

Notice of Meeting

Council

Councillor Mrs McKenzie (Mayor)
Councillor Ms Merry (Deputy Mayor)
Councillors Allen, Angell, Atkinson, Bhandari, Dr Barnard,
Bettison OBE, D Birch, Mrs Birch, Brossard, Brown, Brunel-Walker,
Dudley, Finch, Ms Gaw, Gbadebo, Mrs L Gibson, MJ Gibson,
Green, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes,
Heydon, Mrs Ingham, Kennedy, Kirke, Leake, Mrs McKenzie-Boyle,
McLean, Mrs Mattick, Mossom, Neil, Parker, Porter, Skinner,
Temperton, Tullett, Turrell, Virgo and Wade



Wednesday 17 July 2019, 7.30 - 9.30 pm
Council Chamber - Time Square, Market Street, Bracknell,
RG12 1JD

Timothy Wheadon
Chief Executive

Agenda

Item	Description	Page
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The meeting will be opened with prayers by the Mayor's Chaplain

1.	Apologies for Absence	
2.	Minutes of Previous Meetings	5 - 26
	To approve as a correct record the minutes of the meetings of the Council held on 24 April and 22 May 2019.	
3.	Declarations of Interest	
	<p>Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.</p> <p>Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.</p> <p>Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.</p>	

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4.	Bracknell Forest Electoral Review	
	The Local Government Boundary Commission for England will attend the meeting to brief the Council on the electoral review process, its key stages and timetable.	
5.	Mayor's Announcements	
6.	Executive Report	27 - 30
	To receive the Leader's report on the work of the Executive since the Council meeting held on 24 April 2019. Reporting: Leader of the Council – Councillor Bettison OBE	
7.	Appointments and associated matters	31 - 34
	To seek Council's agreement to the establishment of a Boundary Review working group and the appointment of Members to sit on it, plus changes to appointments to external organisations since Annual Council on 22 May 2019. Reporting: Leader of the Council – Councillor Bettison OBE	
8.	Standards Annual Report	35 - 48
	To note the Annual report which advises Council of activity within its Standards framework from 1 April 2018 to 31 March 2019. Reporting: Chairman of Governance and Audit Committee, Councillor Allen	
9.	Member Development Annual Report	49 - 72
	To note the Annual Report which appraises all Members of the work and progress on Member Development during the year 2018-19. Reporting: Chairman of Member Development Charter Steering Group, Councillor Allen	
10.	Questions Submitted Under Council Procedure Rule 10	
	By Councillor Parker to Councillor D Birch, Executive Member for Adult Social Care, Health and Housing "What is the current number of Houses of Multiple Occupancy (HMOs) operating in Bracknell Forest and does the Council have an approved, publicly available HMO strategy to manage the development of HMOs?"	

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11.	Motions Submitted Under Council Procedure Rule 11	
	<p><u>Motion 01/2019 moved by Councillor Temperton and seconded by Councillor Neil</u></p> <p>In any review of the LED lighting programme, I call upon the Council to ask the Executive to look at all the lighting provision, not just those areas where complaints have been received, to ensure it is of the right height, right direction, right location and that there are enough lamp poles to make the new system effective as well as efficient.</p> <p><u>Motion 02/2019 moved by Councillor Mrs Hayes OBE and seconded by Councillor Harrison</u></p> <p>This Council strongly believes in the need to continue its work to address the impact of man-made Climate Change on our local communities. To this end, this Council asks the Executive to develop a strategy to address this pressing matter and to ensure that the Council meets the government target of eradicating its net contribution to climate change by 2050.</p> <p><u>Motion 03/2019 moved by Councillor Temperton and seconded by Councillor Brown</u></p> <p>I call upon the Council to declare a Climate Emergency and to ask the Executive to commit to an action plan to make Bracknell Forest carbon neutral by 2030.</p>	

Sound recording, photographing, filming and use of social media is permitted. Please contact Kirsty Hunt, 01344 353108, kirsty.hunt@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 9 July 2019

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COUNCIL
24 APRIL 2019
7.30 - 8.00 PM



Present:

The Mayor (Councillor Alvin Finch), Councillors Mrs McKenzie (Deputy Mayor), Allen, Mrs Angell, Angell, Ashman, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, G Birch, Brossard, Brunel-Walker, Dudley, Ms Gaw, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon, Dr Hill, Mrs Ingham, Kennedy, Leake, McCracken, Mrs McCracken, Mrs McKenzie-Boyle, McLean, Mrs Mattick, Ms Merry, Peacey, Porter, Skinner, Mrs Temperton, Thompson, Tullett, Turrell, Virgo, Wade and Worrall

Apologies for absence were received from:

Councillors Finnie and Phillips

44. Minutes of Previous Meeting

RESOLVED that the minutes of the Council meeting held on 27 February 2019 be approved and signed by the Mayor as a correct record.

45. Declarations of Interest

There were no declarations of interest.

46. Mayor's Announcements

Everyone Active

Councillor McCracken informed members that the internal renovations at Bracknell Leisure Centre were now complete following Everyone Active's first year on site. The leisure centre now offered a larger gym and studio, and refurbished changing rooms and café. Members were encouraged to go and visit the new facilities.

21st Anniversary Trees

Councillor McCracken reported that Councillors had been planting commemorative trees in towns and parishes across the Borough to celebrate the 21st anniversary of Bracknell Forest Council as a Unitary Authority.

Loo of the Year

Councillor McCracken reported that the Council had again, for the 25th consecutive year, won the Loo of the Year award for the facilities at The Look Out, retaining its Platinum status.

Crowthorne Fire Station

Councillor Dudley informed members that Crowthorne Fire Station was being rebuilt to become a tri-service station, housing Fire, Police and South Central Ambulance Service. The new station would include a community room for local use. Councillor Dudley thanked Wellington College for accommodating the Fire Service during the building work.

Mayoress Diane Finch

Councillor Bettison led Members in remembering the late Mayoress, who had passed away on 23 March 2019.

Diane Finch had been a well-known figure across the Borough, having worked in healthcare, secretarial roles and with the parish councils. She had also been a keen volunteer with the Cub Scouts. Diane had also been a member of Garth Conservatives with her husband, Councillor Alvin Finch, and had stood for the Conservatives at a number of local elections. Councillor Bettison commented that she would be greatly missed.

Members stepping down

Councillor Bettison recognised the service of those Councillors who were not standing for re-election; Councillors Mrs Angell, Finnie, McCracken, Mrs McCracken, Peacey, Philips, Thompson and Worrall. These Councillors had served a combined total of 153 years, and Councillor Bettison commented that the efforts of these individuals was recognised and appreciated.

Mayoral Facebook page

The Mayor reminded Members that they could view updates of his recent engagements on his Facebook page.

47. Questions Submitted Under Council Procedure Rule 9

In accordance with Council Procedure Rule 9 (Public Participation), a question was submitted by Mr S Hearn, resident of Ladybank, Hanworth.

The Mayor invited Mr Hearn to put the following published question to Councillor Allen, Chairman of Governance and Audit:

As you will be aware, there is a large number of people across the country who are concerned with the increase of tolerance towards racist comments that are being shared on various social media platforms and also within our national press. This is in conjunction with sharing of extremist ideology and bullying behaviours that are not compatible with what is expected of elected members chosen to represent the electorate.

What, if any, processes does the Council have in place for members of the public to raise concerns about a councillor's behaviour or standards of conduct, and what does the Council do to ensure that any process it has is transparent?

Councillor Allen responded to say that the Council took Councillor conduct very seriously, and that the Member Code of Conduct was freely available on the Council website. All Councillors were offered training on conduct as part of their induction, and there was a mandatory requirement for members to sign a copy of the Code of Conduct prior to taking office.

Where a member of the public or of Council staff felt that the Code of Conduct had been breached, they were able to lodge a complaint through the Council website. All complaints were received by the Council's Monitoring Officer – a role which was currently delivered by the Borough Solicitor – who would decide whether a formal investigation was required. This decision would be taken in discussion with the Independent Person to ensure impartiality.

Full Council received a Standards Annual Report to update on the number of complaints against Members and their outcomes.

Councillor Allen noted that the Code of Conduct was part of the Council's Constitution, which was a living document under constant review. Council was able to make changes to this document, and to the criteria for granting disposals.

The Committee for Standards in Public Life issued a report to Government in January 2019 setting out various proposals relating to the national standards framework. The government is expected to respond to the recommendation set out in the report towards the end of the year, and any arising legislative changes would be implemented in its internal Standards Framework.

In response to a supplementary question regarding whether the processes and outcomes were available in the public domain, the Borough Solicitor answered on Councillor Allen's behalf to state that the process would remain confidential until a hearing was called. Hearings would be held under the procedure for Council meetings, but the hearing would be held in private if it was likely that confidential or exempt information would be disclosed. The outcomes of all hearings would be made public.

48. Executive Report

The Leader of the Council, Councillor Bettison, presented his report on the work of the Executive since that reported at the Council meeting on 16 January 2019. The Executive had met twice since the last Council meeting, on 12 March 2019 and 9 April 2019.

The Council noted the Executive decisions detailed in the report. The Leader highlighted the following matters which had been considered by the Executive:

- The Bracknell Forest Public Health arrangement had been re-integrated to the pan-Berkshire arrangement, with a Shared Director of Public Health and a Consultant in Public Health who would lead within the Bracknell Forest management structure.
- Integrated Continuing Health Care would be implemented across East Berkshire in a pilot for 2019/20, and Bracknell Forest would become trusted assessor. It was hoped that the system would establish a seamless service between services.
- Work to develop the Heathlands site had been challenged by volatile local market conditions. The Council was undertaking joint work with the CCG and Frimley Healthcare Foundation Trust on this matter.
- The Planning and Transport Capital programmes had been agreed for Integrated Transport and Highways Maintenance.
- The Building Maintenance report and service programme plan had been agreed.

Arising from a question from Councillor Mrs Temperton, Councillor D Birch commented that a business plan was being developed for Heathlands to be completed by October 2019. It was hoped that building would commence later in this year, or early in 2020.

49. Champions' Annual Report

The Council received the Champions' Annual Report for 2018/19, and thanked the Champions for their work.

50. **Overview and Scrutiny Annual Report**

Councillor Leake presented the Overview and Scrutiny Annual Report 2018/19.

Councillor Leake thanked all Members for their support and contributions to Overview and Scrutiny work during the year, and thanked officers involved for their work and commitment.

In response to a question from Councillor Mrs Temperton, it was noted that the Task and Finish Group relating to Primary Care Patient Experience hoped to have a first draft report shortly to summarise their findings. The project had been delayed by a project to film videos in GP surgeries.

On the proposition of Councillor Leake, Chair of Overview and Scrutiny Commission, and seconded by Councillor Angell, it was **RESOLVED** that

- 1 the 2018/19 Annual Report of the Overview and Scrutiny Commission be adopted;
- 2 the commitment, role and value of the Overview and Scrutiny function be acknowledged and that non-executive Members continue to be supported in their role.

MAYOR

**ANNUAL COUNCIL
22 MAY 2019
7.30 - 8.10 PM**



Present:

Councillors Mrs McKenzie (Mayor), Ms Merry (Deputy Mayor), Allen, Angell, Atkinson, Bhandari, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, Brossard, Brown, Brunel-Walker, Dudley, Finch, Ms Gaw, Gbadebo, Mrs L Gibson, MJ Gibson, Green, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon, Mrs Ingham, Kennedy, Leake, Mrs McKenzie-Boyle, McLean, Mrs Mattick, Neil, Parker, Porter, Skinner, Temperton, Tullett, Turrell, Virgo and Wade

Apologies for absence were received from:
Councillors Kirke and Mossom

1. Declarations of Interest

There were no declarations of interest.

2. Election of the Mayor of the Borough of Bracknell Forest for the 2019/20 Municipal Year

It was proposed by Councillor Bettison OBE, and seconded by Councillor D Birch, that Councillor Mrs McKenzie be elected Mayor of the Borough of Bracknell Forest for the Municipal Year 2019 – 2020.

There being no further nominations it was

RESOLVED that Councillor Mrs McKenzie be elected Mayor of the Borough of Bracknell Forest for the 2019 - 2020 Municipal Year.

Councillor Mrs McKenzie was invested with the Mayoral Chain of Office and then made and signed the Declaration of Acceptance of Office of Mayor and thanked Members of the Council for her election.

THE MAYOR, COUNCILLOR MRS McKENZIE, IN THE CHAIR

In her acceptance speech Councillor Mrs McKenzie thanked colleagues past and present for supporting her appointment. She announced that her husband Roy McKenzie would be her consort for the year and they were looking forward to representing and serving the Borough of Bracknell Forest. She also thanked Councillor Finch for sharing engagements with her and for this opportunity to build upon her knowledge and experience of the borough.

3. Vote of Thanks to the Retiring Mayor

Councillor Bettison OBE delivered a vote of thanks to the retiring Mayor, Alvin Finch.

4. Response by the Immediate Past Mayor

The retiring Mayor, Councillor Finch, in his response thanked Members of the Council for their support during the last year. He reflected that he was pleased that his late wife, Diane, had been well enough to attend Mayor-making last year to receive her chains as his consort and share in a number of events alongside him. He thanked his sister, Councillor Green, for stepping in to provide him with support during the year. He highlighted working with his charity and key events during his year such as the Queen's visit to the Lexicon as well as meeting people from across the borough.

Councillor Finch was presented with the badge of Immediate Past Mayor by the Chief Executive together with a gift on behalf of the Council.

5. **Appointment of the Deputy Mayor of the Borough of Bracknell Forest for the 2019/20 Municipal Year**

It was proposed by the Mayor and seconded by Councillor Bettison OBE that Councillor Ms Merry be appointed Deputy Mayor of the Borough of Bracknell Forest for the Municipal Year 2019 – 2020.

There being no further nominations, it was

RESOLVED that Councillor Ms Merry be appointed Deputy Mayor of the Borough of Bracknell Forest for the Municipal Year 2019 - 2020.

Councillor Ms Merry was invested with the Deputy Mayoral Chain of Office and then made and signed the Declaration of Acceptance of Office of Deputy Mayor.

The Deputy Mayor thanked the Council for her appointment and said she was looking forward to supporting the Mayor to represent the Council across the borough.

ADJOURNMENT

The Council meeting was adjourned briefly.

6. **Mayor's Announcements**

Mayor's Charity 2019-20

The Mayor announced that her chosen charity would be Sandhurst Day Centre, situated in the Memorial Park grounds of Sandhurst. This is a facility for older residents to enjoy conversation, activities and socialising which attracts residents from all parts of the borough and its surrounds. Further details on the work of the Centre would be presented at a future meeting.

Mayor's Chaplain 2019-20

The Mayor also announced that her Chaplain would be Father Guy.

Congratulations

The Mayor asked members present to join her in congratulating Councillor Suki Hayes and Jon Lapham on their forthcoming nuptials on 4 June 2019.

Welcome to new Councillors

The Mayor welcomed all newly elected Councillors to the Council Chamber.

7. **Election of the Leader of the Council for 2019 to 2023**

It was proposed by Councillor Birch, and seconded by Councillor Mrs Hayes MBE, that Councillor Bettison OBE be elected Leader of the Council for 2019 to 2023.

There being no further nominations it was

RESOLVED that Councillor Bettison OBE be elected Leader of the Council for 2019 to 2023.

8. **Appointments by the Leader of the Council**

Members of the Executive

The Leader of the Council announced that he had appointed the following Members to the Executive for the 2019 - 2020 Municipal Year:

Councillor Dr Barnard	Executive Member for Children, Young People and Learning (Vice-Chairman Elect of the Executive)
Councillor Bettison OBE	Executive Member for Council Strategy and Community Cohesion (Leader of the Council and Chairman Elect of the Executive)
Councillor D Birch	Executive Member for Adult Services, Health and Housing (Deputy Leader of the Council)
Councillor Brunel-Walker	Executive Member for Economic Development and Regeneration
Councillor Mrs Hayes MBE	Executive Member for the Environment
Councillor Harrison	Executive Member for Culture, Delivery and Public Protection
Councillor Heydon	Executive Member for Transformation and Finance
Councillor Turrell	Executive Member for Planning and Transport

Delegation of Executive Functions

The Leader of the Council announced that the responsibility for the discharge of Executive functions was as set out in Part 2, Section 5 of the Council's Constitution. The current portfolios of executive responsibilities would be amended to transfer responsibility for Communications and Marketing from the Culture, Delivery and Public Protection portfolio to the Economic Development and Regeneration portfolio.

Appointments to Executive Committees, Sub Groups and Advisory Panels

The Leader of the Council announced that he had made appointments to Committees of the Executive and its Advisory Panels (Annex A to these minutes).

Appointment of Members to External Organisations

The Leader of the Council announced that he had made appointments to external organisations, whose functions solely related to the Executive (Annex B to these minutes).

9. **Establishment of Committees and Associated Matters**

On the proposition of Councillor Bettison OBE, Leader of the Council, seconded by Councillor Birch, it was:

RESOLVED that:

- (i) the establishment of ordinary committees, their size and allocation of seats, agreeing a local variation to the proportionality rules, as set out in paragraph 6 of the report;
- (ii) the establishment of the Licensing and Safety Committee and the Overview and Scrutiny Commission, their size and allocation of seats as set out in paragraph 6 of the report;
- (iii) the establishment of Appointment Committees as required as set out in paragraph 6 of the report;
- (iv) the membership of each committee, in accordance with political group(s) wishes;
- (v) appointments to external organisations;
- (vi) the appointment of Council Champions, in accordance with Part 1 Section 7 of the Constitution be as set out below:

Commuters' Champion – Cllr Atkinson
Large Business Champion – Cllr Bhandari
Small Business Champion – Cllr Wade
Older People's Champion – Cllr Ms Gaw
Voluntary Sector Champion – Cllr MJ Gibson

CHAIRMAN

Annex A

DRAFT Membership of the Executive, Overview & Scrutiny, Non-Executive Decision Making Committees, Other Bodies and Other Joint Committees, Panels and Groups 2019 – 20

Mayor: Councillor Mrs McKenzie
Deputy Mayor: Councillor Ms Merry

Leader of the Council: Councillor Bettison OBE
Deputy Leader of the Council: Councillor Birch

Key: Committee appointed by	
	Council
	the Leader
	Overview & Scrutiny Commission
	relevant Committee

Executive Members

Councillor Dr Barnard	Executive Member for Children, Young People and Learning (Vice-Chairman Elect of the Executive)
Councillor Bettison OBE	Executive Member for Council Strategy and Community Cohesion (Leader of the Council and Chairman Elect of the Executive)
Councillor D Birch	Executive Member for Adult Services, Health and Housing (Deputy Leader of the Council)
Councillor Brunel-Walker	Executive Member for Economic Development and Regeneration
Councillor Mrs Hayes MBE	Executive Member for the Environment
Councillor Harrison	Executive Member for Culture, Delivery and Public Protection
Councillor Heydon	Executive Member for Transformation and Finance
Councillor Turrell	Executive Member for Planning and Transport

Council Champions

Commuters' Champion	Cllr Atkinson
Large Business Champion	Cllr Bhandari
Older People's Champion	Cllr Ms Gaw
Small Business Champion	Cllr Wade
Voluntary Sector Champion	Cllr M J Gibson

Overview and Scrutiny

<p>Overview & Scrutiny Commission (12 Councillors)</p> <p>Conservative (11) Angell (Chairman Elect) Mrs Birch Brossard Gbadebo Mrs Mattick Mrs McKenzie-Boyle McLean Mossom Porter Tullett Virgo (Vice Chairman Elect)</p> <p>Labour (1) Temperton</p> <p>Church Representatives (2) Vacancy (voting) Vacancy (voting)</p> <p>Parent Governor Representatives (2) Vacancy (voting) Vacancy (voting)</p> <p style="text-align: center;">Substitute Members</p> <p>Conservative (5) Atkinson Ms Gaw M J Gibson Mrs Ingham Kirke</p> <p>Labour (3) Brown Neil</p>	<p>Adult Social Care, Health & Housing Overview & Scrutiny Panel (12 Councillors)</p> <p>Conservative (11) Allen Atkinson Bhandari Brossard Finch M J Gibson Mrs L Gibson Mrs Mattick (Vice Chairman Elect) McLean Skinner Tullett (Chairman Elect)</p> <p>Labour (1) Temperton</p> <p>Co-opted Representative (1) Dr Norman (non voting)</p> <p>Local Healthwatch Bracknell Forest Observer (1) Mark Sanders (non voting)</p> <p style="text-align: center;">Substitute Members</p> <p>Conservative (3) Ms Hayes Mrs Hamilton Virgo</p> <p>Labour (3) Brown Neil</p>
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<p>Children, Young People & Learning Overview & Scrutiny Panel (9 Councillors)</p> <p>Conservative (8) Mrs Birch (Chairman Elect) Brossard (Vice-Chairman Elect) Ms Gaw Mrs Hamilton Gbadebo Ms Hayes Ms Merry Skinner</p> <p>Labour (1) Temperton</p> <p>Church Representatives (2) Vacancy (voting) Vacancy (voting)</p> <p>Parent Governor Representative (2) Vacancy (voting) Vacancy (voting)</p> <p>Teacher Representative (1) Ms D Owen (non-voting)</p> <p>Social Care Representatives (1) Vacancy (non voting)</p> <p>Substitute Members</p> <p>Conservative (3) Allen Bhandari Mrs L Gibson</p> <p>Labour (3) Brown Neil</p>	<p>Environment, Culture & Communities Overview & Scrutiny Panel (9 Councillors)</p> <p>Conservative (8) Angell Brossard Ms Gaw Mrs Ingham Kennedy Kirke Mrs McKenzie-Boyle (Vice-Chairman Elect) Porter (Chairman Elect)</p> <p>Labour (1) Brown</p> <p>Substitute Members</p> <p>Conservative (3) Gbadebo Mrs Mattick Mossom</p> <p>Labour (3) Neil Temperton</p> <p>Co-opted Member Parker (non voting)</p>
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Non-Executive Decision Making Committees

<p>Appointment Committee (5 Councillors)</p> <p>Five seats allocated to political groups based on political proportionality as follows:</p> <ul style="list-style-type: none"> At least one Executive Member and one opposition Member Three other Members, one of which to be the Chairman of the Employment Committee if available Maximum number of substitutes permitted per political group <p>Chief Executive to agree the appointments in accordance with the wishes of the political group(s)</p>	<p>Appeals Committee (6 Councillors)</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>Conservative (5)</p> <p>Brossard (Chairman Elect)</p> <p>Ms Gaw</p> <p>Mrs Hayes MBE</p> <p>Kirke</p> <p>Wade (Vice-Chairman Elect)</p> </td><td style="vertical-align: top;"> <p>Labour (1)</p> <p>Brown</p> </td></tr> </table> <p style="text-align: center;">Substitute Members</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>Conservative (5)</p> <p>Allen</p> <p>Birch</p> <p>Dudley</p> <p>Mrs Hamilton</p> <p>Tullett</p> </td><td style="vertical-align: top;"> <p>Labour (3)</p> <p>Neil</p> <p>Temperton</p> </td></tr> </table>	<p>Conservative (5)</p> <p>Brossard (Chairman Elect)</p> <p>Ms Gaw</p> <p>Mrs Hayes MBE</p> <p>Kirke</p> <p>Wade (Vice-Chairman Elect)</p>	<p>Labour (1)</p> <p>Brown</p>	<p>Conservative (5)</p> <p>Allen</p> <p>Birch</p> <p>Dudley</p> <p>Mrs Hamilton</p> <p>Tullett</p>	<p>Labour (3)</p> <p>Neil</p> <p>Temperton</p>
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<p>Code of Conduct Panel – Sub Committee of Governance & Audit Committee</p> <p>Any three councillors drawn from the membership of the Governance & Audit Committee based on availability, plus one co-opted independent member or parish/town council representative drawn from a pool based on availability.</p> <p>Independent Co-opted Members Pool (for complaints concerning Borough councillors)</p> <p>David St John Jones in his capacity as the independent Co-opted Member of Governance & Audit Committee, Heather Quillish Khan Juna</p> <p>Parish/Town Council Representatives (for complaints concerning Parish / Town Councillors)</p> <p>Cllr McKenzie-Boyle – Crowthorne Parish Council Cllr Strudley – Warfield Parish Council</p> <p>Independent Persons</p> <p>Dr Louis Lee Vacancy (reserve)</p>	<p>Education Employment Sub Committee of Employment Committee (7 Councillors)</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>Conservative (6)</p> <p>Allen (Chairman Elect)</p> <p>Bhandari</p> <p>Leake</p> <p>Porter</p> <p>Tullett</p> <p>Wade (Vice-Chairman Elect)</p> </td><td style="vertical-align: top;"> <p>Labour (1)</p> <p>Neil</p> </td></tr> </table> <p>Non-voting Members of the Teachers Associations:</p> <p>David Allais (UNISON) Graham Jackson (NASUWT) Tom Wheaton (NUT) Asia Allison (GMB)</p> <p style="text-align: center;">Substitute Members</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>Conservative (3)</p> <p>Angell</p> <p>Brossard</p> <p>Mrs Hamilton</p> </td><td style="vertical-align: top;"> <p>Labour (3)</p> <p>Brown</p> <p>Temperton</p> </td></tr> </table>	<p>Conservative (6)</p> <p>Allen (Chairman Elect)</p> <p>Bhandari</p> <p>Leake</p> <p>Porter</p> <p>Tullett</p> <p>Wade (Vice-Chairman Elect)</p>	<p>Labour (1)</p> <p>Neil</p>	<p>Conservative (3)</p> <p>Angell</p> <p>Brossard</p> <p>Mrs Hamilton</p>	<p>Labour (3)</p> <p>Brown</p> <p>Temperton</p>
<p>Conservative (6)</p> <p>Allen (Chairman Elect)</p> <p>Bhandari</p> <p>Leake</p> <p>Porter</p> <p>Tullett</p> <p>Wade (Vice-Chairman Elect)</p>	<p>Labour (1)</p> <p>Neil</p>				
<p>Conservative (3)</p> <p>Angell</p> <p>Brossard</p> <p>Mrs Hamilton</p>	<p>Labour (3)</p> <p>Brown</p> <p>Temperton</p>				

<p>Employment Committee (9 Councillors)</p> <p>Conservative (8) Allen (Vice-Chairman) Angell Bhandari Dudley Leake (Chairman Elect) Porter Tullett Wade</p> <p>Heydon (non-voting)</p> <p>Labour (1) Neil</p> <p>Substitute Members</p> <p>Conservative (5) Atkinson Mrs Birch Kirke Ms Merry Virgo</p> <p>Labour (3) Brown Temperton</p>	<p>Governance & Audit Committee (8 Councillors)</p> <p>Conservative (7) Allen (Chairman Elect) Gbadebo Mrs Hayes MBE Heydon Leake Tullett Wade (Vice-Chairman Elect)</p> <p>Labour (1) Neil</p> <p>Independent Member Mr D St. John Jones</p> <p>Substitute Members</p> <p>Conservative (5) Brossard Ms Gaw Green Mrs Ingham Mrs McKenzie-Boyle</p> <p>Labour (3) Brown Temperton</p>
<p>Licensing and Safety Committee (18 Councillors)</p> <p>Conservative (16) Allen Atkinson Dr Barnard Brossard (Vice Chairman Elect) Brunel-Walker Finch Ms Gaw Gbadebo Mrs Ingham Kennedy Kirke Leake Mrs McKenzie Mrs McKenzie-Boyle Porter (Chairman Elect) Tullett</p> <p>Labour (1) Brown</p> <p>Lib Dem (1) Parker</p>	<p>Licensing Panel – Sub Committee of Licensing and Safety Committee (3 Councillors)</p> <p>Any three councillors drawn, as required, from the Membership of the Licensing and Safety Committee.</p> <p>Chairs of Panels: Any Councillor who has completed Chairman elect training drawn, as required, from the Membership of the Licensing and Safety Committee.</p>
<p>Personnel Appeals Panel – Sub Committee of Employment Committee (5 Councillors)</p> <p>Five Councillors drawn from the Employment Committee in the first instance as follows:</p> <ul style="list-style-type: none"> At least one Executive Member and one opposition Member Three other Members Up to three substitutes per political group(s) <p>Members must not have had any previous involvement in the matter being considered.</p> <p>Chief Executive to agree the appointments in accordance with the wishes of the political group(s)</p>	<p>Planning Committee (18 Councillors)</p> <p>Conservative (16) Angell Barnard Bhandari Brossard (Vice-Chairman Elect) Birch Dudley (Chairman Elect) Gbadebo Green Mrs Hayes MBE Heydon Mrs Mattick Mrs McKenzie Mrs McKenzie-Boyle Mossom Skinner Virgo</p> <p>Labour (1) Brown</p> <p>Lib Dem (1) Parker</p>

Other Bodies

<p>Bracknell Forest Access Group (4 Councillors)</p> <p>Conservative (4) Brossard (Vice-Chairman Elect) Mrs L Gibson Mrs Ingham Mrs Mattick (Chairman Elect)</p> <p>Substitute Members (3) Ms Gaw M J Gibson Virgo</p>	<p>Bracknell Town Centre Regeneration Committee (5 Executive Members)</p> <p>Dr Barnard Bettison OBE Brunel-Walker Harrison Turrell</p> <p>Co-optee (Non voting) Mrs Temperton</p> <p>Substitute Members Any member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Panel.</p>														
<p>Code of Conduct Working Group (6 Councillors)</p> <table> <tr> <td>Conservative (5) Allen Birch (Chairman Elect) Mrs Hayes MBE Kirke Leake</td><td>Labour (1) Neil</td></tr> </table> <p>David St. John Jones, Independent member on Governance & Audit Committee</p>	Conservative (5) Allen Birch (Chairman Elect) Mrs Hayes MBE Kirke Leake	Labour (1) Neil	<p>Corporate Parenting Advocacy Panel (6 Councillors)</p> <table> <tr> <td>Conservative (5) Mrs Birch Mrs L Gibson Dudley (Vice- Chairman Elect) Ms Hayes (Chairman-Elect) Mrs Ingham</td><td>Labour (1) Temperton</td></tr> </table> <p>Non Voting Co-Optees</p> <table> <tr> <td>Relevant Executive Member</td><td></td></tr> <tr> <td>Bracknell Forest Foster Carers Association</td><td>Doug Jennings</td></tr> <tr> <td>Designated Nurse Children in Care, CCG</td><td>Debbie Hartrick</td></tr> <tr> <td>Foster Carer</td><td>Vacancy</td></tr> <tr> <td>SiLSiP representatives</td><td>2 Vacancies</td></tr> </table>	Conservative (5) Mrs Birch Mrs L Gibson Dudley (Vice- Chairman Elect) Ms Hayes (Chairman-Elect) Mrs Ingham	Labour (1) Temperton	Relevant Executive Member		Bracknell Forest Foster Carers Association	Doug Jennings	Designated Nurse Children in Care, CCG	Debbie Hartrick	Foster Carer	Vacancy	SiLSiP representatives	2 Vacancies
Conservative (5) Allen Birch (Chairman Elect) Mrs Hayes MBE Kirke Leake	Labour (1) Neil														
Conservative (5) Mrs Birch Mrs L Gibson Dudley (Vice- Chairman Elect) Ms Hayes (Chairman-Elect) Mrs Ingham	Labour (1) Temperton														
Relevant Executive Member															
Bracknell Forest Foster Carers Association	Doug Jennings														
Designated Nurse Children in Care, CCG	Debbie Hartrick														
Foster Carer	Vacancy														
SiLSiP representatives	2 Vacancies														
<p>Electoral Review Steering Group (4 Councillors)</p> <table> <tr> <td>Conservative (3) Birch Leake Turrell</td><td>Labour (1) Temperton</td></tr> </table> <p>Substitute Members</p> <table> <tr> <td>Conservative (3) Allen Dr Barnard Wade</td><td>Labour (3) Brown Neil</td></tr> </table>	Conservative (3) Birch Leake Turrell	Labour (1) Temperton	Conservative (3) Allen Dr Barnard Wade	Labour (3) Brown Neil	<p>Executive Committee: Commercial Property (4 Executive Members)</p> <p>Councillors Bettison OBE Birch Brunel-Walker Heydon</p> <p>Substitute Members Any Member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Committee.</p>										
Conservative (3) Birch Leake Turrell	Labour (1) Temperton														
Conservative (3) Allen Dr Barnard Wade	Labour (3) Brown Neil														

<p>Local Joint Committee Consultative Committee of Employment Committee (4 Councillors)</p> <p>Conservative (4) Allen Angell Leake (Chairman Elect) Wade</p> <p>Staff side representatives David Allais (Unison) Lorna Cameron (Unison) Nikki Dancey (GMB)</p> <p>Substitute Members Conservative (3) Bhandari Porter Tullett</p>	<p>Local Plan Working Group (9 Councillors)</p> <p>Conservative (9) Angell Bhandari Birch (Vice Chairman Elect) Brossard Ms Gaw Mrs Hayes MBE Mrs Ingham Mossom Turrell (Chairman Elect)</p>				
<p>Member Development Charter Steering Group (9 Councillors)</p> <table border="0"> <tr> <td>Conservative (8) Allen (Chairman Elect) Dr Barnard Bettison Birch Dudley Kirke Mossom Wade (Vice Chairman Elect)</td> <td>Labour (1) Neil</td> </tr> </table> <p>Substitute Members</p> <table border="0"> <tr> <td>Conservatives (3) Bhandari Green Mrs L Gibson</td> <td>Labour (3) Brown Temperton</td> </tr> </table>	Conservative (8) Allen (Chairman Elect) Dr Barnard Bettison Birch Dudley Kirke Mossom Wade (Vice Chairman Elect)	Labour (1) Neil	Conservatives (3) Bhandari Green Mrs L Gibson	Labour (3) Brown Temperton	<p>School Improvement Advisory Board (7 Councillors including only one Executive Member)</p> <p>Conservative (7) Allen Dr Barnard (Chairman Elect) Bhandari Mrs Birch Ms Gaw (Vice Chairman Elect) Ms Hayes Leake</p> <p>Substitute Members Conservative (3) Green Mrs Hamilton Mrs Ingham</p>
Conservative (8) Allen (Chairman Elect) Dr Barnard Bettison Birch Dudley Kirke Mossom Wade (Vice Chairman Elect)	Labour (1) Neil				
Conservatives (3) Bhandari Green Mrs L Gibson	Labour (3) Brown Temperton				
<p>Secure Accommodation Review Panel (Executive Member)</p> <p>Executive Member for Children, Young People and Learning, a suitably qualified Social Services officer and an independent person, appointed by the Executive Director of People.</p>					

Other Joint Committees, Panels and Groups

Key: Committee appointed by	
	Council
	the Leader

	REPRESENTATION REQUIREMENTS	COUNCILLOR
Berkshire Healthcare NHS Foundation Trust	1 Councillor	Mrs Mattick
Adopt Thames Valley Adoption Panel) (changed from Berkshire Joint Adoption Panel)	Relevant Executive Member	Dr Barnard
Berkshire Leaders Group	Leader of the Council	Bettison OBE
Berkshire Local Transport Board	Relevant Executive Member	Brunel-Walker
	Relevant Champion as named substitute	
Berkshire Pension Fund Advisory Panel	1 Councillor	Leake
Berkshire Strategic Transport Members' Forum	Relevant Executive Member	Brunel-Walker
	Relevant Champion as named substitute	
Blackwater Valley Advisory Committee for Public Transport	Relevant Executive Member	Turrell
Bracknell Forest Fostering Panel	Relevant Executive Member	Dr Barnard
Civilian Military Partnership Known as Armed Forces Community Covenant Champion	Relevant Executive Member ** Currently acting as Chairman	Bettison OBE
Children and Young People's Partnership Board	Relevant Executive Member	Dr Barnard
Children's Centre Advisory Board	2 Councillors	Brossard
		Mrs Temperton
Community Safety Partnership Steering Group	Relevant Executive Member	Harrison
Community Safety Partnership Workshop Group	Relevant Executive Member	Harrison

REPRESENTATION REQUIREMENTS

COUNCILLOR

	2 Councillors	Tullett
		Bhandari
Downshire Homes Board Ltd	Relevant Executive Member	Birch
	Relevant Executive Member	Heydon
Economic and Skills Development Partnership	Relevant Executive Member	Brunel-Walker
	Relevant Champion	
Health and Wellbeing Board	Relevant Executive Member	Birch
	1 Councillor	Dr Barnard
Improvement and Efficiency Social Enterprise (iESE)	1 Director	Bettison OBE
	1 Councillor	Heydon
Joint Minerals and Waste Plan Board (Bracknell Forest, Reading, RBWM and Wokingham)	Relevant Executive Member	Mrs Hayes MBE
	Relevant Executive Member	Turrell
Joint Waste Disposal Board (BF, Wokingham and Reading)	Relevant Executive Member	Mrs Hayes MBE
	Relevant Executive Member	Harrison
Lily Hill Park Management Committee	Relevant Executive Member	Harrison
Local Countryside Access Forum	2 Councillors	Brossard
		Finch
Local Government Association	Leader of the Council	Bettison OBE
	Relevant Executive Member	Heydon
	Minority Group Leader	Mrs Temperton

REPRESENTATION REQUIREMENTS

COUNCILLOR

Parish and Town Council Liaison Group	Relevant Executive Member	Harrison
	2 Councillors	Bhandari
		Mrs McKenzie-Boyle
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee	Relevant Executive Member	Turrell
	1 Councillor as Reserve	Brossard
Public Protection Partnership Joint Committee (Bracknell Forest, Wokingham and West Berkshire)	Relevant Executive Member	Harrison
	Chairman of Licensing & Safety Committee	Porter
	Substitute - Any Member of the Executive	
Royal Berkshire Fire Authority	2 Conservative 1 Labour	Dudley
		Mrs McKenzie-Boyle
		Brown
Standing Advisory Council on Religious Education (SACRE)	Relevant Executive Member	Dr Barnard
	4 Councillors	Bhandari
		Finch
		Mrs L Gibson
		Mrs Mattick
South East England Councils	Leader of the Council	Bettison OBE
	1 Councillor as Reserve	Turrell
South East Strategic Leaders	Leader of the Council	Bettison OBE
South Hill Park Management Committee	Relevant Executive Member	Harrison

REPRESENTATION REQUIREMENTS

COUNCILLOR

	1 Councillor	M J Gibson
Standing Conference for Archives Including Berkshire Record Office Capital Working Group	1 Councillor	Virgo
Thames Basin Heaths Joint Strategic Partnership Board	Relevant Executive Member	Turrell
Thames Valley Police and Crime Panel	Relevant Executive Member	Harrison
Thames Valley Berkshire City Deal Joint Committee	Relevant Executive Member	Brunel-Walker
	1 Councillor as Substitute	Heydon
Thames Valley Berkshire Local Enterprise Partnership	Relevant Executive Member	Brunel-Walker

Portfolio Review Groups

Care Portfolio Review Group Allen Dr Barnard Birch Mrs Birch (Chairman Elect) Brossard (Vice-Chairman Elect) Gbadebo Mrs L Gibson Mrs Hamilton Ms Hayes Kennedy Mrs Mattick Tullett	Community Portfolio Review Group Allen Brossard Harrison M J Gibson Mrs Kennedy Mrs Mattick (Vice-Chairman Elect) Mrs McKenzie-Boyle Tullett (Chairman Elect)
Environment Portfolio Review Group Angell Brossard Ms Gaw Mrs Ingham Kennedy Leake Mrs McKenzie-Boyle (Vice Chairman Elect) Mossom Porter (Chairman Elect) Turrell Virgo Wade	Finance Portfolio Review Group Allen (Chairman Elect) Angell Atkinson Bettison OBE Bhandari Birch Green Heydon Leake Porter Tullett Wade (Vice-Chairman Elect)

Annex B

DRAFT External Organisations 2019 – 20

Councillors are nominated to voluntary sector organisations as representatives in a non-management capacity with no role in the governance of the organisation. Such roles will be limited to Councillors acting as conduits for communication between the Council and the organisation or as observers at the organisation's meetings.

Where a Councillor is nominated as a representative pursuant to above, they may not subsequently accept a role on the organisation's board as a Trustee/Director or in any other management capacity such as Treasurer.

Key: Appointed by	
	Council
	the Leader

	BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
1	Age UK Berkshire	Relevant Champion	
2	Berkshire Association of Clubs for Young People (Known as Berkshire Youth)	1 Representative	Bhandari
3	Berkshire Community Foundation	1 Representative	Mrs McKenzie-Boyle
4	Berkshire Maestros (formerly Berkshire Young Musicians' Trust)	1 Representative	Heydon
5	Binfield Badger Group	1 Representative	Harrison
6	Birch Hill Community Association (Charity number 276224)	1 Representative	M J Gibson
7	Bracknell & District Citizens Advice Bureau	1 Representative	M J Gibson
8	Bullbrook Community Association (Charity number 300124)	1 Representative	Angell
9	Crown Wood Community Association (Charity number 282997)	1 Representative	Dudley
10	Easthampstead & Wildridings Community Association (Charity number 300125)	1 Representative	Heydon
11	Farley Wood Community Association (Charity number 1127154)	1 Representative	Bhandari

	BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
12	Federation of Burial Cremation Authorities	1 Representative	Harrison
13	Forest Park Community Association (Charity number 298690)	1 Representative	Ms Hayes
14	Hanworth Community Association (Charity number 269282)	1 Representative	Mrs Birch
15	Heathrow Community Noise Forum	Relevant Executive Member	Turrell
		1 Community Representative	Geoff Paxton
16	Heritage Champion	Relevant Executive Member	Mrs Hayes MBE
17	Homestart – Bracknell Forest	1 Representative	Bhandari
18	Involve Board	1 Representative	Birch
19	Jennett's Park Community Association (Charity number 1148928)	1 Representative	Gbadebo
20	Keep Mobile Country Tours Ltd	Relevant Champion	
21	New Great Hollands Community Association (Charity number 1138209)	1 Representative	Mrs L Gibson
22	New Owlsmoor Centre (Charity number 1080713)	1 Representative	Mossom
23	New Priestwood Community Association (Charity number 1089708)	1 Representative	Green
24	North Ascot Community Association (Charity number 278231)	1 Representative	Mrs Hayes MBE
25	Sandhurst Day Centre Association	1 Representative	Allen
26	South East Reserve Forces' and Cadets' Association	1 Representative	Ms Merry
27	The Parks Community Association (Charity number 1161192)	1 Representative	Ms Merry

To: **COUNCIL**
17 July 2019

EXECUTIVE REPORT TO COUNCIL **The Leader**

1 PURPOSE OF REPORT

- 1.1 Since the Council meeting on 24 April 2019, the Executive met on the 18 June 2019. This report summarises decisions taken by reference to the relevant portfolio within which they fall.
- 1.2 Updated Forward Plans are published every Friday and can be viewed online at www.bracknell-forest.gov.uk. Full details on the decisions taken by individual portfolio holders can also be accessed online through the Council's website.

2 RECOMMENDATION

- 2.1 **Council is asked to note the report.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The reasons for recommendations are set out in the supporting information and in the reports considered by the Executive.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Alternative options are discussed in the relevant individual reports considered by the Executive.

5 SUPPORTING INFORMATION

Children, Young People and Learning

5.1 Improving the experience and outcomes of Pupil Premium (double disadvantaged) children.

- 5.1.1 The Executive agreed the twelve recommendations detailed in paragraph 5.3 of the Director: Delivery's report which presented the findings from the Overview & Scrutiny Task & Finish Groups review which aimed at improving the experience and outcomes of pupil premium (double disadvantaged) children.
- 5.1.2 Pupil Premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils of all abilities and to diminish the difference between them and their peers. During the course of the Task & Finish Group members assessed a number of options and, based on evidence, agreed the recommendations set out in the report.

Culture, Resources and Public Protection

5.2 Horseshoe Lake New Country Park - Procurement Plan

- 5.2.1 The Executive approved the Procurement Plan to tender the construction works to create a New Country Park Pavilion at Horseshoe Lake.
- 5.2.2 On the 12 February 2019 the Executive approved the business case for the implementation of a new Country Park and the application for capital funding. It is a formal requirement of the Contract Standing orders that the Executive approve any Procurement Plan with a value more than £1m. In agreeing the procurement plan, the Executive emphasised that full consideration would need to be given to any potential traffic issues arising from the park. This would form part of any planning application and subsequent consideration by the Planning Committee.

Transformation and Finance

5.3 Sale of Commercial Unit at Waterside Park, Bracknell

- 5.3.1 The Executive agreed that authority be given to the Assistant Director: Property to sell Unit C to the Bracknell Islamic Cultural Society (BICS) at market value.
- 5.3.2 Assistance had been provided to BICS in exploring opportunities for an Islamic centre on Council owned and privately-owned property over a number of years. No alternative properties owned by the Council had been identified as being suitable for BICS. BICS have also looked at a number of sites including a vacant office building on the market for over £2m and a former church site. However, all options were found to be unviable. Again, BICS will need to seek planning permission for change of use, but if that proves possible, the location and cost of this venue makes it an appropriate cultural centre.

5.4 Sale of Land at Winkfield Manor

- 5.4.1 The Executive agreed to give authority to the Assistant Director: Property to arrange the joint marketing of land owned by the Council and Silva Homes at Winkfield Manor. The Executive also agreed that authority be given to the Assistant Director: Property to sell land owned at Winkfield Manor to the highest bidder, with proceeds being divided in relation to the value of each partners contribution.

6 NOTIFICATION OF APPOINTMENTS MADE BY THE LEADER

- 6.1 The Leader endorsed the streamlined approach for LA Governor nominations which would be approved by the Executive Member for Children, Young People and Learning in conjunction with the Executive Director: People.

7 NOTIFICATION OF URGENT DECISION MADE BY THE CHIEF EXECUTIVE

- 7.1 A administrative error was made at Annual Council in constituting the Licensing and Safety Committee at 18 members. The maximum permitted under legislation is 15. Therefore, the Chief Executive took an urgent decision on 5 June 2019 to reduce the size of the Committee and confirm the new membership. Because of the change, the Committee needs to reaffirm the appointment of Chairman, Vice Chairman and the

establishment of Licensing Panels. This was formally agreed at the Licensing & Safety Committee on 6 June 2019.

8 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 8.1 The Borough Solicitor's comments have been addressed in the reports to the Executive.

Borough Treasurer

- 8.2 The Borough Treasurer's comments have been addressed in the reports to the Executive.

Equalities Impact Assessment

- 8.3 Equalities issues, where appropriate, have been addressed in the reports to the Executive.

Strategic Risk Management Issues

- 8.4 Any strategic risks have been identified in the reports to the Executive.

Background Papers

Executive Agenda –18 June 2019

Contact for further information

Hannah Stevenson, Delivery - 01344 352308
Hannah.stevenson@bracknell-forest.gov.uk

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TO: COUNCIL
17 JULY 2019

APPOINTMENTS AND ASSOCIATED MATTERS
Executive Director of Delivery – Democratic and Registration Services

1 PURPOSE OF REPORT

- 1.1 This report seeks Council's agreement to the establishment of a Boundary Review working group and the appointment of Members to sit on it, plus changes to appointments to external organisations since Annual Council on 22 May 2019.

2 RECOMMENDATIONS

- 2.1 **That a cross party Boundary Review Group of seven members (5:1:1) is established to support the Local Government Boundary Commission for England (LGBCE) electoral review, with the terms of reference as set out in paragraph 5 of this report, and that Members are appointed to it in accordance with Members' wishes.**
- 2.2 **That Cllr Dr Barnard replaces Cllr Heydon as the Council's representative on Berkshire Maestros.**
- 2.3 **That the substitute vacancy is filled on the Thames Valley Police and Crime Panel (Joint Committee) in accordance with Conservative Group wishes.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To agree appointments to a number of bodies.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

Boundary Review Group

- 5.1 The Local Government Boundary Commission for England (LGBCE) is undertaking an electoral review of the Council. Members will be briefed on the process by the LGBCE earlier on the agenda at this Council meeting. The initial task will be for the Council to develop thoughts on the proposed council size. This provides the opportunity to reflect on the role and contribution of elected Members in modern local governance. The second stage of the review will look at future warding patterns.
- 5.2 It is proposed that a cross party working group of Members is established to work with officers to assist in both stages of the review. At least three of the seven Members should be present at working group meetings. The working group will meet periodically as required within the agreed timescales.
- 5.3 The terms of reference of the working group will be:
- To ensure full Member involvement in, and support to, the electoral review process.
 - To consider options on the future size of the Council i.e. the number of elected councillors, taking into account governance arrangements, scrutiny and

regulatory functions and councillors' representational roles; and to formulate draft recommendations on Council size for consideration by Council.

- To support officers in the provision of information required by the LGBCE and the drafting of the Electoral Review document.
- To recommend a pattern of wards to Council for submission to the LGBCE that demonstrates how the statutory criteria set by the LGBCE have been met.

- 5.4 The Council size proposals must be submitted to the LGBCE by 15 November 2019. This would complete stage one of the electoral review.
- 5.5 The Council's recommendations on warding patterns must be submitted by 16 March 2020. The LGBCE will consider all the responses received and publish Draft Recommendations on 2 June 2020 at which point a second phase of consultation will run until 10 August 2020. The working group may need to meet during this period to present comments on the Draft Recommendations. The LGBCE will publish the Final Recommendations on the new ward patterns in November 2020.
- 5.6 It is likely that special Council meetings will be required to agree the Council's response at both stages of the review as the timescales do not easily fit with the current cycle of meetings.

Berkshire Maestros

- 5.7 At the Annual Meeting of the Council on 22 May 2019 Cllr Heydon was appointed as the Council's representative on Berkshire Maestros. Council is now asked to agree that Cllr Dr Barnard replaces Cllr Heydon.
- 5.8 Councillors are nominated to voluntary sector organisations as representatives in a non-management capacity with no role in the governance of the organisation. Such roles are limited to Councillors acting as conduits for communication between the Council and the organisation or as observers at the organisation's meetings. Where a Councillor is nominated as a representative, they may not subsequently accept a role on the organisation's board as a Trustee/Director or in any other management capacity such as Treasurer.

Thames Valley Police and Crime Panel (Joint Committee)

- 5.9 At the Annual Meeting of the Thames Valley Police and Crime Panel, on 21 June 2019 the membership rules of the Panel were changed to enable all 18 Thames Valley Local Authorities to appoint a named substitute to the Panel.
- 5.10 This appointed substitute would receive notification of meetings and agendas, and could attend meetings of the Panel, in the absence of the appointed Member from the Council.
- 5.11 The Council has already appointed Councillor Harrison, Executive Member for Culture, Delivery and Public Protection as the Council's representative. A nomination is now sought from the Conservative Group for a representative to be appointed as a named substitute.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Nothing to add to the report.

Borough Treasurer

- 6.2 There are no additional revenue implications arising from the above recommendations.

Equalities Impact Assessment

- 6.3 Not relevant to this report.

Strategic Risk Management Issues

- 6.4 Not relevant to this report.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Conservative Group, Labour Group and Liberal Democratic Councillor.

Method of Consultation

- 7.2 Discussion

Representations Received

- 8.3 Outcome of discussions reflected in this report.

Background Papers

None

Contact for further information

Ann Moore, Head of Democratic and Registration Services - 01344 352260
ann.moore@bracknell-forest.gov.uk

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TO COUNCIL
17 July 2019

STANDARDS ANNUAL REPORT (Executive Director -Delivery - Legal)

1. PURPOSE OF REPORT

- 1.1 The attached report (**APPENDIX A**) advises Council of activity within its Standards framework from 1 April 2018 to 31 March 2019

2. RECOMMENDATIONS

That the Council **NOTES**:

- 2.1 The Standards outputs in 2018/19 as set out in (**APPENDIX B** of this report
- 2.2 The Best Practice recommendations set out in the report of the Committee for Standards in Public Life (CSPL) into ethical standards (**APPENDICES C&D**)

3. REASONS FOR RECOMMENDATIONS

- 3.1 To keep Council apprised on an annual basis of activity relating to its Standards Regime

4. SUPPORTING INFORMATION

- 4.1 The Standards Framework comprises a number of elements including the code of conduct for Councillors, rules around disclosure of interests, procedure for dealing with complaints and sanctions for breach. Until its dissolution in November 2016 responsibility for oversight of the Standards Framework vested in the Standards Committee. Subsequently this has transferred to the Governance & Audit Committee.
- 4.2 The attached report appraises the Council of Standards related activity from 1 April 2018 to 31 March 2019.

5 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 5.1 The Borough Solicitor is the author of this report.

Director :Finance

- 5.2 There are no financial implications arising.

6 STRATEGIC RISK MANAGEMENT ISSUES

- 6.1 None.

Background Papers

None.

Contact for Further Information

Sanjay Prashar – Borough Solicitor – 01344 355679

Sanjay.Prashar@bracknell-forest.gov.uk

APPENDIX A

STANDARDS ANNUAL REPORT 2018/19

1. The Council's Standards Committee was dissolved in 2016 and its functions incorporated into the terms of reference of the Governance and Audit Committee.

Complaints

2. Under the current procedure for the handling of complaints alleging a breach of the Code of Conduct for Members, a complaint is first considered by the Monitoring Officer. The options available to the Monitoring Officer at that stage are:-
 - refer for investigation
 - refer for some other form of action ("other action")
 - determine that no further action is required. ("no action")
3. If a complaint is referred for investigation the ensuing report is considered by the statutory Independent Person and the Monitoring Officer. At that stage the options are:-
 - refer to a Code of Conduct Panel for consideration.
 - refer for resolution by some other form of action (e.g. if the investigation finds that there has been a breach and the Member agrees to apologise)
 - no further action required (investigation finds no breach which conclusion is agreed by the independent person and Monitoring Officer)
4. In the period between 1 April 2018 and 31 March 2019 the Monitoring Officer received 9 complaints alleging breaches of Codes of Conduct for Members. The grounds of each complaint and its outcome are set out in the table attached (**Appendix B**)
5. The table reflects the growing trend of relatively low level complaints which do not warrant the time and expense of investigation under the Standards Framework. In each case where no action was taken this decision was preceded by consultation with the Independent Person (Dr Louis Lee) before being shared with the Complainant and subject member. In accordance with a protocol adopted in 2016, the Party whip was also notified.

Previous years data

Year	No. of Complaints	Upheld
2008/09	0	0
2009/10	6	2
2010/11	1	0
2011/12	2	0
2012/13	4	0
2013/14	6	0

2014/15	5	0
2015/16	2	0
2016/17	7	0
2017/18	6	0

- 6 Whilst the adequacy of sanctions within the Standards regime continues to attract debate nationally there are currently no proposals flowing from the Ministry of Housing, Communities and Local Government to introduce further legislation.
7. On 29 January 2018 CSPL launched a consultation on Local Government Ethical Standards. The terms of reference for the review were to examine the structures, processes and practices in local government in England for:
 - maintaining codes of conduct for local councillors
 - investigating alleged breaches fairly and with due process
 - enforcing codes and imposing sanctions for misconduct
 - declaring interests and managing conflicts of interest; and
 - whistleblowing AND to
 - assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government
 - make any recommendations for how they can be improved
 - note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation
8. The findings from that review were published in January 2019 and can be accessed by following the link below;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/777315/6.4896_CO_CSPL_Command_Paper_on_Local_Government_Standards_v4_WEB.PDF
9. Members are specifically referred to the Executive Summary and the Recommendations. Some of the recommendations require changes to primary legislation, secondary legislation and the Local Government Transparency Code. The report also sets out a list of Best Practice recommendations which Local Authorities should consider as a benchmark of good ethical practice and implement.
10. The reports main recommendations for government are set out in **Appendix C** and its Best Practice recommendations for Councils (these don't require further legislation for local implementation) are included in **Appendix D**
11. In most cases the Council's existing arrangements are already consistent, with the CSPL best practice recommendations

Councillors are reminded of their duties both in respect of the rules relating to the registration and disclosure of Interests set out in the Code of Conduct and their behavioural obligations under the Code.

Appendix B

**Monitoring Officer/Independent Person

	Date of Complaint	Status of Complainant	Borough or Parish Councillor	Grounds of Complaint	Outcome
1	June 2018	Employee	Borough	Inappropriate and unreasonable behaviour and disclosure of confidential information to member of the public.	MO/IP** referred for investigation. Counter complaint from Cllr not upheld. No breach of code found by MO. Cllr advised in writing by MO that whilst there was not a breach he had not conducted himself as a community leader should and should not have criticised an officer in the presence of a constituent. Concluded Feb 2019 No further action.
2	August 2018	Employee	Borough	The Councillor accidentally hit the complainant's car whilst parking in public car park	MO/IP referred for investigation. Concluded February 2019. No breach of Code found. No further action.
3	August 2018	Employee	Town	Councillor alleged to have being misusing her position and victimising/ bullying the complainant	MO/IP referred for investigation. Investigator found breach occurred. Referred for Hearing. Apology given via letter drafted by Councillor's solicitor after finding of a breach and once a panel had

					been convened. Hearing cancelled and apology letter received and delivered to complainant same day. Code breached – informal resolution.
4	Sept 2018	Resident	Borough	Issue re role of Councillor as administrator of a Facebook page and the way he uses that position	Clarification sought and evidence of posts requested. MO/IP review. No prima facie case to investigate. No breach/No further action.
5	Dec 2018	Resident	Borough	Cllr standing in road and shouting at the complainant's wife about where she was parking	IP consulted and agreed that Councillor not acting in capacity as Councillor therefore no breach of the code. MO advised Cllr that although there was no breach she should be careful in future as she had a high profile in the area and it was hard for residents to distinguish whether she was acting in her personal or public capacity. Concluded September 2018. No breach. No further action.
6	February 2019	Resident	Parish	Complainant unhappy with the way she	25/3/19 – complaint withdrawn.

				was treated at the Parish Council meeting.	No further action.
7	March 2019	Resident	Town	Cllr alleged to have bullied, harassed and threatened the complainant	MO and IP found no breach of Code. MO wrote to Cllr on 4.6.19 to advise that although there was no breach he had not acted as a community leader is expected to behave and that there was a thin line between private and public capacity. No further action.
8	April 2019	Resident	Town	Cllr used a disabled toilet at a public venue resulting in disabled young person having to join a long queue and wait with poor consequences. .	Referred to MO – 23/4/19. Finding of breach by MO and IP by treating the disabled child with disrespect. Letter sent to Cllr 4.6.19 advising her to write to the complainant to apologise. Code breached – informal resolution
9	April 2019	Resident	Parish	Racist social media posts	Referred to MO – 29/4/19 Finding of breach by MO and IP. Investigation not required as prints of social media posts provided from their social media accounts. One Cllr stood

					<p>down in May 2019 therefore MO did not pursue the complaint. Letter sent to other two Cllrs on 4/6/19 advising them to write to complainant to apologise.</p> <p>Code breached – informal resolution.</p>
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Appendix C

List of Recommendations



List of recommendations

List of recommendations

Number	Recommendation	Responsible body
1	The Local Government Association should create an updated model code of conduct, in consultation with representative bodies of councillors and officers of all tiers of local government.	Local Government Association
2	The government should ensure that candidates standing for or accepting public offices are not required publicly to disclose their home address. The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 should be amended to clarify that a councillor does not need to register their home address on an authority's register of interests.	Government
3	Councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly-accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.	Government
4	Section 27(2) of the Localism Act 2011 should be amended to state that a local authority's code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority.	Government
5	The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 should be amended to include: unpaid directorships; trusteeships; management roles in a charity or a body of a public nature; and membership of any organisations that seek to influence opinion or public policy.	Government
6	Local authorities should be required to establish a register of gifts and hospitality, with councillors required to record any gifts and hospitality received over a value of £50, or totalling £100 over a year from a single source. This requirement should be included in an updated model code of conduct.	Government



Number	Recommendation	Responsible body
7	Section 31 of the Localism Act 2011 should be repealed, and replaced with a requirement that councils include in their code of conduct that a councillor must not participate in a discussion or vote in a matter to be considered at a meeting if they have any interest, whether registered or not, "if a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your consideration or decision-making in relation to that matter".	Government
8	The Localism Act 2011 should be amended to require that Independent Persons are appointed for a fixed term of two years, renewable once.	Government
9	The Local Government Transparency Code should be updated to provide that the view of the Independent Person in relation to a decision on which they are consulted should be formally recorded in any decision notice or minutes.	Government
10	A local authority should only be able to suspend a councillor where the authority's Independent Person agrees both with the finding of a breach and that suspending the councillor would be a proportionate sanction.	Government
11	Local authorities should provide legal indemnity to Independent Persons if their views or advice are disclosed. The government should require this through secondary legislation if needed.	Government / all local authorities
12	Local authorities should be given the discretionary power to establish a decision-making standards committee with voting independent members and voting members from dependent parishes, to decide on allegations and impose sanctions.	Government
13	Councillors should be given the right to appeal to the Local Government Ombudsman if their local authority imposes a period of suspension for breaching the code of conduct.	Government



List of recommendations

Number	Recommendation	Responsible body
14	The Local Government Ombudsman should be given the power to investigate and decide upon an allegation of a code of conduct breach by a councillor, and the appropriate sanction, on appeal by a councillor who has had a suspension imposed. The Ombudsman's decision should be binding on the local authority.	Government
15	The Local Government Transparency Code should be updated to require councils to publish annually: the number of code of conduct complaints they receive; what the complaints broadly relate to (e.g. bullying; conflict of interest); the outcome of those complaints, including if they are rejected as trivial or vexatious; and any sanctions applied.	Government
16	Local authorities should be given the power to suspend councillors, without allowances, for up to six months.	Government
17	The government should clarify if councils may lawfully bar councillors from council premises or withdraw facilities as sanctions. These powers should be put beyond doubt in legislation if necessary.	Government
18	The criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished.	Government
19	Parish council clerks should hold an appropriate qualification, such as those provided by the Society of Local Council Clerks.	Parish councils
20	Section 27(3) of the Localism Act 2011 should be amended to state that parish councils must adopt the code of conduct of their principal authority, with the necessary amendments, or the new model code.	Government
21	Section 28(11) of the Localism Act 2011 should be amended to state that any sanction imposed on a parish councillor following the finding of a breach is to be determined by the relevant principal authority.	Government
22	The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 should be amended to provide that disciplinary protections for statutory officers extend to all disciplinary action, not just dismissal.	Government



Number	Recommendation	Responsible body
23	The Local Government Transparency Code should be updated to provide that local authorities must ensure that their whistleblowing policy specifies a named contact for the external auditor alongside their contact details, which should be available on the authority's website.	Government
24	Councillors should be listed as 'prescribed persons' for the purposes of the Public Interest Disclosure Act 1998.	Government
25	Councillors should be required to attend formal induction training by their political groups. National parties should add such a requirement to their model group rules.	Political groups National political parties
26	Local Government Association corporate peer reviews should also include consideration of a local authority's processes for maintaining ethical standards.	Local Government Association

Appendix D

List of Best Practice



List of best practice

List of best practice

Our best practice recommendations are directed to local authorities, and we expect that any local authority can and should implement them. We intend to review the implementation of our best practice in 2020.

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.



Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

TO: COUNCIL
17 JULY 2019

MEMBER DEVELOPMENT ANNUAL REPORT 2018/19
Executive Director of Delivery –Democratic and Registration Services

1 PURPOSE OF REPORT

- 1.1 The attached Annual Report appraises all Members of the work and progress on Member Development during the year 2018-19. The report informs Members of activities and their outcomes. The Member Development Strategy has been reviewed by the Member Development Charter Steering Group.

2 RECOMMENDATIONS

- 2.1 **That the Member Development Annual Report 2018 - 19 be noted.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 As part of the Member Development Strategy the Council committed to considering annual reports on the Member Learning and Development progress.
- 3.2 Bracknell Forest Council acknowledges the importance of learning and development for all those who work to deliver good public services and have therefore developed the strategy to support and guide the continuous improvement of Member Learning and Development. The Strategy is reviewed on an annual basis by the Member Development Charter Steering Group to ensure that it remains fit for purpose and focuses on recognising Members' role in ensuring the delivery of the Council's priorities for the benefit of Bracknell Forest residents.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 Following the successful Charter Plus reassessment the Member Development Charter Steering Group has been focused upon preparations for the 2019 induction programme.
- 5.2 The Strategy was adopted by the Council in April 2016 and reflects the new narrative of the Council Plan and supports the Council's priorities. The Steering Group has undertaken its annual review mindful that this will need to be revised following the development of the new Council Plan. The Strategy is appended to the Member Development Annual report as Annex B.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 There are no specific legal implications arising from this report.

Borough Treasurer

- 6.2 The costs associated with the Member Development work detailed in the Annual Report 2018/19 have been contained within the 2018/19 budgets for approved conferences (£9,980) and Member training (£7,020).

Equalities Impact Assessment

- 6.3 The Member Development Strategy and the Charter framework have an inclusive approach embedded within them. Training in Equalities issues is also a component of the Member Development Programme.

Strategic Risk Management Issues

- 6.4 Councillors have a pivotal role in taking forward the Council's objectives, therefore effective Member development is essential to ensure that councillors enhance their knowledge, capabilities, networks and experiences and learn new skills. Without it there is a risk that the Council will not be as well placed to deliver its objectives.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Member Development Charter Steering Group.

Method of Consultation

- 7.2 Meetings and emails.

Representations Received

- 7.3 All representations have been incorporated within the final documents.

Background Papers

None

Contact for further information

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ann.moore@bracknell-forest.gov.uk

Member Development

Annual Report 2018-19

June 2019



INVESTOR IN PEOPLE



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Foreword

We had a very successful start to the year when the Council's Charter Plus status was reaccredited in April 2018. This demonstrates our committed and strategic approach to the professional development of all Members, and recognises the effectiveness of Governance and Scrutiny and officers across the organisation in supporting new capabilities. This is no small accomplishment and I would like to thank everyone involved in achieving and maintaining this standard.



The Member Development Charter Steering Group also began the year by reconfirming our current strategy. We have continued to focus on this throughout the year, against a background of new ways of working for Councillors and committees, a change of location to Time Square and some structural changes within Governance and Scrutiny. This required an openness to change and a willingness to adapt current approaches and try new things. I know that these behaviours are evident in both Members and officers and we shall continue to move forward with these changes, learning as we go.

The Steering Group recognise that the final year of an administration is often quieter from a development point of view, but we closed the year very much looking to the future with new appointments and new plans to support the election and induction in May 2019. The early induction was extended to all prospective candidates to provide greater context about the Council, and the activities and commitment required for various committees were circulated early to help with quick decision making following the election.

Finally, as a result of Member feedback, all induction material is now provided in a more manageable form via an electronic newsletter, called Democracy Snapshot, which I hope all Members are reading regularly.

Councillor Nick Allen
Chairman of Member Development Charter Steering Group

Introduction

The purpose of this report is to appraise all Members of the work and progress on Member Development during the year 2018-2019. The report informs Members of activities and their outcomes and outlines proposed future activities.

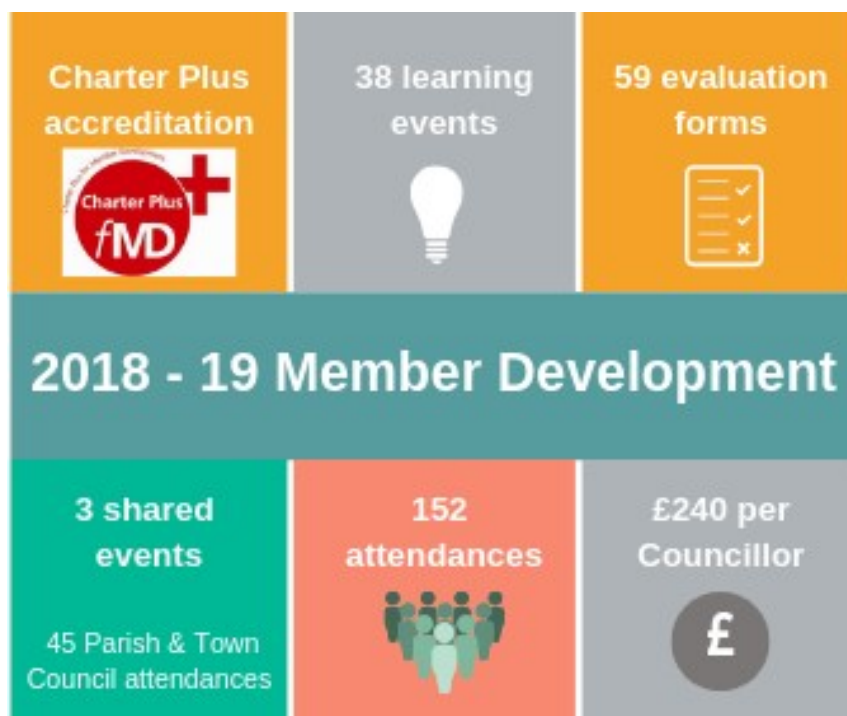
Member Development Charter Steering Group

The Steering Group meets as needed during the year with updates and important matters dealt with via email and Chairman's briefings. This year the Member Development Charter Steering Group has been focused upon preparing for the induction in 2019. The Steering Group comprised eight Councillors meeting with appropriate officers.

The Steering Group members in 2018-19 were Councillors Allen (Chairman), Wade (Vice-Chairman), McCracken, Mrs McCracken, Mrs McKenzie, McLean, Ms Merry and Thompson.



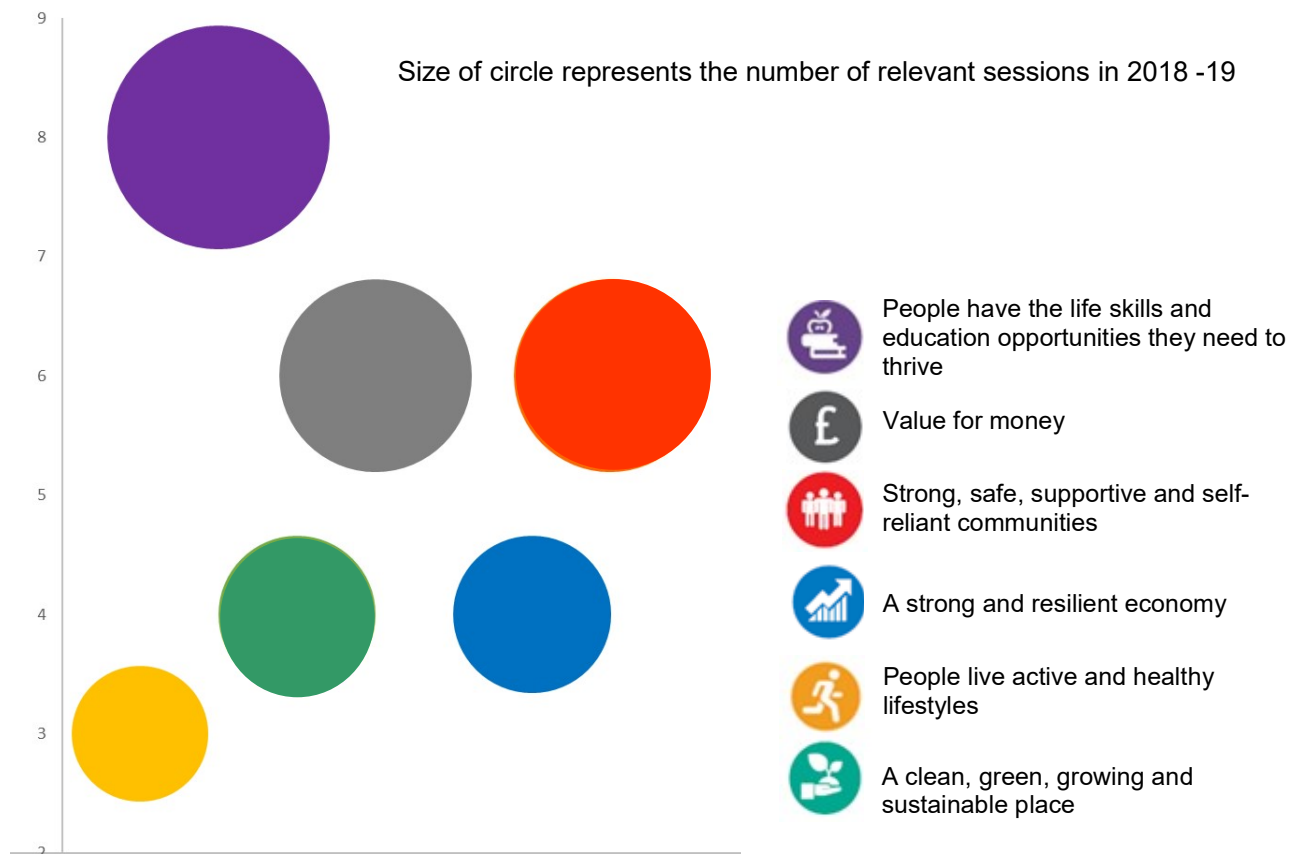
Member Development and Strategic Themes



38 learning events took place, including 15 member development briefings or training sessions, 20 additional conferences and 3 approved conferences.

£240 was spent per Councillor on Member Development. This calculation excludes travel costs or officer time to prepare and deliver Member Development sessions.

How Member development supports the Council's strategic themes



Session Details

Understanding Universal Credit

Delivered on 9 May 2018 and attended by 19 Councillors

Lucy Bowman, Department for Work and Pensions partnership manager for Bracknell and Slough

In preparation for the full Universal Credit service being introduced for families and couples in Bracknell Forest, Lucy Bowman delivered a briefing plus Q&A to give an overview of Universal Credit and allow Councillors to explore what it may mean for their communities.

Strategic themes supported: Strong, safe, supportive and self-reliant communities

"The whole subject was very useful. It is so important in much of our case work and our overall awareness as a Ward Councillor"

"I now have a greater understanding of our young people who need support and the support for their families."

Education Leadership - Statutory Duties (Vulnerable Children)

Delivered on 1 October 2018 and attended by 14 Councillors

Interactive group discussion led by officers from CYPL.

The third of three sessions looking at education, covering Vulnerable Children with a particular focus on SEN, Pupil Premium and Looked after children.

Strategic themes supported: People have the life skills and education opportunities they need to thrive

Inaugural CIPFA and CfPS Councillors Conference

Delivered on 13 September 2018

Attended by 2 Councillors



Conference focussing on Council finances and the challenges facing all Councils, including the new regime for business rates, the pressures of effective treasury management and the need to have the finances in place to continue to deliver sustainable local services. Scrutiny has a critical role to play in ensuring that councils have realistic plans that take account of their financial constraints and challenges.

Strategic themes supported: Value for money

Education Leadership - Statutory Duties (HR & Finance)

Delivered on 4 June 2018 and attended by 14 Councillors

Interactive group discussion led by officers from CYPL, supported by Finance and HR

The second of three sessions looking at education which covered the statutory duties of the LA with a particular focus on HR and Finance

Strategic themes supported: People have the life skills and education opportunities they need to thrive

"Very effective to make discussion part of the evening"

Modern Slavery and Exploitation Input for Councillors

Delivered on 3 December 2018 and attended by 14 Councillors.

Facilitated by April McCoig, Anti-Slavery Co-ordinator, Thames Valley Police, and Nicola Bell, Programme Manager, Victims' First – Willow Project

Modern Slavery and exploitation is happening across Bracknell Forest. The facilitators provided an overview of Modern Slavery, including current issues across Bracknell Forest and the wider Thames Valley, the support that is available for potential victims and the role of local authorities in providing an effective response.

Strategic themes supported: Strong, safe, supportive and self-reliant communities

Organised following the Community safety presentation at the O&S Commission in July

Motivational Interviewing

Delivered on 14 December 2018 and attended by 9 Councillors.

Facilitated by Interface Enterprises

Motivational Interviewing is a person-centred, goal-orientated counselling style for addressing the common problem of ambivalence about change. Members had heard presentations from Bracknell Forest's social workers about its impact and recognised that this could be a useful skill for conversations with residents.

Strategic themes supported: Strong, safe, supportive and self-reliant communities

Organised following presentations to O&S Panels regarding the new approach to social care

Heathrow Expansion

Delivered on 28 February 2019 and attended by 18 BFC Councillors and 6 P&TC Councillors.

Delivered by Members of the Heathrow Expansion Team and BFC Transport Strategy and Implementation Manager. Briefing plus Q&A

An update on the latest consultation on Airspace and Future Operations linked to the expansion of Heathrow Airport. The consultation helped Heathrow develop the proposals for the operation of three runways and helped them to understand what should be considered in different geographic areas when designing future flight paths. Heathrow were also consulting on proposals to make better use of the two existing runways, which would help to reduce the number of flights running late into the night which are disruptive to local communities.

Strategic themes supported: A clean, green, growing and sustainable place

Promoting Local Democracy

As 2018 saw the centenary of the first votes for women many of Members' local engagement activities celebrated the suffragettes and their campaigns.

Celebration flowerbeds in Jubilee Gardens

Councillors and Officers planted two flowerbeds in Jubilee Gardens. The flowers were in the suffrage colours of purple, green and white and the gardens were used for several local events celebrating the centenary, including by the Women's Institute. The new gardens were featured in local press and on Facebook.



National Democracy Week

Councillors visited Uplands Primary School to talk to the children about democracy and the suffragettes. During the visit they also raised the suffragette flag.



Raising the suffragette flag

Female councillors and officers dressed in purple, green and white and raised the suffragette flag in Bracknell Town Centre, outside Time Square and in Crowthorne to mark the centenary.



Empowering adults with additional needs

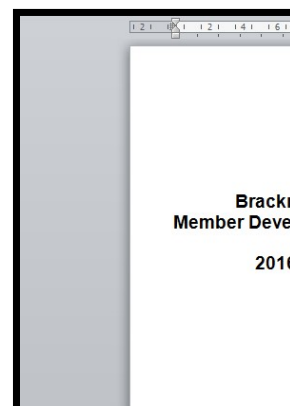
The Empower course for adults with additional needs visited the Council chamber and delegates had a Q&A session with local Councillors. This was educational for both the visitors and the Councillors.



Member Development Strategy 2016 - 2020

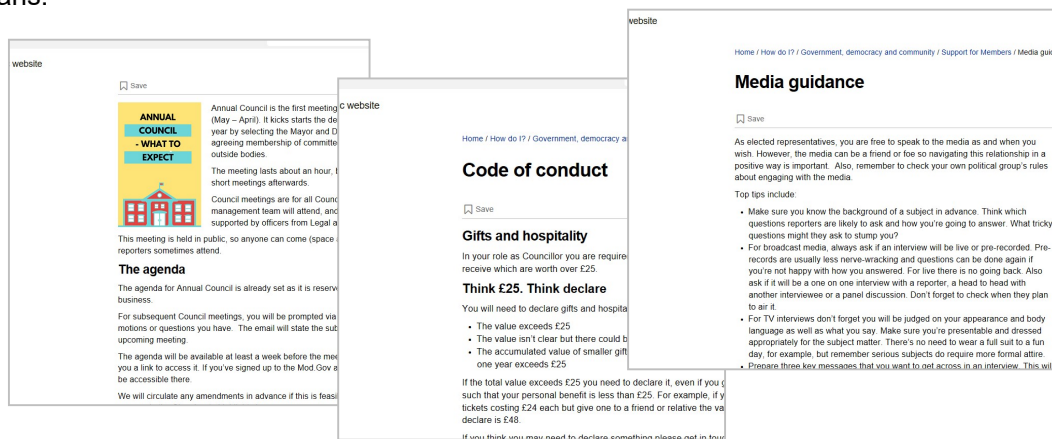
The Strategy which reflects the narrative of the Council Plan and supports the Council's priorities was adopted by the Council in April 2016. The Steering Group undertook its annual review to ensure that it remains fit for purpose. The Steering Group considered that the strategy prepared the Council for the 2019 election so no changes were proposed. A revised strategy is expected once the new Council Plan is finalised later in 2019.

The Strategy is appended to this report as Annex B.



Member Development Programme 2019 - 2020

The Member Development Charter Steering Group continues to be committed to improving Member Development at Bracknell Forest to ensure that its Members are equipped to provide the best possible services to its residents. The Group supports the Member Development Programme which is being developed for 2019 - 2020. This programme will focus on inducting members into any new roles, and on confirming and supporting existing Continual Development Plans.



All induction materials have been provided via DORIS and signposted through the electronic newsletter, Democracy Snapshot. The induction and ongoing development programme events and briefing information will be highlighted to all Members via Democracy Snapshot.



Annex A

Events Delivered 2018 – 2019

Additional Conferences	Facilitators	Number of Cllrs attended
UK Transport Infrastructure Summit	Transport Times	1
Inaugural CIPFA and CfPS Councillors' Conference	Centre for Public Scrutiny	2
Good SEND Practice: Regional Workshops for Councils	Local Government Association / ISOS	1
Centre for Public Scrutiny National Health Scrutiny and Assurance Conference	Centre for Public Scrutiny	3
Inclusion Conference	Primary Headteachers' Association, Bracknell	1
APSE Highways & Street Lighting Advisory Group (Southern Region)	Association for Public Service Excellence (APSE)	2
Leadership Programme – Effective Opposition	Local Government Association	1
Achievement Awards for Children and Young People Looked After	Bracknell Forest Council	4
Special Interest Group on Countering Extremism (SIGCE) Seminar	Local Government Association	1
Centre for Public Scrutiny Annual Conference	Centre for Public Scrutiny	1
Annual Local Government Finance Conference: Moving the conference on	Local Government Association	1
Understanding Health Finance for Scrutiny	Centre for Public Scrutiny	1
Annual Licensing Conference	Local Government Association	1
UK Bus Summit 2019	Transport Times	1
Next steps for reducing homelessness: policy priorities, housing first and the Homelessness Reduction Act	Westminster Forum	1
Governor's Conference	Bracknell Forest Council	1
TCPA conference: A new future for New Towns	Town and Country Planning Association (TCPA)	1
Housing, Planning and Infrastructure Conference 2019	Local Government Association	1
Annual School Leaders' Conference	Bracknell Forest Council	2
Life Chances Team Annual Conference	Bracknell Forest Council	1

Excellence in Local Government	Oscar Krane	1
Sub Total – Attended		28
Sub Total – Cost		£3,836
Sub Total (event, accommodation, subsistence and travel) – Cost		£4,093.55

Approved Conferences	Facilitators	Number of Councillors Attended
Local Government Association Annual Conference	Local Government Association	3
Institute of Licensing: 'Annual Training Conference for 2017'	Institute of Licensing	1
The National Children's and Adult Services Conference	Local Government Association / Directors of Adult Social Services	4
Sub Total – Attended		8
Sub Total – Cost		£4,007
Sub Total (event, accommodation, subsistence and travel) – Cost		£5,878.56

Member Development Sessions	Facilitators	Number of Councillors Attended
Independent Person Workshop	Hoey Ainscough	1
ICT Drop-in Session x 2	Bracknell Forest Council	??
Universal Credit	Bracknell Forest Council	19
Education Leadership - Statutory Duties (HR and Finance)	Bracknell Forest Council	14

Social Media Training Session (P&TC Cllrs)	IODA	2
Social Media Training Session (BFC Cllrs)	IODA	11
Education and Vulnerable Children	Bracknell Forest Council	11
Licensing Training	TLT Solicitors	7
National Planning Policy Framework	Bracknell Forest Council	9
Targeted Multi Agency Safeguarding Children and Young People Training	Bracknell Forest Council	1
Modern Slavery and Exploitation Input for Councillors	Thames Valley Police / Victims' First - Willow Project	14
Motivational Interviewing	Interface Enterprises	9
Heathrow Expansion	Bracknell Forest Council / Heathrow Expansion Team	18
Sub Total – Attended		116
Sub Total (event only) – Cost		£2,254.75
Sub Total (event, accommodation, subsistence and travel) – Cost		£2,254.75
Overall Total - Attended		152
Overall Total (event only) - Cost		£10,097.75
Overall Total (event, accommodation, subsistence and travel) - Cost		£12,226.86



Bracknell Forest Member Development Strategy

2016 – 2020



INVESTOR IN PEOPLE



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Introduction

Bracknell Forest Council has always recognised the importance of learning and development for all those who work to deliver good public services and has sought to continuously improve Member learning and development, in the knowledge that organisations with effective learning and development are open, accountable and make better decisions. The Member Development Strategy provides a framework for the Council to deliver effective Member learning and development.

This is Bracknell Forest Council's third Member Development Strategy. The first strategy culminated in the award of the South East Charter for Elected Member Development; the first Council in the South East to achieve the accreditation. This commitment to Member learning and development enabled the Council to build on its strong tradition of providing Members with appropriate learning and development opportunities and commitment to the Charter's principles enhanced the Council's ability to strengthen and improve its arrangements through additional advice and robust external assessment.

The second strategy took this work forward and enabled the Council to achieve Charter Plus accreditation in January 2015; again, the first Council in the South East to do so. Charter Plus is based on the same criteria as the Charter although the evidence requirements and assessment processes are more rigorous.

This is the third strategy and spans the four year period from 2016 to 2020. The strategy builds on the work that has gone before and provides a robust framework within which Members will be given access to a high standard of development opportunities, support and information to drive forward the Council's goals. These strong foundations were recognised by the successful reaccreditation of the Council's Charter Plus status in April 2018. The strategy will be delivered in the context of achieving excellent value for money and responding to the changing priorities of the organisation resulting from the impacts of economic challenges facing the Council. The focus in the final year will be on the induction of Members following the Borough elections in May 2019.

The Strategy Vision

Bracknell Forest's vision for Member development is for all Members to be engaged in the learning and development programme, taking advantage of learning opportunities and accessing support that will assist them in fulfilling their roles and helping the Council to deliver its services and objectives for the benefit of the Borough and its residents.

The Aim of the Strategy

The Strategy outlines the principles and key themes for Member learning and development over the four years 2016 – 2020 and aims to maintain an embedded culture whereby Member development is considered to be a key factor in Bracknell Forest Council's success. It provides a framework for the provision of support that enables Members to acquire the necessary skills, information and knowledge required to fulfil their roles effectively. Members will be better equipped to balance conflicting and competing priorities and to work constructively with officers to achieve the best outcomes for Bracknell Forest residents.

Member development is defined as any learning or development activity, training programme, or provision of information specifically designed to improve the skills, knowledge and ability of Members in their varied roles.

The Strategic Context

The Council currently faces an unprecedented financial challenge which means it is more important than ever that Members are provided with the information and development opportunities they need to respond effectively. In response the Council has agreed an ambitious transformation programme aimed at identifying significant savings that can be incorporated into the 2017/2018 budget and beyond.

The Council Plan sets out the approach being taken to address the financial challenges ahead and to deliver the commitments made in the 2015 election manifesto, and latterly the 2019 version. This approach is expressed in a new narrative for the organisation:

- Bracknell Forest is a good place to live with a mainly affluent, well educated and independent population
- the council will provide leadership and work with others to keep the Borough a place where all residents can thrive and benefit from core services. What we do ourselves we aim to do well, but we must prioritise to live within our means
- we will provide an essential safety net, and target this to people and areas with greatest need. In targeting our services, we will continue to prioritise early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent

This narrative is supported by six strategic themes which are underpinned by a number of key measures of success:

- value for money
- a strong and resilient economy
- people have the life skills and education opportunities they need to thrive
- people live active and healthy lives
- a clean, green, growing and sustainable place
- strong, safe, supportive and self-reliant communities

To underpin the Council's identity as a transforming and forward thinking organisation an Organisational Development Strategy has been created with a stronger emphasis on the organisation's values and on the qualities employees will be required to display in order to embrace transformation and create an adaptable and flexible organisational culture.

Elected Members are responsible for ensuring the delivery of the Council's goals which is dependent on them having the key skills and knowledge to help to provide the best possible services to its residents.

Key Principles and Objectives

The principles of the South East Charter Plus for Elected Member Development form the core of this strategy and set out below are the actions required to support these principles:

- To maintain a clear commitment to Member development
- To foster a strategic approach to Member development
- To ensure that Member learning and development is effective in building capacity
- To support councillors in their various roles (detailed Member roles can be found at <http://www.bracknell-forest.gov.uk/your-council/yc-members-of-the-council/yc-members-roles.htm>)

These principles are underpinned by the requirement to sustain a Member Development Programme.

What we will do to maintain a clear commitment to Member development

- seek commitment to and approval of the strategy and our approach to Member development from Members and officers
- make planning and delivery of Member development the responsibility of Members and officers
- support the Member Development Charter Steering Group to oversee Member development and monitor the implementation of this strategy
- manage the Member development budget effectively
- ensure equality of opportunity and access for all learning and development activities
- provide appropriate training to Members Services staff

What we will do to foster a strategic approach to Member development

- oversee the Member Development Programme and additional briefings and activities with the Member Development Charter Steering Group – to include consultation, communication and monitoring and evaluation
- annually refresh the Member Development Programme based on Member need
- champion and promote learning and development activities within political groups through representatives on the Member Development Charter Steering Group
- deliver an Induction Programme to all newly elected Members
- provide appropriate training to Members dependent upon their roles and responsibilities
- involve external partners in relevant learning and development activities

What we will do to ensure that Member learning and development is effective in building capacity

- ensure that Members are clear about the outcomes and benefits of learning and development activities for them as individuals and for the Council
- develop Members' skills and capabilities across a range of areas including personal development, leadership skills, communication skills and ICT competencies
- develop Members' knowledge of particular issues or legislation
- develop Members' awareness of local and national issues
- develop Members' understanding of key issues, for example community development, community cohesion and equalities and diversity
- utilise a range of methods to deliver the Member Development Programme
- provide opportunities for Members to network with each other, other authorities, other partners and the community
- evaluate the outcomes and benefits of learning and development activities through participants' feedback
- monitor and record attendance at learning and development activities

- report annually to Council as part of the Member Development Annual Report

What we will do to support Councillors in their various roles

- schedule learning and development activities into the Council diary and publicise forthcoming activities
- schedule learning and development at appropriate times and offer multiple sessions where possible
- provide assistance for those with caring responsibilities to attend learning events
- endeavour to meet individual identified development needs in the way that is most appropriate for the Member concerned
- make the best use of technology and resources to support Members
- actively promote local democracy, the role of councillor and civic life
- promote and improve the work/life balance of members

What we will do to sustain a Member Learning and Development Programme

- develop a varied Member Development Programme covering induction; core knowledge and skills; service specific issues; Council and Committee issues; and individual needs
- support Members in identifying their own learning and development needs
- encourage Members to complete a Personal Development Plan (PDP)
- encourage Members to complete 360° self assessments at least once each four year Council term
- provide Members with the opportunity to identify and take into account their own preferred learning style
- ensure that learning and development opportunities, including PDPs link back to the one of the Council's six strategic themes

Responsibility for delivery

The following Members and officers have a direct involvement in Member learning and development.

Member Development Charter Steering Group

The Member Development Charter Steering Group will lead and innovate the Council's approach to Member development, in conjunction with the Executive Member who has responsibility for Member Development.

The terms of reference of the Steering Group are:

- To monitor the progress of the Member Development Strategy
- To advise officers and the Council on Member development activities
- To report annually to the Council on progress with Member Development

Councillors

All councillors will be responsible for:

- Identifying their own learning and development needs and engaging in the personal development plan and 360° self-assessment process

- Engaging in the Member Development Programme
- Sharing learning with others
- Accessing learning opportunities

Directors and senior officers

Relevant officers will:

- Provide briefings to Members on key areas of service delivery and development
- Positively contribute to the development and delivery of the Member Development Programme
- Support the work of the Member Development Charter Steering Group

Democratic and Registration Services

The Head of Democratic and Registration Services and Principal Democratic Services Officer (Governance) will be responsible for working with the Member Development Charter Steering Group to:

- Develop and evaluate the Member Development Strategy
- Maintain the Charter Plus Standard
- Identify Member learning and development requirements and work collaboratively to facilitate their delivery
- Promote the Member Development Programme
- Ensure a suitable infrastructure is in place to support Member learning and development
- Represent the Council at relevant regional and national network meetings

Support and Resources

In addition to officer time there is a dedicated budget for Member learning and development. The budget holder is the Head of Democratic and Registration Services. There will usually be a mixture of internally and externally provided sessions with costs contained within the allocated budget. There is also provision for Member attendance at agreed conferences.

Any request to attend a conference or seminar that is not on the approved list, or any other individual training activity, will be considered in line with the procedure set out in the Members' Allowances Scheme, and authorised attendances will be funded from the Member Services budget.

Individual Members' needs will be considered once the core work programme has been determined and may need to be prioritised if there are insufficient funds to meet demand. Priority will be given to those training needs identified through the PDP and 360° self-assessment processes.

The Head of Democratic and Registration Services will bid for additional funding for specific initiatives if opportunities arise.

In order for Members to be able to carry out their roles effectively, they will be provided with the most up to date and relevant information from both internal and external sources. Each Member will be given support to access ICT facilities in the home, within the Council and, where applicable, on the move. The Council's intranet system, DORIS, will contain the most topical information regarding the Council's services and democratic issues. It will also include information and presentations provided at briefing seminars.

Equality

Access to training and development will be equitable, based upon individual and Council needs. In practice this means making sure that there are no physical, social, religious or cultural barriers to Members wishing to take advantage of development opportunities.

Access

Learning and development will be delivered in ways which allow the greatest take-up, taking into account different personal and domestic circumstances and preferred learning styles. A number of methods will be used in a positive attempt to address Members' needs including;

- Briefing notes, learning manuals and literature
- E-learning packages
- External conferences, seminars and network meetings
- In-house briefings, seminars and workshops presented by senior and specialist officers
- Joint Member and officer sessions
- Peer coaching and mentoring
- Sharing knowledge and best practice using the Members' pages on the Council's intranet site DORIS
- Training with partner organisations and neighbouring authorities
- Visits to other authorities

Sharing Learning

In order to ensure that the learning and development programme offers the best support for Members to feel confident in implementing the Council Plan objectives every learning session will be evaluated. Feedback will be sought on the content and quality of each learning session and will be analysed and used to further develop the programme. Feedback will also be shared with the facilitator. The learning and development cycle, including the evaluation strategy is set out in Annex A.

Parish and Town Councillors will be invited to Member Briefing Seminars when the content is considered to be of relevance to them. In order to be able to run more sessions of interest to Members places on sessions delivered by an external facilitator may be offered to neighbouring authorities and charged at a level to at least fully cover the cost. Parish and Town councillors who are not also Borough councillors will be invited to attend at a discounted rate.

Monitoring the Strategy

The Member Development Charter Steering Group will review the Strategy at least annually and update it as appropriate to ensure that it reflects changes and continues to meet Members' needs.

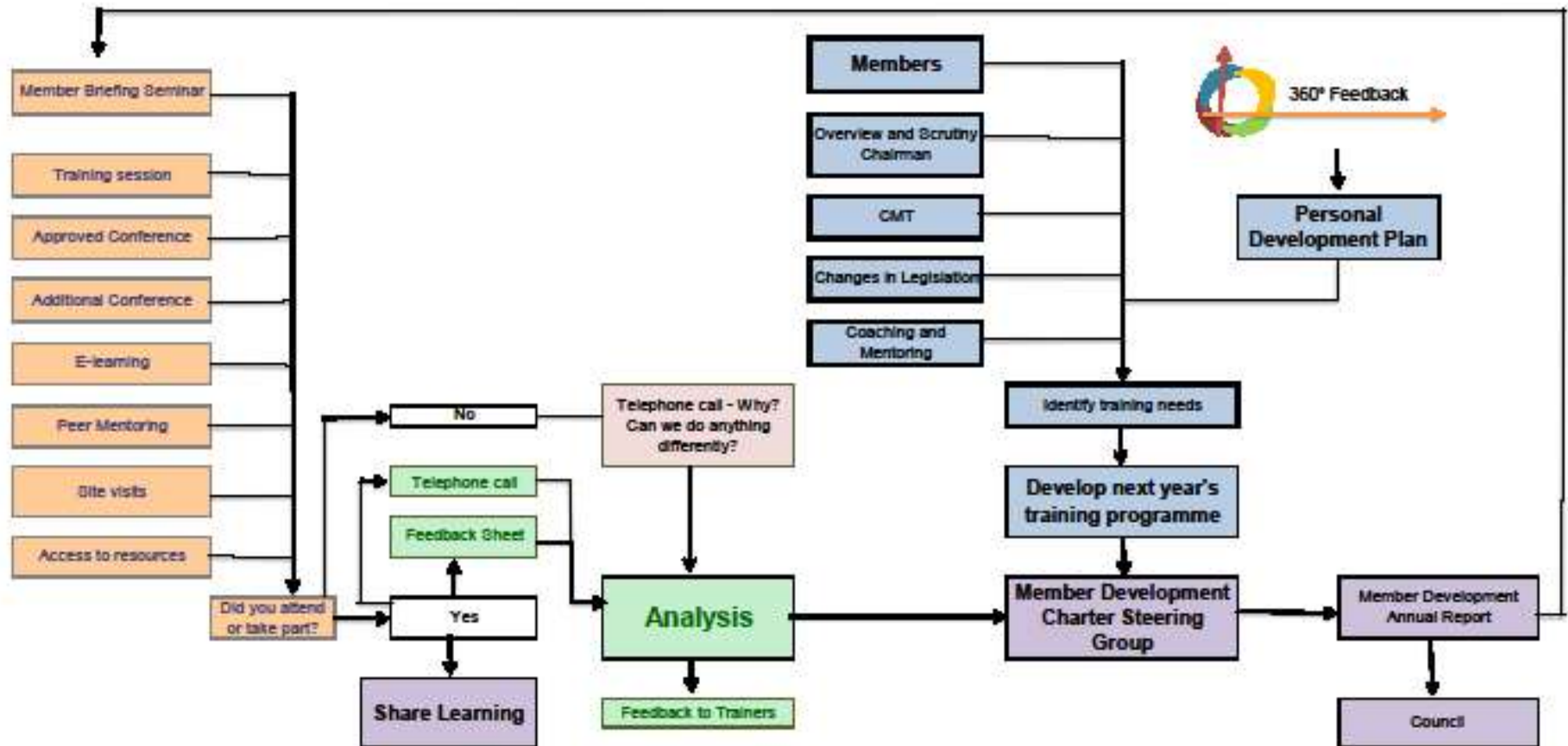
The date, time and location of all learning and development events will be reviewed on a regular basis and recommendations for change will be made if required.

Indicators of success will include:

- Positive feedback in Member Services surveys
- Engagement in the Personal Development Plan and 360° self-assessment processes
- Engagement in the Member Development Programme
- Positive satisfaction rates with learning and development activities
- Positive satisfaction rates with learning and development providers
- Retention of the Charter Plus accreditation

Appendix A

Member Learning and Development Cycle



Key

	Training
	Evaluation
	Shared Learning
	Development of next years programme