

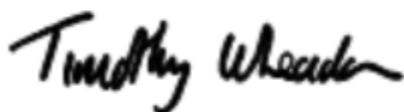
Notice of Meeting

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 27 November 2019, 7.30 - 9.30 pm
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 | 3 - 10 |
| | To approve as a correct record the minutes of the meetings of the Council held on 11 September and 13 November 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. | Mayor's Announcements | |
| | Including a presentation from the Mayor's charity, Sandhurst Day Centre | |
| 5. | Executive Report | 11 - 24 |
| | To receive the Leader's report on the work of the Executive since the Council meeting held on 11 September 2019. Council is asked to resolve a recommendation in respect of: <ul style="list-style-type: none"> • the Council Plan 2019-2023 | |
| 6. | Overview and Scrutiny Arrangements | 25 - 46 |
| | To advise Council of the implementation of revised arrangements for the discharge of the overview & scrutiny function and seeks approval to the consequential changes to be made to the Council's Constitution and agree the appointment of two parent governor representatives to the Overview & Scrutiny Commission (OSC). | |
| 7. | Committee timetable 2020/2021 | 47 - 50 |
| | To agree the proposed schedule of meetings for 2020/2021. | |
| 8. | Question Submitted Under Council Procedure Rule 10 | |
| | By Councillor Temperton to Councillor Harrison, Executive Member for Culture, Delivery and Public Protection Does the Council use pesticides and herbicides and if so, who decides which ones are used? | |

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: 19 November 2019

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COUNCIL
11 SEPTEMBER 2019
7.30 - 10.20 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, Finch, Gbadebo, Mrs L Gibson, MJ Gibson, Green, Mrs Hamilton, Mrs Ingham, Kennedy, Kirke, Leake, Mrs McKenzie-Boyle, McLean, Mrs Mattick, Mossom, Neil, Parker, Porter, Skinner, Temperton, Tullett, Turrell and Wade

Apologies for absence were received from:

Councillors Dudley, Ms Gaw, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon and Virgo

21. Minutes of Previous Meeting

RESOLVED that the minutes of the Council meeting held on 17 July 2019 be approved and signed by the Mayor as a correct record.

22. Declarations of Interest

There were no declarations of interest.

23. Chief Constables' Presentation

Deputy Police and Crime Commissioner, Matt Barber gave a presentation on the Police and Crime Commissioner's (PCC) role and responsibilities and strategic priorities within the Thames Valley Police and Crime Plan 2017-21. He highlighted the Victims First service as well as an overview of the crime figures across the Thames Valley and an explanation of the waiting times for callers using the 101 service to report incidents.

Chief Constable, John Campbell and Local Police Area Commander, Felicity Parker gave a presentation on the local policing issues and crime figures within Bracknell Forest. The complexity of issues surrounding policing were explained in the context of the Thames Valley Police Strategic Plan for 2019/20. It was explained that their priority was on preventing crime and responding to offences involving vulnerable residents. It was acknowledged that having neighbourhood officers that were familiar to residents and accessible and were present in the community was important.

In response to a question regarding what specific actions Councillors could undertake to ensure that crime and policing challenges within their neighbourhoods were being tackled and reported it was reiterated that the Police were the operational arm but they relied on local information. All Councillors were encouraged to keep in touch with their local PCSO so that problem solving could be started at the earliest opportunity and to let them know if more information about police activity was needed to be shared.

In response to a question regarding Thames Valley Police's support of the Community Safety Accreditation Scheme it was reported that it was a significant decision to accredit people and the Police have to ensure that the appropriate

processes and training were in place and also review the application to ensure that its use is proportionate.

In response to an enquiry about how the police tackle antisocial behaviour it was reiterated that they were working with the Community Safety Partnership and the Anti-Social Behaviour Officer within the Council. Councillors were asked to report any hot spots within the area so that problem solving could be undertaken to reduce it.

In response to a question regarding the impact the Northern parishes would see following the announcement that Thames Valley Police would be recruiting 600 additional police officers it was explained that the focus would be to recruit well to maintain standards. The priority would be those force units who had seen a reduction in officers with a focus on local policing and the Local Area Commander would make an assessment as to where these resources should be allocated.

Following questions relating to overt drug-dealing at Westmorland Park and other nearby sites regarding how the local Policing team were engaging with residents and taking steps to stop this it was explained that there may have been covert activity which could not be shared. Examples had been given in the presentation about the range of responses which could be deployed and Councillors were encouraged to report concerns to the local team to improve their intelligence base and response to incidents.

Clarification was sought on the poor inspection judgements relating to crime reporting data and it was confirmed that Thames Valley Police was one of 44 forces which had fallen short of the inspectorate's standards. A practical example of the challenge of maintaining data integrity was given and it was explained that the threshold between being considered good versus inadequate was very narrow. Members were reassured that the direction of travel on this measure was good but because rules kept changing they never expected to reach 100%.

In response to a question on poor handling of scam investigations it was reiterated that the priority for Thames valley Police was where vulnerable people were involved. It was explained that they have a well established economic crime team who were successful at getting money back from fraudsters and some examples of success were provided.

The Community team were congratulated on their work at local events in the area acting as ambassadors for the force with all ages.

It was queried why there was not a dedicated team supporting Windsor rather than local officers being pulled into the neighbouring borough. The Local Area Commander explained that Thames Valley Police do have officers servicing the Windsor guard but PCSOs were always available to engage with people and based locally. She added that she was working with the operations department so that less Bracknell people are being taken – although this was an important part of the work this needed to be shared with other forces.

It was explained in response to a question that additional funding would only reduce crime if it was linked to officers being available.

In response to a question about how targets were set it was explained that trends, data and performance statistics were tracked and although it was aspirational to reduce crime to zero a realistic target was set but that not all crime targets were about reduction as increasing reporting was also a success measure.

When asked about the regretful number of assaults on officers and the sentencing policies the Chief Constable said it was not for the Police to criticise judiciary outcomes but instead focus on providing training and equipment to protect officers.

The Mayor thanked the Chief Constable, Local Police Area Commander and the Deputy Police and Crime Commissioner for their attendance and informative presentations.

24. **Mayor's Announcements**

Drug and Alcohol Action Team (DAAT)

Councillor D Birch, Executive Member for Adult Social Care, Health and Housing was pleased to report that an unannounced inspection had been carried out on the Council's Drug and Alcohol Action Team (DAAT) and the result was good in all areas. He stated that this was a great message for clients of the service who could have real confidence in the service and he hoped that it would encourage others to engage with the service to receive support.

Dogs for Good

Councillor D Birch, Executive Member for Adult Social Care, Health and Housing reported that Ned had joined Lexi as part of the Dogs for Good team and had quickly become a valued member of the team.

Breakthrough

Councillor D Birch, Executive Member for Adult Social Care, Health and Housing explained that Breakthrough was a project working with young people with learning difficulties aged between 16-24 to enter the workplace. Working with Bracknell and Wokingham College the project has supported three clients to increase their employment skills, mock interviews, undertake voluntary projects before undertaking work placements. The Council joined him in wishing the team every success.

Business Improvement District

Councillor Brunel-Walker, Executive Member for Transformation and Finance, was pleased to report that as a result of working with businesses within the Southern and Western business areas the creation of a Business Improvement District was being proposed. Businesses would be balloted on 3 October with the result available on 1 November. The Business Improvement District contribution would be set at 1.5% of the rateable value protecting smaller businesses and would generate up to £7k which would be spent in those areas. He thanked Annekan Priesack, Transformation Project Manager, who had worked tirelessly to get the project to this stage.

Mayoral Announcements

The Mayor reminded Members that her Civic Service was being held on Sunday 22 September at 3pm at the St. Michaels and St. Mary Church, Easthampstead.

The Mayor added that Members could follow the events she was attending on social media with her upcoming activities listed in Democracy Snapshot.

25. **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 17 July 2019. The Executive had met once since the last Council meeting on 23 July 2019.

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

- £750k had been included in the capital programme for the Town Centre based Youth Centre. It was an important manifesto commitment to develop a new facility in the Braccan Walk car park. It was agreed to establish a working group with young people involved to progress its design.
- New Safeguarding Partnership Arrangements had been agreed. New multi-agency arrangements were required under Children and Social Work Act 2017 and it was agreed to focus on Bracknell Forest only with a joint adults and children's Safeguarding Board. The Board would include all statutory decision makers with an Independent Chair (currently advertised). The Sub group structure was agreed which included Pan Berkshire & East Berkshire co-operation.
- The five year Parking Management & Enforcement Strategy had been agreed which encouraged off street parking and the best use of available parking space and enforcement of parking regulations fairly and efficiently. The Strategy included contract renewal for town centre car park management.
- The Executive considered the 2018/19 budget outturn. The Revenue outturn expenditure was £81.27m and this was the 21st year the Council had delivered within budget. Virements of over £100k and the Treasury Management strategy were recommended to Council. The Capital outturn was £63,475m.
- The Homes England Grant offer to help remediate the Strongs Heath former Landfill site on London Road site had been accepted subject to feasibility and procurement of a development partner. The feasibility would be jointly funded with other Berkshire Unitary authorities.
- The Executive considered Quarter 4 of the Corporate Performance Overview Report and more than 76% of key objectives and performance indicators were green.

Councillor Temperton stated she had been impressed by the diverse group of young people that had previously been involved in consultation on the Youth Centre. She asked how this would continue to develop the plans. Councillor Dr Barnard responded that Darren Berry has started to establish a working group involving the Youth Council and harder to reach groups. He stated that young people were at the heart of the project.

Councillor Temperton said that she understood that the Strongs Heath site was still relatively young as research indicated that sites required 30 years for settlement of gas emissions for example. The Leader explained that local authorities were running out of previously developed sites and wanted to avoid using green field sites. Previously used landfill sites took 30 years to settle and 300 years for all traces to disappear. He continued that what was being proposed was landfill mining which meant that the landfill was literally dug out to be dealt with and replaced with

remediated inert content. He concluded that part of the process would be to evaluate what techniques were on offer and there would be many opportunities to get involved.

Revenue Expenditure Outturn 2018/19

On the proposition of Councillor Bettison, Leader of the Council, seconded by Councillor Allen

it was **RESOLVED** that:

- i) virements relating to the 2018/19 budget that are over £0.100m as detailed in Annexe E, within the attached Appendix A be approved; and
- ii) the Treasury Management performance in 2018/19 as set out in Annexe B, within the attached Appendix A be approved.

26. **Question Submitted Under Council Procedure Rule 10**

Councillor Mrs Temperton asked Councillor Bettison OBE, Leader of the Council the following published question:

As the deadline for Brexit is fast approaching, will the Leader give an update on the Council's preparations and especially the effects a 'no-deal' Brexit would have on our residents.

In response Councillor Bettison OBE stated that the position of the UK in relation to leaving the EU on 31 October remained uncertain. Therefore, the Council was taking proportionate steps to ensure that services and the local community would experience minimal disruptions.

He added that a comprehensive action plan has been developed to prepare services and the community for Brexit. He stated that this built upon what he reported to Council in the Spring. A dedicated working group had been established to collate information from across the organisation and to complete scenario planning for potential no deal situations and worse case scenarios. He reported that this provided effective communication channels directly from services to the joint emergency planning team, corporate management team and onwards to national bodies.

He advised that the Council were planning for Brexit scenarios in line with guidance and information provided through the connections with the local resilience forum, regional chief executives' network and the Ministry for Housing, Communities and Local Government.

He presented a diagram to the meeting showing the structure that had been put in place and how it fitted in the wider national picture.

He reported that the Council had been allocated an additional £105k funding to support preparations for exiting the EU and that this was in addition to the previously allocated £210k. This money would be used to support the Council's continued and timely planning for Brexit, providing additional staffing resources, expertise and resilience where needed.

He concluded in relation to the Council's response that internally, all services had been considering areas of business continuity such as disruption to IT, workforce and supply. Risks specific to Brexit had also been captured in a specific risk register, which was reviewed and updated regularly. Work was ongoing within services to

liaise with partners and contractors to ensure that Brexit plans are in place with defined communication channels.

He concluded that any residents who would like further information should visit the Council's website where a specific page provided information on preparing the UK for leaving the EU. <https://www.bracknell-forest.gov.uk/council-and-democracy/preparing-uk-exit-eu>

He would circulate to a copy of report and the chart to every member and endeavour to keep members informed of activity after 31 October.

Councillor Temperton thanked the Leader for his report.

27. Motions Submitted Under Council Procedure Rule 11

Motion 04/2019 was moved and seconded by Councillors Temperton and Brown respectively as follows:

I call upon this Council to ask the Executive to do a full review of domestic parking throughout Bracknell Forest, working with partners, our local communities and their councillors, and to propose solutions where possible.

On being put to the vote the motion fell.

Motion 5/2019 moved and seconded by Councillors Turrell and Councillor Brunel-Walker respectively as follows:

This Council requests that the Executive ensures effective planning to secure housing, infrastructure and employment, to enable us to take full advantage of exceptional circumstances for growth, and will promote its policies to enable free enterprise to generate community-focussed growth of our local economy, and support our goal of carbon neutrality by 2050.

On being put to the vote the motion was carried.

CHAIRMAN

**COUNCIL
13 NOVEMBER 2019
7.30 - 7.45 PM**



Present:

Councillors Mrs McKenzie (Mayor), Ms Merry (Deputy Mayor), Allen, Angell, Atkinson, Bhandari, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, Brossard, Brown, 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, Mossom, Neil, Parker, Porter, Skinner, Temperton, Tullett and Wade

Apologies for absence were received from:

Councillors Brunel-Walker, Mrs Mattick, Turrell and Virgo

28. Declarations of Interest

There were no declarations of interest.

29. Local Government Boundary Commission for England Electoral Review - Stage 1 Submission

The Local Government Boundary Commission for England (LGBCE) was undertaking an electoral review of the Council which has two stages; the first determines the Council size and the second will look at future warding patterns. The Council considered the recommendation from the cross-party Boundary Review Working Group that the Council proposed to the Local Government Boundary Commission for England (LGBCE) that, with effect from the Borough elections in 2023, the size of the Council should be 40 elected Members. The submission had full cross party support.

On the proposition of Councillor Birch, Chairman of the Boundary Review Working Group, seconded by Councillor Temperton, Labour Group leader

it was **RESOLVED** that the cross-party Boundary Review Working Group recommendation to propose a future Council size of 40 to the LGBCE be agreed and the supporting information at Annex A of the agenda report be approved for submission to the Commission by 15 November 2019.

30. Vote of thanks to Boundary Review Working Group

Councillor Bettison OBE delivered a vote of thanks to the cross-party Boundary Review Working Group and the officers who have supported the preparation of the submission proposal.

CHAIRMAN

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To: **COUNCIL**
27 November 2019

EXECUTIVE REPORT TO COUNCIL **The Leader**

1 PURPOSE OF REPORT

- 1.1 Since the Council meeting on 11 September 2019, the Executive has met on the 24 September 2019 and 22 October 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 consider the recommendation set out at paragraph 5.6.1.**

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 Supervision Policy, Children's Social Care

- 5.1.1 The Executive agreed the Supervision Policy for Children's Social Care.
- 5.1.2 This policy outlined what supervisors and supervisees should expect from good supervision in Bracknell Forest Children's Social Care and how the Council would meet their responsibility to provide it. The Supervision Policy will ensure that everyone who works within Children's Social Care has effective, timely and accessible supervision which enables them to fulfil their role of improving outcomes for children and support the emotional demands of the work.

5.2 School Meals Service Procurement Plan

- 5.2.1 The Executive agreed the School Meals Service Procurement Plan.

- 5.2.2 The current School Meals contract ran out in July 2020 with schools being consulted in the 2019 summer term regarding their options for ongoing school meal catering. Ten schools had indicated that they would make alternative arrangements and eleven schools opting to join a council re-tendering exercise. By supporting the eleven schools in this procurement exercise the Council should ensure that the price paid by each is more competitive.

Planning and Transport

5.3 Bracknell Forest Local Plan Consultation on Revised Growth Strategy

- 5.3.1 Executive agreed that the Draft Bracknell Forest Local Plan and supporting consultation documents be published for a period of public consultation starting on Friday 25 October and ending on Friday 6 December 2019. The Executive also agreed the Consultation Strategy and that any minor changes to the Draft Bracknell Forest Local Plan and other supporting material produced prior to the consultation be agreed by the Director, Place, Planning and Regeneration in consultation with the Executive Member for Planning and Transport.
- 5.3.2 Consultation on the Draft Bracknell Forest Local Plan took place in February/March 2018 and September 2018. As a result of this process a number of comments were received that were subsequently analysed. Further technical reports had also been completed and a revised National Planning Policy Framework was published in July 2018 and subsequently amended in February 2019. These changes resulted in the need to revise the approach being taken to accommodate the Borough's future growth needs.
- 5.3.3 Due to the extent of the changes being made and the scope of the Local Plan being broadened, it has been decided that there is a need to carry out further informal public consultation (under Regulation 18) prior to producing a 'Submission' version of the document. Members will get the opportunity to review the outcome of the consultation and discuss the content of the final version in the New Year before it is submitted.

5.4 Adoption of a Local List of buildings and structures of Local Architectural or Historic Interest

- 5.4.1 The Executive agreed the list of buildings (50 in total) for inclusion on the Local List of Buildings and Structures of Local Architectural or Historic Interest.
- 5.4.2 The local list will form part of the evidence base of the new local plan. This includes the identification of the Borough's heritage assets, whether designated (statutorily Listed) or non-designated and the contribution they make to the historic environment. The inclusion of a building or structure on a local list would be a material consideration in decision making.

Adult Services, Health and Housing

5.5 Heathlands Redevelopment

- 5.5.1 The Executive approved the award of a contract for the pre-construction services for the Heathlands redevelopment within the budget approved by the Executive in March 2019. The Executive also agreed that the Council continue to work in partnership

with the East Berkshire Clinical Commissioning Group and Frimley Health NHS Foundation Trust to confirm Provider arrangements through continued discussions to agree and formalise partnership arrangements to operate the EMI nursing care beds, based on the broad principles outlined in the draft Heads of Terms in Annex C of the Executive Director: People's report.

- 5.5.2 It was also agreed that a flexible approach should be taken to the management of void beds in the first 2 years of operation of a new Heathlands facility, including permitting alternative health and social care uses of one or more wings in the building so long as these would not conflict with its prime on-going purposes of providing nursing care for residents with EMI needs and intermediate care services. Finally, prior to approving the main works contract, the Executive agreed to receive a further report setting out detailed partnership arrangements that allocated risk and reward appropriately between the various parties in line with the draft Heads of Terms in Annex C of the Executive Director: People's report.
- 5.5.3 The Council agreed at its meeting on 27 February 2019 to include a budget of £10.95m in the capital programme for redevelopment of the former Heathlands residential care home, and a business case was considered and approved by the Executive in March 2019. The recommended tender for design and pre-construction services is affordable within the budget previously approved and the procurement plan agreed by the Executive.
- 5.5.4 A partnership agreement of some form will be most appropriate to set out the roles and responsibilities of each organisation rather than a contract for services. It is anticipated that the scheme could realise improvements in the following areas:
- Health and social care integration
 - Workforce stability and upskilling
 - Outcomes for residents
 - Market control and stabilisation
 - Continued improvement across the system

Council Strategy & Community Cohesion

5.6 Council Plan 2019 - 2023

5.6.1 The Executive recommend the Council Plan 2019-2023 to Council attached at Appendix A.

5.6.2 The Council Plan is rooted firmly in the Conservative election manifesto of 2019. It puts these election commitments made then into a single document to provide the organisation with a strategic direction and framework to meet the challenges ahead.

5.6.3 Council Plan is centred upon six strategic themes or priority areas;

- Caring for you and your family
- Value for money
- Education and skills
- Economic resilience
- Communities
- Protecting and enhancing our environment

- 5.6.4 Each theme will be underpinned by a number of annual priorities that take the Council towards the achievement of the four-year key objectives. These annual priorities will be included in individual Department Service Plans which will also contain key performance indicators reflecting the priorities and day to day operations. Progress against the Council Plan will be reported to the Executive.

5.7 Council Plan Overview Report

- 5.7.1 The Executive noted the performance of the Council over the first quarter of the 2019/20 financial year (April - June 2019). At the end of the quarter, 83 actions (81%) were rated as “green” (1 complete, 82 in progress) and 20 actions (19%) were “amber” (1 complete, 19 in progress).
- 5.7.2 Progress against key performance indicators across the Council was also very positive, with 32 (82%) “green” – i.e. on, above or within 5% of target; 1 (2.6%) were “amber” – i.e. between 5% and 10% of target; and 6 (15.4%) were “red” – i.e. more than 10% from target. 31 further indicators had no set target.
- 5.7.3 Highlights of the quarter included that Democratic & Registration Services had successfully delivered three elections and implemented a successful programme of new Member Inductions. It has also piloted a number of different models for Scrutiny reviews.

The report also highlighted the significance of community involvement in helping the Council maintain the quality of the Borough as a place to live. For example, in Parks and Countryside, volunteers contributed 1,587 valuable hours last quarter towards maintaining local parks, open spaces and rights of way.

- 5.7.4 Budget monitoring showed the council had contained spending within the approved budget for the twenty-first consecutive year in 2018/19. The planned use of £2.5m of general reserves to support the budget would not be required, most notably due to the significant one-off receipt of a VAT refund from HMRC related to the tax treatment of Leisure income in previous years, following the council lodging a successful claim.

Culture, Resources and Public Protection

5.8 Polling District and Polling Place Review 2019

- 5.8.1 There was a statutory requirement to undertake a Polling District and Polling Place review between 1 October 2018 and 31 January 2020. A comprehensive interim review was concluded in 2018 to prepare for the May 2019 elections. Each polling station venue was assessed in 2018 as part of the interim review. Further feedback and comments on suitability were taken from polling staff, polling station inspectors and political parties active in the May 2019 elections. The Executive agreed that the vast majority of polling stations were in the most appropriate location, but that polling station BT: The Court House should be moved to the Bracknell Central Library.

Transformation and Finance

5.9 Transfer of Property – Public Conveniences and Non-strategic open spaces to Parish and Town Councils

- 5.9.1 The Executive agreed that the Assistant Director: Property grant the leases of the open spaces in table one of the report in the Executive Director: Property's report, to the relevant Parish/Town Council (subject to individual agreements). The Executive also authorised the Assistant Director: Property to accept surrenders and re-grant the existing leases of table two in the report to the relevant Parish/Town Council and authorised the Assistant Director: Property to grant leases of the two public conveniences in table three in the Executive Director: Property's report, to the relevant Parish/Town Council.
- 5.9.2 The proposed grant and re-grant of leases represents the extension of existing successful collaborations. There was a history of periodic reviews with the Parish and Town Councils who were seeking greater involvement and the latest sites proposed for transfer have formed part of periodic discussions spanning approximately 2 years.

5.10 Procurement Plan for liability insurance and claims handling services

- 5.10.1 The Executive approved the Procurement Plan for the tender of the liability insurance policies utilising the YPO Insurance Placement Framework, the Executive also agreed the award of the contract(s) be delegated to Director of Finance subject to the new contracts being within budget.
- 5.10.2 The tendering process would allow that Council to procure new insurance policies for liability insurance with effect from the 1 April 2020. The evaluation team intended to ensure value for money by utilising the YPO Insurance Placement Framework.

5.11 Home to School and Occasional Transport Services

- 5.11.1 Central Government has recognised issues relating to frameworks and has introduced a better DPS to allow additional suppliers to join the agreement and increase competition throughout the term. The business case for moving to a DPS from current framework arrangement is that the DPS will allow increased assurance that there is diversity of supply, resilience locally and best price at point of purchase. The Executive therefore approved the Procurement Plan and the use of a Dynamic Purchasing System (DPS) to tender for individual routes.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

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

Director: Finance

- 6.2 The Director: Finance's comments have been addressed in the reports to the Executive.

Equalities Impact Assessment

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

Strategic Risk Management Issues

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

Background Papers

Executive Agenda –24 September 2019 & 22 October 2019

Contact for further information

Hannah Stevenson, Delivery - 01344 352308

Hannah.stevenson@bracknell-forest.gov.uk

Welcome to Bracknell Forest Council's Council Plan 2019 to 2023

The Borough of opportunity

Your Council's plan sets out our key objectives for the period 2019 – 2023. It is based upon the pledges made to residents in the 2019 local election.

The plan focuses on the things that matter most to our residents and is at the heart of everything the Council does.

→
In challenging times, residents can be assured the Council will provide the strong leadership, financial stability and strong corporate governance to ensure that core services are maintained.

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

We will work with other organisations to deliver good quality local services in a joined up and “person-centred” way.

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

We recognise we spend your money. We will prioritise spending wisely based upon clearly identified needs targeting in particular:

- Reducing our impact on climate change.
- Ensuring early help is available for our most vulnerable residents to keep them safe and to help them remain independent whilst avoiding loneliness and isolation.
- Reducing homelessness.
- Developing all age learning and life skills.
- Maintaining value for money.

To deliver on all our objectives, we have focused our Council plan on six strategic themes.

The Council's annual delivery plans are derived from the Council plan and will be monitored openly against a number of key performance indicators.



1. Caring for you and your family

“Bracknell Forest is one of the healthiest places to live. We want you to live longer in good health, both physical and mental. We will continue to invest in preventing you and your family from needing health and care services in the first place. We pledge to buy the best possible services that meet the needs of our residents.”

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Key Objectives are to:

- 1) Develop and implement a council-wide programme of measures to help improve the health of our local population.
- 2) Develop a new early help mental well-being service for children and young people, working with partners including our schools.
- 3) Align our social care services with Primary Care networks to allow improved integration of care and health activities.
- 4) Review our Disabled Facility Grants Adaptations Service to speed up applications to support people to live independently, implementing a new policy.
- 5) Work with CCG to develop a joint community and health facility at Blue Mountain.
- 6) Work with Town and Parish Councils to deliver new community facilities.
- 7) Transform the way children’s centres work making them into family support centres.
- 8) Implement the Family Safeguarding Model of Social Work practice to protect vulnerable children and reduce entrants to the youth offending service.
- 9) Deliver a new residential facility for elderly people with dementia at Heathlands in Bracknell in partnership with the Health partners.
- 10) Use social prescribing and support the voluntary sector to help reduce isolation and loneliness.
- 11) Ensure there are opportunities for everyone to enjoy and participate in sports and leisure activities.
- 12) Continue to provide easy access to the natural environment.
- 13) Actively support the armed services located in Bracknell.

Annual Priorities/Performance Measures

To be included in Service Plans – February 2020

2. Value for Money

“We will continue to drive and maintain strong financial management and ensure that what we are spending is targeted on the right things. The way the Council is funded will continue to change, so will the way we deliver the services you value and trust.”

6

Key Objectives are to:

- 1) Ensure our Council Tax is in the lowest 10% nationally amongst similar authorities.
- 2) Invest in digital technology and access points to help people access our services.
- 3) Generate income to fund local services from a commercial property portfolio.
- 4) Establish a Joint Venture with a private partner to ensure timely and appropriate development of key Council sites.

Annual Priorities/Performance Measures

To be included in Service Plans – February 2020

3. Education and Skills

“The Council is responsible for providing school places to meet demand. By ensuring we have enough school places we are supporting parents in their desire to have greater choice. The Council supports schools through its highly rated schools improvement service. Working with teachers and governors the service helps with driving up standards and enhancing the learning environment.”

Key Objectives are to:

- 1) Ensure we provide enough school places for every child in the Borough.
- 2) Work with schools to ensure standards are in the top quartile nationally.
- 3) Encourage local businesses to engage with local schools.
- 4) Review the future of our youth services and open a new town centre youth hub at Braccan Walk.
- 5) Increase the number of apprenticeships, work experience placements and other training opportunities both within the Council and in the Borough.
- 6) Increase the percentage of children (aged 0 - 4) achieving good levels of development in communication and language.
- 7) Create opportunities for care leavers to develop skills to help them be prepared to transition to adulthood.
- 8) Improve the protection of vulnerable children including those with Special Educational Needs.

Annual Priorities/Performance Measures

To be included in Service Plans – February 2020

4. Economic Resilience

“We will continue to work hard to make sure that Bracknell Forest continues to thrive even with the challenges ahead for all sectors of the economy. The Council is committed to continue the town centre regeneration and over the next 4 years to deliver the next phases, helping the whole town centre to flourish and grow, providing a rich 18-hour economy. We will also deliver new housing including much needed social housing in future schemes. The world of work is changing, and we will continue to work closely with all our employers as they look to their futures. We are committed to helping new companies, start-ups and entrepreneurs, maintain high rates of local employment and ensure that Bracknell Forest remains a great place to live and work.”

Key Objectives are to:

1. Adopt a new Local Development Plan that enables the development of employment areas along with the right mix and location of houses and infrastructure.
2. Secure delivery of the next phase of Bracknell’s town centre regeneration including The Deck and the refurbishment of Princess Square.
3. Encourage residents to become school governors.
4. Work to retain businesses and help attract new companies to Bracknell Forest.
5. Support the creation of a Business Improvement District (BID) area covering the South and Western Industrial Area.
6. Actively engage with employers and support local businesses to drive local growth.
7. Implement strategic improvements to the Highway and Transport network to support economic growth and manage congestion.
8. Seek CIL and Section 106 funding for new infrastructure in the Borough to support growth.

Annual Priorities/Performance Measures

To be included in Service Plans – February 2020

5. Communities

“Bracknell Forest delivers over 200 different services. To secure strong and safe communities we will continue to.”

Key Objectives are to:

- 1) Maintain the viability of our community-based shopping and employment areas.
- 2) Support our network of community centres and libraries.
- 3) Work with our local police to maintain good public order, reduce anti-social behaviour and combat drug related crime.
- 4) Support culture and arts facilities such as South Hill Park.
- 5) Establish a local lottery to help raise additional funds for local voluntary and community groups.
- 6) Deliver housing services that focus on preventing homelessness.
- 7) Develop a new Homeless Strategy and implement a local action plan to reduce rough sleeping.
- 8) Identify the need for and facilitate the provision of affordable homes for rent and shared ownership and rent to meet that need.
- 9) Review our Housing Association Policy to make best use of affordable housing provision to meet local needs.
- 10) Support cultural diversity of our communities.

Annual Priorities/Performance Measures

To be included in Service Plans – February 2020

6. Protecting and enhancing our environment

“We will ensure the sustainable development of Bracknell Forest so that it remains clean and green and will work towards becoming a low carbon environment with high rates of recycling.”

Key Objectives are to:

- 1) Protect our highly valued green spaces and strategic green gaps.
- 2) Promote recycling and diverting waste from landfill, including introducing food waste recycling.
- 3) Improve parking in residential areas.
- 4) Protect **green spaces, the Thames Basin Heaths Special Protection Area and maintain strategic gaps between communities.**
- 5) **Enhance facilities and customer experience at Horseshoe Lake and maintain other Council open spaces.**
- 6) Address the impact of man-made climate change on our local communities by putting in place actions that work towards meeting the government target of eradication its net contribution to climate change by 2050.
- 7) Promote greater use of public transport and cycleways.

Annual Priorities/Performance Measures

To be included in Service Plans – February 2020

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To: **Council**
27 November 2019

Overview & Scrutiny Arrangements 2019-2023 **Statutory Scrutiny Officer**

1 Purpose of Report

- 1.1 This report advises Council of the implementation of revised arrangements for the discharge of the overview & scrutiny function and seeks approval to the consequential changes to be made to the Council's Constitution. Council is also asked to agree the appointment of two parent governor representatives to the Overview & Scrutiny Commission (OSC).

2 Recommendations

- 2.1 That the changes to the overview and scrutiny function agreed by the Overview & Scrutiny Commission on 5 November 2019 are noted.
- 2.2 That as a result of the changes, consequential changes to the Constitution are agreed as set out in Appendix A.
- 2.3 That Tracey Wright and Mark Glanville are appointed to the vacant Parent Governor Representative seats on the Overview & Scrutiny Commission.

3 Reasons for Recommendations

- 3.1 The Commission has discontinued the overview & scrutiny panels set out in the Constitution and established three new panels. The Constitution requires this change to be reported to Council so that the Constitution may be amended accordingly.
- 3.2 The Council is required to appoint statutory co-optees to the Overview & Scrutiny Commission. There are currently two vacant Parent Governor Representative seats which Council is asked to appoint to.

4 Alternative Options Considered

- 4.1 None

5 Revised Overview & Scrutiny Arrangements

- 5.1 At its meeting on 5 November 2019 the Overview & Scrutiny Commission agreed a new overview and scrutiny structure and working arrangements.
- 5.2 The revised structure looks familiar in that it has an overarching Overview & Scrutiny Commission and three Overview & Scrutiny Panels. However it does not mirror officer or Executive Member structures. Instead it focusses on the thematic delivery of the Council Plan based on a strategic Commission and three panels undertaking in-depth reviews and focussed scrutiny activity.
- 5.3 The Commission agreed the core membership of the Panels as set out in the table below:

| Overview & Scrutiny Panel | Council Plan Themes | Chairman | Vice-Chairman | Core membership |
|---|---|-----------------|-------------------------|--|
| A – Wellbeing & Finance | Caring for you and your family Value for money | Cllr Tullett | Cllr Mrs Mattick | Allen Atkinson Bhandari Brossard Finch M J Gibson Mrs L Gibson McLean Skinner Temperton |
| B - Education, Skills & Growth | Economic resilience Education & skills | Cllr Mrs Birch | Cllr Brossard | Ms Gaw Mrs Hamilton Gbadebo Ms Hayes Ms Merry Skinner Temperton 2 Parent Governor Representatives |
| C –Environment & Communities | Communities Protecting and enhancing our environment | Cllr Porter | Cllr Mrs McKenzie-Boyle | Angell Brossard Brown Ms Gaw Mrs Ingham Kennedy Kirke |

- 5.4 The three Overview & Scrutiny Panels will conduct focussed enquiries and deep dive reviews across a wide range of topics which support the delivery of the Council's objectives for the next four years. Each Panel is responsible for considering topics under two (of six) themes within the Council Plan 2019 - 2023. Activities range from 'one and done' Panel meetings to a number of three to six months' focussed reviews. Meetings will be held in public unless exempt information is being considered.
- 5.5 The role of the Panel chairmen is critical to the success of the new arrangements. They will lead the scrutiny activity within their Panel's remit, working closely with the Overview & Scrutiny Co-ordinators to undertake the work within the agreed timescales. Panel Chairmen will lead activity in their areas of responsibility and bring that leadership role and knowledge to the Commission when considering strategic items and requests for variations to the work programme. They will report on progress of their reviews to the Commission and present their Panel's findings and recommendations to the Commission for approval, following which they will present recommendations on behalf of the Commission to the Executive as appropriate. Panel chairmen will monitor outcomes and the implementation of recommendations through the review of the Corporate Performance Overview Report (CPOR). They will also present issues of concerns from other Members on matters within the Quarterly Service Reports (QSR) or CPOR within their remit.
- 5.6 The Commission will:

- Develop a four-year strategic work programme aligned to the Council Plan following input from scrutiny members, the Executive, Corporate Management Team, partners and the public, ensuring that it is flexible enough to accommodate urgent short-term issues.
- Co-ordinate the work of the Overview & Scrutiny Panels to make the best use of available resources which will include allocating topics to Panels and agreeing the scope of activity.
- Commission Panels to undertake deep dive reviews and support focussed policy development, chaired by the relevant chairman or vice-chairman. Their size and duration will be dependent on the activity.
- Receive findings and recommendations from Panel chairmen in respect of their Panel's scrutiny activity, for consideration and referral to the Executive or other decision-maker as appropriate.
- Prioritise scrutiny activity to ensure that the overview and scrutiny function concentrates on the delivery of work of genuine value and relevant to the work of the Council.
- Discharge the Council's crime and disorder responsibilities.
- Discharge strategic health responsibilities.
- Manage call-in.
- Review the policy framework.
- Scrutinise the budget proposals.
- Hold the Executive to account for performance within the Corporate Performance Overview Report (CPOR).

- 5.7 The Commission will undertake focussed work programming to ensure that scrutiny activity contributes effectively to the Council Plan objectives. A work programme was agreed by the Commission on 5 November which has been prioritised to ensure that the impact of scrutiny work is the significant factor in determining which topics to consider. This includes key pieces of scrutiny work to support delivery of the Council Plan's objectives.
- 5.8 Outputs of scrutiny work will be measured and monitored by the Commission and included in the Annual Scrutiny Report to Council.
- 5.9 Quarterly Service Reports (QSR) will be made available to all Members. Members can refer issues of concern to the Commission to consider whether the topic should be included in the work programme. The Commission will receive the Corporate Performance Overview Report (CPOR) quarterly. Executive Members will be present at that meeting to be held to account for performance within their portfolios, supported by their Directors.
- 5.10 In addition to the core membership of the Panels all non-Executive Members can take part in review work. This enables the overview & scrutiny function to tap into the skills and knowledge of Members across a wide variety of topics. This also allows working councillors to be involved effectively based on their availability, interests and knowledge. This approach recognises the importance of non-executive Members' involvement in policy development and pre-decision input and scrutiny. It relies on the active involvement of a significant number of non-executive members to deliver effectively.
- 5.11 Council is asked to agree that the Constitution is amended to reflect the revised arrangements as set out in Appendix A.

6 Parent Governor Representatives

- 6.1 The process has recently been undertaken to recruit to the two vacant Parent Governor Representative seats: one primary stage and one secondary stage. These are statutory co-optees. One nomination for each vacancy was received by the deadline for nominations, therefore a ballot was not required. Council is therefore asked to agree the appointment of Tracey Wright (primary) and Mark Glanville (secondary) to the Commission for the next four years.

7 Consultation and Other Considerations

Legal Advice

- 7.1 Section 9F of the Local Government Act 2000 (“the 2000 Act”) requires all local authorities operating Executive arrangements to have one or more committees to scrutinise the actions of the Executive and the authority and provide overview of matters affecting the authority's area and the inhabitants of that area (“overview and scrutiny” committees). Moreover, Executive arrangements by a local authority must ensure that its overview and scrutiny committee has power
- to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive,
 - to make reports or recommendations to the authority or the Executive with respect to the discharge of any functions which are the responsibility of the Executive,
 - to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the Executive,
 - to make reports or recommendations to the authority or the Executive with respect to the discharge of any functions which are not the responsibility of the Executive,
 - to make reports or recommendations to the authority or the Executive on matters which affect the authority's area or the inhabitants of that area.

- 7.2 There are no legal implications arising from this report.

Financial Advice

- 7.3 There are no financial implications arising from this report.

Other Consultation Responses

- 7.4 Not relevant to this report.

Equalities Impact Assessment

- 7.5 Not relevant to this report.

Strategic Risk Management Issues

- 7.6 Not relevant to this report.

Background Papers

Report to Overview & Scrutiny Commission on 5 November 2019 – Overview & Scrutiny Arrangements 2019-2023

Contact for further information

Ann Moore, Democratic & Registration Services - 01344 352260

Ann.moore@bracknell-forest.gov.uk

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2. OVERVIEW AND SCRUTINY COMMISSION

2.1 The Council will appoint an Overview and Scrutiny Commission, to discharge the functions conferred by Section 21 of the Local Government Act 2000 and regulations made thereunder.

2.2 Terms of Reference

The Overview and Scrutiny Commission shall:

- (i) ~~Develop a four-year strategic work programme aligned to the Council Plan following input from scrutiny members, the Executive, Corporate Management Team, partners and the public, ensuring that it is flexible enough to accommodate urgent short-term issues.~~
- (ii) ~~Co-ordinate the work of the Overview & Scrutiny Panels to make the best use of available resources which will include allocating topics to Panels and agreeing the scope of activity.~~
- (iii) ~~Commission Panels to undertake deep dive reviews and support focussed policy development, chaired by the relevant chairman or vice-chairman. Their size and duration will be dependent on the activity.~~
- (iv) ~~Receive findings and recommendations from Panel chairmen in respect of their Panel's scrutiny activity, for consideration and referral to the Executive or other decision-maker as appropriate.~~
- (v) ~~Prioritise scrutiny activity to ensure that the overview and scrutiny function concentrates on the delivery of work of genuine value and relevant to the work of the Council.~~
- (vi) ~~Discharge the Council's crime and disorder responsibilities.~~
- (vii) ~~Discharge strategic health responsibilities.~~
- (viii) ~~Manage call-in.~~
- (ix) ~~Review the policy framework.~~
- (x) ~~Scrutinise the budget proposals.~~
- (xi) ~~Hold the Executive to account for performance within the Corporate Performance Overview Report (CPOR).~~
- (i) ~~develop a work programme of overview and scrutiny reviews and policy development projects, in consultation with the Executive and the Corporate Management Team.~~
- (ii) ~~appoint a number of overview and scrutiny panels, managing and updating their work programme as necessary, including considering any request from an overview and scrutiny panel, or any Member thereof, to add an item to the work programme.~~
- (iii) ~~review decisions made, but not yet implemented, by the Executive and any other Committee, where these have been called-in.~~
- (iv) ~~itself, or through an overview and scrutiny panel:~~
 - ~~review and/or scrutinise decisions made, or actions taken, in connection with the discharge of any of the Council's functions;~~
 - ~~consider any matter affecting the Borough or its inhabitants.~~

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Last updated: December 2011 – Part 3: Section 2

~~(v) — Itsself, or through an Overview and Scrutiny Panel: make reports and/or recommendations to Council and/or the Executive and/or any other committee in connection with the discharge of any functions.~~

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~~(vi) — receive summary performance management information and question Members of the Executive and Officers thereon.~~

~~(vii) — ensure the efficient discharge of a robust and effective overview and scrutiny function.~~

~~(viii) — prepare and submit an annual report to the Council on overview and scrutiny activities and their outcomes.~~

2.3 Specific Functions

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~~(a) — **Policy Development and Review** – The Overview and Scrutiny Commission, through its Overview and Scrutiny Panels, may:~~

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~~(i) — assist the Council and the Executive in the development of its Budget and Policy Framework by in-depth analysis of policy issues;~~

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~~(ii) — conduct research, community and other consultation in the analysis of particular issues and possible options;~~

~~(iii) — consider and implement mechanisms to encourage and enhance community participation in the development of policy options;~~

~~(iv) — question members of the Executive, other committees and officers about their views on issues and proposals affecting the area; and~~

~~(v) — liaise with other external organisations operating in the area whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.~~

~~(b) — **Scrutiny** – The Overview and Scrutiny Commission may itself, or through an overview and scrutiny panel:~~

~~(i) — review and scrutinise the decisions made by and performance of the Executive, Committees and Council Officers both in relation to individual decisions and over time;~~

~~(ii) — review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;~~

~~(iii) — question members of the Executive, Committees and officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time or in relation to particular decisions, initiatives or projects;~~

~~(iv) — review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Commission or Panel and local people about their activities and performance; and~~

~~(v) — question and gather evidence from any person (with their consent).~~

~~and make recommendations to the Executive and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process.~~

~~(c) **Finance** The Overview and Scrutiny Commission may exercise overall responsibility for the finances made available to them.~~

~~(xii) (e) **Officers**. The Overview and Scrutiny Commission may exercise overall responsibility for the work programme of any officers employed to support their work.~~

3. OVERVIEW AND SCRUTINY PANELS

3.1 (a) The Overview and Scrutiny Commission shall establish such overview and scrutiny panels as it shall determine, currently including the following three panels:

- ~~Environment, Culture and Communities~~Education, Skills & Growth
Overview and Scrutiny Panel
- ~~Adult Social Care, Health and Housing~~Environment & Communities
Overview and Scrutiny Panel
- ~~Children, Young People and Learning~~Wellbeing & Finance Overview and Scrutiny Panel

with terms of reference as set out below. The Commission may discontinue any overview and scrutiny panel and/or appoint alternative or additional panels, subject to there being a minimum of the three standing panels. The Commission may also amend the terms of reference of the panels as appropriate.

(b) Where the Overview and Scrutiny Commission seeks to discontinue or appoint overview and scrutiny panels other than as set out in the Constitution, it may do so provided that it has consulted with interested parties, if appropriate. Any change will be reported to the proper officer and then to the next meeting of the Council by the chairman of the Commission, so that the Constitution may be amended accordingly

3.2 Terms of Reference

The three above mentioned overview and scrutiny panels shall

- (i) ~~conduct focussed enquiries and deep dive reviews across a wide range of topics which support the delivery of the Council's objectives~~conduct scrutiny reviews or policy development projects approved ~~commissioned~~ by the Overview and Scrutiny Commission from an agreed work-programme ~~developed by the Panel~~, preparing such evidence-based reports and recommendations as it deems necessary.
- (ii) at the direction of the Overview and Scrutiny Commission:
 - review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
 - consider any matter affecting the Borough or its residents or businesses.
- ~~(iii) have responsibility for performance monitoring activities such as:~~
 - ~~• to receive appropriate performance data reports on the work of the relevant Department~~
 - ~~• to question any relevant Executive portfolio holder and officers thereon.~~

- ~~• to require reports on such topics / subjects in the departments remit as they deem necessary.~~

~~(iv)(iii)~~ Where appropriate refer to the Overview and Scrutiny Commission any such issues, arising from the outcome of the scrutiny process, that it considers should be reported to Council.

~~(v) In addition the Adult Social Care, Health and Housing Overview and Scrutiny Panel (ASCH&H) will:~~

- ~~• undertake all the statutory functions of a scrutiny committee in accordance with Sections 244-246 (and regulations made under those sections) of the National Health Service Act 2006, as amended by the Health and Social Care Act 2012 and subsequent legislation. The power to refer to the Secretary of State concerns over consultations regarding substantial development or variation in health services is reserved for Council decision.~~
- ~~• through constructive challenge and accountability, work with the Executive, the Health and Wellbeing Board and Health Service Providers to help ensure good health services are provided to residents of Bracknell Forest, reducing health inequalities, and helping everyone to stay fit and lead healthy lives.~~
- ~~• recommend to Council that it appoints representatives to the following committees as and when it deems appropriate:~~
 - ~~○ The Joint East Berkshire Health Overview and Scrutiny Committee.~~
 - ~~○ The Joint East Berkshire Health Overview and Scrutiny Committee with Buckinghamshire County Council.~~

SECTION 9 – OVERVIEW AND SCRUTINY PROCEDURE RULES

1. General Arrangements

Overview and Scrutiny is the responsibility of the Overview and Scrutiny Commission as described in Part 3 of the Constitution and the Council will appoint to it as it considers appropriate from time to time. The Commission shall appoint such overview and scrutiny panels as it determines, including those specified in Part 3 of the Constitution.

2. Who May Sit on the Overview and Scrutiny Bodies?

The Chairmen and Vice-Chairmen of the Overview & Scrutiny Panels will sit on the Overview & Scrutiny Commission. All councillors except members of the Executive may be members of the Overview and Scrutiny Commission and/or one or more overview and scrutiny panels. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved. Council may also make appointments of people other than councillors to the Overview and Scrutiny Commission and Panels, to meet statutory and other requirements. ~~This will include a representative of Local Healthwatch as an Observer on the Health Overview and Scrutiny Panel.~~

3. Co-optees

The Commission and panels shall be entitled to appoint non-voting co-optees for the purpose of assisting with specific time limited reviews. Save for paragraph 9 references to "Members" in these rules shall be deemed not to include references to co-optees appointed pursuant to this Rule 3 or persons appointed pursuant to paragraph 4.

4.3. Education Representatives

The Overview and Scrutiny Commission ~~and the Children, Young People and Learning Overview and Scrutiny Panel~~ shall include in their membership the following representatives:

- a) two voting parent governor representatives (one primary and one secondary) (Commission and Panel).
- b) two voting diocesan representatives (one Church of England and one Roman Catholic) (Commission and Panel).
- ~~c) one non-voting teacher representative (Panel only).~~
- ~~d) one non-voting children's social care representative (Panel only).~~

These voting powers of representatives appointed pursuant to (a) to (b) above shall apply only to matters which relate wholly or in part to any education function which is the responsibility of the Executive. However, the representatives may remain in the meeting and speak whilst other matters are under consideration.

5.4. Meetings

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- (a) ~~Six-Ten~~ ordinary meetings of the Overview and Scrutiny Commission shall be held each year. In addition, extraordinary meetings may be called from time to time as and when appropriate. Meetings may be called by the chairman, or by the proper officer if he/she considers it necessary or appropriate.
- (b) Overview and scrutiny panels shall determine the frequency and time of their own meetings, according to the work programme set by the Overview and Scrutiny Commission. Meetings may be called by the chairman, or by the proper officer if he/she considers it necessary or appropriate.

6.5. Quorum

The quorum for the Commission or for an overview and scrutiny panel shall be one quarter of the whole number of its members, provided that for a panel the quorum shall be at least three.

7.6. Who Chairs Meetings?

The chairmen of the Commission and panels will be drawn from among the councillors sitting on those bodies, and subject to this requirement the Commission/panel may appoint such a person as it considers appropriate.

8.7. Work Programme

- (a) The work programme for overview and scrutiny panels shall be set ~~every four years~~ annually by the Overview and Scrutiny Commission following consultation with the Executive and Senior Officers and will be reviewed at six monthly intervals.—In setting the work programme the Commission shall take into account the wishes of members who are not members of the largest political group on the Council.
- (b) The work programme shall identify topics for detailed consideration by the Overview and Scrutiny Commission and panels. Overview and scrutiny panels may recommend to the Overview and Scrutiny Commission at any time a proposed addition to the work programme. Requests for additions to the work programme may also be made by any other member of the Council, the Executive, officers and members of the public. The Commission shall only consider proposed additions to the work programme that clearly identify the issue to be investigated.
- (c) The Commission shall allocate projects from the work programme to the ~~service~~-themed overview and scrutiny panels having regard to their ~~service~~ Council Plan theme and shall allocate projects of a cross-cutting nature to any one of those overview and scrutiny panels, or to another panel at its discretion.
- (d) The Commission shall keep the work programme under review ~~throughout the year~~, making additions and adjustments as necessary and shall be responsible for ensuring effective consultation with the Executive on developments.

9.8. Agenda items

Any Member shall be entitled to give notice to the proper officer that he/she wishes an item relevant to its functions and which is not an "excluded matter" (as defined

in regulations) to be included on the agenda for the next available meeting of the Commission ~~or the panel (as the case may be)~~. If the item proposes an addition to the work programme it shall fulfil the conditions set out in 8 (b), above. On receipt of such a request the proper officer will ensure that it is included on the next available agenda.

~~The Overview and Scrutiny Commission shall also respond, as soon as its work programme permits, to requests from the Council and, if it considers it appropriate, the Executive to review particular areas of Council activity.~~

10. Councillor Call for Action

Any Member may refer ("the Councillor Call for Action") to the Overview and Scrutiny Commission ~~or one of its panels of which he is not a Member~~ a local government matter relevant to the functions of the Commission ~~or the panel~~ by the following procedure (in which event the provisions set out below shall apply):-

- (a) a Member wishing to invoke the Councillor Call for action shall specify to the Head of ~~Overview and Scrutiny~~Democratic & Registration Services the issue which the Member wishes to be considered
- (b) the Head of ~~Overview and Scrutiny~~Democratic & Registration Services shall record the issue and give notice thereof to the Chairman of the Commission ~~or the panel~~, the relevant Executive Member or Committee Chairman (as the case may be) and relevant Director
- (c) the Head of ~~Overview and Scrutiny~~Democratic & Registration Services shall convene a meeting with the Member who has raised the Councillor Call for Action, the relevant Executive Member or Committee Chairman, the Chairman of the Commission ~~or the panel~~ and the relevant Director (or his/her nominee) to ensure a full understanding of the issue, determine whether any exclusions apply and to explore the resolution which is sought by the Member
- (d) the Head of ~~Overview and Scrutiny~~Democratic & Registration Services shall convene a meeting of the Commission ~~or the panel~~, to be held within two months of the meeting referred to in (c) above if there is no meeting already scheduled.
- ~~(e) in the case of a Councillor Call for Action referred to a panel the panel shall submit to the Commission a report on the matter to the Commission advising whether or not the Commission should exercise any of its powers in relation to the matter and setting out any recommendations~~
- (f) if the Commission decides not to exercise any of its powers in relation to the matter it must give written notice to the Member of its decision and the reasons for it
- (g) if the Commission should make a report or recommendations to the Council or to the Executive on a matter it should (subject to paragraph 14 below) provide the Member with a copy of the report or recommendations
- (h) the Head of ~~Overview and Scrutiny~~Democratic & Registration Services shall include in the Annual Report of Overview and Scrutiny the number and nature of any Councillor Calls for Action and their outcome.

Last updated: February 2015 – Part 4: Section 9

In considering whether or not to exercise any of its powers the Commission ~~or the panel~~ may have regard to:-

- any powers which the Member may exercise in relation to the matter by virtue of Section 236 of the Local Government and Public Involvement in Health Act 2007 or
- any representations made by the Member as to why it would be appropriate for the Commission ~~or the panel~~ to exercise any of its powers

“local government matters” means, in relation to a Member, a matter which:-

- relates to the discharge of any function of the Council (or the Executive)
- affects all or part of the Member’s Ward or any person who lives or works in that Ward, and
- is not an “excluded matter”

“Excluded Matter” means any matter which is a local crime and disorder matter (as defined in paragraph 15 below) or is of a description specified in regulations made by the Secretary of State

11. Policy Review and Development

- a) The role of the Commission in relation to the development of the Council’s budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.
- b) In relation to the development of the Council’s approach to other matters not forming part of its policy and budget framework, the Commission may make proposals to the Executive for developments, including considering and passing on to the Executive reports and recommendations from overview and scrutiny panels.
- c) Within the work programme determined by the Overview and Scrutiny Commission, overview and scrutiny panels may hold enquiries and investigate the available options for future direction in policy development and may ~~appoint invite~~ advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses ~~a reasonable fee and~~ expenses for doing so.

12. Reports and Recommendations

Other than pursuant to the Police and Justice Act 2006) a Panel ~~may formulate a report or recommendations it~~ shall submit ~~itself or through its findings and recommendations on a matter to~~ the Overview and Scrutiny Commission. If the Panel cannot agree a single final report, then up to one minority report may be prepared and submitted for consideration annexed to the majority report or to the recommendations. The Commission ~~or Panel~~ shall determine whether it wishes to submit a report on the matter to the Executive (if the proposals are consistent with

Last updated: February 2015 – Part 4: Section 9

the existing budgetary and policy framework), or to the Council, as appropriate (for example, if a recommendation would require a departure from or a change to the agreed budget and policy framework).

Where the Commission ~~or Panel~~ has published a report on recommendations it must by notice in writing require the Council or the Executive within two months of receiving the report or recommendations:-

- to consider the report or recommendations
- to respond to the Commission ~~or Panel~~ indicating what (if any) action is proposed to be taken
- publish the response
- if the report or recommendation is in response to a Councillor Call for Action provide the Member with a copy of the response

The provisions of paragraph 14 below shall apply to the publication of a report or recommendation and to the response of the Council or the Executive.

The Council or the Executive to whom such notice is given shall comply with the notice.

13. If a report or recommendations of the Commission ~~or Panel~~ relates to a local improvement target which:-
- relates to a relevant partner authority (unless the report or recommendations is made by virtue of Section 244 of the National Health Service Act 2006 to an NHS Trust, NHS Foundation Trust or Primary Care Trust), and
 - is specified in the Council's current Local Area Agreement

the Commission ~~or Panel~~ may by notice in writing to the relevant partner authority require it to have regard to the report or recommendations in exercising their functions. The notice must be accompanied by a copy of the report or recommendations. "Partner Authority" does not include a police authority or chief officer of police.

14. Confidential and Exempt Information

The following provisions apply to the publication of a report or recommendations of the Commission ~~or Panel~~, the publication of the response of the Council or the Executive and the provision of a copy of any such document to a Member pursuant to paragraph 10 and 12 above or to a relevant partner authority under paragraph 13 above.

The Commission ~~or Panel~~, the Council or the Executive in publishing the document or providing a copy to a relevant partner authority must exclude any confidential information and may exclude any relevant exempt information. The Commission ~~or Panel~~, the Council or the Executive in providing a copy of the document to a Member may exclude any relevant exempt information.

Where information is excluded the Commission ~~or Panel~~, the Council or the Executive may replace the information with a summary which does not disclose that

Last updated: February 2015 – Part 4: Section 9

information and **must** do so, if in consequence of excluding the information the document would be misleading or not readily comprehensible.

15. Community Call for Action

Any Member may refer a local crime and disorder matter to the Commission ~~or Panel~~ designated by the Council's Constitution as being the Crime and Disorder Committee. The procedures set out in paragraph 10 shall apply to the Community Call for Action. Where the Crime and Disorder Committee make a report or recommendations to the Council it must provide a copy of the same:-

- to the Member who made the reference, and
- to such of the responsible authorities and the co-operating persons and bodies as it considers appropriate

"local crime and disorder matter" in relation to a Member means a matter concerning:-

- (a) crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment), or
- (b) the misuse of drugs, alcohol and other substances

which affects all or part of the Members Ward or any person who lives or works in that Ward.

16. Response to Proposed Key Decisions

The Overview and Scrutiny Commission will have access to the Executive's forward plan and timetable for decisions and intentions for consultation. ~~Even where an item is not the subject of detailed proposals from an overview and scrutiny panel following a consideration of possible policy/service developments, T~~the Commission will, at its discretion, be able to respond in the course of the Executive's consultation process in relation to any Key Decision.

17. Rights of Overview and Scrutiny Members to Documents

- a) In addition to their rights as councillors, Members of the Overview and Scrutiny Commission and overview and scrutiny panels have (subject to paragraph 14) the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.
- b) Nothing in this paragraph prevents more detailed liaison between the Executive and the Overview and Scrutiny Commission as appropriate depending on the particular matter under consideration.

18. Members and Officers Giving Account

- a) The Overview and Scrutiny Commission ~~and overview and scrutiny panels~~ may scrutinise and review decisions made or actions taken in connection with the discharge of any Council function, ~~where in the case of a panel this falls within its remit~~. As well as reviewing documentation, in fulfilling the scrutiny

role, it may require any member of the Executive, the head of paid service and/or any senior officer to attend before it to explain in relation to matters within their remit:

- I. any particular decision or series of decisions;
- II. the extent to which the actions taken implement Council policy; and/or
- III. their performance.

and it is the duty of those persons to attend if so required.

- b) Where any Member or officer is required to attend a meeting under this provision, the chairman of that body will inform the proper officer. The proper officer shall inform the Member or officer in writing giving at least five working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the meeting. Where the account to be given to the Commission ~~or panel~~ will require the production of a report, then the Member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- c) Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the Commission or panel shall in consultation with the Member or officer arrange an alternative date for attendance (to take place within a maximum of ten days from the date of the original request).

19. Attendance by Others

The Commission ~~or panel~~ may invite people other than those people referred to in paragraph 18 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend. Panels may invite a range of people to give evidence for reviews they are undertaking.

20. Call-in

- a) When a decision is made by the Executive, an individual member of the Executive or a committee of the Executive, or a Key Decision is made by an officer with delegated authority from the Executive, or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within two working days of being made. The chairmen of the Overview and Scrutiny Commission ~~and overview and scrutiny panels~~ will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.
- b) The notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the date the decision is published, unless the decision is called in as described below.

- c) During the period, the proper officer may call-in a decision for scrutiny by the Overview and Scrutiny Commission if so requested by the chairman and any 2 Members of the Overview and Scrutiny Commission, or any 5 Members of the Council and shall then notify the decision-maker and all other Executive members of the call-in, a Member requesting a call-in shall provide the proper officer with a brief written summary of their reasons for the request, and insofar as they are able to do so, briefly set out what action arising from the call-in they wish to be taken. The proper officer shall call a meeting of the Commission on such date as he/she may determine, where possible after consultation with the Commission chairman, and in any case be held as soon as reasonably practical but in any event within fifteen working days of the decision to call-in.
- d) For the purposes of this section, where the decision relates to the exercise of an education function, the duly appointed diocesan representatives and parent governor representatives shall have the same rights to seek or support the calling-in of a decision as any other member of the Overview and Scrutiny Commission.
- e) If, having considered the decision, the Commission is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to full Council. If referred back the decision maker shall then reconsider within a further 7 working days, amending the decision or not, before adopting a final decision.
- f) If following an objection to the decision, the Overview and Scrutiny Commission does not meet in the period set out above, or does meet but does not refer the matter back to the decision making person or body or to the Council, the decision shall take effect on the date of the meeting, or the expiry of the period in which the meeting should have been held, whichever is the earlier.
- g) If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, it has no locus to make decisions in respect of an Executive decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was made by the Executive, as a whole or a committee of it, a meeting will be convened to reconsider within 7 working days of the Council request. Where the decision was made by an individual, the individual will reconsider within 5 working days of the Council request.
- h) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.
- i) The call-in procedure set out above shall not apply where the decision being made by the Executive is urgent. A decision will be urgent if any delay likely

Last updated: February 2015 – Part 4: Section 9

to be caused by the call in process would seriously prejudice the Council's or the public's interests. The record of the decision, and notice by which it is made public, shall state whether in the opinion of the decision making person or body the decision is an urgent one, and therefore not subject to call-in. The Mayor must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Mayor, the Deputy Mayor's consent shall be required. In the absence of both, the head of paid service or his/her nominee's consent shall be required. Decisions made as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

- j) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

21. The Party Whip

When considering any matter in respect of which a member of the Overview and Scrutiny Commission or an overview and scrutiny panel is subject to a party whip the Member must declare the existence of the whip, and the nature of it, before the commencement of the Commission's/panel's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

22. Procedure at overview and scrutiny meetings

- (a) The Overview and Scrutiny Commission ~~and overview and scrutiny panels~~ shall consider the following business:
 - i) minutes of the last meeting;
 - ii) declarations of interest (including whipping declarations);
 - iii) submissions arising through the Overview and Scrutiny Public Participation Scheme;
 - iv) ~~(Commission only)~~ consideration of any matter referred to the Commission for a decision in relation to call-in of a decision;
 - v) responses of the Executive to Overview and Scrutiny reports; and
 - vi) the business otherwise set out on the agenda for the meeting.
- (b) Where an overview and scrutiny panel conducts investigations (e.g. with a view to policy development), it may also ask people to attend to give evidence at its meetings which are to be conducted in accordance with the following principles:
 - i) that the investigation be conducted fairly and all members of the panel be given the opportunity to ask questions of attendees, and to contribute and speak;
 - ii) that those assisting the panel by giving evidence be treated with respect and courtesy; and

- iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- (c) Following any investigation or review, the Commission or panel may prepare a report and make recommendations, and subject to the requirements of the Constitution on confidential and exempt information, shall make its reports and findings public.'

23. Matters within the Remit of More than One Panel

In the event of an issue for review by an overview and scrutiny panel falling within the remit of more than one panel, the Overview and Scrutiny Commission shall determine which overview and scrutiny panel shall consider the matter.

24. Terms of Reference

The terms of reference of the Overview and Scrutiny Commission and Overview and Scrutiny Panels shall be as set out in Article 6 of the Constitution.

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To: Council
27 November 2019

Schedule of Meetings 2020/21 Executive Director: Delivery

1 Purpose of the Report

- 1.1 To seek approval to the proposed Schedule of Meetings 2020/21.

2 Recommendation

- 2.1 That the schedule of meetings 2020/21 as set out in the annex to this report be approved.

3 Reasons for the Recommendation

- 3.1 To enable arrangements for the next municipal year's meetings to be put in place and assist members plan their diaries for the year ahead.

4 Alternative Options Considered

- 4.1 The timetable has been designed, as far as possible, to ensure that the schedule provides for meetings when decisions are required so that all matters are dealt with on a timely basis. Adjustments could be made to the timetable but adjusting one meeting date is likely to have an impact on a number of others given the inter-relationship between meetings and the limited number of dates available throughout the year.

5 Supporting Information

- 5.1 The timetable has been drawn up having regard to the usual limitations:
- Avoiding meetings during the school holidays as far as possible.
 - Leaving a gap of at least 8 days between meetings of the Executive and Council to allow time for the Executive report (and any recommendations) to be published either with the Council agenda or the next day.
 - Avoiding 7.30 meetings on Fridays.
 - Scheduling each committee's meetings on the same day of the week throughout the year, as far as possible.
 - Avoiding a gap of more than 5 weeks between meetings of the Planning Committee.
- 5.2 If the schedule is agreed, it is hoped that members will only seek to change these dates in exceptional circumstances as to do so inevitably causes problems for some

people. With a significant number of twin-hatted members, concerns have been expressed about clashes with parish and town council meetings. By setting the dates for this Council's meetings now, the parish and town councils have the opportunity to plan around our meetings. It is therefore all the more important to avoid in-year changes unless absolutely necessary so that potential clashes can be avoided.

- 5.3 Council is accordingly invited to approve the schedule set out in the annex to this report.

6 Advice Received from Statutory and other Officers

Borough Solicitor

- 6.1 Not sought.

Borough Treasurer

- 6.2 Not sought.

Equalities Impact Assessment

- 6.3 Not applicable.

Strategic Risk Management Issues

- 6.4 Not applicable.

7 Consultation

Principal Groups Consulted

- 7.1 Corporate Management Team (CMT).

Method of Consultation

- 7.2 A report on the proposed schedule was presented to CMT.

Representations Received

- 7.3 CMT has endorsed the schedule of meetings as submitted.

Background Papers

None

Contact for further information

Derek Morgan, Democratic Services: 01344 352044
derek.morgan@bracknell-forest.gov.uk

SCHEDULE OF MEETINGS – 2020-21

| | Day | Start Time | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC | JAN 2021 | FEB | MAR | APR | MAY |
|--|-------------|------------|-------|-------|-----|-----|------------|-------|-------|-----|--------------|-------|-------|-----|-------|
| COUNCIL | Wed | 7.30 | 20 | | 22 | | 9 | | 25 | | 13 | 24 | | 21 | 19 |
| Portfolio Review Groups (Closed) | - | 6.30/8.00 | 11/12 | 22/23 | | 31 | 1 28/29 | 19/20 | 23/24 | | 4/5 18/19 | 22/23 | 29/30 | | 10/11 |
| Executive Briefing (closed) | Tue/ Wed | 5.00 | 19 | 30 | | | 8 | 6/21 | | 1 | 12/20 | | 2 | 13 | 18 |
| EXECUTIVE | Tue | 5.00 | | 2 | 14 | | 22 | 20 | 10 | 15 | 26 | 9 | 16 | 27 | |
| Bracknell Town Centre Regeneration Committee | Mon | 5.30 | | 15 | | | 7 | | | 7 | | | 8 | | |
| School Improvement Accountability Board | Thu | 5.00 | 14 | | 9 | | 24 | | 26 | | 14 | | 11 | | 28 |
| Corporate Parenting Advocacy Panel | Tue | 5.00 | | 16 | | | 15 | | | 8 | | | 9 | | |
| OVERVIEW & SCRUTINY COMMISSION | Varies | 7.30 | 27 | | 9 | 12 | | 13 | 11 | 2 | 6 | 17 | 2 | 7 | 26 |
| Planning Committee | Thu | 7.30 | 21 | 18 | 16 | 13 | 10 | 15 | 12 | 17 | 21 | 11 | 18 | 22 | 20 |
| Licensing & Safety Committee | Thu | 7.30 | | 4 | | | | 22 | | | | 4 | | | |
| Employment Committee | Wed | 7.30 | | | 8 | | | 14 | | 9 | | 10 | | | |
| Education Employment Sub | Wed | 5.30 | | | 8 | | | 14 | | 9 | | 10 | | | |
| Local Joint Committee | Wed | 4.00 | | | 8 | | | 14 | | 9 | | 10 | | | |
| Appeals Committee | Mon | 9.00 am | | 1 | 6 | | 14 | 5 | 2 | 7 | 11 | | 15 | | |
| Governance & Audit Committee | Wed | 7.30 | | 24 | 15 | | 16 | | | | 27 | | | | |
| Health & Wellbeing Board | Thu | 2.00 | | 11 | | | 10 | | | 3 | | 25 | 24 | | |
| Bracknell Forest Access Group | Wed | 7.30 | | 17 | | | | 7 | | | | | 3 | | |
| Parish & Town Councils' Liaison Group | Wed | 7.30 | | | 1 | | | | | 2 | | 3 | | | |

| Executive (Tuesdays 5pm) | Finance Portfolio Review Group (Mondays) | Environment Portfolio Review Group (Mondays) | Community Portfolio Review Group (Tuesdays) | Care Portfolio Review Group (Tuesdays) | Executive Briefing (Tuesdays) |
|---------------------------------|---|---|--|---|--------------------------------------|
| | 11 May 2020 | 11 May 2020 | 12 May 2020 | 12 May 2020 | 19 May 2020 |
| 14 July 2020 | 22 June 2020 | 22 June 2020 | 23 June 2020 | 23 June 2020 | 30 June 2020 |
| 22 September 2020 | 31 August 2020 | 31 August 2020 | 1 September 2020 | 1 September 2020 | 8 September 2020 |
| 20 October 2020 | 28 September 2020 | 28 September 2020 | 29 September 2020 | 29 September 2020 | 6 October 2020 |
| 10 November 2020 | 19 October 2020 | 19 October 2020 | 20 October 2020 | 20 October 2020 | 21 October 2020 |
| 15 December 2020 | 23 November 2020 | 23 November 2020 | 24 November 2020 | 24 November 2020 | 1 December 2020 |
| 26 January 2021 | 4 January 2021 | 4 January 2021 | 5 January 2021 | 5 January 2021 | 12 January 2021 |
| 9 February 2021 | 18 January 2021 | 18 January 2021 | 19 January 2021 | 19 January 2021 | 26 January 2021 |
| 16 March 2021 | 22 February 2021 | 22 February 2021 | 23 February 2021 | 23 February 2021 | 2 March 2021 |
| 27 April 2021 | 29 March 2021 | 29 March 2021 | 30 March 2021 | 30 March 2021 | 13 April 2021 |
| | 10 May 2021 | 10 May 2021 | 11 May 2021 | 11 May 2021 | 18 May 2021 |
| | | | | | |