

**EXECUTIVE
26 JANUARY 2021
5.01 - 6.15 PM**



Present:

Councillors Bettison OBE (Chairman), Dr Barnard (Vice-Chairman), D Birch, Brunel-Walker, Harrison, Mrs Hayes MBE, Heydon and Turrell

116. Minutes

RESOLVED that the minutes of the meeting of the Executive on 15 December 2020 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

117. Declarations of Interest

Councillors Brunel-Walker and Councillor Heydon both declared an affected interest in agenda item 12 as Members of the Joint Venture Board and would leave the meeting for the duration of the item.

118. Urgent Items of Business

The Chairman gave notice that he had agreed to the addition of an item of urgent business to the agenda for the meeting. The report concerned Procurement for Lateral Flow Community Testing. An urgent decision was required as specified by Government's Statement of Operating Practice published on 7 January 2021.

Executive Decisions and Decision Records

The Executive considered the following items. The decisions are recorded in the decision sheets attached to these minutes and summarised below:

119. CCTV Policy

RESOLVED that

- i. the policy as set out at Appendix A to the Executive Director:Delivery's report be approved.
- ii. the Executive Director: Delivery be designated as the Senior Responsible Officer for the purpose of oversight of the implementation of this policy.
- iii. all staff involved in the deployment and management of CCTV surveillance systems attend briefing sessions on the Policy at Appendix A of the Executive Director:Delivery's report.

120. Investigatory Powers Commissioner's Office (IPCO) Policy

RESOLVED that

- i. the updated policy as set out at Appendix A of the Executive Director:Delivery's report be approved.
- ii. Members are briefed on the content, purpose and application of the RIPA.
- iii. the post-holders identified in the Policy be designated as 'Authorising Officers' as set out.

121. Digital & IT Strategy 2021-2024

RESOLVED that

- i. the Digital & ICT Strategy 2021 – 2024 is approved.
- ii. the outline work programme included in the Strategy is agreed.
- iii. the governance arrangements proposed in paragraph 3.3 of the Executive Director: Delivery's report is agreed.

122. Customer Experience Strategy 2021-2024

RESOLVED that

- i. the Customer Experience Strategy 2021 – 2024 is approved.
- ii. the outline work programme included in the Strategy is agreed.
- iii. the governance arrangements proposed in paragraph of the Executive Director:Delivery's report are agreed.

123. Local Government and Social Care Ombudsman Annual Review Letter

RESOLVED that the Local Government and Social Care Ombudsman's Annual Review Letter 2020 is noted.

124. Climate Change Action Plan update

RESOLVED that

- i. the Climate Change Strategy and action plan is agreed.
- ii. the formation of an all Member climate change advisory group is agreed.

125. Exclusion of Public and Press

RESOLVED that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of items 12 & 13 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

126. Town Centre Regeneration

RESOLVED that the land at Coopers Hill, detailed in Annex A of the Director:Resources report, be appropriated under Section 122(1) of the Local Government Act 1972 when a planning consent is in place;

127. **Procurement for Lateral Flow Testing Project**

RESOLVED that

- i. the proposed spend, detailed in the Chief Executive's report, is agreed to be funded from Government grant for the initial financing of the Lateral Flow Community Testing Programme and procurement of associated goods and services.
- ii. a Contract Standing Order waiver is agreed, under Regulation 32 of the Public Contracts Regulation 2015, in order for the project to move to deliver community lateral flow testing and;
- iii. the decision is urgent and should not be subject to call in.

CHAIRMAN

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Bracknell Forest Council Record of Decision

Work Programme Reference	1096729
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1. **TITLE:** CCTV Policy
2. **SERVICE AREA:** Delivery
3. **PURPOSE OF DECISION**

To set out the obligations on the Council with respect to the use of CCTV and to seek approval of the Executive for the CCTV Policy.

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

6. **DECISION:**

- i. the policy as set out at Appendix A to the Executive Director:Deliverys report be approved.
- ii. the Executive Director: Delivery be designated as the Senior Responsible Officer for the purpose of oversight of the implementation of this policy.
- iii. all staff involved in the deployment and management of CCTV surveillance systems attend briefing sessions on the Policy at Appendix A of the Executive Director:Deliverys report.

7. **REASON FOR DECISION**

The Council is required to comply with a range of legislation and guidance in its deployment and use of CCTV systems including:

Human Rights Act 1998 article 8 (Right to Privacy)
Data Protection Act 1998
Regulation of Investigatory Powers Act 2000
Protection of Freedoms Act 2012

The recommendations if adopted will bring into being a consolidated code for use across the Council when services are considering the deployment of surveillance systems.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The only alternative is not to adopt the Policy.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery
10. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
26 January 2021	2 February 2021

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1096730
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1. **TITLE:** Investigatory Powers Commissioner's Office (IPCO) Policy

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To set out the obligations on the Council with respect to the Regulation of Investigatory Powers Act 2000. (RIPA)

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that

- i. the updated policy as set out at Appendix A of the Executive Director:Deliverys report be approved.
- ii. Members are briefed on the content, purpose and application of the RIPA.
- iii. the post-holders identified in the Policy be designated as 'Authorising Officers' as set out.

7. **REASON FOR DECISION**

The Council is required by the statutory codes of practice issued under the Regulation of investigatory Powers Act 2002 to have an approved policy for the control and application of RIPA provision across the functions of the Council.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The only alternative is not to take adopt the updated Policy.

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

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

Date Decision Made	Final Day of Call-in Period
26 January 2021	2 February 2021

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I093922
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1. **TITLE:** Digital & IT Strategy 2021-2024

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To approve the Digital IT Strategy 2021-2024.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that

- i. the Digital & ICT Strategy 2021 – 2024 is approved.
- ii. the outline work programme included in the Strategy is agreed.
- iii. the governance arrangements proposed in paragraph 3.3 of the Executive Director: Delivery's report is agreed.

7. **REASON FOR DECISION**

- i. A clear direction for Digital and ICT is important for the Council, to ensure the work of the Digital and ICT teams continues to contribute effectively to the strategic objectives of the Council, and delivers the levels of functionality and security required to support effective and efficient operation.
- ii. The work programme is reasonably detailed for the first year of delivery. However, beyond that timeframe, it is difficult to predict exactly what projects will be needed, as this is a fast-changing environment.
- iii. Governance of the Strategy will be managed through existing structures. Progress on the delivery of the Strategy will be managed through the Digital & ICT Steering Group, which meets six-weekly. Half-yearly progress reports will be taken to CMT, and annual reports to the Executive. The annual review by the Executive will also approve the work programme for the following year.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Continue operating "business as usual" but without any review of the strategic direction. This approach risks missing opportunities, or the work of the Digital and ICT teams being focused in areas that do not meet the Council's strategic objectives.

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

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

Date Decision Made	Final Day of Call-in Period
26 January 2021	2 February 2021

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1093923
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1. **TITLE:** Customer Experience Strategy 2021-2024

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To approve the Customer Experience Strategy 2021-2024

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that

- i. the Customer Experience Strategy 2021 – 2024 is approved.
- ii. the outline work programme included in the Strategy is agreed.
- iii. the governance arrangements proposed in paragraph of the Executive Director:Delivery's report are agreed.

7. **REASON FOR DECISION**

- i. A clear direction for Customer Experience is important for the Council, to ensure the work of the Customer Experience department continues to contribute effectively to the strategic objectives of the Council, and the ongoing satisfaction of residents with the services the organisation provides.
- ii. The work programme is reasonably well defined for the first year of delivery. However, beyond that timeframe, it is difficult to predict exactly what projects will be needed, as this environment continues to evolve.
- iii. Governance of the strategy will be managed through existing structures. Progress on the delivery of the strategy will be managed through the Ways of Working User Panel, which will meet monthly. Half-yearly progress reports will be taken to CMT, and annual reports to the Executive. The annual review by the Executive will also approve the work programme for the following year.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Continue operating "business as usual" but without any review of the strategic direction. This approach risks missing opportunities, or the work of the Customer Experience department being focused in areas that do not meet the Council's strategic objectives.

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

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

Date Decision Made	Final Day of Call-in Period
26 January 2021	2 February 2021

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I097108
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1. **TITLE:** Local Government and Social Care Ombudsman Annual Review Letter

2. **SERVICE AREA:** Chief Executive's Office

3. **PURPOSE OF DECISION**

To provide an overview and commentary on the Local Government and Social Care Ombudsman (LGSCO) annual review letter.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that the Local Government and Social Care Ombudsman's Annual Review Letter 2020 is noted.

7. **REASON FOR DECISION**

The annual review letter provides the council with information to help assess the council's performance in handling complaints.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None

9. **DOCUMENT CONSIDERED:** Report of the Chief Executive

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

Date Decision Made	Final Day of Call-in Period
26 January 2021	2 February 2021

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I090146
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1. **TITLE:** Climate Change Action Plan update

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To provide an update on progress made reviewing the Council's climate change action plan

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that

- i. the Climate Change Strategy and action plan is agreed.
- ii. the formation of an all Member climate change advisory group is agreed.

7. **REASON FOR DECISION**

In Bracknell Forest Council Motion (02/2019), passed at Full Council on 17 July 2019, the council committed to becoming a net-zero greenhouse gas emitting borough by 2050. The motion states:

“This Council strongly believes in the need to continue its work to address the impact of man-made Climate Change on our local communities. To this end, this Council asks the Executive to develop detailed action plans with measurable ambitious annual targets and an annual report to address this pressing matter to ensure that the Council meets the government target of eradicating its net contribution to climate change by 2050”

8. **ALTERNATIVE OPTIONS CONSIDERED**

Continuing with 3-yearly action plans, rather than a strategic framework and action plan

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

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

Date Decision Made	Final Day of Call-in Period
26 January 2021	2 February 2021

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1097078
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1. **TITLE:** Town Centre Regeneration

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

Matters concerning Joint Venture.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that the land at Coopers Hill, detailed in Annex A of the Director:Resources report, be appropriated under Section 122(1) of the Local Government Act 1972 when a planning consent is in place.

7. **REASON FOR DECISION**

The reasons for recommendation were set out in the Director of Resources' report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative options were set out in the Director of Resources' report.

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

10. **DECLARED CONFLICTS OF INTEREST:** Councillors Brunel-Walker and Councillor Heydon both declared an affected interest as Members of the Joint Venture Board and left the meeting for the duration of the item.

Date Decision Made	Final Day of Call-in Period
26 January 2021	2 February 2021

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I098225
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1. **TITLE:** Procurement for Lateral Flow Testing Project

2. **SERVICE AREA:**

3. **PURPOSE OF DECISION**

The recommendations seek to progress the procurement of contractors and supplies to allow the urgent introduction of a substantial Lateral Flow Community Testing Programme.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that

- i. the proposed spend detailed in the Chief Executive's report, to be funded from Government grant for the initial financing of the Lateral Flow Community Testing Programme and procurement of associated goods and services is agreed.
- ii. a Contract Standing Order waiver is agreed, under Regulation 32 of the Public Contracts Regulation 2015, in order for the project to move to deliver community lateral flow testing and;
- iii. the decision is urgent and should not be subject to call in.

7. **REASON FOR DECISION**

The urgent circumstances of delivering a community testing programme in line with the Government's statement of operating principles published on 7 January 2021.

Due to the extreme urgency of this decision we have been unable to meet the 28 days requirement for forward plan notification

8. **ALTERNATIVE OPTIONS CONSIDERED**

None

9. **DOCUMENT CONSIDERED:** Report of the

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

Date Decision Made	Final Day of Call-in Period
26 January 2021	N/A

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