plans for 2009/10:

- 276 (96%) were Green.
- Six (2%) were Red.
- Five (2%) were no longer applicable.

The most common reason for an action being marked Red was the delay to the town centre regeneration caused by the economic uncertainty.

2.2 Complete List of Red Actions

Ref	Action	Dept	Commentary by lead officer
1.1.3	Publish regeneration strategy.	CXO	Delayed pending review with development partners. To be included in 2010/11 service plan.
1.4.2	Assist with the development of a new library, civic offices and Jubilee Gardens.	CS	Plans are on hold while the decisions are made on the timescales to the overall regeneration. However plans are developed fully to the current design stage (Stage D).
1.4.3	Finalise plans for the new democratic office suite in the Civic Hub.	CS	Plans are on hold while the decisions are made on the timescales to the overall regeneration. However plans are developed fully to the current design stage (Stage D).

Ref	Action	Dept	Commentary by lead officer
1.4.5	Provide all necessary support and advice for the IT Infrastructure in the Civic Hub.	CS	Plans are on hold while the decisions are made on the timescales to the overall regeneration. However plans are developed fully to the current design stage (Stage D).
1.4.6	Provide all necessary support and advice on the customer services area in the Civic Hub.	CS	Plans are on hold while the decisions are made on the timescales to the overall regeneration. However plans are developed fully to the current design stage (Stage D).
7.2.5	Develop and implement campaign plan to raise awareness of the need for foster carers for children and teenagers.	CXO	Due to resource pressures within the Communications & Marketing team, support will be provided from communications to support the work of the foster team on an ongoing basis.

Further details on all aspects of council performance are available from the Chief Executive's Office.

ANNEX B CORPORATE HEALTH

Complaints

Department		09/10	Q4	Notes (Q4)
Adult Social Care & Health	Total: Stage 2: Stage 3: Stage 4: Ombudsman:	20* N/A* N/A N/A 1	5 N/A N/A N/A 1	Five complaints in total. ASCH has a statutory complaints procedure different to the corporate procedure. See ASCH Quarter 4 PMR for details. Ongoing complaint.
Corporate Services / Chief Executive's Office	Total: Stage 2: Stage 3: Stage 4: Ombudsman:	16 14 2 0 0	2 2 0 0 0	Two Corporate Services; 0 Chief Executive's Office. See Corporate Services Quarter 4 PMR for details.
Children, Young People & Learning	Total: Stage 2: Stage 3: Stage 4: Ombudsman:	12* 9* 0 0 0	5 2 0 0 0	Three statutory complaints also received. See CYPL Quarter 4 PMR for details.
Environment, Culture & Communities	Total: Stage 2: Stage 3: Stage 4: Ombudsman:	12 10 0 0 2	1 1 0 0 0	Pre-application planning delay.
BFC	Grand Total:	62*	13	

*Two Stage 2 complaints were received by the former Department of Social Care & Learning in Quarter 1. These are not included in the YTD figures for ASCH or CYPL but are included in the BFC grand total.

Audits with Limited or No Assurance Opinions

Department	Q4	Notes
Adult Social Care & Health	0	
Corporate Services	1	ICT Services Government Connect - Gsi Code. See CS Quarter 4 PMR for details.
Chief Executive's Office	0	
Children, Young People & Learning	0	
Environment, Culture & Communities	0	

Staffing

Staff Turnover

Department	Quarter 4 (%)	2009/10 (%)	Notes
Adult Social Care & Health	2.22	11.35	
Corporate Services	4.02	11.55	
Chief Executive's Office	2.70	13.50	
Children, Young People & Learning	2.85	10.61	
Environment, Culture & Communities	2.20	9.88	

Staff Sickness

Department	Quarter 4 (days per employee)	2009/10 Annual Average (days per employee)
Adult Social Care & Health	1.67	6.69
Corporate Services	1.11	4.51
Chief Executive's Office	0.98	3.18
Children, Young People & Learning	1.51	6.06
Environment, Culture & Communities	1.66	6.36

Staff Sickness Comparators

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 2008/09	5.7 days
All sectors employers in South East 2008 (Source: Chartered Institute of Personnel and Development survey 2008)	7.6 days
BVPI 12 outturn 2008/09	7.43 days sickness per FTE

ANNEX C

REVENUE BUDGET MONITORING

At the end of the third quarter the budgetary control reports for the General Fund reported a potential under spend of £0.412m. By the end of the financial year the under spend had increased to £0.704m. This means the Council has spent within budget for the twelfth successive year. Details of individual variances are included in each department's Performance Management Report (PMR).

The main variances include:

- Impact of the severe weather conditions including repairing potholes - £0.368m.
- A significant reduction in income as a consequence of the recession and credit crunch. Those income budgets experiencing the greatest pressure are:
 - Car parks (both cash sales and season tickets) - £0.216m
 - Easthampstead Park Conference Centre - £0.250m
 - Downshire Golf Complex - £0.060m
 - Development control - £0.270m
 - Interest - £0.317m
 - Commercial and Industrial Property – £0.110m
- Creation of a new reserve for Capital Feasibility Studies (£0.200m) and a contribution to the regeneration of Bracknell Town Centre Reserve (£0.250m).
- An over spend on people with a physical disability within Adult Social Care and Health - £0.181m.
- Additional expenditure on school's reactive maintenance and service contracts - £0.194m.
- An over spend on looked after children arising from changes in numbers and placement costs - £0.208m.
- In year savings package - £1.639m
- Further under spends within Environment, Culture and Communities including:
 - Reduced tonnage and a lower than anticipated business rate valuation at Longshot Lane and Smallmead within waste management - £0.378m
 - Greater allocation of Housing Planning and Delivery Grant than budgeted - £0.143m
 - Additional income from the Cemetery and Crematorium - £0.091m.
- Further under spends in Adult Social Care and Health including renegotiation of prices with providers of learning disability services, lower than expected costs from

transition clients and those losing support in the community and reduced staff and running costs of in house units and teams - £1.175m.

The under spend also takes account of approved budget carry forwards into 2010/11 which amount to £0.101m. The most significant carry forwards being:

- Job Evaluation Scheme Funding (£0.024m).
- Projects relating to “Full Core Offer” of Extended Services (0.024m).
- Support for School Improvement Plans (£0.016m).
- On/Off Street parking maintenance works (£0.018m).

In addition to the above the Council has also received £2.583m from the repayment of VAT. Changes in VAT legislation have resulted in various services being reclassified from standard rated to exempt for VAT purposes. At the time these changes were introduced the Council raised and submitted claims for overpaid tax but was only able to claim for the previous three years. This three years cap has been successfully challenged in court and as a result claims were submitted for sporting, leisure and cultural services, excess parking charges, adult and junior sporting course and bulky household waste. A number of claims are still outstanding and further sums of at least £0.300m should be repayable. The precise timing and outcome of these further claims is, however, uncertain. These VAT repayments will be added to General Fund balances and made available to support future year’s budgets.

The VAT refund provides the opportunity to take a more prudent view of the provision for potential losses arising from the Council’s deposits in Icelandic banks and to set aside £2.575m which represents the worse case loss. Expert advice at present suggests that the Council need only make immediate provision for losses of £0.3m however there continues to remain some risk that the losses could be greater than this sum. The actual return of the Council investments is dependent on a legal case currently going through the Icelandic Courts.

A full review of all the variances arising in 2009/10 will be undertaken so that any variances that have an impact in 2010/11 and beyond can be identified and built into the Council’s medium term financial plans.

ANNEX D

UPDATE ON BRACKNELL FOREST PARTNERSHIP

The Partnership Board has spent the first three months of 2010 refreshing its governance and work planning arrangements for the forthcoming financial year. Along with an updated protocol and memorandum of agreement, a new BFP Handbook has also been created and can be found on the web at www.brackellforestpartnership.co.uk.

The Handbook includes all forthcoming meeting dates and contacts for all lead officers and it also sets out the Board's work programme for 2010/11. This year the programme is structured under three broad themes:

- Strategy and outcomes
- Management and improvement
- Engagement and involvement

Work has been completed for the annual refresh of the Local Area Agreement and the final document which now includes numerical baselines and targets for every indicator was submitted to Government in early March. The evidence base for the Sustainable Community Strategy has also gone through its annual update to ensure the vision and outcomes are still valid.

The Board now has monthly discussions with each of the theme partnerships in turn, to strengthen working relationships and to identify any challenges that the Board could help to resolve. So far discussions have been held with the Children and Young People's Trust and the Crime and Disorder Reduction Partnership.

Finally, in March the Board began discussions about the possibilities of finding ways to better co-ordinate the customer service and front desk functions of each of the partners. A small working group will be established to explore this project further.

ANNEX E UPDATE ON DATA QUALITY

In February 2010 the Audit Commission produced a report on 2008/9 audit on data quality for Bracknell Forest Council. The report made a number of recommendations based on indicator spot checks. The progress against these recommendations is set out below:

Indicator	Recommendation	Priority	Responsibility	Progress
Data Quality Strategy	Roll out the new data quality strategy. As part of this ensure that staff understand processes necessary to achieve data quality.	High	Andrea Durn	PARIS has gone live and includes data quality in the work flow and for data sign off. All users trained in processes including data quality. Data quality action plan and strategy refresh included in 2010/11 project and work plans.
NI 59 - % of initial assessments for children's social care carried out within 7 working days of referral	Assess whether current arrangements identify and investigate errors on originating documentation	Low	Sandra Davies	A monthly activity report is produced which monitors referrals, initial assessments, core assessments etc. Two reports are run to produce this data: 1. shows data where dates are recorded on forms; 2. shows the system date data. These are compared each month and show any discrepancies in recording which are sent to team managers to action/amend. Mandatory fields have also been introduced to ensure dates are entered in the appropriate form fields.
NI 135 – Carers receiving needs assessment or review and a specific carer's service, or advice and information	Reassess the system for capturing data: <ul style="list-style-type: none"> • Reduce the level of manual intervention • Set data quality standards • Clarify responsibility 	High	Sandra Davies	<i>Background</i> Bracknell Forest Council Adult Social Care went live with IAS Protocol in March 2010. There have been some delays in delivering a fully operational reporting tool for the purposes of government returns and ongoing data validation and analysis and Bracknell Forest are working hard with

	<p>for validating raw data used by producing the NI</p> <ul style="list-style-type: none"> • Communicate contractual standards for groups submitting data to staff with responsibility for producing the NI • Provide training including specific guidance to those inputting to SWIFT and standardise templates used • Complete the guidance for compiling the indicator 		<p>suppliers to resolve these issues. We anticipate resolving the reporting issues within IAS Protocol during Q2 and Q3 of 2010/11. The action plan for NI 135 is planned within this timescale and will be fully operational during 2010/11.</p> <p><i>Reducing the level of manual intervention</i> It is anticipated that the new arrangements for collating data for the NI 135 indicator within IAS Protocol will significantly reduce the levels of manual intervention previously experienced for this indicator and therefore, data quality will improve as a result.</p> <p>By when: Q2/3 2010/11</p> <p><i>Setting data quality standards</i> A working group comprising of members of the Performance and Governance team and members of the Performance and Partnerships team meet regularly in order to agree on data quality standards and consequent actions. Action points will be cascaded down into the performance team as necessary.</p> <p>By when: Ongoing across 2010-11.</p> <p><i>Clarify responsibility for checking data input by care groups / Clarify responsibility for validating raw data used for producing the</i></p>
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			<p><i>NI/ Complete the guidance for compiling the indicator</i></p> <p>The NI 135 indicator has been allocated a lead officer from the business and a calculating officer within the performance team. The calculating officer will work closely with the lead officer to ensure that the raw data for producing the indicator is validated on an ongoing basis. This partnership will also ensure that responsibilities for checking data input are clarified.</p> <p>The calculating and lead officers will be responsible for compiling the guidance for the indicator.</p> <p>By when: Q2/Q3 2010/11</p> <p><i>Communicate contractual standards for groups submitting data to staff with responsibility for producing the NI</i></p> <p>Bracknell have begun the process of amending Service Level Agreements with key partners in order to incorporate partners' contractual responsibilities in the area of data quality and validation. The contracts also define partner's responsibilities in respect of data templates.</p> <p>By when: Q2 2010/11</p>
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				<p><i>Provide training including specific guidance to those inputting to the Community Care System and standardise templates used</i></p> <p>Full training was provided to all users of IAS Protocol as part of the project implementation of IAS. Ongoing training will be provided through the corporate training team. Templates have been agreed with partners and are now operational.</p> <p>By when: Completed / training ongoing</p>
NI 142 - % of vulnerable people who are supported to maintain independent living	Consider developing and implementing spot checking of data submitted by providers to validate data more reliably	Medium	Simon Hendey	In the face of reduction of the Supporting People administration grant this recommendation will not be achieved.
NI 155 – Number of affordable homes delivered (gross)	Strengthen arrangements for producing NI 155 to ensure that properties completed towards the end of the year are included in the correct year	Low	Simon Hendey	Every quarter RSLs notify us of completions and send us Practical Completion Certificates which confirm completion types and dates. The audit trail is more robust and performance management improved.
NI 198 – All children (aged 5 – 16 years) travelling by car, including van or taxi (but excluding car share) to school	Strengthen arrangements for producing NI 198 by assessing if checks should be made to source documentation	Medium	Roger Cook	Transport and Education do not believe that spot checks of source data are required at the present time. The issue will be continually assessed as part of the ongoing data quality action plan.
NI 198 – All children (aged 5 – 16 years) travelling by	Ensure the correct treatment of data from independent	Medium	Roger Cook	A file note has been added to the NI 198 folder:

<p>car, including van or taxi (but excluding car share) to school</p>	<p>schools:</p> <ul style="list-style-type: none"> • Identifying the correct treatment of boarding pupils • Ensuring there is support for pupil numbers at all schools • Applying the methodology correctly for schools where data has not been provided 			<ul style="list-style-type: none"> • highlighting that boarders are not to be included in the totals from independent schools. • All independent schools will be contacted directly to verify total pupil numbers • A copy of the Audit Commission report has been added to the folder so that anyone calculating or checking the figures is aware of the correct procedure
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