



**Council  
Wednesday 30 January 2002, Time Not Specified**

**AGENDA**

- |  | Page No |
|--|---------|
| 1. <b>Apologies for Absence</b>  |         |
| 2. <b>To approve as a correct record the minutes of the meeting of the Council held on 21 November 2001 (Annexe A)</b>   | 3 - 16  |
| 3. <b>Mayor's Announcements</b>  |         |
| 4. <b>Scheme for public participation - Procedure Rule 9</b><br>To receive petitions, statements, deputations and questions from the public.   |         |
| (i) Question submitted by Mrs M Ball on behalf of Parents Together.<br><br>"When is the Council going to make the decision whether to charge disabled, special needs children and families for home care, respite services and do the Council feel they have enough financial information to make a best value judgement based on the approved best value principles." |         |
| 5. <b>Executive Report (Annexe B)</b>  |         |
| 1) To receive the Leader's report on the work of the Executive since the Council meeting on 21 November 2001.  | 17 - 18 |
| 2) To consider Executive proposals for the release of S106 funds for use at Meadowvale Primary School in accordance with the attached Decision Record (020122-1).  |         |
| 6. <b>Budget and Policy Framework</b>  |         |
| 1) Education Development Plan 2002-07 (Annex C – circulated separately))   |         |
| a) To receive the draft Education Development Plan 2002-07.  |         |

- b) The Executive Member for Education (Councillor Ward) will move adoption.
- 2) Bracknell Forest Borough Local Plan (Annex D – circulated separately)
- a) To receive the draft Bracknell Forest Borough Local Plan on the basis of the Deposit Draft (1996) as supplemented by the Proposed Modifications (May 2001) and the Further Proposed Modifications (November 2001).
  - b) The Executive Member for Planning and Transportation (Councillor Mrs Ballin) will move adoption.

**7. Reports from Committees and Other Groups**

- 1) Standards Committee (Annexe E) 19 - 36

To receive and consider recommendations arising from the meeting of the Standards Committee held on 13 December 2001.

- 2) Periodic Electoral Review Focus Group (Annexe F)

To receive and consider the final report of the Periodic Electoral Review Focus Group held on 7 January 2001.

- 3) Employment Committee (Annexe G)

To receive and consider recommendations arising from the meeting of the Employment Committee held on 16 January 2002

**8. Annual Report of the Pensioners Champion (Annexe H)**

- To receive the first annual report by the Pensioners Champion (Councillor Thompson). 37 - 40

## **COUNCIL 21 NOVEMBER 2001**

Present: Councillors Adams, Ballin, Barnard, Beadsley, Bettison, Birch, Mrs Birch, Blatchford, Ms Brown, Browne, Edger, Egan, Fawcett, Flood, Glasson, Harrison, Miss Haydon, Mrs Hayes, Ms Henfrey, Jones, Kendall, McCormack, McCracken, Mrs Mattick, Mills, North, Piasecki, Mrs Pile, Mrs Ryder, Simonds, Thompson, Turrell, Wade, Wallace, Ward and Worrall

Apologies for absence were received from:  
Councillors Finnie, Grayson and Mrs Shillcock

### **THE MAYOR, COUNCILLOR MRS DOROTHY HAYES, IN THE CHAIR**

The Mayor's Chaplain, Reverend Richard Neil, opened the proceedings with prayers.

#### **298. Minutes**

**RESOLVED** that the minutes of the meeting of the Council held on 25 July 2001 be approved as a correct record and signed by the Mayor.

#### **299. Report of Returning Officer**

The Council was advised that Mrs J A Clifford had resigned as ward councillor for the Priestwood Ward, with effect from 30 September 2001, for reasons of ill-health. A by-election had been held on Thursday 8 November 2001 and the votes cast for each candidate had been as follows:

Sarah Edwards – 85  
David John Fawcett – 382  
Tony Packham – 312

Councillor Fawcett had been declared elected and had duly signed the Declaration of Acceptance of Office. A notice under Regulation 9 of the Local Government (Committees and Political Groups) Regulations 1990 had been received confirming that Councillor Fawcett wished to be treated as a member of the Labour Group.

**RESOLVED** that the report be noted.

#### **300. Mayors Announcements**

##### **(i) Mrs J A Clifford**

In congratulating Councillor Fawcett on his election, the Mayor expressed the Council's appreciation and gratitude for the past services of Councillor Mrs Juliet Clifford and extended to her the Council's thanks and very best wishes.

(ii) New Political Arrangements

The Mayor advised that later in the meeting the Council would be asked to adopt a new constitution giving effect to new executive arrangements. The Leader and Executive Members would become responsible for the decisions to implement the Council's policies, working within the budget and policy framework set by the Council. The Council collectively would remain the supreme policy making body. Through meetings of the Council and those of the new select committees, the Executive would be held to account publicly for their decisions. The Mayor urged members to work together to make sure these new arrangements worked for the benefit of the residents of the Borough and led to good and timely decision making.

(iii) Mayor's Annual Civic Service

The Mayor thanked all those Councillors who had attended the Annual Civic Service held on Sunday 23 September 2001.

(iv) Mayor's Charity 2001/2002

The Mayor was pleased to announce that at this point in the year over £6,686 had been raised for Marie Curie Cancer Care.

(v) Bracknell Forest Schools' Christmas Carol Concert

The Schools' Christmas Carol Concert was to be held on Saturday 15 December 2001 at the Bracknell Sports and Leisure Centre at 7.00 pm.

(vi) Mayor's Christmas Drinks

The Mayor would be hosting a lunchtime Christmas drinks reception for staff in the town centre offices on the following dates:-  
Edward Elgar House – Monday 10 December  
Easthampstead House (including Seymour House) – Tuesday 11 December  
Time Square – Wednesday 12 December

(vii) Organ Donor Register

The Mayor was pleased to announce that so far 7,605 organ donation forms had been completed and returned by residents. The forms had been circulated to all households during the annual electoral canvas.

**301. Scheme for Public Participation – Standing Order 12**

- (i) The Council received a statement submitted by Mr R Earwicker on behalf of Crowthorne and Sandhurst Liberal Democrats relating to the joint youth centre project in Sandhurst and its implications for the future of the Coffee Spot. Members of the Council questioned Mr Earwicker on his submission.
- (ii) Councillor Ward presented a petition on behalf of Sandhurst residents requesting the retention of the Coffee Spot in Sandhurst. During the course of questions to Councillor Ward it was explained that opening the youth information and advice centre would not require the Coffee Spot to cease

operating and that both services should be able to operate on the site.

- (iii) The Council received a question in the following terms by Mr A J Ridley:-

*Look Ahead Housing Development, Pondmoor Road*

*Given the social implications of the above proposal how much time has been spent by Council Officers to identify an alternative site in the Borough and why has the whole matter been conducted in an air of secrecy with no prior consultation with the community? Does the Council not agree with Councillor Flood's comment that this development is in the wrong location and should not be proceeded with?*

The Chairman of the Social Services and Housing Committee responded to the question, acknowledging the anxieties of residents and explained that it was his responsibility to ensure that during the building and commissioning stages of the development all sectors of the community worked together to ensure that the scheme was a success. He advised that a residents' meeting had been arranged for Thursday 29 November to discuss the basis for a community based steering group for the scheme.

The location of the project had been considered very carefully from sustainable, planning and social perspectives. Councillor Barnard itemised the basis for selecting the Pond Moor Road site and described the level of involvement at each stage of the process.

*In accordance with Standing Order 25 Councillor Mrs Mattick declared a non pecuniary interest in the next item and withdrew from the meeting during its consideration.*

- (iv) The Council received a petition presented by Ms L Tooze in the following terms.

*We, the undersigned, urge the Council to adopt in Bracknell Forest the Local Government Association's recommendations that a five year freeze on the experimentation and growing of genetically modified crops in open ground should be put in place.*

Members of the Council questioned Ms Tooze regarding the petition and the Mayor advised that the Council would wish to note the points made when considering motion 4/2001 later in the meeting.

### 302. **Standards Committee**

The report of the meeting of the Standards Committee held on 2 August 2001 was submitted.

**RESOLVED** on the proposition of Councillor Thompson, seconded by Councillor Bettison that the report be received.

### 303. **Education Committee**

The report of the meeting of the Education Committee held on 23 October 2001

was submitted and the Chairman responded to questions thereon.

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

304. **Leisure Services Committee**

The report of the meeting of the Leisure Service Committee held on 24 October 2001 was submitted.

**RESOLVED** on the proposition of Councillor North, seconded by Councillor McCracken, that the report be received.

305. **Planning and Transportation Committee**

The report of the meeting of the Planning and Transportation Committee held on 25 October 2001 was submitted and the Chairman responded to questions thereon. The Chairman proposed an amendment to the recommendation at Minute 236.

**RESOLVED** on the proposition of Councillor Mrs Ballin, seconded by Councillor Worrall, that

- (i) the report be received; and
- (ii) the scheme of delegation to officers (D1) be varied as follows:
  - 1. determine applications for planning permission, listed building consent, conservation area consent, hazardous substances consent, and advertisement consent (including those where a planning obligation or highways agreement is required) except as follows (NE):-
    - (a) applications made by members of Council or staff;
    - (b) applications which any single member of Council expressly requests should be determined by the Planning and Highways Committee;
    - (c) applications attracting valid planning objections before the delegated decision is made shall not be approved, except that where the objection arises from a single household or organisation applications may be approved by the Director of Environment following reference to the Chairman of the Planning and Highways Committee and Ward Councillors.

306. **Public and Environmental Services Committee**

The report of the meeting of the Public and Environmental Services Committee held on 16 October 2001 was submitted.

**RESOLVED** on the proposition of Councillor Mills, seconded by Councillor Flood, that the report be received.

307. **Social Services and Housing Committee**

The report of the meeting of the Social Services and Housing Committee held on 30 October 2001 was submitted and the Chairman responded to questions thereon.

**RESOLVED** on the proposition of Councillor Barnard, seconded by Councillor Mrs Pile, that the report be received.

308. **Strategy and Policy Committee**

The report of the meeting of the Strategy and Policy Committee held on 7 November 2001 was submitted and the Chairman responded to questions thereon.

*Councillor Bettison declared a non pecuniary interest in Minute 294 (Corporate Subscription to Localis 2002-2002) and withdrew from the meeting while Councillor Birch responded to a question thereon.*

The Council was advised that a revised version of the schedule to the scheme of members allowances recommended in Minute 290 had been circulated as an amendment to the recommendation.

**RESOLVED** on the proposition of Councillor Bettison, seconded by Councillor Birch, that the report be received and the recommendations in Minutes 285, 288, 289 and 290 (as amended) be adopted.

309. **Calculation of Council Tax Base – 2002/2003**

The Council received the report of the Director of Corporate Services on the calculation of the Council Tax Base as required by the Local Authorities (Calculation of Council Tax Base) Regulations 1992 and subsequent amendments.

**RESOLVED** that

- (i) the report of the Borough Finance Officer, for the calculation of the Council's Tax Base for the year 2002/2003 be approved.
- (ii) pursuant to the Borough Finance Officer's report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by the Bracknell Forest Borough Council as its Council Tax Base and for each parish for the year 2002/2003 shall be as follows:-

Binfield	3,210
Bracknell	17,230
Crowthorne	2,390
Sandhurst	7,810
Warfield	4,250
Winkfield	<u>6,320</u>
Bracknell Forest	<u><u>41,210</u></u>

310. **Local Government Act 2000 – New Constitution**

The Council received the report of the Director of Corporate Services on the Constitutional requirements and other background information to assist the Council in making the appointments necessary to give effect to the New Constitution.

311. **Election of Leader of the Council**

**RESOLVED** that Councillor Bettison be elected Leader of the Council for the remainder of the 2001-2002 municipal year.

312. **Members of the Executive**

The Council noted that the Leader of the Council had appointed the following members to serve on the Executive for the remainder of the 2001-02 municipal year:-

Councillor Mrs Ballin	Executive Member for Planning and Transportation
Councillor Barnard	Executive Member for Social Services and Housing
Councillor Bettison	Executive Member for Corporate Services (Chairman of the Executive)
Councillor Birch	Executive Member without portfolio
Councillor McCracken	Executive Member for Leisure Services
Councillor Mills	Executive Member for Public and Environmental Services
Councillor Wade	Executive Member for Policy Implementation
Councillor Ward	Executive Member for Education (Vice Chairman of the Executive)

313. **Delegation of Executive Functions**

The Council noted the delegation of Executive functions made by the Leader of the Council to individual Executive members for the remainder of the 2001/2002 municipal year.

314. **Appointment of Advisory Panels**

The Council was advised of the terms of reference of two advisory panels appointed by the Leader of the Council to advise the Executive:

Emergency Planning Advisory Panel  
School Performance Advisory Panel

315. **Review of Allocation of Seats and Appointments to Committees**

The Council received the report of the Director of Corporate Services on arrangements for the allocation of seats and appointments to Committees for the remainder of the 2001/2002 municipal year pursuant to the introduction of New Constitutional Arrangements. The Leader of the Council proposed a motion,



seconded by Councillor Birch, and it was **RESOLVED** that

- (i) the total number of seats on ordinary Committees appointed by the Council shall be 36 and that such seats shall be allocated to party groups as follows:-

Conservative Group - 27                      Labour Group – 8

- (ii) Members be appointed to serve on the Standards Committee and on the ordinary Committees in accordance with nominations made by the political groups as set out in Annexe 1 to the Minutes.

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Planning & Highways Committee	20	15 : 4	3 : 3
Employment Committee	8	6 : 2	3 : 3
Licensing & Safety Committee	4	3 : 1	3 : 3
Governor Appointments Committee	4	3 : 1	3 : 3
Total	36	27 : 8	

- (iii) the following formula for the allocation of seats on Sub-Committees to be appointed by Committees to be confirmed.

Number of Members	Allocation of Seats
4	3 : 1
8	6 : 2

- (iv) the total number of seats on Select Committees appointed by the Council shall be 40 and that such seats shall be allocated to party groups as follows:

Conservative Group - 30                      Labour Group - 9

- (v) Members be appointed to serve on the following Select Committees in accordance with nominations made by the political groups as set out in Annexe 2 to the Minutes

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Co-ordination Select Committee	8	6 : 2	3 : 3
Select Committee on Corporate & Resource Issues	8	6 : 2	3 : 3
Select Committee on Economic & Sustainable Development	8	6 : 2	3 : 3
Select Committee on Lifelong Learning	8*	6 : 1	3 : 3
Select Committee on Social Care	8	6 : 2	3 : 3
Total	40	30 : 9	

*\* does not include the church and parent governor representatives and the additional balancing member required to maintain an overall majority for the*

*majority group.*

**316. Appointments to Outside Bodies**

The Council was advised that under the New Constitutional Arrangements it was necessary to replace Councillor Worrall as a member of the Joint Strategic Planning Committee in order that the members were members of the Executive.

**RESOLVED** that Councillor Worrall be replaced by Councillor Mills on the Joint Strategic Planning Committee for the remainder of the 2001/02 municipal year.

**317. Appointment to Miscellaneous Groups**

**RESOLVED** that members be appointed to the following groups for the remainder of the 2001/02 municipal year as set out in Annexe 1 to these minutes:

Access Advisory Panel  
Community Safety Focus Group  
Constitution Review Group  
Countryside Management Steering Group  
Crowthorne Enterprise Centre Advisory Group  
Customer Contact Initiative Focus Group  
Early Years Childcare and Development Partnership  
Edgbarrow and Sandhurst Sports Centre Management Committee  
Health and Safety Panel  
Health Panel  
Local Agenda 21 Impact Group  
Periodic Electoral Review Focus Group  
School Organisation Committee  
Social Services Complaint Review Panels  
Social Services Secure Accommodation Review Panel  
Standing Advisory Panel on Religious Education

**318. Motions Submitted Under Standing Order 8**

*In accordance with Standing Order 25 Councillors Glasson and Mrs Mattick declared non pecuniary interests in this item and withdrew from the meeting during its consideration.*

Motion 4/2001

Motion 4/2001, as set out in the agenda for the meeting, was moved by the Councillor McCormack and seconded by Councillor Beadsley. An amendment in the terms set out below was moved by Councillor Bettison and seconded by Councillor Birch. On a request for a recorded vote the voting on the amendment was as follows:-

For (26)                      Councillors Mrs Ballin, Barnard, Bettison, Birch, Mrs Birch, Blatchford, Browne, Edger, Egan, Harrison, Miss Haydon, Mrs Hayes, Kendall, McCracken, Mills, North, Mrs Pile, Mrs Ryder, Sargeant, Simonds, Thompson, Turrell, Wade, Wallace, Ward, Worrall

Against (7) Councillors Adams, Beadsley, Fawcett, Ms Henfrey, Jones,  
McCormack, Piasecki

Not Voting (1) Councillor Flood

It was therefore

**RESOLVED** that this Council is sympathetic to the concerns of people who have shown anxiety at local genetically modified crop trials, and therefore asks the Chief Executive to write to the Government to ask their advice on the safety of such trials and to ask what action, if any, they believe the Council should take.

The meeting commenced at 7.30pm  
and concluded at 9.45pm.

**MAYOR**

<p><b>STANDARDS COMMITTEE</b></p> <p><b>Councillors (4)</b> Finnie Glasson Jones Thompson</p> <p><b>Substitute Members (2)</b> Flood Mrs Shillcock</p> <p><b>Independent Members (2)</b> Mr D Briggs (Chairman) Revd D Osborn</p>	<p><b>EMPLOYMENT COMMITTEE</b></p> <p><b>Councillors (8)</b> Edger (Vice Chairman) Fawcett Finnie Grayson Ms Henfrey Mrs Pile Sargeant (Chairman) Wallace <i>Ward (non voting)</i></p> <p><b>Substitute Members (6)</b> Adams Blatchford Ms Brown McCormack Turrell Worrall</p>	<p><b>LICENSING AND SAFETY COMMITTEE</b></p> <p><b>Councillors (4)</b> Ms Brown Egan Flood (Chairman) Mrs Pile (Vice Chairman)</p> <p><b>Substitute Members (6)</b> Adams Browne Edger Fawcett Jones Simonds</p>
<p><b>PLANNING AND HIGHWAYS COMMITTEE</b></p> <p><b>Councillors (20)</b> Adams Mrs Ballin Barnard Birch (Vice Chairman) Blatchford Browne Fawcett Flood Grayson Mrs Hayes Jones Mrs Mattick Mills Piasecki Mrs Pile Mrs Ryder Sargeant Simonds Thompson Worrall (Chairman)</p> <p><b>Substitute Members (6)</b> Beadsley Ms Brown Glasson Ms Henfrey Kendall Wallace</p>	<p><b>EDUCATION EMPLOYMENT SUB COMMITTEE</b></p> <p><b>Councillors (4)</b> Edger (Vice Chairman) Fawcett Ms Henfrey Sargeant (Chairman) <i>Ward (non-voting)</i></p> <p><b>Substitute Members (6)</b> Adams Blatchford Ms Brown McCormack Turrell Worrall</p>	<p><b>EDUCATION GOVERNOR APPOINTMENTS COMMITTEE</b></p> <p><b>Councillors (4)</b> Mrs Hayes (Chairman) Mrs Shillcock Wallace Ward</p> <p><b>Substitute Members (6)</b> Beadsley Ms Brown Edger Fawcett Ms Henfrey Mills</p>
	<p><b>TEACHERS JOINT CONSULTATIVE COMMITTEE</b></p> <p><b>Councillors (4)</b> Beadsley Edger Ward (Chairman) Wallace</p> <hr/> <p><b>PERSONNEL APPEALS PANEL</b></p> <p><b>Councillors (4)</b> Edger Fawcett Finnie Sargeant</p>	<p><b>LOCAL JOINT COMMITTEE</b></p> <p><b>Councillors (4)</b> Fawcett Sargeant (Chairman) Turrell Ward</p> <p><b>Reserve Members (2)</b> Adams Edger</p> <hr/> <p><b>HEALTH AND SAFETY PANEL</b></p> <p><b>Councillor (1)</b> Edger <b>Substitute Member (1)</b> Sargeant</p>

<p><b>ACCESS ADVISORY PANEL</b></p> <p><b>Councillors (4)</b>  Ms Brown  Finnie  Harrison (Chairman)  Miss Haydon</p> <p><b>Substitute Members (4)</b>  Piasecki  Mrs Pile  Mrs Ryder  Mrs Shillcock</p>	<p><b>HEALTH PANEL</b></p> <p><b>Councillors (8)</b>  Barnard (Vice Chairman)  Blatchford  Miss Haydon  McCormack  McCracken  Mills (Chairman)  Mrs Shillcock  Thompson</p> <p><b>Substitute Members (4)</b>  Beadsley  Birch  Glasson  Mrs Mattick</p>	<p><b>CONSTITUTION REVIEW GROUP</b></p> <p><b>Councillors (8)</b>  Beadsley  Edger  Mrs Mattick  McCormack  Thompson  Turrell  Wade (Chairman)  Ward (Vice Chairman)</p> <p><b>Substitute Members (5)</b>  Bettison  Flood  Jones  Piasecki  Sargeant</p>
<p><b>STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION</b></p> <p><b>(Local Education Authority Representatives) (5)</b></p> <p><b>Councillors</b>  Fawcett  Mrs Hayes  Kendall  Thompson  Ward</p>	<p><b>EARLY YEARS CHILDCARE &amp; DEVELOPMENT PARTNERSHIP</b></p> <p><b>(Local Education Authority Representatives) (2)</b></p> <p><b>Councillors</b>  Mrs Shillcock  Ward</p>	<p><b>SCHOOL ORGANISATION COMMITTEE</b></p> <p><b>(Local Education Authority Representatives) (5)</b></p> <p><b>Councillors</b>  Glasson  Mrs Hayes  Kendall  Thompson  Ward</p>
<p><b>CROWTHORNE ENTERPRISE CENTRE ADVISORY GROUP</b></p> <p><b>Councillors (3)</b>  Finnie  Jones  Wade (Chairman)</p>	<p><b>LOCAL AGENDA 21 IMPACT GROUP</b></p> <p><b>Councillor (1)</b>  Mills</p>	<p><b>PERIODIC ELECTORAL REVIEW FOCUS GROUP</b></p> <p><b>Councillors (4)</b>  Bettison  Mrs Ballin  McCormack  Ward (Chairman)</p>
<p><b>SOCIAL SERVICES COMPLAINT REVIEW PANELS</b></p> <p>Any one eligible councillor (not the Executive member for Social Services and Housing) and two other independent members appointed by the Director of Corporate Services.</p>	<p><b>SECURE ACCOMMODATION REVIEW PANEL</b></p> <p>Executive Member for Social Services and Housing, together with a suitable qualified social services officer and an independent person, appointed by the Director of Social Services and Housing.</p>	<p><b>CUSTOMER CONTACT INITIATIVE FOCUS GROUP</b></p> <p><b>Councillors (8)</b>  Barnard  Beadsley  Edger  McCracken (Vice Chairman)  Mills (Chairman)  Piasecki  Wade  Ward</p>

<p><b>EDGBARROW &amp; SANDHURST SPORTS CENTRE MANAGEMENT COMMITTEE</b></p> <p><b>Bracknell Forest Borough (3)</b></p> <p>Cllr Finnie Cllr Grayson Cllr North</p> <p><b>Crowthorne Parish (2)</b> Cllr M Pierce-Jones Cllr J C Thompson</p> <p><b>Sandhurst Town (2)</b> Councillor N Bowers Councillor N Skinner</p> <p><b>Edgbarrow School (2)</b> Mr R Elsey Mr P Floyd</p> <p><b>Sandhurst School (2)</b> Mr A Fletcher Mr L Osmond</p>	<p><b>COMMUNITY SAFETY FOCUS GROUP</b></p> <p><b>Councillors (4)</b> Mills (Chairman) North Piasecki Mrs Ryder</p>	<p><b>CHAMPIONS</b></p> <p><b>Children's Champion:</b> Councillor Miss Haydon</p> <p><b>Pensioners' Champion:</b> Councillor Thompson</p> <p><b>Tenants' and Leaseholders' Champion:</b> Councillor Edger</p> <p><b>Voluntary Sector Champion:</b> Councillor Mrs Ryder</p>
	<p><b>COUNTRYSIDE MANAGEMENT STEERING GROUP</b></p> <p><b>Councillors (2)</b> McCracken North</p>	

### EXECUTIVE ADVISORY PANELS

<p><b>EMERGENCY PLANNING ADVISORY PANEL</b></p> <p><b>Councillors (4)</b> Blatchford (Vice Chairman) Ms Brown Flood (Chairman) Turrell</p> <p><b>Substitute Members (4)</b> Adams Glasson Mrs Pile Simonds</p>	<p><b>SCHOOLS PERFORMANCE ADVISORY PANEL</b></p> <p><b>Councillors (4)</b> Edger Mrs Hayes (Chairman) Mrs Shillcock Ward (Vice Chairman)</p> <p><b>Substitute Members (4)</b> Beadsley Fawcett Mrs Mattick Thompson</p> <p><b>Parent Governor Representative (1)</b> (to be advised)</p>	
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## APPOINTMENTS TO SELECT COMMITTEES

<p><b>CO-ORDINATION SELECT COMMITTEE</b></p> <p><b>Councillors (8)</b>  Beadsley  Edger  Flood  Mrs Mattick  McCormack  Sargeant (Chairman)  Mrs Pile (Vice Chairman)  Kendall</p> <p><b>Substitute Members (6)</b>  Glasson  Jones  Piasecki  Mrs Ryder  Wallace  Worrall</p>	<p><b>CORPORATE &amp; RESOURCES SELECT COMMITTEE</b></p> <p><b>Councillors (8)</b>  Kendall (Vice Chairman)  McCormack  North  Piasecki  Sargeant (Chairman)  Simonds  Turrell  Worrall</p> <p><b>Substitute Members (6)</b>  Beadsley  Mrs Birch  Finnie  Flood  Glasson  Jones</p>	<p><b>ECONOMIC &amp; SUSTAINABLE DEVELOPMENT SELECT COMMITTEE</b></p> <p><b>Councillors (8)</b>  Adams  Blatchford  Browne  Finnie  Flood (Chairman)  Ms Henfrey  Jones (Vice Chairman)  Mrs Ryder</p> <p><b>Substitute Members (6)</b>  Ms Brown  Glasson  Harrison  Mrs Hayes  Piasecki  Turrell</p>
<p><b>LIFELONG LEARNING SELECT COMMITTEE</b></p> <p><b>Councillors (9)</b>  Beadsley (Chairman)  Mrs Birch  Edger (Vice Chairman)  Egan  Mrs Hayes  North  Mrs Shillcock  Thompson  Wallace</p> <p><b>Substitute Members (6)</b>  Adams  Ms Brown  Browne  Fawcett  Ms Henfrey  Kendall</p> <p><b>Church Representatives (2)</b>  Mr D Anderson  Mr D McCann</p> <p><b>Parent Governor Representatives (2)</b>  Mr D Clitheroe  Mr I King</p> <p><b>Teacher Representatives (3)</b>  Mrs V Richardson  Mrs L Wales</p>		<p><b>SOCIAL CARE SELECT COMMITTEE</b></p> <p><b>Councillors (8)</b>  Edger  Glasson  Harrison  Miss Haydon  Mrs Mattick (Chairman)  Mrs Pile (Vice Chairman)  Mrs Ryder  Mrs Shillcock</p> <p><b>Substitute Members (6)</b>  Ms Brown  Egan  Fawcett  McCormack  Thompson  Simonds</p> <p><b>TENANTS' PANEL REPRESENTATIVE (1)</b>  One Vacancy</p>





**BRACKNELL FOREST BOROUGH COUNCIL**

**RECORD OF DECISION**

<b>CATEGORY OF DECISION</b>  KEY	<b>WORK PROGRAMME/FORWARD PLAN REF</b>  020122-01
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1. **TITLE:** Section 106 Funds Meadow Vale Primary School Access Improvements
2. **SERVICE AREA:** Education
3. **PURPOSE OF DECISION:**

Meadow Vale Primary School is a 2 form entry primary school located in the Priestwood area of Bracknell. The school is proposing to carry out a number of capital improvement projects in line with the school's Asset Management Plan, funded partly by the school's devolved formula capital allocation and the release of S106 developers contributions available to improve educational facilities in the Priestwood area. The Executive's recommendation of approval is required before the S106 funds can be released.

4. **DECISION MADE BY:**

Executive

5. **DECISION:**

The Executive recommends to the Council that £15,000 of S106 funds be released for use at Meadow Vale Primary School.

6. **REASONS FOR DECISION:**

The School is proposing to carry out a number of health and safety/access improvement works which will directly benefit the children, staff and parents attending the school. The school has a total sum of £29,050 of devolved formula capital available to invest in the projects in the current financial year, however initial estimates have costed the total work involved at £45,000 inclusive of fees. The release of £15,000 S106 developer's contributions will enable the work to proceed early in the New Year.

7. **ALTERNATIVE OPTIONS CONSIDERED:**

If approval for the release of the S106 funding is denied then the school will have to delay the start of a number of items of safety and access improvement work at the school, until such time as they can raise the additional resources.

8. **PRINCIPAL GROUPS CONSULTED (if any)**

Meadow Vale Primary School Head teacher and Governing Body

9. **DOCUMENTS CONSIDERED**

Meadow Vale Primary School Asset Management Plan  
Meadow Vale Primary School Disability Access Audit - Protea Access Consultancy Aug 01  
Report of the Director of Education

10. **DECLARED CONFLICTS OF INTEREST:**  
(If any)

None

11. **DISPENSATIONS GRANTED:**  
(By Standards Committee)

None

DECISION NUMBER	DATE DECISION MADE	DATE DECISION WILL BE IMPLEMENTED
020122-	<i>22 January 2002</i>	<i>(Allow 5 clear days for possible call-in)</i>

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For use **ONLY** by Members & Registration Services

Superseded by:           *(insert new number)*

Date:

**COUNCIL  
30 JANUARY 2002**

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**REPORT FROM THE STANDARDS COMMITTEE**

**1 INTRODUCTION**

1.1 This report presents the recommendations of the Standards Committee from its meeting on 13 December 2001. These deal with three matters:

- (a) the adoption of the Model Code of Conduct for Members;
- (b) the constitution of the Standards Committee; and
- (c) the creation of a new sub committee to undertake the Borough Council's functions in respect of Parish Council Standards.

**2 RECOMMENDATIONS**

It is recommended that

- (i) the "Model Code of Conduct – Authorities Operating Executive Arrangements" be adopted as the Council's Code of Conduct for Members as set out in Appendix 1;
- (ii) each Member of the Council attend a mandatory training seminar on the new Code of Conduct;
- (iii) further work to develop a local protocol relating to planning matters, revisions to the member/officer protocol and the Employee Code of Conduct should await publication of national guidelines.
- (iv) the Council take advantage of the transitional provisions relating to independent members set out in the Local Authorities (Standards Committee) Regulations 2001 which permit the retention of the current independent members of the Standards Committee until August 2003.
- (v) the composition and terms of reference of the Standards Committee be approved as set out in Appendix 2.
- (vi) the Borough Council's functions relating to Parish Council standards should be discharged by a Sub Committee of the Standards Committee with constitution and terms of reference as set out in Appendix 3.

**3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

3.1 The advice of the Borough Solicitor has been incorporated into this report.

### Borough Finance Officer

- 3.2 There are no financial implications directly arising from this report.

### Access Implications

- 3.3 None.

## **4 SUPPORTING INFORMATION**

### **Code of Conduct for Members**

- 4.1 At its meeting on 13 December 2001 the Standards Committee was advised that the Secretary of State for Transport, Local Government and The Regions had recently issued a model code of conduct for local authority members. Separate model codes had been issued for Parish Councils and Police Authorities. The report summarised the provisions of the model code, identified significant amendments to the earlier draft code reported to the Committee and proposed the adoption of the model code as the Council's code of conduct for members.
- 4.2 As the adoption of the new code of conduct would mark a significant departure from previous arrangements it was proposed that officers should arrange two training seminars for members. The Committee proposed that attendance at these seminars should be mandatory.
- 4.3 In addition to the new Code of Conduct for Members there will be an Employee Code of Conduct (to be issued by the Secretary of State) and it is also intended to develop local protocols governing member/officer relations and planning matters. Further guidance is anticipated on the content of these protocols and the Committee suggested that further work on these should await publication of national guidelines.

### **Constitution of the Committee and Parish Council Standards**

- 4.4 The Committee was advised that, under the Local Government Act 2000, the Council was required to reconsider the membership and terms of reference to the Standards Committee. The report described the combined effects of the new legislation and associated regulations, which included the requirement that either the Standards Committee or a Sub Committee of it must act as the Standards Committee for Parish Councils within the Borough. There were also requirements as to the composition of the Committee and the appointment of independent members. Under transitional provisions the existing independent members would be able to continue to serve until August 2003.
- 4.5 The Committee gave extensive consideration to the issue as to whether standards issues relating to Parish Councils should be dealt with by the full Standards Committee or by a Sub Committee specifically established for the function. The views expressed by Parish Councils were included within the report and the Committee noted that the Parish Councils' preference was for the main Standards Committee to assume responsibility for Parish Council Standards, with Parish Councillors being appointed to the Standards Committee. The Committee wished to ensure that Parish Councils had a sense of ownership of the body which was dealing with their standards issues, rather than it being a relatively minor part of the Committee's role. The Committee was also keen to preserve the political balance on the Committee which they felt worked well at the moment with an equal number of

members of the Borough Council's party groups. The introduction of Parish Councillors to the Standards Committee could put that at risk.

- 4.6 Having taken account of these matters and the views expressed by the Parish Councils the Committee concluded that a Sub Committee should be established to discharge Parish Council standards functions. The proposed composition of the Sub Committee is set out in Appendix 3.

Background Papers

Agenda and Minutes Standards Committee 13 December 2001.

Contact for further information

Peter Driver – 01344 352260

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Doc. Ref

Report from Standards Committee 13.12.01

# BRACKNELL FOREST BOROUGH COUNCIL CODE OF CONDUCT FOR MEMBERS

## Part 1

### GENERAL PROVISIONS

#### *Scope*

1. (1) A member must observe the authority's code of conduct whenever he –
  - (a) conducts the business of the authority;
  - (b) conducts the business of the office to which he has been elected or appointed; or
  - (c) acts as a representative of the authority,and references to a member's official capacity shall be construed accordingly.
- (2) An authority's code of conduct shall not, apart from paragraphs 4 and 5(a) below, have effect in relation to the activities of a member undertaken other than in an official capacity.
- (3) Where a member acts as a representative of the authority –
  - (a) on another relevant authority, he must, when acting for that other authority, comply with that other authority's code of conduct; or
  - (b) on any other body, he must, when acting for that other body, comply with the authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
- (4) in this code, "member" includes a co-opted member of an authority.

#### *General Obligations*

2. A member must –
  - (a) promote equality by not discriminating unlawfully against any person;
  - (b) treat others with respect; and
  - (c) not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the authority.
3. A member must not –
  - (a) disclose information given to him in confidence by anyone, or information acquired which he believes is of a confidential nature, without the consent of a person authorised to give it, or unless he is required by law to do so; nor
  - (b) prevent another person from gaining access to information to which that person is entitled by law.
4. A member must not in his official capacity, or any other circumstance, conduct himself in a manner which could reasonably be regarded as bringing his office or authority into disrepute.

5. A member –
  - (a) must not in his official capacity, or any other circumstance, use his position as a member improperly to confer on or secure for himself or any other person, an advantage or disadvantage; and
  - (b) must, when using or authorising the use by others of the resources of the authority –
    - (i) act in accordance with the authority’s requirements; and
    - (ii) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the authority or of the office to which the member has been elected or appointed.
  
6. (1) A member must when reaching decisions –
  - (a) have regard to any relevant advice provided to him by –
    - (i) the authority’s chief finance officer acting in pursuance of his duties under section 114 of the Local Government Finance Act 1988; and
    - (ii) the authority’s monitoring officer acting in pursuance of his duties under section 5(2) of the Local Government and Housing Act 1989; and
  - (b) give the reasons for those decisions in accordance with the authority’s and any statutory requirements in relation to the taking of an executive decision.

(2) in sub-paragraph (1)(b) above and in paragraph 9(2) below, “executive decision” is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.
  
7. A member must, if he becomes aware of any conduct by another member which he reasonably believes involves a failure to comply with the authority’s code of conduct, make a written allegation to that effect to the Standards Board for England as soon as it is practicable for him to do so.

## **Part 2**

### **INTERESTS**

#### *Personal Interests*

8. (1) A member must regard himself as having a personal interest in any matter if the matter relates to an interest in respect of which notification must be given under paragraphs 14 and 15 below, or if a decision upon it might reasonably be regarded as affecting to a greater extent than other council tax payers, ratepayers or inhabitants of the authority’s area, the well-being or financial position of himself, a relative or a friend or –
  - (a) any employment or business carried on by such persons;
  - (b) any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
  - (c) any corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
  - (d) any body listed in sub-paragraphs (a) to (e) of paragraph 15 below in which such persons hold a position of general control or management.

- (2) In this paragraph –
- (a) “relative” means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of the preceding persons; and
  - (b) “partner” in sub paragraph (2)(a) above means a member of a couple who live together.

*Disclosure of Personal Interests*

9. (1) A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Subject to paragraph 12(1)(b) below, a member with a personal interest in any matter who has made an executive decision in relation to that matter must ensure that any written statement of that decision records the existence and nature of that interest.

*Prejudicial Interests*

10. (1) Subject to sub-paragraph (2) below, a member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member’s judgement of the public interest.
- (2) A member may regard himself as not having a prejudicial interest in a matter if that matter relates to –
- (a) another relevant authority of which he is a member;
  - (b) another public authority in which he holds a position of general control or management;
  - (c) a body to which he has been appointed or nominated by the authority as its representative;
  - (d) the housing functions of the authority where the member holds a tenancy or lease with a relevant authority, provided that he does not have arrears of rent with that relevant authority of more than two months, and provided that those functions do not relate particularly to the member’s tenancy or lease;
  - (e) the functions of the authority in respect of school meals, transport and travelling expenses, where the member is a guardian or parent of a child in full time education, unless it relates particularly to the school which the child attends;
  - (f) the functions of the authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where the member is in receipt of, or is entitled to the receipt of such pay from a relevant authority; and
  - (g) the functions of the authority in respect of an allowance or payment made under sections 173 to 176 of the Local Government Act 1972 or section 18 of the Local Government and Housing Act 1989.



### *Overview and Scrutiny Committees (Select Committees)*

11. (1) For the purposes of this Part, a member must if he is involved in the consideration of a matter at a meeting of an overview and scrutiny committee of the authority or a sub-committee of such a committee, regard himself as having a personal and prejudicial interest if that consideration relates to a decision made, or action taken, by another of the authority's-
- (a) committees or sub-committees; or
  - (b) joint committees or joint sub-committees,
- of which he may also be a member.
- (2) But sub-paragraph (1) above shall not apply if that member attends that meeting for the purpose of answering questions or otherwise giving evidence relating to that decision or action.

### *Participation in Relation to Disclosed Interests*

12. (1) Subject to sub-paragraph (2) below, a member with a prejudicial interest in any matter must –
- (a) withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he has obtained a dispensation from the authority's standard's committee;
  - (b) not exercise executive functions in relation to that matter; and
  - (c) not seek improperly to influence a decision about that matter.
- (2) A member with a prejudicial interest may, unless that interest is of a financial nature, and unless it is an interest of the type described in paragraph 11 above, participate in a meeting of the authority's –
- (a) overview and scrutiny committees; and
  - (b) joint or area committees,
- to the extent that such committees are not exercising functions of the authority or its executive.
13. For the purposes of this Part, "meeting" means any meeting of –
- (a) the authority;
  - (b) the executive of the authority; or
  - (c) any of the authority's or its executive's committees, sub committees, joint committees, joint sub-committees, or area committees.

## **Part 3**

### **THE REGISTER OF MEMBERS' INTERESTS**

#### *Registration of Financial and Other Interests*

14. Within 28 days of the provisions of an authority's code of conduct being adopted or applied to that authority or within 28 days of his election or appointment to office (if that is later), a member must register his financial interests in the authority's register maintained under section 81(1) of the Local Government Act 2000 by providing written notification to the authority's monitoring officer of -
- (a) any employment or business carried on by him;

- (b) the name of the person who employs or has appointed him, the name of any firm in which he is a partner, and the name of any company for which he is a remunerated director;
  - (c) the name of any person, other than a relevant authority, who has made a payment to him in respect of his election or any expenses incurred by him in carrying out his duties;
  - (d) the name of any corporate body which has a place of business or land in the authority's area, and in which the member has a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
  - (e) a description of any contract for goods, services or works made between the authority and himself or a firm in which he is a partner, a company of which he is remunerated director, or a body of the description specified in sub-paragraph (d) above;
  - (f) the address or other description (sufficient to identify the location) of any land in which he has a beneficial interest and which is in the area of authority;
  - (g) the address or other description (sufficient to identify the location) of any land where the landlord is the authority and the tenant is a firm in which he is a partner, a company of which he is a remunerated director, or a body of the description specified in sub-paragraph (d) above; and
  - (h) the address or other description (sufficient to identify the location) of any land in the authority's area in which he has a licence (alone or jointly with others) to occupy for 28 days or longer.
15. Within 28 days of the provisions of the authority's code of conduct being adopted or applied to that authority or within 28 days of his election or appointment to office (if that is later), a member must register his other interests in the authority's register maintained under section 81(1) of the Local Government Act 2000 by providing written notification to the authority's monitoring officer of his membership of or position of general control or management in any –
- (a) body to which he has been appointed or nominated by the authority as its representative;
  - (b) public authority or body exercising functions of a public nature;
  - (c) company, industrial and provident society, charity, or body directed to charitable purposes;
  - (d) body whose principal purposes include the influence of public opinion or policy; and
  - (e) trade union or professional association.
16. A member must within 28 days of becoming aware of any change to the interests specified under paragraphs 14 and 15 above, provide written notification to the authority's monitoring officer of that change.

#### *Registration of Gifts and Hospitality*

17. A member must within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the authority's monitoring officer of the existence and nature of that gift or hospitality.

## TERMS OF REFERENCE AND CONSTITUTION OF THE STANDARDS COMMITTEE

### Terms of Reference

- 1 To promote and maintain high standards of conduct by the Members and co-opted Members of the Council.
- 2 To assist Members and co-opted Members of the Council to observe the Codes of Conduct.
- 3 To advise the Council on the adoption and revision of its Codes of Conduct.
- 4 To monitor the operation of the Council's Codes of Conduct.
- 5 To advise, train or arrange to train Members and co-opted Members of the Council on matters relating to their Codes of Conduct.
- 6 To advise the Council on the adoption of appropriate protocols governing the ethical standards of the Members and officers of the Council.
- 7 To perform the other functions of a Standards Committee under the Local Government Act 2000 (or any amending or replacement legislation) and any regulations made thereunder.
- 8 To consider and determine allegations against Members of the Council of misconduct, meaning a breach of the Council's Code of Conduct or of any code or protocol adopted by the Council, but excepting any complaints made to the Standards Board unless they have been referred to the Monitoring Officer or the Council, and to determine any sanctions it deems appropriate in the event of misconduct being found.
- 9 To be responsible for liaison between the Council and external agencies, in particular the External Auditor and the Local Government Ombudsman, in connection with matters within the terms of reference of the Committee.

### Delegated Powers

All powers necessary to fulfil the functions referred to above including the determination of complaints and sanctions under Paragraph 8.

### Composition

2 Independent members  
4 Councillors (2:2)

*2 Substitute Councillors*

## TERMS OF REFERENCE AND CONSTITUTION OF THE PARISH COUNCIL STANDARDS SUB COMMITTEE

### Terms of Reference

- 1 To promote and maintain high standards of conduct by the Members of the Parish Councils.
- 2 To assist Members of the Parish Councils to observe their respective Codes of Conduct.
- 3 To advise the Parish Councils on the adoption and revision of their respective Code of Conduct.
- 4 To monitor the operation of the Parish Councils' Codes of Conduct.
- 5 To advise, train or arrange to train Members of the Parish Councils on matters relating to their Codes of Conduct.
- 6 To consider and determine allegations against Members of the Parish Councils of misconduct, meaning a breach of the Council's Code of Conduct or of any code or protocol adopted by the Council, but excepting any complaints made to the Standards Board unless they have been referred to the Monitoring Officer or the Council, and to determine any sanctions it deems appropriate in the event of misconduct being found.

### Delegated Powers

All powers necessary to fulfil the functions referred to above including the determination of complaints and sanctions under Paragraph 6.

### Composition

- 1 Independent Person (*Independent Member of the Standards Committee*)
- 2 Parish Councillors (*nominated by the Parish Councils – may not be Borough Councillors*)
- 1 Borough Councillor (*Member of the Standards Committee*)

### Substitute Members

- 1 *Independent Member of the Standards Committee*
- 4 *Parish Councillors (nominated by the Parish Councils)*
- 3 *Borough Councillors (Members of the Standards Committee)*



**Periodic Electoral  
Review of  
Bracknell Forest**

**Final Report of the  
Focus Group**

**30 January 2002**

**DRAFT**

**PERIODIC ELECTORAL REVIEW**

**OF**

**BRACKNELL FOREST**

**RESPONSE OF BRACKNELL FOREST  
BOROUGH COUNCIL**

**TO THE**

**LOCAL GOVERNMENT COMMISSION FOR ENGLAND'S**

**DRAFT RECOMMENDATIONS**

**ON THE FUTURE ELECTORAL ARRANGEMENTS**

**FOR BRACKNELL FOREST**

## **BACKGROUND**

1.1 The draft recommendations on the future electoral arrangements for Bracknell Forest were published by the Local Government Commission for England [LGCE] on the 23<sup>rd</sup> November 2001. Copies of the recommendations were circulated to all Members of the Council and made available for public inspection at the Council Offices at Easthampstead House.

1.2 The main draft recommendations were:

- Bracknell Forest should have 42 Councillors, two more than at present;
- There should be 19 wards, as at present;
- The boundaries of 18 of the existing wards should be modified and one ward should retain its existing boundary;
- Elections should continue to take place every four years.

1.3 The LGCE requires a response to its draft proposals by 28/30 January 2002.

1.4 The Council has given consideration to the draft proposals at meetings of its Periodic Electoral Review Focus Group on 11 December 2001 and 7 January 2002 and at a meeting of the Council held on 30 January 2002.

## **2. PROPOSED CHANGES TO DRAFT RECOMMENDATIONS**

2.1 The Council submits that a small number of changes should be made to the draft proposals published by the LGCE. The changes now proposed are dealt with under four separate headings:

- Borough Warding Arrangements
- Names of Wards
- Electoral Arrangements
- Parish/Town Council Electoral Arrangements

### 3. BOROUGH WARDING ARRANGEMENTS

3.1 The Council accepts in principle the LGCE's recommendation that the Council should comprise 42 Borough Councillors.

3.2 The Council requests the Commission to give consideration to making the following amendments to its draft recommendations:

- (i) The proposed Borough Wards of Binfield Popeswood and Binfield with Warfield be combined to form a single Borough Ward, returning three members (as shown on Map 1 attached); the new Ward to be called Binfield with Warfield.
- (ii) the two proposed wards of Priestwood with Garth and Harvest Ride, each returning three members be replaced by three, two member Wards as follows:
  - (a) Priestwood (with the western part of Garth), (as shown on Map 2 attached) to be called Priestwood Ward;
  - (b) The eastern part of Garth with Quelm Park and Thomas Lawrence Brickworks site, (as shown on Map 3 attached) to be called Garth with Quelm Ward;
  - (c) Whitegrove Ward (as shown on Map 4 attached)

Reason: The Council's original proposal for these areas best meets the requirements of the residents. The proposed merger of part of Garth with Priestwood combines two areas of the same age with shared urban characteristics and would result in a coherent ward. There are clear and strong affinities between the residents of the remaining part of Garth, Quelm and the Brickworks site, all of which are served by the Warfield Road. The name Quelm comes from Quelm Lane, an ancient route from Ascot to Maidenhead and this route runs through Garth. In addition, Quelm Park was built on Garth Hunt land. There is little affinity between the Quelm Park and Whitegrove developments.

- (iii) the centre of the A322 Bagshot Road be used as the boundary for all proposed wards from the Downshire Way/Broad Lane roundabout to the junction of the road with the New Forest Ride/Coral Reef roundabout and that, as a result the proposed movement of the Cadence House site into the proposed new Old Bracknell Ward be cancelled.



Reason: Cadence House site contains no residential development and can therefore have no numerical impact on the warding arrangements. The proposal to retain the site in the Harmans Water Ward results in the A322 becoming a strong, continuous boundary line.

#### 4. NAMES OF WARDS

4.1 The Council is of the opinion that the following amendments should be made to the names of wards:

Ward Name in Draft Recommendations	Suggested Ward Name
1. Crown Wood	Crown Park
2. Harmans Water	Hérons Water with The Warren
3. Little Sandhurst	Little Sandhurst with Wellington

4.2 The reasons for the proposed changes are set out below:

##### 1. Crown Park

This is a merger of two wards from different parishes (Crown Wood from Bracknell Town and Forest Park from Winkfield) and it is considered that this name acknowledges and better reflects the two identities.

##### 2. Herons Water with The Warren

It is considered that Herons Water with The Warren is a more appropriate name as it reflects the merging of the former parish Wards of Harmans Water, Martins Heron and The Warren.

##### 3. Little Sandhurst with Wellington

Wellington College, an educational establishment of local and national repute which dates back to the 19<sup>th</sup> Century, is located in the proposed new parish ward of Crowthorne South

which is now merged with the existing Borough ward of Little Sandhurst. Once again, it is considered that this name better reflects the make-up of the newly formed ward and acknowledges the significant contribution the College and its associated housing has made to the area.

## **5. ELECTORAL ARRANGEMENTS**

- 5.1 The Council agrees with the Commission's proposal for whole Borough/Parish elections to continue to be held every four years.

## **6. PARISH AND TOWN COUNCIL ELECTORAL ARRANGEMENTS**

- 6.1 With regard to the Commission's draft proposals for Parish and Town Council Electoral Arrangements, the Council requests that consideration be given to the following proposed arrangements:

### **Bracknell Town Council**

The proposed amendments with regard to Borough Ward boundaries, referred to in paragraph 3.2 (ii and iii) above should also be applied to the Parish ward boundaries.

## **7. SUMMARY OF PROPOSED AMENDMENTS**

- 7.1 Bracknell Forest Borough Council, in response to the Local Government Commission for England's draft recommendations on the future electoral arrangements for Bracknell and having regard to the above, submit that the following amendments be considered by the Commission before final recommendations are submitted to the Electoral Commission.

- **The changes to Borough ward boundaries referred to in paragraph 3.2 above be incorporated into the final recommendations.**
- **The changes to Ward names referred to in paragraph 4 be reflected in the final recommendations.**
- **The changes to Parish Ward boundaries referred to in paragraph 6.1 above be incorporated into the final recommendations.**

**COUNCIL  
30 JANUARY 2002**

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**REPORT FROM THE EMPLOYMENT COMMITTEE**

**1 INTRODUCTION**

- 1.1 At its meeting on 16 January, the Employment Committee considered two reports which sought the approval of the Council to meet the costs of a total of four redundancies from the Restructuring Fund.
- 1.2 The first report outlined the staffing implications arising from the merger of the Planning & Transportation/Public & Environmental Services Departments into the new Environment Department. The Committee gave approval to the redundancy of one post arising from this reorganisation.
- 1.3 The second report set out the staffing implications arising from the Best Value Review of Building Maintenance and the Committee gave approval to the redundancy of three posts arising from this review.
- 1.4 The Committee has requested the Council to approve the funding of the associated one off costs of these redundancies from the Restructuring Fund. The Fund was established by the Strategy & Policy Committee in September 2000 specifically to support this type of organisational change.

**2 RECOMMENDATIONS**

- 2.1 **That the associated one off costs of the redundancies approved by the Employment Committee on 16 January 2002 and as outlined in sections 1.2 and 1.3 of this report, be met from the Restructuring Fund.**

**3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

- 3.1 Borough Solicitor stated that he had nothing to add to the reports.

Borough Finance Officer

- 3.2 The Restructuring Fund was established by the Council to meet the one off costs associated with staff restructures such as redundancy, first year protected salary and early retirement costs where these could not be met within existing revenue budgets. In using the fund, it is anticipated that, in most circumstances, savings would compensate for these one off costs in future years. The structure for the departmental reorganisation of the Environment Department has been fully costed and when compared with the current devolved staffing budget it produces a saving in a full year of £256,000. The Best Value Report on Building Maintenance has identified savings of £1.255 million over the next five years.

## 4 SUPPORTING INFORMATION

### Merger of Planning and Transportation / Public and Environmental Services Departments

- 4.1 The Employment Committee was advised of the background and rationale to the Council's decision to create a new Environment Department. The Committee noted that, notwithstanding the difficulty of merging two departments, this merger had been achieved with the minimum amount of disruption to the majority of employees and service delivery in the two departments.
- 4.2 In bringing together the two service areas a number of posts had been identified as "changed" and therefore at risk from redundancy. Work had taken place to identify the impact on individual staff, including those posts which were substantially changed from their existing roles. A Personnel Protocol and timetable for implementation had been agreed with Unison which included the appropriate elements of the Council's policies on Job Evaluation, Redundancy Handling, Redeployment and Severance. The Protocol included a process of direct job offer in preference to a recruitment exercise in order to minimise unnecessary severance payments and maximise the retention of existing staff. The results of this Protocol meant that most vulnerable posts had been slotted in to other jobs but one post could not be accommodated and had therefore been declared redundant. The details of that redundancy were reported to the Committee and the redundancy was approved.

### Best Value Review of Building Maintenance

- 4.3 The Employment Committee was advised of the background and rationale to the Council's decision to create a freestanding single Commercial Services Unit arising from the Best Value Review of Building Maintenance.
- 4.4 The Committee noted that the majority of employees would continue in their existing roles, with some changes to duties and reporting lines. The proposed structure contained seven posts less than the current establishment; four of these posts had become vacant during the review process and had been frozen. There was therefore a requirement for three redundancies. Offers of Voluntary redundancy from employees were accepted wherever possible but two of the three redundancies were subject to the process of redundancy selection which was followed in accordance with the Council's Policy on Redundancy Handling. The Borough Personnel Manager explained to the Committee that the level of savings generated to the HRA as a result of the restructuring had specifically been taken into account when the HRA budget proposals for 2002/03 were developed. This meant that it had been possible to avoid a reduction in maintenance expenditure of £0.143m in the next year in the rent options put forward to all tenants for consultation.
- 4.5 The Employment Committee approved the redundancies outlined above, at their meeting of 16 January 2002 and now requests that the Council approve the funding of the associated one off costs of the redundancies from the Restructuring Fund.

### Background Papers

Agenda and Minutes Employment Committee 16 January 2002 (part exempt).

### Contact for further information

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### Doc. Ref

Emp/16.01.02/TM/12.12.02

**COUNCIL  
30 JANUARY 2002**

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**FIRST REPORT OF THE PENSIONERS CHAMPION  
(Councillor Clifton Thompson)**

1. The members post of pensioners champion was established in July 1999 by resolution of the Council. I was appointed to further the needs of local pensioners in all aspects of the Council's activities. I had responsibility to liaise with pensioners and their organisations and to represent their views throughout the Council.
2. Champions were given formal recognition under Article 10 of the Council Constitution of November 2001 and I was appointed Pensioners Champion. Other champions appointed are Voluntary Sector Champion, Tenants Champion, and Childrens Champion.
3. The role and function of the Pensioners Champion paraphrased from Article 10 is "To act as a positive focus for the local community at elected member level Pensioners so as to ensure that full consideration is given to the impact of Council activities and decisions upon Pensioners"

Key tasks are identified. These are: -

- (a) To make contact with local organisation concerned with Pensioners and to establish effective and regular consultation arrangements with those organisations.
  - (b) To represent the views of such organisations to the Council ,Executive , Overview and Scrutiny and other Committees and to officers in all relevant aspects of the Councils activities
  - (c) To act as an advocate on behalf of Pensioners within the Council as an organisation and to the wider community.
  - (d) To become familiar with the needs and priorities of Pensioners and to weigh up interests expressed in order to provide advice on the implications of alternative courses of action
  - (e) To feedback decisions of the Council and to explain the Council's position on specific issues of concern to relevant organisations and to individuals involved
  - (f) To publish an annual report on work undertaken over each year for consideration by the Council
4. There is provision giving Champions power to appoint Panels to support their work. I have thought about appointing a Panel but am deferring formal action until the Constitution has attained a regular mode of working. Pending this Councillors Simonds and Mrs Mattick have agreed when a Panel is formed they will become panel members and in recent months they have given me their assistance.
  5. The Executive has called for this Report
  6. My activities as Pensioners Champion in the last year have included regular meetings with Bracknell Senior Citizens Forum at Easthampstead House, attending meetings of the Forum as a member of its Executive. I have also regularly attended meetings of the Bracknell Forest Elderly Persons Forum. I have visited Forest Care's

premises and other properties. I am the Council's nominated representative on Bracknell Age Concern and attended its meetings.

I have attended various meetings organised by the Council. I have considered and responded to consultation documents. I have attended meetings of the East Berks Community Health Council as a nominated representative the Health Panel and the Primary Care Group. I have had meetings with representatives of the Primary Care Group concerned with a Virtual Resource Centre for Older People. I have met with representatives of the Voluntary Sector. I have spoken about the work of the Pensioners Champion. I have attended the Look In on a weekly basis to meet Pensioners. Latterly this has been extended on a monthly basis to Sandhurst Day Centre.

7. I have attended conferences concerned with the elderly, most recently "Independent Living For Older People" in November at the LGIU attended by representatives of various authorities .I have reviewed agendas minutes consultation papers and plans with regard to the interests of Pensioners and made representations. I have attended meeting for the setting up of a Conference for Pensioners later this year to follow on from the Voice of Experience Conference of 2 years ago. I am a member of the Best Value Review Reference Group on Services for Older People.  
I have contributed to Town and Country from time to time. I have made representations on behalf of Pensioners in regard to services provided by the Council. I have concerned myself generally in my activities with the interests of Pensioners and taken note of what is being done elsewhere.
8. As an advocate for Pensioners I have followed a general role identifiable as such in conferences, consultation, and meetings and a particular role making representation on behalf of individuals.
9. Bracknell Forest has a resident population of some 110,000 with about 10% Pensioners. I have sought to familiarise myself with their needs and priorities. It is my view that Pensioners when they think about it wish to be treated with as much respect as the populace generally and not regarded as having crossed the threshold of progressive incapability. They are aware that with added years they become less mobile and more in need of help and then have more need of certain services but wish to continue lead their normal lives with dignity. Where they have need of services they wish to access these without difficulty and for services to be provided as for the rest of the population. They wish to pursue normal interests. As a general observation Information Technology is of growing interest.
10. General concerns I meet are transport, health, accommodation, home security and security in the environment.
11. Matters I have given attention to include bus services, bus stops and shelters, assistance in the home, smoke alarms, home decorating, changes in scheme management in sheltered homes, petition for a larger activity centre, continued provision of toilets, closure of care homes, parking problems, provision of help line, house maintenance, questions on Joint Review, communal satellite dishes, plumbers charges for services, concessionary bus fares, transport to and waiting at Heatherwood, discharge from hospital , policing, cycling in Bracknell Centre, traffic management, consultation on charges for Social Services to older people and carers, availability of information technology, older peoples designated flats, landscaping and ground maintenance, gift of a 32inch TV from local company, Voluntary Sector Compact, community transport, Town Centre, Joint Investment Plan for Older Peoples Services, Supporting People (related to Housing Benefit), Eligibility Criteria for Adult Services, National Service Framework for Older People, Contact the

Elderly, Skimped Hill User, housing and Council tax benefit, Modernising Adult Services, Brief for Transportation Survey, sale of fireworks, garden refuse, service assessments.

The list shows a variety of involvement and reflects concerns in individual cases where often an initial communication has provided the answer. A Pensioner may not know what to do or there may have been a failure of one sort or another. The intervention of the Pensioners Champion will draw attention to enable it to be rectified. Generally I have found my correspondents helpful.

12. I have sought to represent the Pensioners Champion as a person who is a pensioner who will listen to and take up pensioners concerns and represent their interests. No recurring issue that is not being addressed in connection with the Council's services has come to my attention as pensioners Champion in the year.
13. I have found the contact with outside agencies helpful and in particular Ron Crew and the Senior Citizens Forum give a good link for which I express my thanks. I also wish to thank members and officers for their positive responses.
14. In the year it was reported that I was the first Pensioners Champion in England and others are being appointed. I believe that helps to show that the concept is well founded.
15. I submit the report to the Council.

Background Papers

None

Contact for further information

Councillor Thompson

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