

Notice of Meeting

Executive

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

Tuesday 9 February 2021, 5.00 - 7.00 pm

Online Only - via Zoom



Agenda

Item	Description	Page
1.	Apologies	
2.	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>	
3.	Minutes	3 - 18
	To consider and approve the minutes of the meeting of the Executive held on 26 January 2021.	
4.	Urgent Items of Business	
	Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	

Executive Key Decisions

The items listed below all relate to Key Executive decisions, unless stated otherwise below.

5.	Vehicle Emissions and Air Quality	19 - 24
	The report sets out policy proposals to introduce an enforcement regime with respect to vehicle emissions. The report follows recommendations from the Licensing and Safety Committee on the 24th October 2019 who Resolved that 'the Committee recommended officers consider the implications of	

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	adopting the delegated powers for dealing with idling vehicles, including taxis' Reporting: Damian James	
6.	School Places Plan and Capacity Strategy	25 - 64
	To approve the School Places Plan and Capacity Strategy 2021-25. These were last approved by the Executive in January 2020 and have now been updated to cover the five-year period from 2021 to 2025. Reporting: Chris Taylor	
7.	Revised Local Development Scheme for Bracknell Forest	65 - 98
	To agree a revised Local Development Scheme containing updated timetables for producing Local Plans in Bracknell Forest in view of the statutory requirement to publish an up to date Local Development Scheme on the website so that local communities and interested parties can keep track of progress of Local Plans being prepared in an area. Reporting: Andrew Hunter	
8.	Capital Programme 2021/22	99 - 112
	To recommend to Council the annual budget. Reporting: Stuart McKellar	
9.	Revenue Budget 2021/22	113 - 232
	To recommend to Council the annual budget. Reporting: Stuart McKellar	

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**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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TO: EXECUTIVE
9 FEBRUARY 2021

**VEHICLE EMISSIONS AND AIR QUALITY
(Executive Director of Delivery)**

1 PURPOSE OF REPORT

- 1.1 The Council is committed to tackling issues associated with air quality. Vehicle emissions are known to have a significant effect of air quality and in particular the levels of Nitrous Oxide and particulates.
- 1.2 The Council has two designated Air Quality Management Areas as defined by the Environment Act 1995. The Council also has an Air Quality Action Plan which contains a number of measures designed to improve air quality.
- 1.3 This report sets out policy proposals to introduce an enforcement regime with respect to vehicle emissions. The report follows recommendations from the Licensing and Safety Committee on 24 October 2019 which resolved that 'the Committee recommended officers consider the implications of adopting the delegated powers for dealing with idling vehicles, including taxis'.

2 RECOMMENDATIONS

That the Executive agrees that:

- (a) **The Council should as a matter of Policy enforce the provisions Road Vehicles (Construction and Use) Regulations 1986 in so far as they relate to idling of vehicles and where appropriate to do so to issue fixed penalty notices in accordance with The Road Traffic (Vehicle Emissions) (Fixed penalty) England Regulations 2002;**
- (b) **In accordance with the Council's Constitution (Part 2: Section 6, Table 1 c) that the Executive Director - Delivery authorises relevant officers to enforce the provisions;**
- (c) **The Public Protection Manager on behalf of the Council seeks 'Designation' status under Part 2 of the Road Traffic (Vehicle Emissions)(Fixed Penalty) Regulations 2002 from the Secretary of State in order that it may enforce the 'emissions offences' set out in Regulation 61 and 61A Road Vehicles (Construction and Use) Regulations 1986 as amended;**
- (d) **In accordance with the Councils Constitution (Part 2: Section 6, Table 1 (c) that the Executive Director - Delivery authorises relevant officers to enforce the provisions set out in C above should the relevant 'Designation' be granted by the Secretary of State.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 These recommendations if adopted will allow Officers of the Council (including officers from the Public Protection Partnership) and others so authorised to raise awareness, engage, educate and ultimately enforce the relevant legislation to tackle vehicle idling across the Borough and carry out emissions testing within the Air Quality Management

Areas. These proposals are considered to complement the efforts to 'change habits' by people using vehicles in the Borough. It is to be stressed that the aim is to bring about change as part of a wider package of measures and not to be seen as a source of revenue generation. The penalties are such that the work is unlikely to achieve cost neutrality but will be seen as part of the Councils wider approach to improving air quality as part of its Climate Change strategy.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The only alternative is not to take the proposed policy position but to bring about compliance purely through encouraging change of practice. It is however felt that this policy position enhances and strengthens the desire to bring about change and of itself allows for promotion of the issues through signage etc.

5 BACKGROUND

- 5.1 Conventional vehicles (diesel and petrol engines) when their engines are running emit gases, which include, nitrogen oxides, particulate matter and carbon dioxide. Nitrogen Dioxide and particulate matter are identified air quality pollutants under the long-established air quality framework, owing to their impact on health. Carbon Dioxide is a greenhouse gas, which, when emitted in excess, in particular from anthropogenic activities, contributes to climate change.
- 5.2 Under the Environment Act 1995, Bracknell Forest Council has a duty to constantly review and assess the air quality within its borough and compare pollution concentrations against a set of European and National air quality standards. Monitoring has shown that Bracknell Forest has two areas where concentrations of Nitrogen Dioxide (NO₂) have or are exceeding both European and national standards, and as such BFC has declared an Air Quality Management Area (AQMA) and implemented an Action Plan. The national plan is the approach to achieving compliance with European air quality standards set out by the government.
- 5.3 Particulates are classified by their mass (PM10 and PM2.5), with the smaller particulates, PM2.5 being more harmful due to their ability to travel further into the lung. PM 2.5 is understood to have no safe limit for health, it is therefore beneficial to reduce levels at all locations, not just hotspots that break a set limit.

Air Quality in Bracknell Forest

- 5.4 Air quality monitoring takes place at a number of sites across Bracknell Forest and the Council has two AQMAs and an action plan supporting these. The sites are as follows:
- Area 1: Bagshot Road, A322, Horse and Groom Roundabout and Downshire Way, declared for the annual mean objective for nitrogen dioxide in February 2011
 - Area 2: Bracknell Road, B3348 and Crowthorne High Street, declared for the annual mean objective for nitrogen dioxide in February 2011.
- 5.5 The Air Quality Action Plan was agreed in 2014. It is largely integrated with delivery of the Local Transport Plan 3 (2011). There are currently no measures identified in the Action Plan relating to idling initiatives such as; targeted campaigns to effect behavioural change, installation of signage relating to idling engines or use of idling or emissions enforcement measures. The Downshire Way (AQMA) new traffic layout is

having a positive effect on the traffic movement and there is less congestion. The full effects of the scheme will be seen in the 2021 results from the Annual Air Quality Status report.

5.6 More recently the Joint Public Protection Committee set air quality as a strategic priority for the service and across the PPP area. The associated work plan approved by the JPPC set out a number of preventative and enforcement priorities and the Lead Officer for Air Quality has developed the programme to encompass a number of initiatives as follows:

- Internal – targeted at Local Authority employees. With an estimated 12,000 employees, the LA's provide a large local audience for awareness raising and engaging employees will support the local climate initiatives
- Engaging with local schools/parents in a poster competition to enhance and/or replace existing signage or provide for new signage. Any signage also requires approval by the Highways Authority
- Engaging with volunteers to become community champions, or join in community campaign days
- Undertake community action days in the vicinity of AQMAs, and other sensitive locations.
- Engagement with private landowners – e.g. network rail, retail sector and non-public highway public services, e.g., schools, hospitals, doctors, to join a campaign, adopt local signage and where applicable, host awareness action days.
- Engage with local businesses to support a campaign, perhaps engaging Fleet Operator Recognition Scheme (FORS) members (gold, silver, bronze) to sponsor a campaign.
- Evidence shows that targeted well organised campaigns with community champions involved in street engagement can be very successful.

5.7 As part of this package, other measures considered was the introduction of enforcement around vehicle idling and the seeking of powers to carry out emissions testing in the Air Quality Management Areas (AQMA's). Neither of these measures have been hitherto put into place.

Enforcement Options

5.8 The Road Traffic (Vehicle Emissions) (Fixed penalty) England Regulations 2002 give discretionary powers to Local Authorities to issue fixed penalty notices, in relation to emission and idling offences under s 42 of the Road Traffic Act 1988 The Regulations have two key elements:

The Idling Offence

The 2002 regulations, provide for enforcement by fixed penalty notice, in so far as it relates to exhaust emissions.

The Emissions Offence

The 2002 Regulations, provide for enforcement by fixed penalty notice, in so far as it relates to exhaust emissions

- 5.9 Section 6 of the Councils Constitution already has enforcement matters ascertaining to the Public Protection Functions delegated to the Executive Director - Delivery. In addition the Inter-Authority Agreement dated the 6th January 2017 (which brought into being the Public Protection Partnership) also delegates these matters to the Joint Public Protection Committee. The day to day enforcement of this and other legislation is delegated to the Public Protection Manager who can in turn authorise other officers. It should be noted that Officer visits will not be on 'demand' but applied on a targeted basis.
- 5.10 The Road Traffic (Construction and Use) Regulations 1986 are Regulations for the purposes of the 1988 Act and therefore can be enforced by officers and others authorised under the Scheme of Delegation or by the PPP.
- 5.11 There are two options before the Executive today. The first is a policy decision to enforce the provisions relating to the idling of vehicles. In general terms the driver must switch off his engine when the vehicle is stationary to avoid unnecessary vehicle idling (especially in the vicinity of sensitive areas such as schools, hospitals and residential areas). There are exceptions to the offence in the following circumstances:
- a) where the licensed vehicle is stationary owing to the necessities of traffic – e.g. when vehicles are queuing at traffic signals;
 - b) where an engine is being run so that a defect can be traced and rectified – e.g. when a defective vehicle is being attended to by a breakdown/recovery agent;
 - c) for short periods on occasions where the weather conditions are extreme either to operate the vehicle's heating or air conditioning
- 5.12 The Second policy area for decision relates to testing of vehicle emissions. Under Part 2 of the Road Traffic (Vehicle Emissions)(Fixed Penalty) Regulations 2002 a local authority which has a designated Air Quality Management Area within its administrative boundary can apply to the Secretary of State to be a Designated Authority for the purpose of carrying out roadside or deferred emissions testing (direct a vehicle to be tested by a third party and require the certificate to be furnished on the Council). These can be carried out on roads within the Air Quality Management Area or on roads beyond the Air Quality Management Area if they have an impact on air quality in the area e.g. they lead to the Air Quality Management Area. Where a vehicle fails such testing a £60 penalty notice can be issued as an alternative to Court proceedings. The Secretary of State may 'designate' a Local Authority if he believes vehicle emissions are / or are likely to become a significant consideration as to whether air quality standards are being achieved. He can also designate training requirements for officers conducting such work.
- 5.13 As can be seen the penalties are not high in terms of other road traffic offence penalties however the policy of enforcing the idling provisions and the emissions provisions (if designated by the Secretary of State) sends a clear message of intent and supports the wider strategy set out in broad terms above. It is proposed that enforcement of the idling offences will be focussed on sensitive areas such as schools, medical facilities as well as other areas such as taxi ranks, outside stations etc. Temporary and permanent signage will be used to alert to the legal requirement. Should the emissions testing be permitted then this would be conducted as at 5.12. All will be accompanied by public information campaigns.

Resource Requirements

- 5.14 It is anticipated that resource requirement arising from this should not be significant in that the work around idling could be conducting alongside other existing checks e.g. checks by licensing officers or the existing work of the environmental health team or Civil Parking Enforcement Officers (although the latter would be subject to further discussion with the contractor).
- 5.15 With respect to emissions testing it is likely there will be costs associated with equipment purchase or contractor engagement (estimated at £2K-£5K.) There will also be some staff training requirements. The level of penalties are set relatively low and are unlikely to ever cover these costs. However, work around air quality generally is a statutory duty and this could be seen as part of that programme. There will be a need to purchase and install some permanent signage and some mobile signage.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The legal implications and legislative framework for the recommendations are set out in the body of the report.

In addition, consideration will need to be given to legal resource and enforcement policy either within the Public Protection Partnership itself or within the Council, namely in what circumstance and by whom may Prosecution result in the event of a recipient's non-payment of a Penalty Notice issued for a substantive offence.

Borough Treasurer

- 6.2 There are no new financial implications in this report.

Equalities Impact Assessment

- 6.3 An equalities screening has been undertaken and confirmed a full assessment was not required.

Strategic Risk Management Issues

- 6.4 There are no implications arising from the recommendation in this report.

7 CONSULTATION

- 7.1 The matter of idling was considered by the Licensing and Safety Committee on 24 October 2019

Background Papers

Defra Guidance on Local Air Quality Management:

https://consult.defra.gov.uk/communications/laqm_changes/supporting_documents/LAQM%20Policy%20Guidance%202016.pdf

Contacts for further information

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Unrestricted

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TO: EXECUTIVE
DATE: 09 FEBRUARY 2021

SCHOOL PLACES PLAN AND CAPACITY STRATEGY **Executive Director, People**

1 PURPOSE OF DECISION

- 1.1 To approve the School Places Plan and Capacity Strategy 2021-25. These were last approved by the Executive in January 2020 and have now been updated to cover the five-year period from 2021 to 2025.
- 1.2 Forecasts indicate that there will be sufficient school places to meet the anticipated demand for 2021-25 across all mainstream sectors, with no indications of pressure points in any planning area.
- 1.3 The broad strategy continues to be to reduce the numbers of surplus school places in the Borough, and this is linked to the Council's Transformation Programme including creative provision for children and young people with special needs.

2. RECOMMENDATION

- 2.1 **To approve the School Places Plan and School Capacity Strategy 2021-25 in the attached Appendix A.**

3. REASONS FOR RECOMMENDATIONS

- 3.1 The Council has the statutory duty to provide sufficient school places.
- 3.2 The School Places Plan and Capacity Strategy are the essential tools employed by the Council to meet this duty.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None, it is business critical to undertake pupil forecasting to ensure the Council meets its statutory duty to provide sufficient school places.

5. SUPPORTING INFORMATION

Context

- 5.1 Bracknell Forest is moving from a time of scarcity of school places to a time of surplus school places. Whilst secondary school numbers on roll are still rising, the birth rate and corresponding primary school intake numbers are decreasing across the Borough.

School Places Plan and Capacity Strategy

- 5.2 The School Places Plan and Capacity Strategy is attached as Appendix A, which forecasts demand for school places for;

- Early Years
- Primary
- Secondary
- Post 16
- SEN

Sufficient School Places

- 5.3 Following a manifesto change in 2019, planning for secondary school places is now undertaken across the whole Borough rather than by individual planning areas. This has reduced the need for further school capacity projects at a time when there is an overall surplus of secondary school places, which in turn has significantly reduced the Council's capital costs.
- 5.4 This acknowledges that secondary aged pupils can travel between planning areas to secure a school place if their catchment area school is full. Planning for primary school places continues to be by planning area acknowledging that primary aged children have less mobility than secondary aged children when travelling to school.

Costs and Funding – Capital

- 5.5 The DfE allocates capital grant funding for the delivery of additional school places on data submitted by local authorities in the annual Surplus Capacity and Places return (SCAP). The Council is unlikely to receive DfE capital Basic Need grant (BNG) in future years because of the current surpluses of school places.
- 5.6 If proposed new primary school at Bucklers Park (formerly TRL) is built, then the Council will incur capital costs associated with overseeing the developer construct process estimated at £700k. Pupil yields from the new housing at Bucklers Park have been much lower than previously anticipated and unless pupil yields rise, there is no forecast need for this school to be built during the 2021-25 forecast period.
- 5.7 The proposed new primary schools at Amen Corner South and Warfield East have been put on hold, however agreements have been proposed as part of the S106 negotiations with the developers to keep the options to build the schools open up until 10 years after the commencement of each development allowing for these new schools to be built in future years if required. The land and construction costs would be expected to be provided as part of the future S106 agreements yet to be agreed.
- 5.8 The previously committed growth of Kings Academy Binfield will entail the Council paying the capital cost for furniture and equipment for the future classrooms as these come on stream between 2021 and 2024. Financing is in place for these costs.
- 5.9 There are projects on the 2020/21 BFC Capital Programme to re-order school accommodation totalling £657k to facilitate future reductions in PANs and to support school improvement. The DfE does not allocate capital grant to remove surplus places and these schemes have therefore been funded by the council.
- 5.10 The cost of creating additional SEN facilities required as part of this SPP is currently being financed from DfE specific grant for increasing SEN places (Special Provision Capital Fund). This is expected to be insufficient to finance the costs of some of the

larger schemes currently being developed which will therefore be subject to bids of council funding through future capital programmes.

Costs and Funding - Revenue

- 5.11 If the proposed new primary schools at Bucklers Park (formerly TRL), Amen Corner South and Warfield East are not built then there may be abortive capital costs equivalent to the expenditure so far incurred in the design of these new schools amounting to £126k. This would be financed from the balance held in the earmarked reserve created for this purpose.
- 5.12 In general, opening new schools creates a significant revenue pressure as schools tend to be built towards the start of housing developments and then fill up with pupils as building continues over a number of years. During these initial years after opening, additional costs are incurred as schools have relatively low pupil numbers and relatively high per pupil costs. These costs are not fully funded by the DfE and therefore place a pressure on budgets for all schools in the LA.
- 5.13 Schools are supported in their financial planning by providing a five-year income budget forecast based on the pupil forecasts in the SPP. The financial model to schools has been adapted to present the most recent October census to align to the DfE budget setting requirements.
- 5.14 Where pupils are offered a school place involving travel distances to school exceeding 2 miles for primary aged pupils or 3 miles for secondary aged pupils, Home to School Transport costs are paid by the Council. Parents are not however eligible for Home to School Transport if they have been offered a school place within the distance, but instead choose to take up a place at a school beyond the distance. Having surplus places reduces the likelihood that Home to School Transport will be incurred.

6. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

The local authority has a statutory duty under Section 14 of the Education Act 1996 to ensure sufficiency of school places in its area. The Plan attached is intended to ensure compliance with this legal requirement.

Director of Finance

- 6.1 The revised pupil forecasting model, has, as expected, increased the accuracy of the data which in turn will improve decision making in respect of capital investments in schools. The current forecasts indicate a sufficiency of places, however, if new schemes are required, including those associated with new SEN facilities and the removal of surplus places they will be presented for a decision through the council's normal budget setting process.

Director of Place, Planning & Regeneration

- 6.2 The School Places Plan recognises the need to review the addition of Primary Schools at Bucklers Park, Warfield East and Amen Corner South. These were all identified as part of the Site allocations Local Plan. It will be important that the opportunity to secure these schools at a later date is not lost if pupil forecasts see a rise in numbers above current forecast levels.

School Sufficiency Board (SSB)

- 6.3 SSB were consulted by email on 17/12/20, and comments received have been incorporated into the body of the report.

Capital Programme Steering Group (PSG)

- 6.4 PSG were consulted by email on 17/12/20, and comments received have been incorporated into the body of the report.

Schools Forum

- 6.5 SSB were consulted at their meeting on 14/01/21.

Diocesan Authorities

- 6.6 The Oxford CE Diocese and Portsmouth RC Diocese were consulted by email on 17/12/20.

Equalities Impact Assessment

- 6.7 SEN forecasts are included in the SPP. Compliance with needs for disabled access to new build school accommodation is achieved through Part M of Building Regulations. The requirement for disabled access to existing school buildings is set out in the Equality Act and the Council makes accessibility works a priority in its Planned Works programme for schools, details of which are set out in the Asset Management Plan for Schools.

Strategic Risk Management Issues

- 6.8 The main factors affecting the planning and delivery of school places are:

ISSUE		RISK	COMMENT
1	Accuracy of forecasts	LOW	A new forecasting system was introduced in 2019 and proved to be 98% accurate for the 2020 intake.
2	Co-ordination between Council teams and departments.	LOW	The School Sufficiency Board has been established including representatives from all teams to oversee planning for school places.
3	Sufficient school places	LOW	Forecasts suggest there will be sufficient school places for the forecast period 2021-25.
4	Surplus school places	MEDIUM	Forecasts suggest primary surpluses will increase, but secondary surpluses will decrease. Measures to reduce the surplus of primary places

Unrestricted

			will mitigate this risk.
4	Council's ability to manage the supply of school places	MEDIUM	Academies may choose to depart from catchment area admissions policies and/or admit over their PANs. Effective relationships with academies are essential.
5	Capital Cost Risk	LOW	Forecasts suggest there will be sufficient school places for the forecast period 2021-25.
6	Revenue Cost Risk to the Council	LOW	Surplus places reduce the likelihood that Home to School Transport will be incurred.
7	Revenue Cost Risk to Schools – new schools	LOW	New schools require additional revenue funds in the initial years after opening. This is not fully funded by DfE and would likely require a top slice to existing school budgets to cover the additional cost.
8	Reputation Risk	MEDIUM	The Council could stand to be criticised if there are too many surplus school places. Reduction of surplus places is therefore a priority

Background Papers

Appendix A School Places Plan & Capacity Strategy 2021 - 2025

Contacts for Further Information

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**SCHOOL PLACES PLAN and
CAPACITY STRATEGY
2021 – 2025**

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1. Introduction

- 1.1 The Council has a statutory duty to provide sufficient school places, and the School Places Plan and Capacity Strategy (SPP) is the essential control employed by the Council to meet this duty.
- 1.2 The Bracknell Forest Learning Improvement Strategy contains seven Key Priorities, one of which is to “*Access a High-Quality School Place*”. This SPP is the tool through which there are sufficient accessible school places available across the Borough in the right locations at the right time to meet the forecast need.
- 1.3 The SPP is produced in accordance with DfE Guide to Forecasting Pupil Numbers in School Place Planning, and details of the forecasting methodology are set out in Annex 1.

2. Executive Summary

- 2.1 Bracknell Forest is in transition, moving from a time of scarcity of school places to a time of surplus school places.
- 2.2 The birth rate and primary school numbers are decreasing across the Borough.
- 2.3 Secondary numbers however are still increasing as the previous rise of primary numbers is still working its way up through secondary schools.
- 2.4 Pupil numbers on roll are forecast to change between 2021 to 2025:
 - Early Years - decrease by up to 5% (114)
 - Primary - decrease by up to 9% (898)
 - Secondary KS 3 & 4 - increase by up to 6% (384)
 - Post 16 - increase by 28% (331)
 - SEN - increase by 7.8% (340)
- 2.5 Forecasts indicate that there will be enough mainstream school places across all sectors in all planning areas to meet this forecast demand, and there are no plans to add any additional school capacity during this forecast period. The significant increase in post 16 numbers relates to the anticipated future opening of the sixth form at Kings Academy Binfield in 2023.
- 2.6 Where surpluses of school places result in a surplus of accommodation in schools, this can be dealt with in the following ways:
 - Converting teaching spaces to other uses e.g. learning support
 - Removing temporary accommodation
 - Mothballing part of a school
 - Finding alternative compatible uses for surplus accommodation
 - Leasing out surplus accommodation to paying tenants

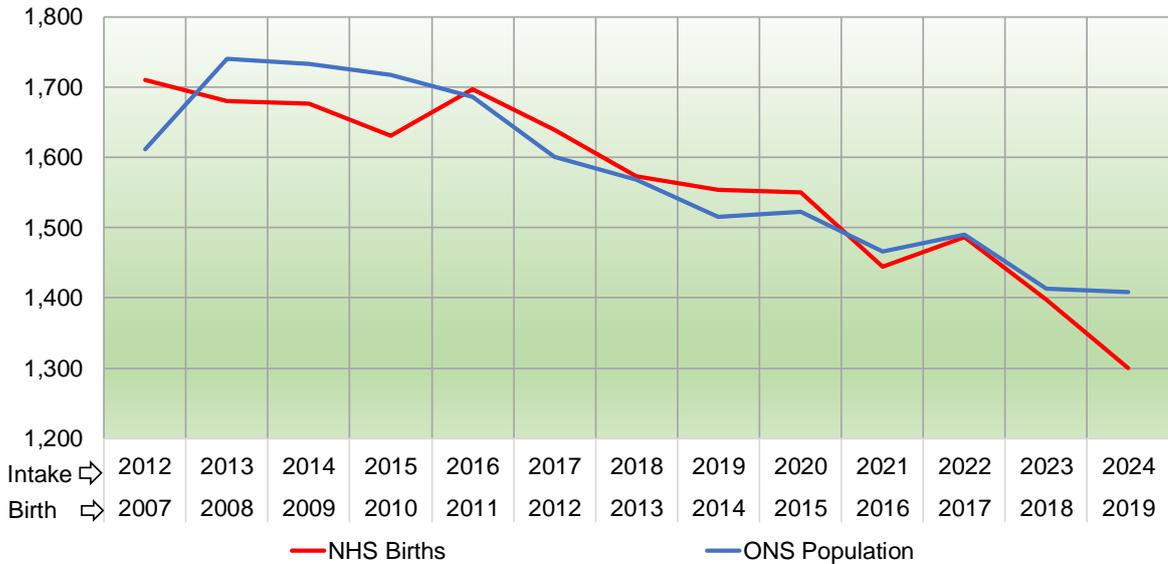
3. Factors Affecting Pupil Numbers and School Places

3.1 The following factors affect the supply and demand for school places:

Demographics

3.2 The Office of National Statistics (ONS) Population Predictions suggest that the numbers of babies born Bracknell Forest are decreasing, as set out on Graph One below. This is confirmed by data from the NHS.

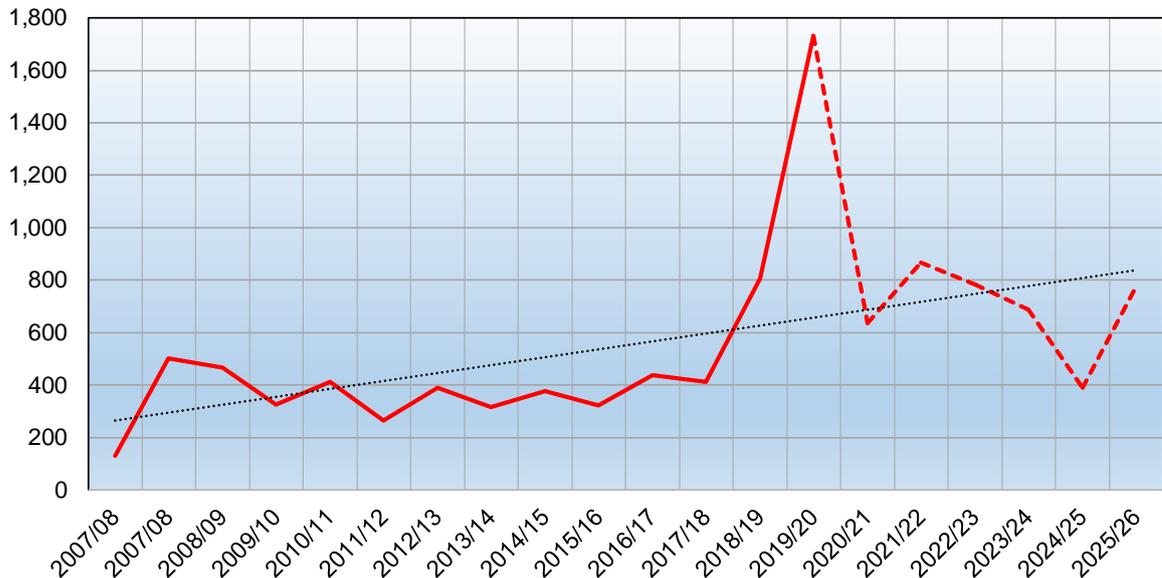
Graph One: Bracknell Forest – Numbers of 5 Year Old Children



New Housing

3.3 The number of houses built in Bracknell Forest in last two years has increased significantly over the preceding ten years as set out on Graph Two below. The predicted house completions up to 2025 are shown as a dotted line.

Graph Two: Housing Completions in Bracknell Forest



- 3.4 In the past new housing numbers have often come on more slowly than anticipated, and the timescales for delivery of new housing are outside of the Council's direct control, being in the hands of individual housing developers. Various factors may affect the timescales for new house building including market forces, interest rates, mortgage availability and employment opportunities in the local area.
- 3.5 Pupils arising from this spike in new housing will be unlikely to result in a spike in the school population because research has shown that 85% of families moving within the Borough keep their children at their original schools. The impact of this spike will however be likely to be felt over successive years depending on the age of the children in question and the year group which they will attend. Research has suggested that the peak demand for school places arising from new housing may only be reached after 5-7 years after a new development is completed.
- 3.6 Most of the new housing has been built in the North Bracknell Planning Area.

Pupil Yields Arising from New Housing

- 3.7 New dwellings of different sizes yield different numbers of pupils e.g. smaller flats yield less children than larger 3-4 bed family homes. Research has revealed that estimated average pupil yields from new housing in Bracknell Forest have decreased by 30% since 2016.

New Schools

- 3.8 New schools may cause some turbulence in demand for school places through parental preference for new facilities and the time taken for new schools to fill up in all year groups. The newest schools in Bracknell Forest are the Kings Academy Binfield and Kings Academy Oakwood located in the North Bracknell school planning Area, which opened in September 2018 and September 2019 respectively. There are currently no new schools under construction in Bracknell Forest.

Pupil Mobility

- 3.9 Pupil mobility is high when there are staffing changes at the Royal Military Academy (RMA) which is located in the Sandhurst & Crowthorne school Planning Area. Schools in the Crowthorne and Sandhurst regularly see existing pupils leaving and new pupils arriving unexpectedly which gives the Borough pupil mobility in excess of 20%, which is higher than the national average.
- 3.10 Traveller families are another factor affecting pupil mobility, and this can be difficult to forecast. There is a permanent designated Traveller Site with 13 pitches which is also located in the Crowthorne and Sandhurst school planning area.

3.11 The extent of primary internal migration within the Borough is set out on Charts One to Three below:

Chart One: Where North Bracknell Residents Took up Primary School Places

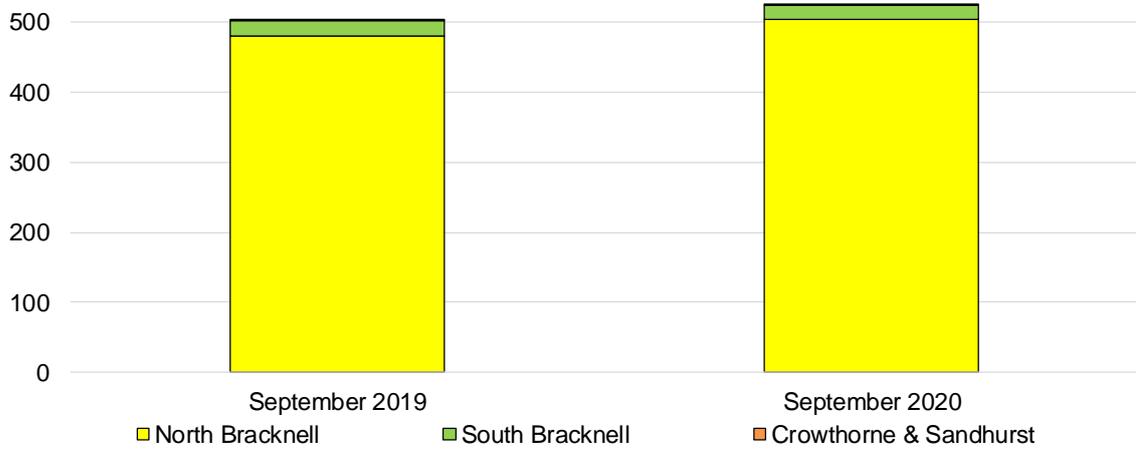


Chart Two: Where South Bracknell Residents Took up Primary School Places

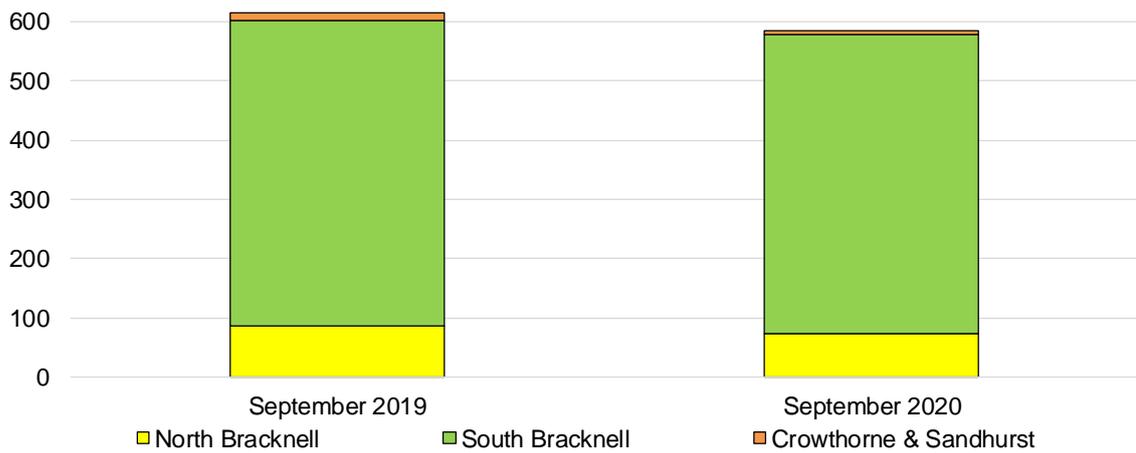
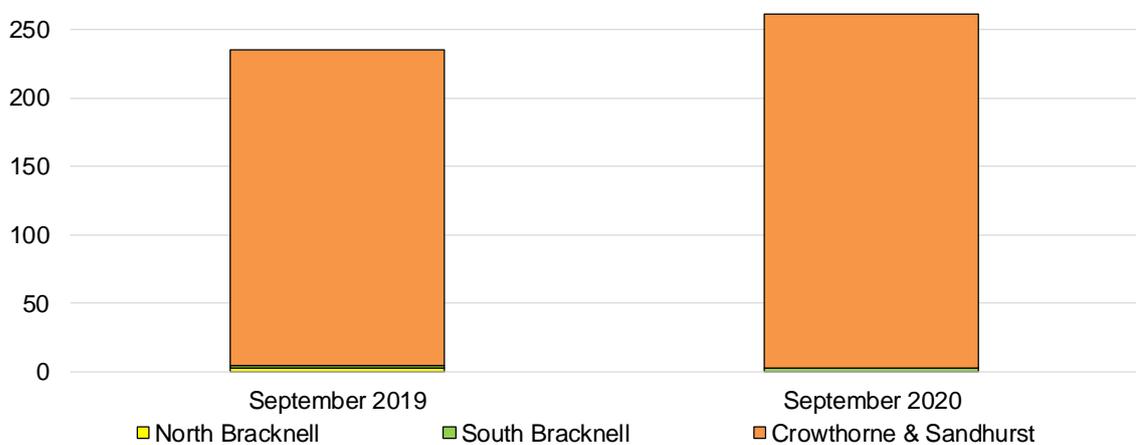


Chart Three: Where Crowthorne & Sandhurst Residents Took up Primary School Places



3.12 The extent of secondary internal migration within the Borough is set out on Charts Four to Six below:

Chart Four: Where North Bracknell Residents Took up Secondary School Places

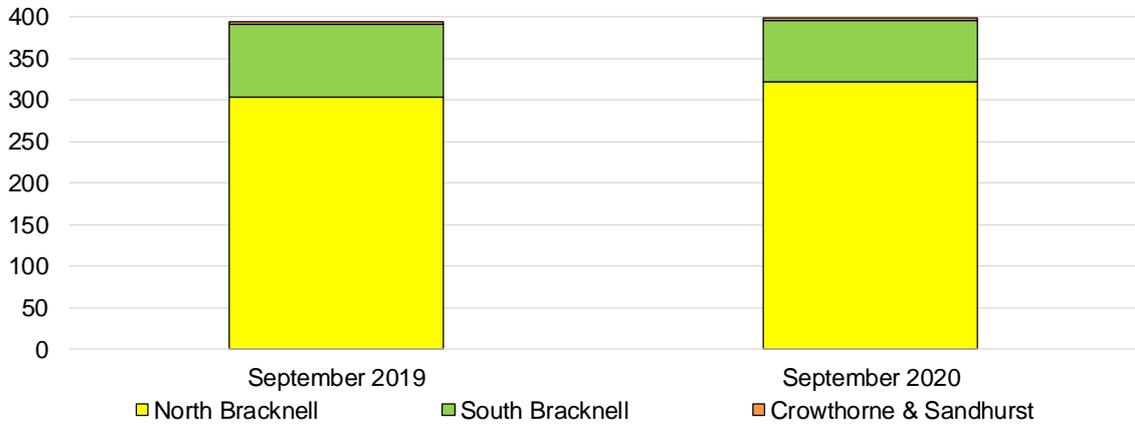


Chart Five: Where South Bracknell Residents Took up Secondary School Places

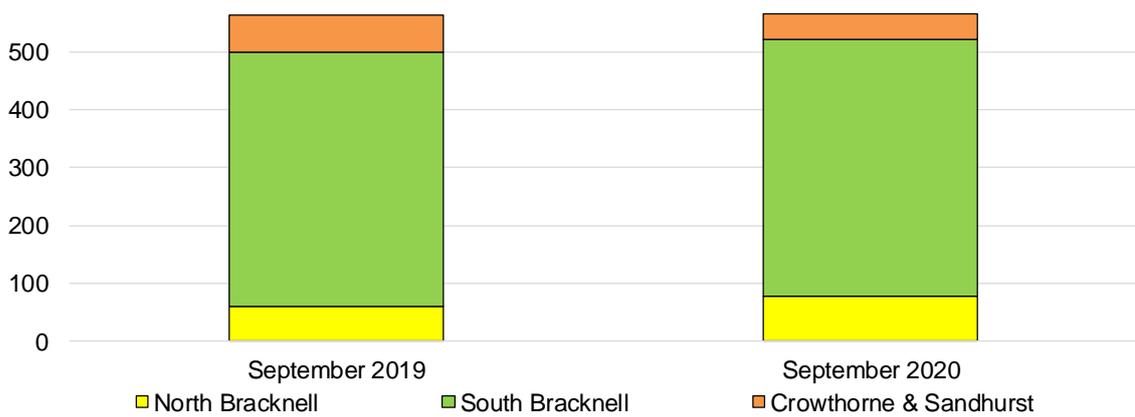
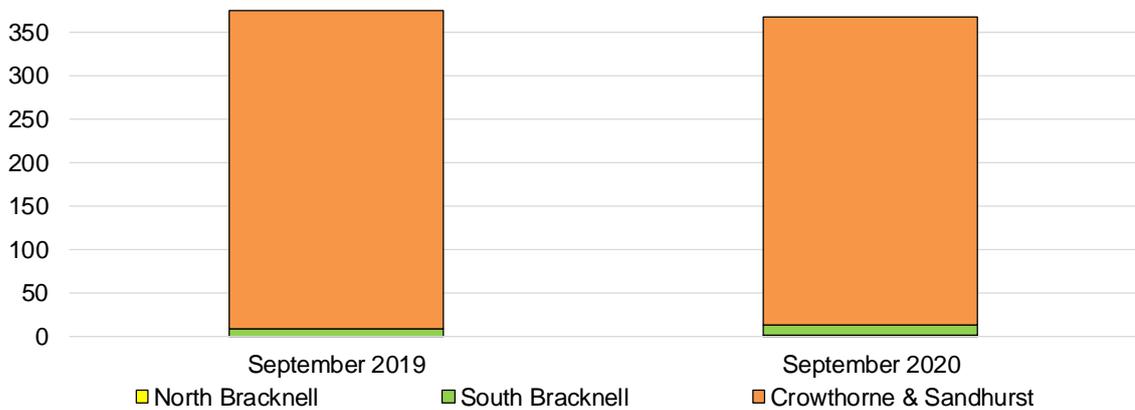


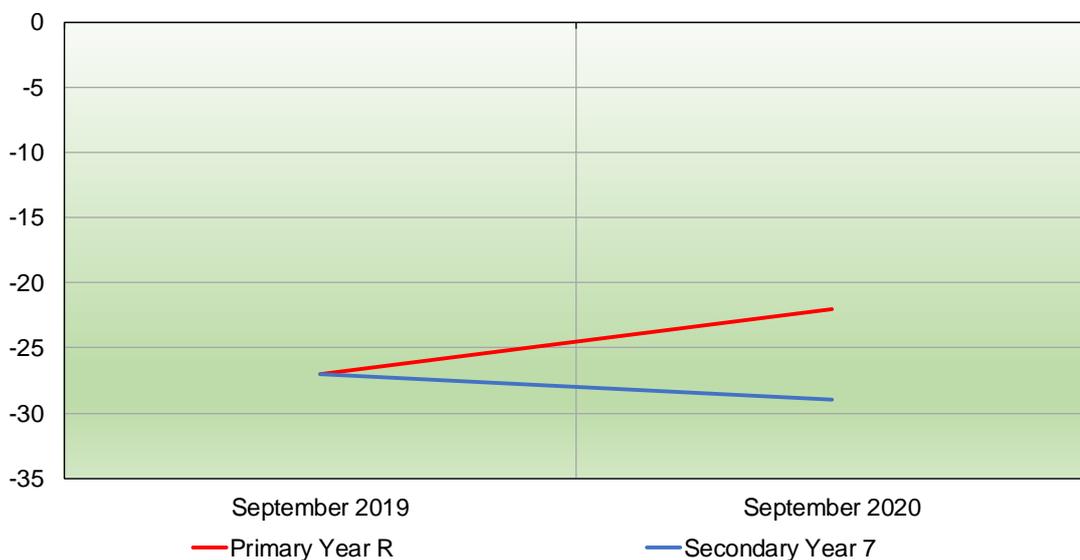
Chart Six: Where Crowthorne & Sandhurst Residents Took up Secondary School Places



Cross Border Issues with Neighbouring Local Authorities

- 3.13 Bracknell Forest shares boundaries with Wokingham, the Royal Borough of Windsor & Maidenhead (RBWM), Hampshire and Surrey, but the majority of cross-border movement occurs between Bracknell Forest, Wokingham and RBWM.
- 3.14 There are several legacy issues derived from the way that Berkshire County Council organised its school places:
- Two Bracknell Forest primary schools, Ascot Heath and Cranbourne, are in the designated area of Charters Secondary School, which is located in RBWM.
 - The Wokingham primary schools at Hatch Ride and Oaklands are in the designated area of the Bracknell Forest Edgbarrow Secondary academy.
 - Part of the designated areas of the Bracknell Forest Ascot Heath Primary school and Cranbourne Primary school extend into RBWM.
 - Part of the designated areas of the RBWM South Ascot primary school and Charters secondary academy extend into Bracknell Forest.
- 3.15 Despite this the extent of cross border migration into and out of Bracknell Forest is not significant and is set out on Graph Three Below. For the September 2020 intake year Bracknell Forest was a net exporter of -22 primary and -29 secondary pupils.

Graph Three: Cross Border Migration in the Intake Years R and 7



Admission Over the PAN

- 3.16 Under the current School Admissions Code, individual schools can admit over their Published Admission Numbers (PAN). Schools may also admit over the PAN where parents win admissions appeals.
- 3.17 This impacts on the Council’s ability to manage the supply of school places if schools admit additional pupils that might otherwise have taken up places at other schools.

- 3.18 The seven schools which have admitted over their PAN in the last five years are set out on Table One below, and 89% of the total number of pupils admitted was by academy schools:

Table One: Schools Admitting Over their Published Admission Numbers

School	Sep-16	Sep-17	Sep-18	Sep-19	Sep-20	Total
Edgbarrow academy	31	2	1	30		64
Garth Hill College	4					4
Ranelagh academy			9	9	9	27
Sandhurst			1			1
St Margaret Clitherow academy		1				1
The Brakenhale academy		1		8	8	17
Wooden Hill Primary					9	9
Totals:	35	4	11	47	26	123

Denominational Education

- 3.19 There are ten Church of England and Roman Catholic primary schools within Bracknell Forest and one Church of England secondary Academy, which provide denominational education in the Borough. These are listed on Table Two below.

Table Two: Denominational Schools in Bracknell Forest

School	Type	Planning Area
Binfield	CE Primary Voluntary Aided	North Bracknell
St Joseph's	RC Primary Voluntary Aided	North Bracknell
Warfield	CE Primary Voluntary Controlled	North Bracknell
Winkfield St Marys	CE Primary Voluntary Controlled	North Bracknell
Jennett's Park	CE Primary Academy	South Bracknell
Ranelagh Academy	CE Secondary Academy	South Bracknell
St Margaret Clitherow	RC Primary Academy	South Bracknell
St Michael's Easthampstead	CE Primary Voluntary Aided	South Bracknell
Crowthorne	CE Primary Voluntary Controlled	Crowthorne & Sandhurst
St Michael's Sandhurst	CE Primary Voluntary Aided	Crowthorne & Sandhurst

- 3.20 Voluntary Aided schools are their own admissions authorities and the Governing Bodies set their admissions arrangements. For Voluntary Controlled Schools the Council is the admissions authority, and these schools follow the Council's co-ordinated scheme of admissions.
- 3.21 There is no Catholic secondary school in Bracknell Forest so parents preferring a Catholic education for their children may choose to schools outside of the Borough.
- 3.22 Ranelagh CE academy, St Michael's Easthampstead CE primary and St Joseph's RC primary schools do not have Bracknell Forest designated areas and these schools accept pupils drawn from wider geographical areas.
- 3.23 All the above denominational schools have been included in the SPP forecasts.

Free Schools and Academies

- 3.24 Are state-funded schools but are independent of Local Authority control, and are established through the DfE academies programme as either sponsored or converter academies.
- 3.25 There are currently ten academy schools in Bracknell Forest listed on Table Three below:

Table Three: Academy Schools in Bracknell Forest

School	Type	Academy Trust	Planning Area
Kings Academy Binfield	All Through School	Kings Group Trust	North Bracknell
Kings Academy Oakwood	Primary	Kings Group Trust	North Bracknell
Great Hollands	Primary	Maiden Erlegh Trust	South Bracknell
Jennett's Park	CE Primary	Bonitas Trust	South Bracknell
Ranelagh Academy	CE Secondary	Bonitas Trust	South Bracknell
St Margaret Clitherow	RC Primary	Frassati Trust	South Bracknell
The Brakenhale	Secondary	Greenshaw Trust	South Bracknell
Crown Wood	Primary	Greenshaw Trust	South Bracknell
Edgbarrow	Secondary	Corvus Trust	Crowthorne & Sandhurst
Wildmoor Heath	Primary	Greenshaw Trust	Crowthorne & Sandhurst

- 3.26 Academies and Free Schools are their own Admission Authorities, and their admissions arrangements are determined by their governing bodies in agreement with the Education Funding Agency. The Council would reasonably expect to be consulted on changes to academies' admissions arrangements, but cannot determine them, and this may impact on the Authority's ability to manage the supply of school places.

Independent schools

- 3.27 Some parents send their children to independent schools, and there are five such schools in Bracknell Forest as set out on Table Four Below.

Table Four: Independent Schools in Bracknell Forest

School	Type	Planning Area
Licensed Victuallers' School	Co-educational primary and secondary	North Bracknell
Heathfield	Secondary girls' school	North Bracknell
Wellington College	Co-educational for pupils aged 13 to 18	Crowthorne & Sandhurst
Eagle House	Co-educational preparatory school	Crowthorne & Sandhurst
Lambrook-Haileybury	Co-educational preparatory school	North Bracknell

Selective Education

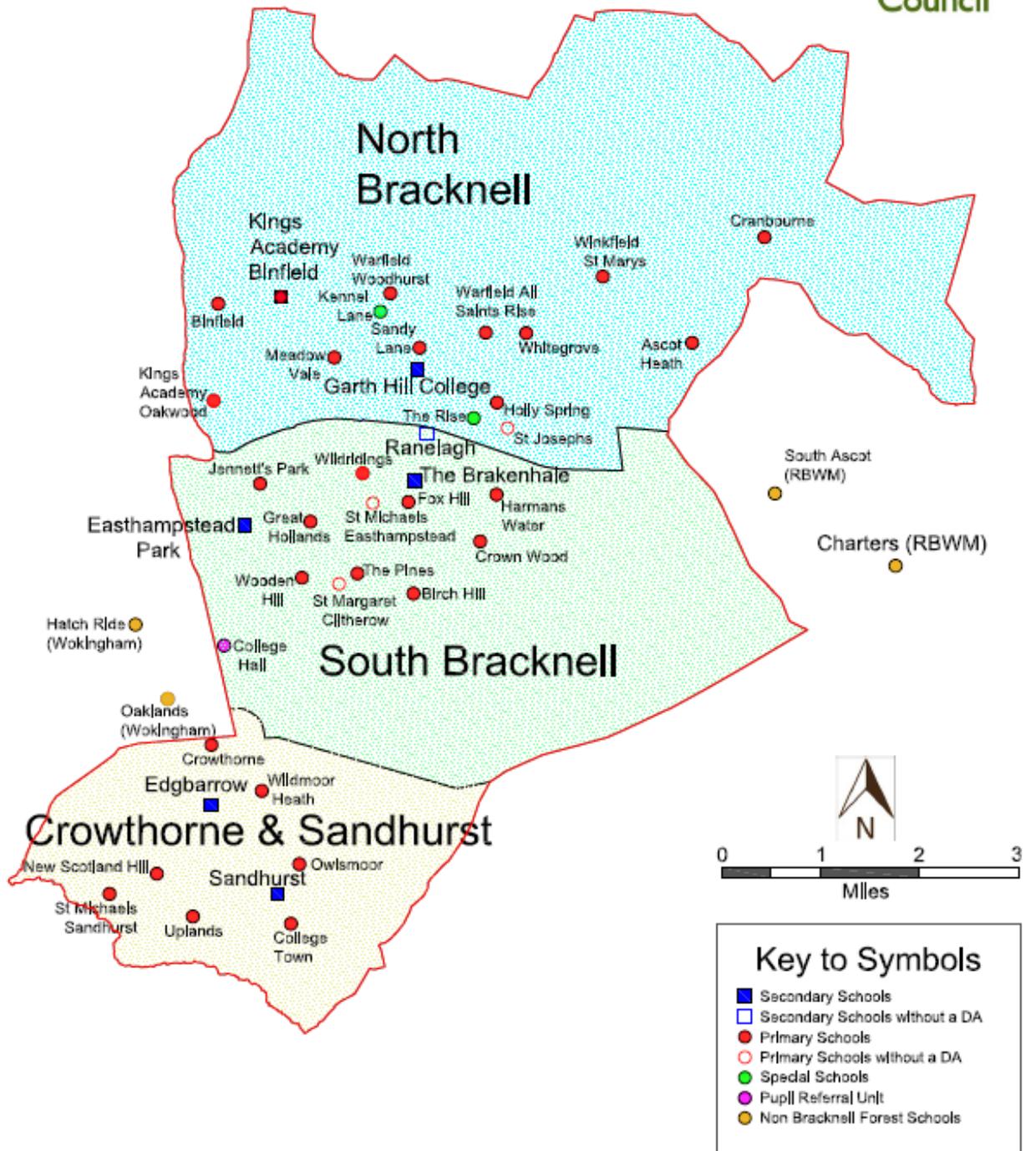
- 3.28 All secondary schools in the Borough are co-educational comprehensive (11-19). Parents seeking single gender or selective secondary education for their children may choose to seek school places in other local authority areas.

4. Planning Areas

4.1 There are three Planning Areas for school organisation as shown on Map One below:

- North Bracknell
- South Bracknell
- Crowthorne & Sandhurst

Map One: School Organisation Planning Areas



5. Schools

5.1 There are 38 schools in this SPP which are set out on Table Four below:

Table Four: Schools in Bracknell Forest

Planning Area	School	Type	Status	Designated Area
---------------	--------	------	--------	-----------------

North Bracknell

Binfield CE Primary	Primary	Voluntary Aided	Yes
Kings Academy Oakwood	Primary	Academy	Yes
Meadow Vale Primary	Primary	Maintained	Yes
Warfield CE Primary	Primary	Voluntary Controlled	Yes
King's Academy Binfield	All Through	Academy	Yes
Cranbourne Primary	Primary	Maintained	Yes
Holly Spring Primary	Primary	Maintained	Yes
Sandy Lane Primary	Primary	Maintained	Yes
Ascot Heath Primary	Primary	Maintained	Yes
St Josephs RC Primary	Primary	Voluntary Aided	No
Whitegrove Primary	Primary	Maintained	Yes
Winkfield St Marys CE Primary	Primary	Voluntary Controlled	Yes
Garth Hill College	Secondary	Maintained	Yes

South Bracknell

Crown Wood Primary	Primary	Academy	Yes
Fox Hill Primary	Primary	Maintained	Yes
Harmans Water Primary	Primary	Maintained	Yes
St Michaels Easthampstead CE Primary	Primary	Voluntary Aided	No
Wildridings Primary	Primary	Maintained	Yes
The Brakenhale	Secondary	Academy	Yes
Birch Hill Primary	Primary	Maintained	Yes
Great Hollands Primary	Primary	Academy	Yes
Jennetts Park CE Primary	Primary	Academy	Yes
St Margaret Clitherow RC Primary	Primary	Academy	No
The Pines Primary	Primary	Maintained	Yes
Wooden Hill Primary	Primary	Maintained	Yes
Easthampstead Park Secondary	Secondary	Maintained	Yes
Ranelagh CE Secondary	Secondary	Academy	No

Crowthorne & Sandhurst

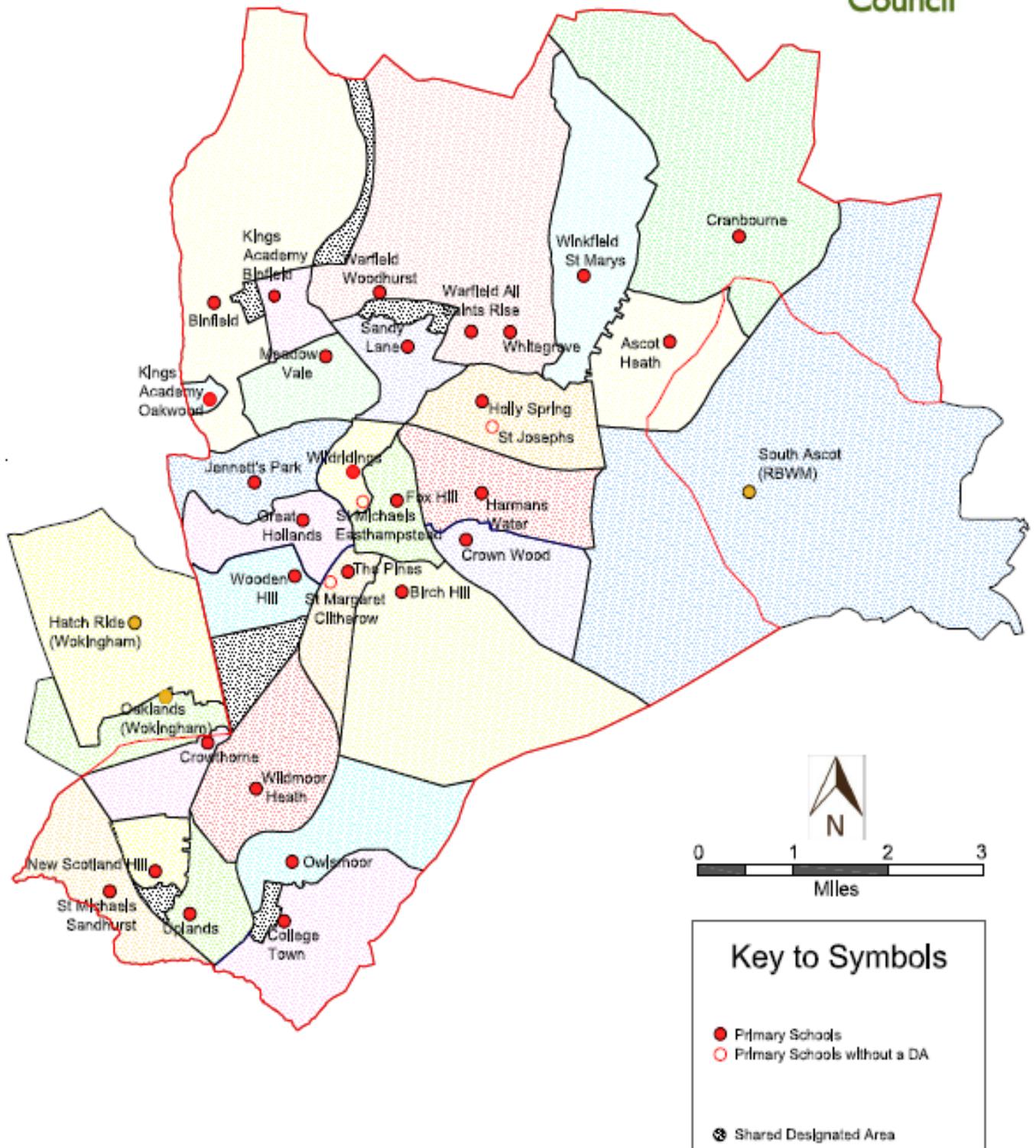
Crowthorne CE Primary	Primary	Voluntary Controlled	Yes
New Scotland Hill Primary	Primary	Maintained	Yes
Wildmoor Heath Primary	Primary	Academy	Yes
Edgbarrow Secondary	Secondary	Academy	Yes
College Town Primary	Primary	Maintained	Yes
Owlsmoor Primary	Primary	Maintained	Yes
St Michaels Sandhurst CE Primary	Primary	Voluntary Aided	Yes
Uplands Primary	Primary	Maintained	Yes
Sandhurst Secondary	Secondary	Maintained	Yes

Others

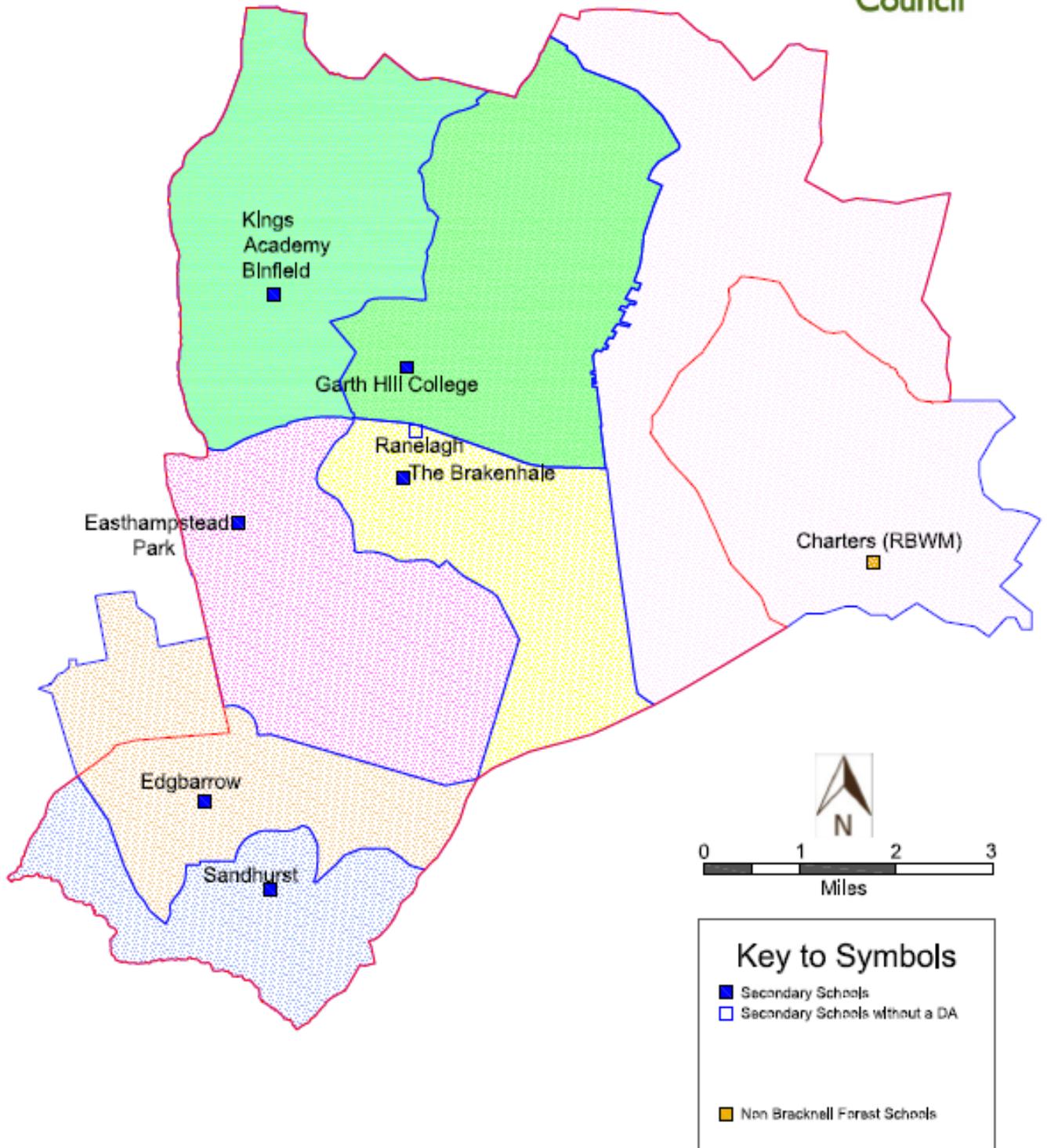
College Hall	PRU	Maintained	No
Kennel Lane	Special	Maintained	No

6. Designated Area Maps

Map Two: Primary School Designated Areas



Map Three: Secondary School Designated Areas.



7. Early Years

Early Years Providers

- 7.1 Calculating the exact number of places available across the authority is challenging as providers continually adapt their capacity dependent on demand. Capacity data is therefore only correct at the point it is gathered from providers. Table Five below shows the approximate number of childcare places available in Bracknell Forest by ward in the summer term 2020 and covers all early years childcare for 0 to 5 year olds, funded and fee paying children and places offered by childminders open to school age children.

Table Five: Early Years Providers in Bracknell Forest

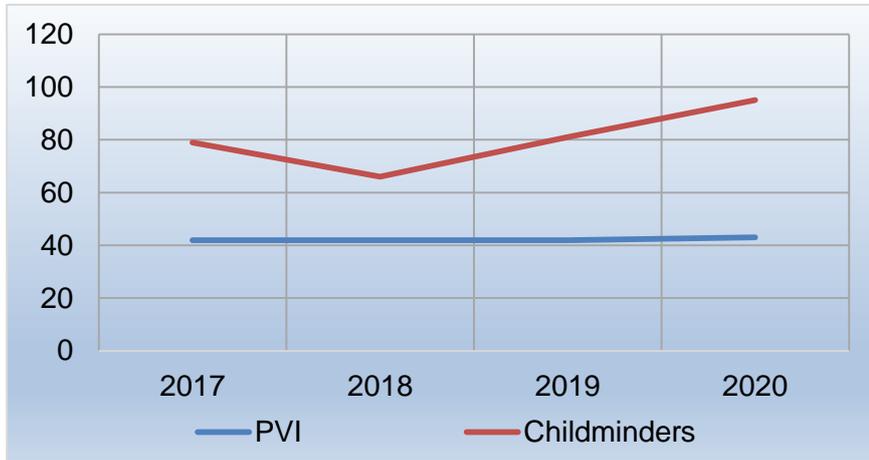
Ward	Capacity
Ascot	212
Binfield with Warfield	416
Bullbrook	203
Central Sandhurst	82
College Town	578
Crown Wood	201
Crowthorne	182
Great Hollands North	212
Great Hollands South	190
Hanworth	407
Harmans Water	272
Little Sandhurst and Wellington	155
Old Bracknell	180
Owlsmoor	175
Priestwood and Garth	373
Warfield Harvest Ride	261
Wildridings and Central	359
Winkfield and Cranbourne	262
Total capacity	4,720

- 7.2 Providers are responsible for ensuring that space requirements are met when making decisions on cohort numbers. Space requirements are dependent on the age of the children attending. (<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>).
- 7.3 In the autumn term 2020 a total of 164 providers are registered to claim free entitlement funding, 45 Private, Voluntary and Independent (PVI) providers, 101 childminders and 18 maintained school and academy nursery classes (nursery classes).
- 7.3.1 Funded places for 2-year-old are offered by 43 PVI providers and 95 childminders. No Nursery classes offer 2-year-old places.
- 7.3.2 Universal 15-hour free entitlement places for 3- and 4-year olds are offered by 45 PVI providers, 101 childminders and 18 nursery classes

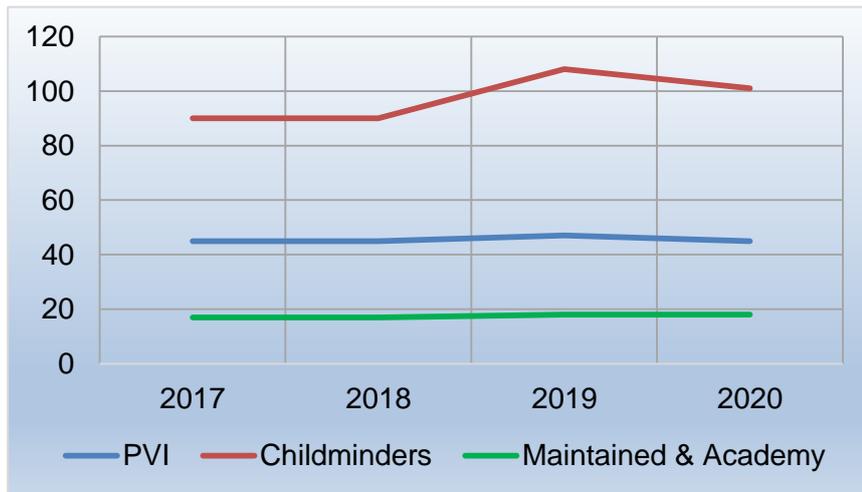
7.3.3 Extended 30-hour free entitlement places for 3- and 4-year olds are offered by 43 PVI providers, 101 childminders and 17 nursery classes.

The graphs below show the number of providers offering the free entitlement for the period 2017 to 2020.

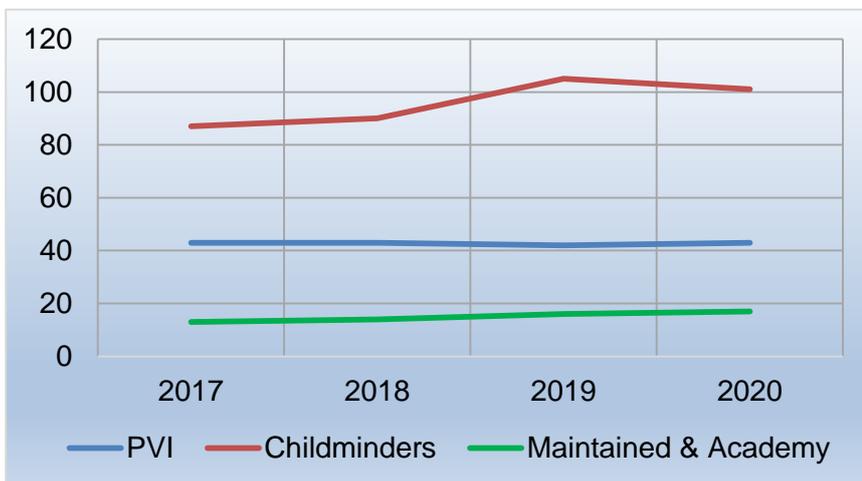
Graph Four: Providers Offering Places for 2 year olds



Graph Five: Providers Offering Universal Places for 3 & 4 year olds



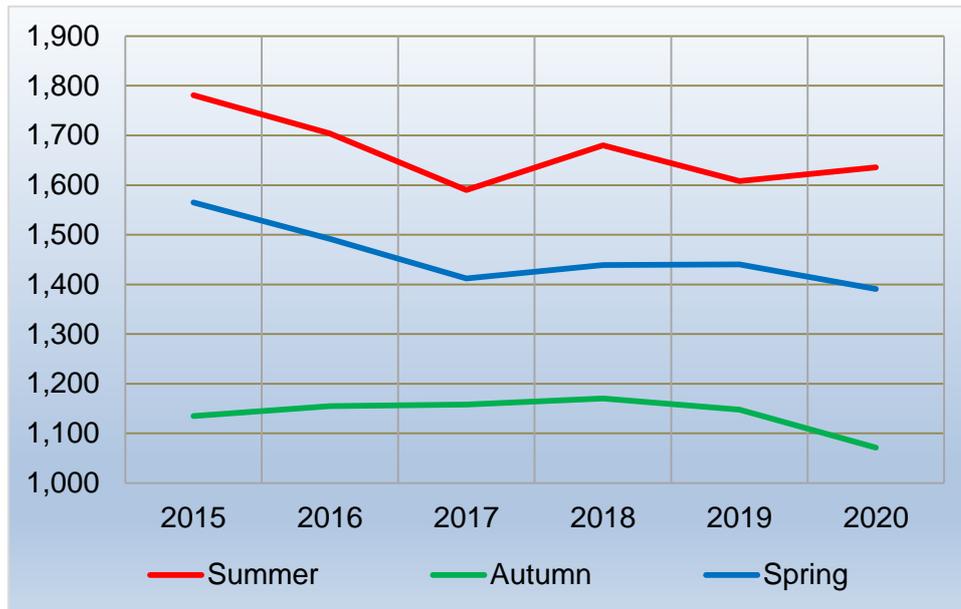
Graph Six: Providers Offering Extended Places for 3 & 4 year olds



Numbers of Children in Early Years Settings

7.4 Graph Seven below shows the take up for funded two, three- and four-year olds over the last five years accessing in Bracknell Forest for PVI and Childminders.

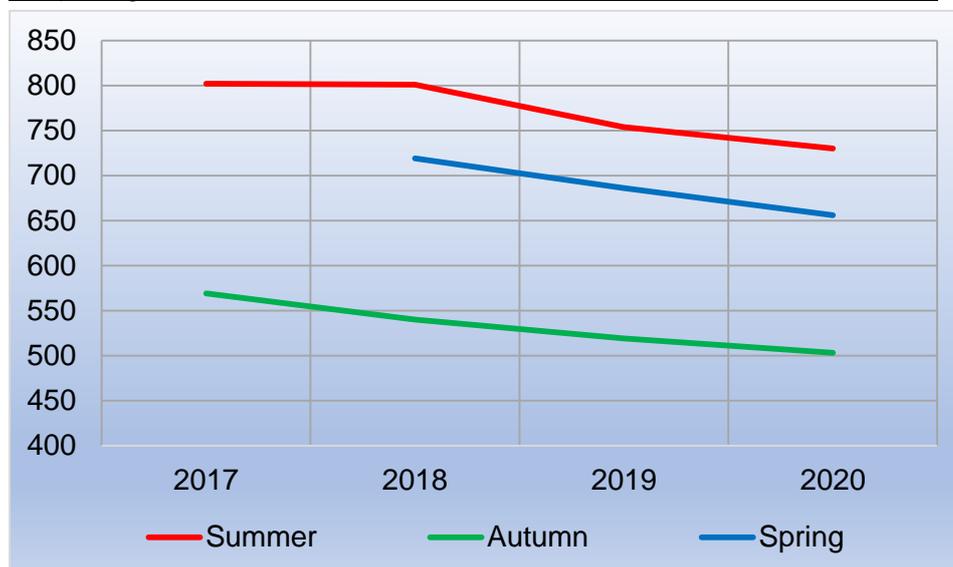
Graph Seven: Free Entitlement Headcount – PVI & Childminders



7.5 Generally, numbers in the PVI sector are lowest in the Autumn term following the school intake, increasing in the Spring term and reaching a peak in the Summer term.

7.6 Graph Seven above shows that over the last five years there has been an overall downward trend in numbers of children across all terms, and this does correspond to the known decrease in birth rates indicated by the NHS. This trend is repeated in the numbers of children attending nursery classes in maintained schools and academies which are shown on Graph Eight below.

Graph Eight: Free Entitlement Headcount – Maintained and Academies



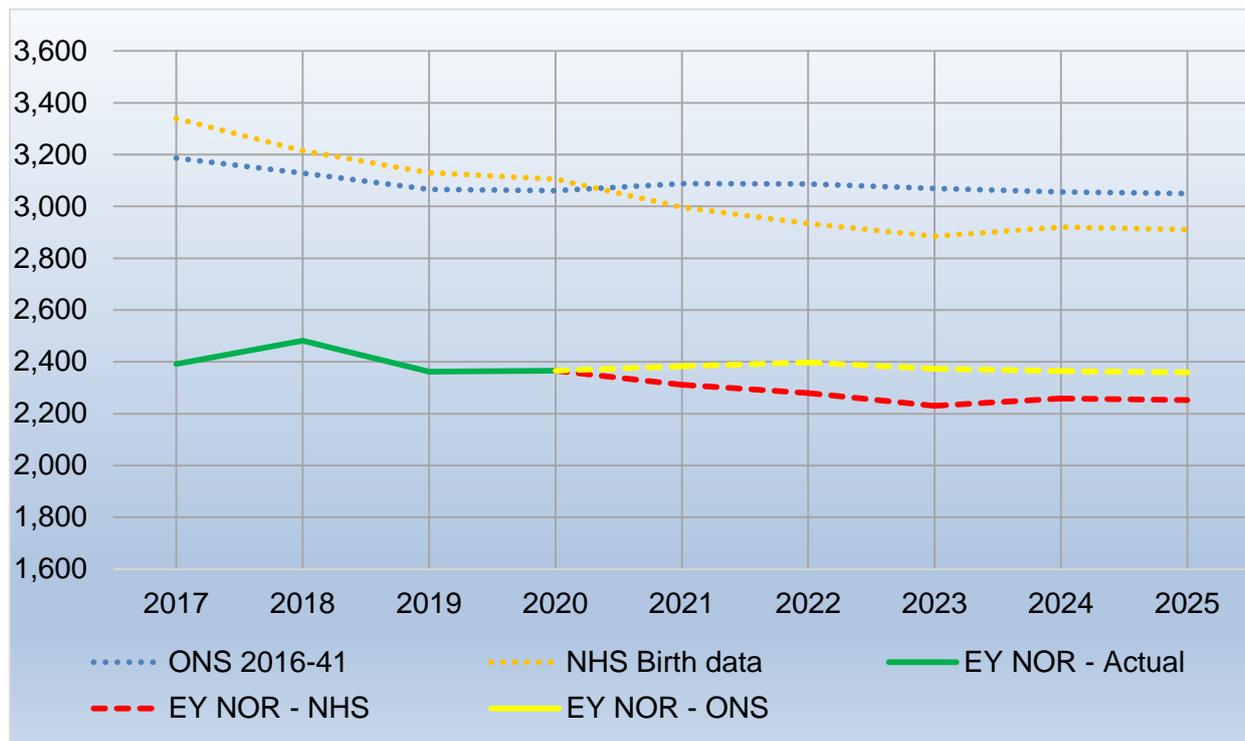
Current Demand for Childcare

7.7 BFC uses the Summer term numbers when predicting demand for free entitlement places for 3- and 4-year olds. In the 2020 Summer term the number of 3- and 4-year olds accessing free entitlements was 2,366 which is approximately 77% of the eligible population.

Forecast Demand for Childcare

7.8 The ONS population forecasts for 3- and 4-years olds in Bracknell Forest in 2025 is 3,049. However, a population forecast based on current NHS birth data indicates a population of 2,911. Using the current average rate of uptake for the free entitlements for 3- and 4- year old of 77%¹, the forecast demand in the summer term 2025 is calculated to be 2,360 using the ONS forecast and 2,252 using the NHS birth data. Graph Nine below illustrates both of these forecasts.

Graph Nine: Population and Free Entitlement Forecast

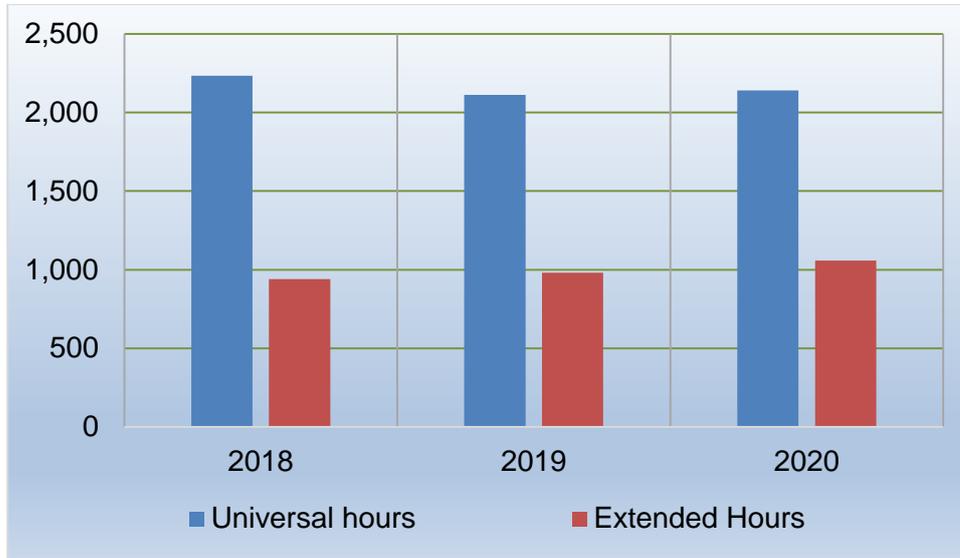


Universal and Extended Childcare

7.9 The total number of 3 & 4 year olds claiming Universal (570 hours p.a.) and Extended (1,170 hours p.a.) early years entitlements in the summer term is shown on Graph Ten below. In addition, approximately 200 2-year olds will be eligible for 570 hours per annum.

¹ Excludes 4 year olds attending school

Graph Ten: Total Claiming Free Entitlements



Early Years Capacity Strategy

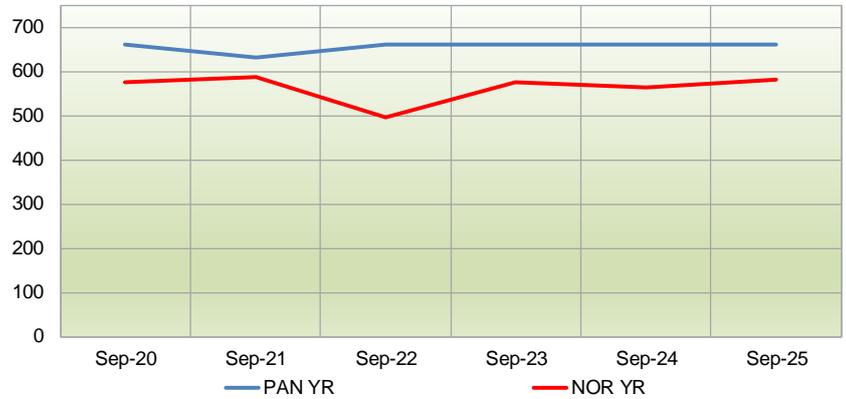
- 7.10 BFC is required by law to ‘report annually to elected council members on how they are meeting their duty to secure sufficient childcare and make this report available and accessible to parents’. The 2019 Child Sufficiency Assessment is available at <https://www.bracknell-forest.gov.uk/council-and-democracy/strategies-plans-and-policies/strategy-and-policy-documents/children-and-family-services-strategies-and-policies>. The 2020 Childcare Sufficiency Assessment will be published in the Spring term 2021
- 7.11 The most recent assessment evidences that there is currently sufficient childcare capacity across the Borough to meet the forecast demand for places until 2022/2023.

8. Primary

8.1 The graphs below show the forecast Published Admission Numbers (PAN) and Numbers on Roll (NOR) in the intake year R for 2020-25.

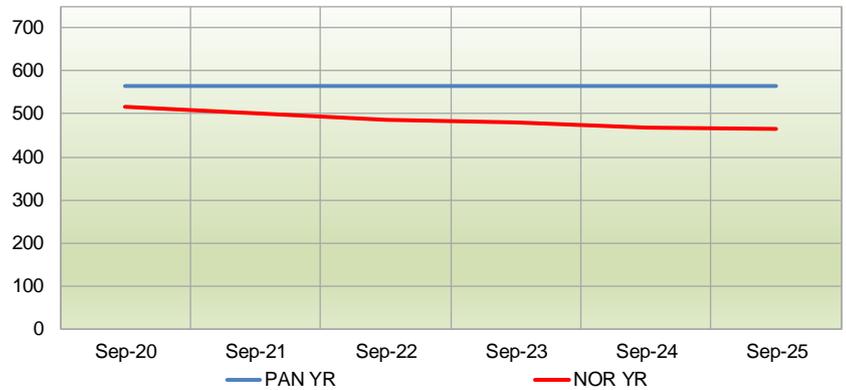
Graph Eleven: Primary Forecasts
North Bracknell Intake Year

YEAR	PAN YR	NOR YR	SURPLUS	%
Sep-20	660	576	84	13%
Sep-21	630	586	44	7%
Sep-22	660	496	164	25%
Sep-23	660	574	86	13%
Sep-24	660	562	98	15%
Sep-25	660	582	78	12%



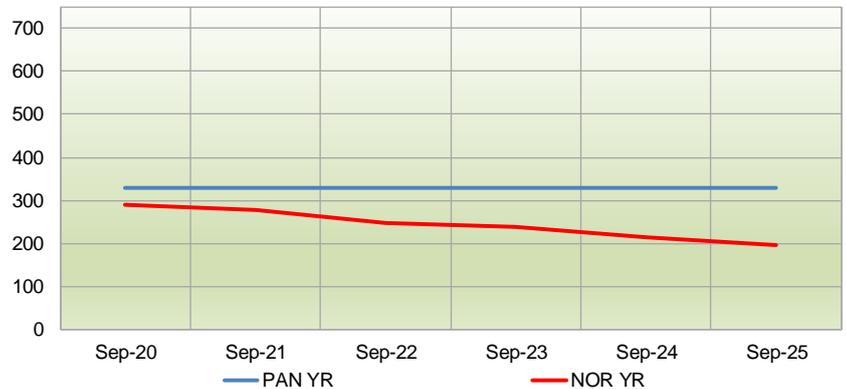
Graph Twelve: Primary Forecasts
South Bracknell Intake Year

YEAR	PAN YR	NOR YR	SURPLUS	%
Sep-20	565	517	48	8%
Sep-21	565	501	64	11%
Sep-22	565	486	79	14%
Sep-23	565	479	86	15%
Sep-24	565	467	98	17%
Sep-25	565	464	101	18%



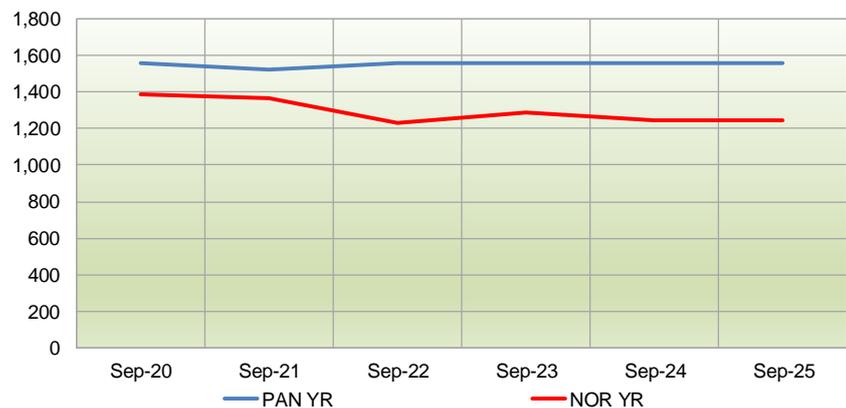
Graph Thirteen: Primary Forecasts
Crowthorne & Sandhurst Intake Year

YEAR	PAN YR	NOR YR	SURPLUS	%
Sep-20	330	291	39	12%
Sep-21	330	276	54	16%
Sep-22	330	246	84	25%
Sep-23	330	238	92	28%
Sep-24	330	214	116	35%
Sep-25	330	197	133	40%



Graph Fourteen: Primary Forecasts
Borough Wide Intake Year

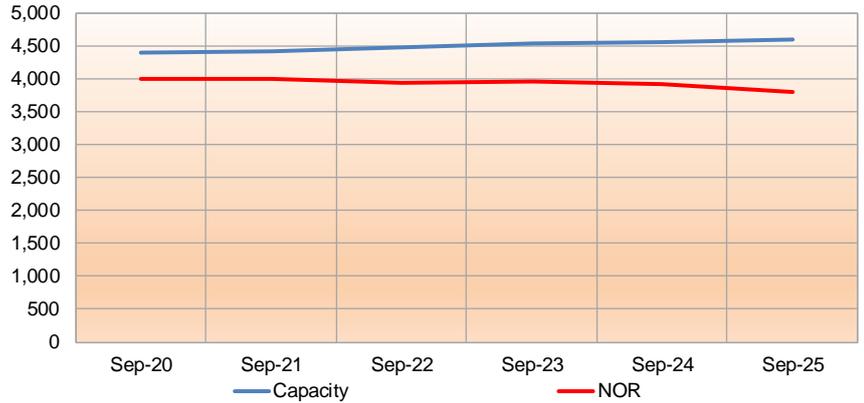
YEAR	PAN YR	NOR YR	SURPLUS	%
Sep-20	1,555	1,384	171	11%
Sep-21	1,525	1,363	162	11%
Sep-22	1,555	1,228	327	21%
Sep-23	1,555	1,291	264	17%
Sep-24	1,555	1,243	312	20%
Sep-25	1,555	1,243	312	20%



8.2 The graphs below set out the forecast primary school capacity and total numbers on roll (NOR) for 2020-25.

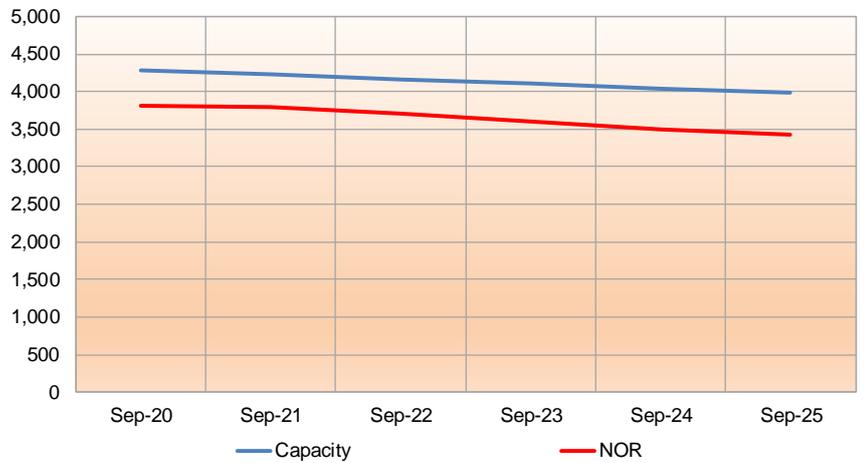
**Graph Fifteen: Primary Forecasts
North Bracknell Total Number on Roll**

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	4,390	4,010	380	9%
Sep-21	4,410	3,997	413	9%
Sep-22	4,470	3,938	532	12%
Sep-23	4,530	3,965	565	12%
Sep-24	4,560	3,928	632	14%
Sep-25	4,590	3,801	789	17%



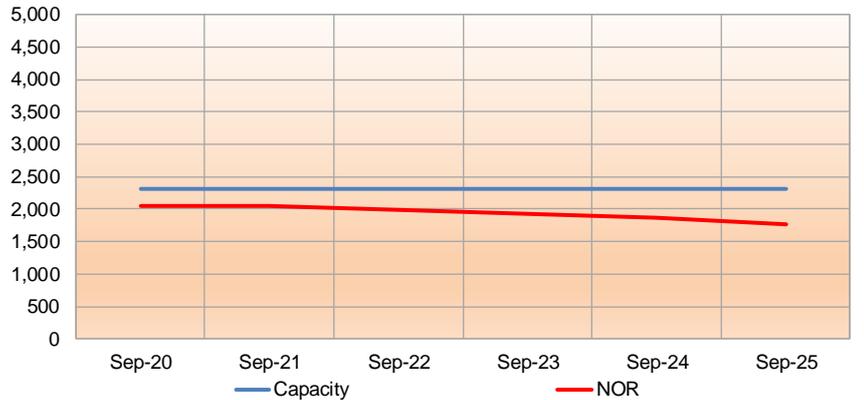
**Graph Sixteen: Primary Forecasts
South Bracknell Total Number on Roll**

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	4,286	3,810	476	11%
Sep-21	4,226	3,786	440	10%
Sep-22	4,166	3,702	464	11%
Sep-23	4,106	3,610	496	12%
Sep-24	4,046	3,505	541	13%
Sep-25	3,986	3,421	565	14%



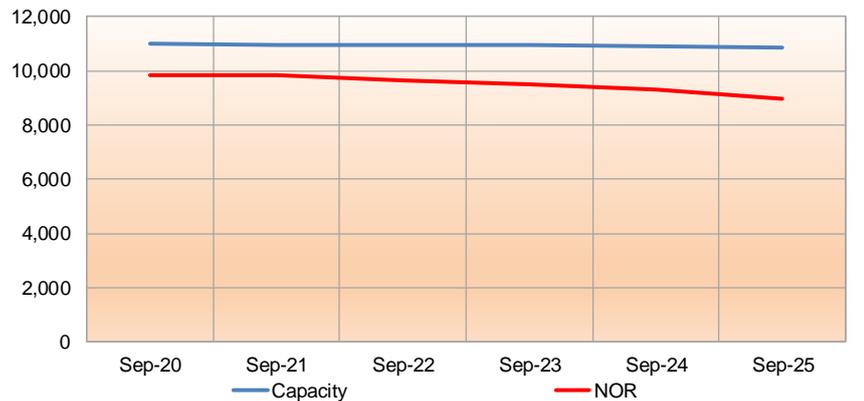
**Graph Seventeen: Primary Forecasts
Crowthorne & Sandhurst Total NOR**

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	2,308	2,045	263	11%
Sep-21	2,308	2,044	264	11%
Sep-22	2,308	1,997	311	13%
Sep-23	2,308	1,923	385	17%
Sep-24	2,308	1,866	442	19%
Sep-25	2,308	1,765	543	24%



**Graph Eighteen: Primary Forecasts
Borough Wide Total Number on Roll**

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	10,984	9,865	1,119	10%
Sep-21	10,944	9,827	1,117	10%
Sep-22	10,944	9,637	1,307	12%
Sep-23	10,944	9,498	1,446	13%
Sep-24	10,914	9,299	1,615	15%
Sep-25	10,884	8,987	1,897	17%



Primary School Forecasts

- 8.3 There are 30 primary schools in the Borough with a total of 10,984 places, and 9,885 pupils on roll in September 2020, leaving a surplus of 1,099 places or 10%.
- 8.4 By September 2025 forecasts indicate the numbers of primary school places in our 30 schools will decrease to 10,884, with 8,987 pupils on roll leaving a surplus of 1,897 places or 17%.

Primary School Capacity Strategy

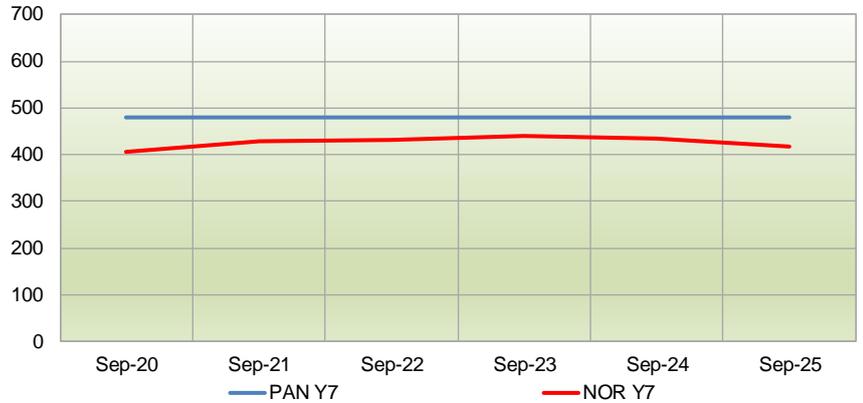
- 8.5 The approach taken is to meet the forecast demand for places across each planning area, acknowledging that pupils can travel to neighbouring schools if their catchment area school is full.
- 8.6 Forecasts indicate that there will be enough primary school places in each planning area to meet demand during the forecast period. There are no plans to add any additional primary school capacity in this forecast period.
- 8.7 Harmans Water Primary School is planned to reduce its PAN from 90 to 60 from September 2021.
- 8.8 Sandy Lane Primary School will also reduce its PAN from 90 to 60 from September 2021.
- 8.9 The programme for constructing the proposed new primary school at Bucklers Park (formerly TRL) has been slipped because the forecasts indicate no requirement for this new school within the forecast period. Demand for primary school places in Crowthorne will be kept under review and closely monitored going forward.
- 8.10 The proposed new schools at Amen Corner South and Warfield East have been put on hold, and these schools will only be built if there are enough pupils in North Bracknell to warrant this going forward.
- 8.11 As surplus places put pressure on school budgets, removal of further surplus places will be required during the forecast period.
- 8.12 The proposed reductions in mainstream primary school places will be accompanied by an expansion of primary SEN facilities to meet the rising demand which is set out in section 14. Special and Additional Educational Needs below.
- 8.13 This will see an increase in the numbers of specialist SEN school places including in mainstream schools, making use of the surplus accommodation arising from reducing mainstream numbers on roll.

9. Secondary Key Stage 3 & 4

9.1 The graphs below show the forecast secondary Published Admission Numbers (PAN) and Numbers on Roll (NOR) in the intake year 7 for 2020-25.

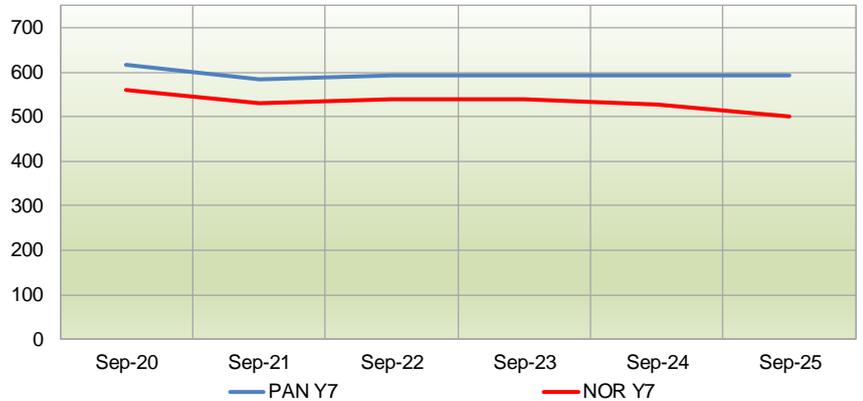
Graph Nineteen: Secondary Forecasts
North Bracknell Intake Year

YEAR	PAN Y7	NOR Y7	SURPLUS	%
Sep-20	480	407	73	15%
Sep-21	480	430	50	10%
Sep-22	480	433	47	10%
Sep-23	480	439	41	9%
Sep-24	480	434	46	10%
Sep-25	480	418	62	13%



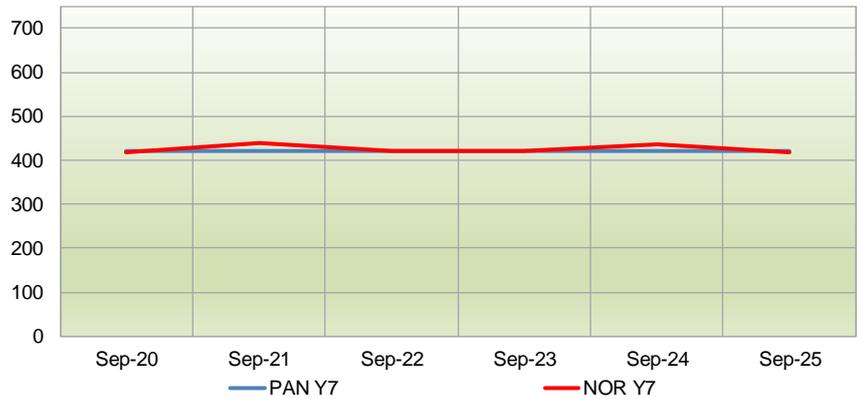
Graph Twenty: Secondary Forecasts
South Bracknell Intake Year

YEAR	PAN Y7	NOR Y7	SURPLUS	%
Sep-20	615	559	56	9%
Sep-21	585	530	55	9%
Sep-22	594	539	55	9%
Sep-23	594	540	54	9%
Sep-24	594	528	66	11%
Sep-25	594	501	93	16%



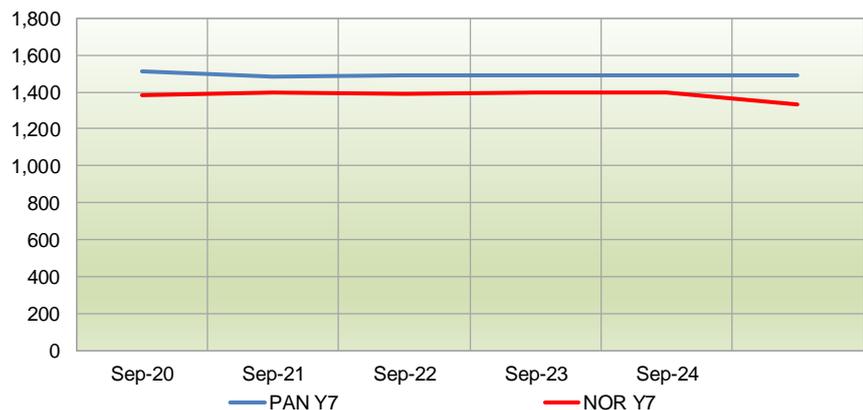
Graph Twenty One: Secondary Forecasts
Crowthorne & Sandhurst Intake Year

YEAR	PAN Y7	NOR Y7	SURPLUS	%
Sep-20	420	417	3	1%
Sep-21	420	440	-20	-5%
Sep-22	420	420	0	0%
Sep-23	420	420	0	0%
Sep-24	420	437	-17	-4%
Sep-25	420	417	3	1%



Graph Twenty Two: Secondary Forecasts
Borough Wide Intake Year

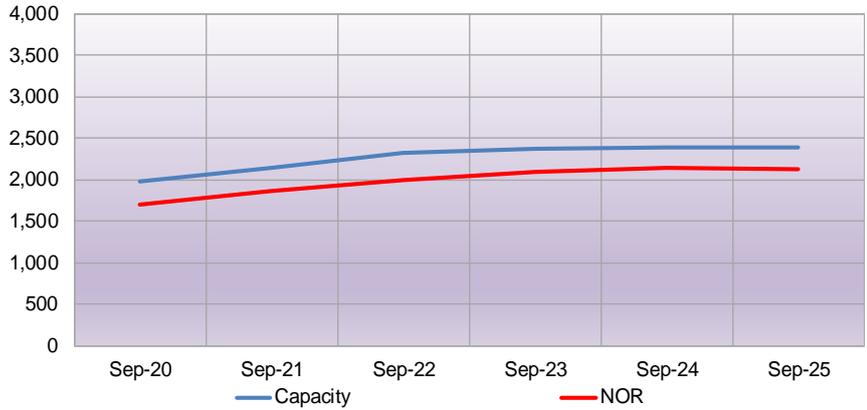
YEAR	PAN Y7	NOR Y7	SURPLUS	%
Sep-20	1,515	1,383	132	9%
Sep-21	1,485	1,400	85	6%
Sep-22	1,494	1,392	102	7%
Sep-23	1,494	1,399	95	6%
Sep-24	1,494	1,399	95	6%
Sep-25	1,494	1,336	158	11%



9.2 The graphs below set out the forecast secondary school capacity and total numbers on roll (NOR) in Key Stages 3 & 4 for 2020-25.

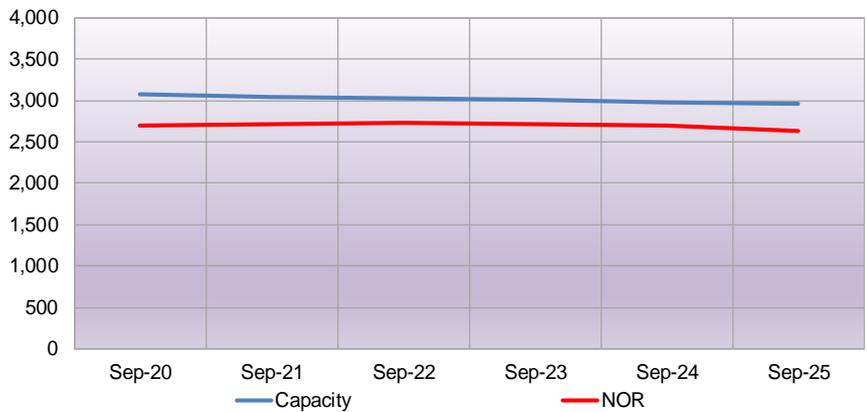
Graph Twenty Three: Secondary Forecasts
North Bracknell KS 3 & 4 Total NOR

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	1,986	1,710	276	14%
Sep-21	2,154	1,861	294	14%
Sep-22	2,322	2,007	315	14%
Sep-23	2,370	2,091	279	12%
Sep-24	2,400	2,143	257	11%
Sep-25	2,400	2,124	276	12%



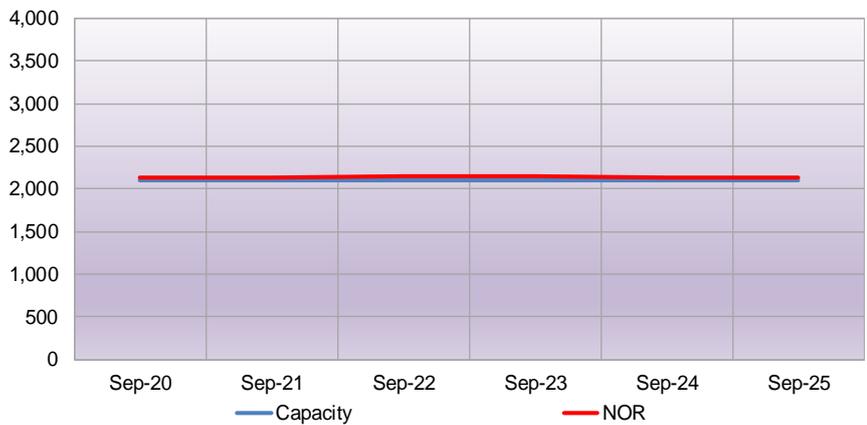
Graph Twenty Four: Secondary Forecasts
South Bracknell KS 3 & 4 Total NOR

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	3,075	2,700	375	12%
Sep-21	3,045	2,715	330	11%
Sep-22	3,024	2,737	287	9%
Sep-23	3,003	2,718	285	10%
Sep-24	2,982	2,696	286	10%
Sep-25	2,961	2,638	323	11%



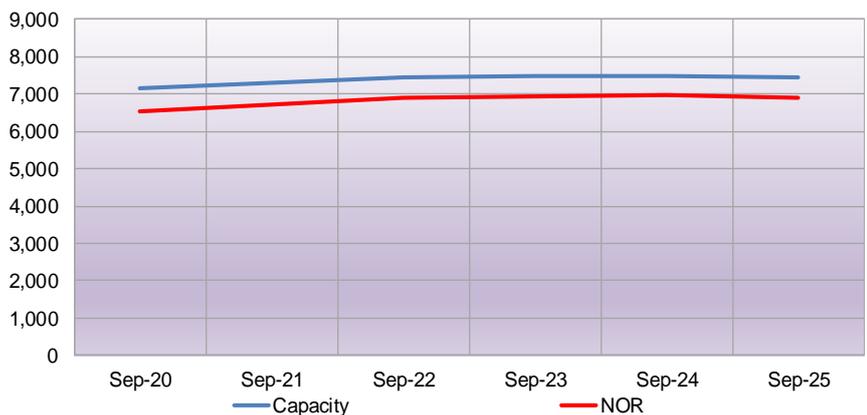
Graph Twenty Five: Secondary Forecasts
Crowthorne & Sandhurst KS3&4 Total NOR

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	2,100	2,132	-32	-2%
Sep-21	2,100	2,136	-36	-2%
Sep-22	2,100	2,145	-45	-2%
Sep-23	2,100	2,144	-44	-2%
Sep-24	2,100	2,134	-34	-2%
Sep-25	2,100	2,134	-34	-2%



Graph Twenty Six: Secondary Forecasts
Borough Wide Key Stage 3 & 4 Total NOR

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	7,161	6,542	619	9%
Sep-21	7,299	6,711	588	8%
Sep-22	7,446	6,889	557	7%
Sep-23	7,473	6,952	521	7%
Sep-24	7,482	6,973	509	7%
Sep-25	7,461	6,896	565	8%



Secondary School Forecasts

- 9.3 There are 7 secondary schools in the Borough with a total of 7,161 Key Stage 3 & 4 Places, and 6,542 pupils on roll in September 2020, leaving a surplus of 619 places or 9%.
- 9.4 By September 2025 forecasts indicate the numbers of secondary Key Stage 3 & 4 places in our 7 schools will increase to 7,461, with 6,896 pupils on roll leaving a surplus of 565 places or 8%.

Secondary School Capacity Strategy

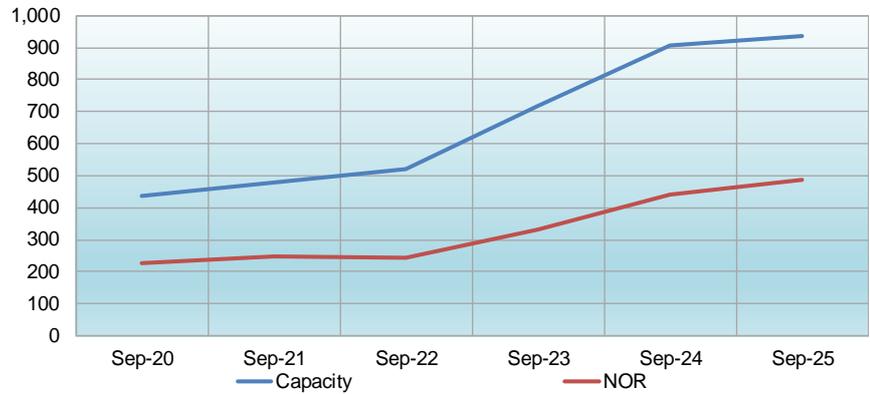
- 9.5 The approach taken is to meet the forecast demand across the whole Borough, allowing for the fact that some schools will have deficits and some surpluses of places. This acknowledges that secondary aged pupils can travel between planning areas to secure a school place if their catchment area school is full.
- 9.6 Forecasts indicate that there will be enough secondary school places across the whole Borough to meet demand throughout the forecast period.
- 9.7 Under a previous commitment Kings Academy Binfield will expand from a PAN of 150 in September 2019 to a PAN of 210 from September 2021.
- 9.8 Garth Hill College will reduce its PAN from 300 to 270 from September 2021.
- 9.9 Easthampstead Park will reduce its PAN from 240 to 210 from September 2021.
- 9.10 Ranelagh is planning to increase its PAN from 165 to 174 from September 2022.

10. Post 16

10.1 The graphs below set out the forecast Post 16 capacity and total numbers on roll (NOR) for 2020-25.

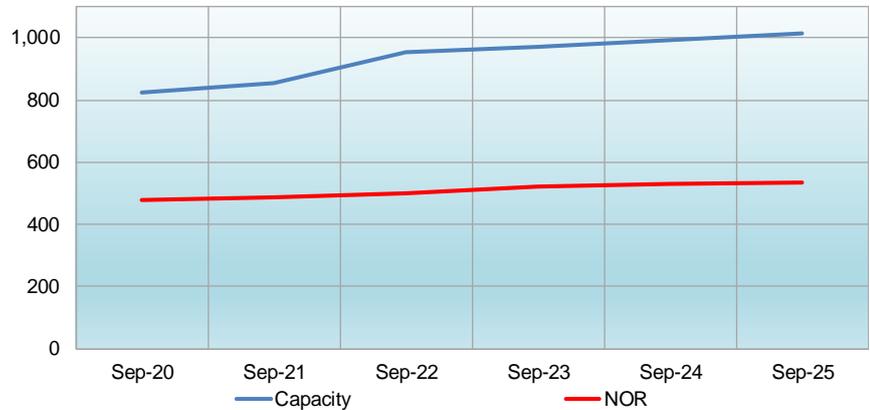
**Graph Twenty Seven: Post 16 Forecasts
North Bracknell Total Number on Roll**

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	436	228	208	48%
Sep-21	478	248	230	48%
Sep-22	520	242	278	54%
Sep-23	720	331	389	54%
Sep-24	907	442	465	51%
Sep-25	937	485	452	48%



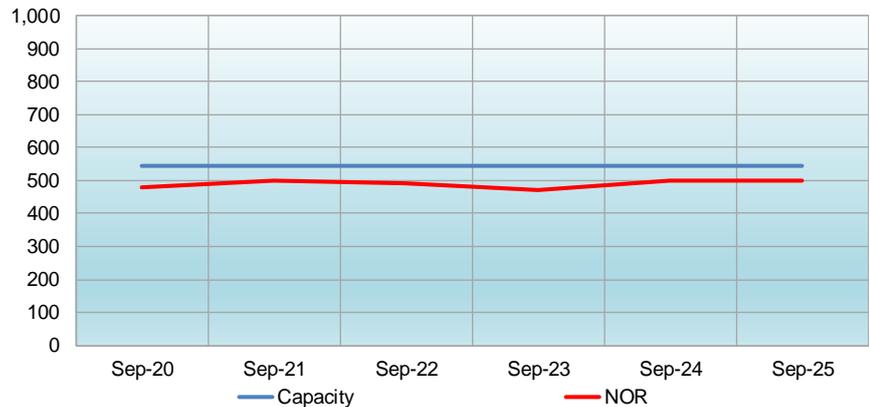
**Graph Twenty Eight: Post 16 Forecasts
South Bracknell Total Number on Roll**

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	826	477	349	42%
Sep-21	856	487	369	43%
Sep-22	952	498	454	48%
Sep-23	973	522	451	46%
Sep-24	994	532	462	47%
Sep-25	1,015	534	481	47%



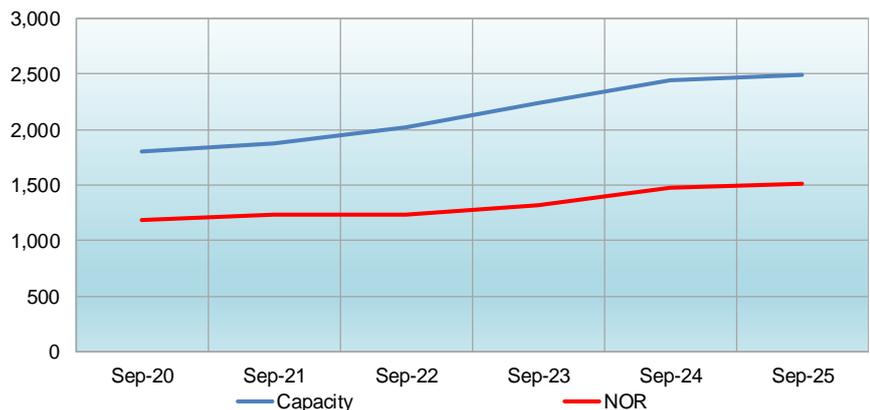
**Graph Twenty Nine: Post 16 Forecasts
Crowthorne & Sandhurst Total NOR**

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	546	481	65	12%
Sep-21	546	498	48	9%
Sep-22	546	490	56	10%
Sep-23	546	473	73	13%
Sep-24	546	500	46	8%
Sep-25	546	498	48	9%



**Graph Thirty: Post 16 Forecasts
Borough Wide Total Number on Roll**

YEAR	Capacity	NOR	SURPLUS	%
Sep-20	1,808	1,186	622	34%
Sep-21	1,880	1,233	647	34%
Sep-22	2,018	1,230	788	39%
Sep-23	2,239	1,325	913	41%
Sep-24	2,447	1,474	973	40%
Sep-25	2,498	1,517	981	39%



Post 16 Forecasts

- 10.2 There are six secondary schools in the Borough which offer post 16 education as set out on Table Six below:

Table Six: Schools Offering Post 16 Places

School	Type	Planning Area
Garth Hill College	Maintained	North Bracknell
The Brakenhale	Academy	South Bracknell
Ranelagh	CE Academy	South Bracknell
Easthampstead Park	Maintained	South Bracknell
Edgbarrow	Academy	Crowthorne & Sandhurst
Sandhurst	Maintained	Crowthorne & Sandhurst

- 10.3 Each individual school sets its own admissions numbers and manages admissions into Years 12 and 13.
- 10.4 The capacity of post 16 in secondary schools has been calculated in one of the two following ways:
- For academy schools this is set out in their funding agreements with the EFA.
 - For maintained schools Post 16 capacity is the total net capacity of the school minus the sum of the admission numbers in year groups 7 to 11. This means that where schools reduce their admission numbers in their lower year groups this results in an increase in the surplus of Post 16 places until such time as the accommodation in the school is reduced as set out at 2.6 above.
- 10.5 Numbers on roll for Post 16 have been drawn from the October School census.
- 10.6 Across the 6 secondary schools with Post 16 in the Borough there is currently capacity for up to 1,808 Post 16 pupils. In September 2020 there were 1,186 pupils on roll, leaving a surplus of up to 622 places or 34%.
- 10.7 By September 2025 it is expected that there will be 7 secondary schools with Post 16 in the Borough and overall Post 16 capacity is forecast to increase to 2,498 with 1,517 pupils on roll leaving a surplus of up to 981 places or 39%

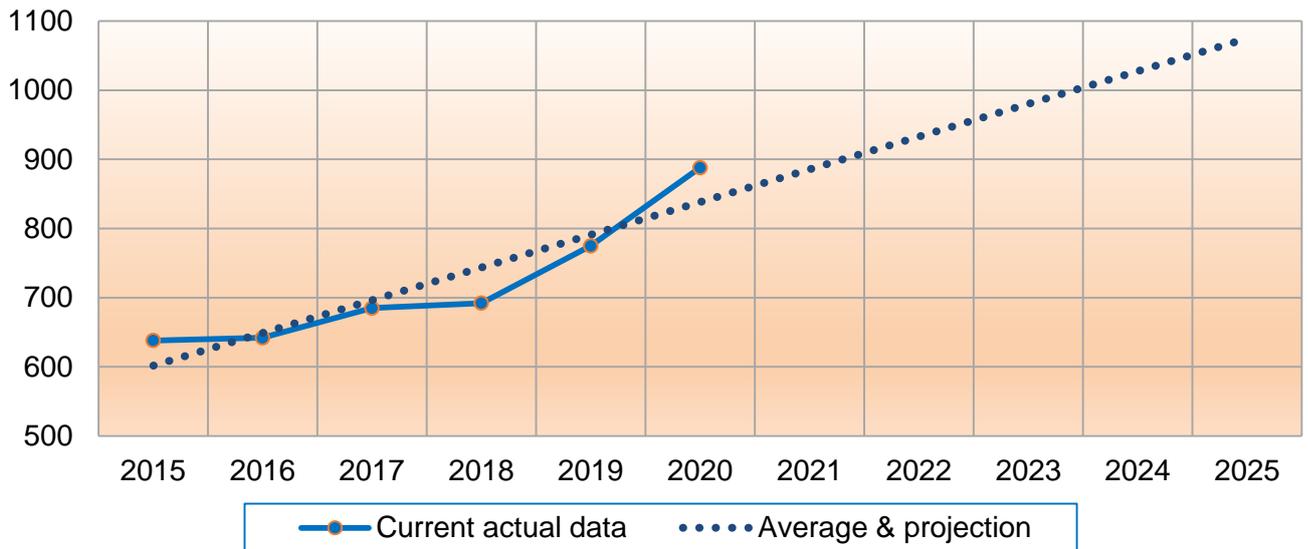
Post 16 Capacity Strategy

- 10.8 The approach taken is to meet the forecast and plan for demand across the whole Borough which acknowledges that Post 16 aged pupils can travel between planning areas to secure a Post 16 school place if required.
- 10.9 Bracknell & Wokingham College and Farnborough Sixth Form College are non-school Post 16 providers within easy access, and both of these establishments take significant numbers of Bracknell Forest Post 16 pupils each year.
- 10.10 Kings Academy Binfield is expected to open to Post 16 from September 2023, and a high staying on rate is anticipated, which is expected to result in an increase in the numbers of Post 16 pupils on roll across the Borough.
- 10.11 The forecast surplus of Post 16 places is rising because two secondary schools are reducing their Admission numbers in their lower year groups resulting in more places being available for Post 16 pupils.

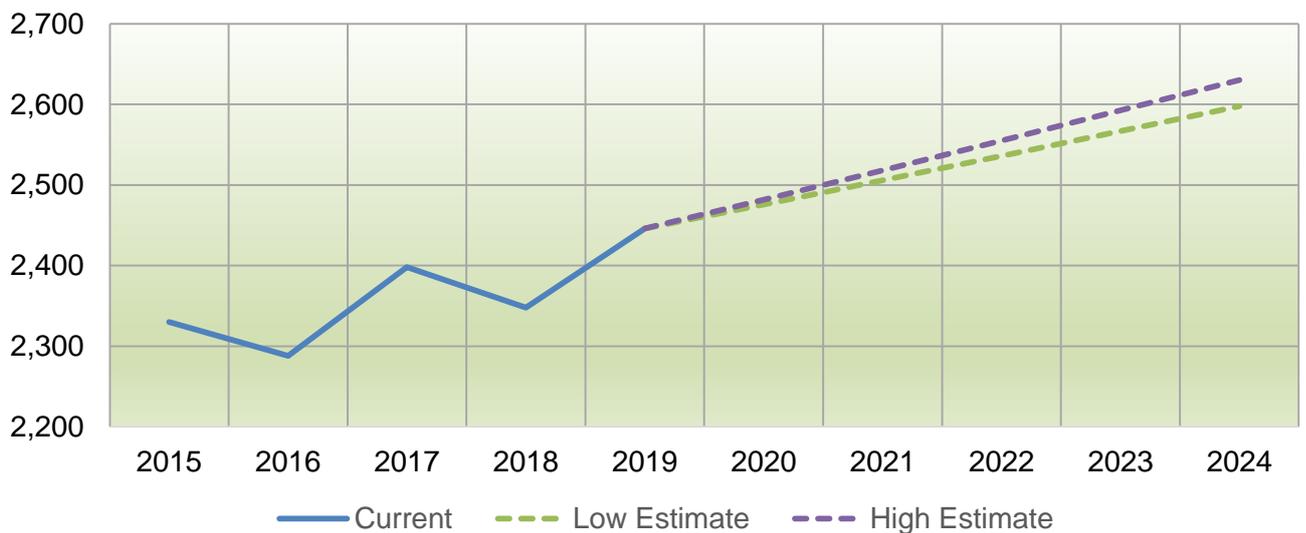
11. Special and Additional Educational Needs

11.1 The numbers of children and young people with special or additional needs are increasing across the Borough as set out on Graphs Thirty One and Thirty Two below.

Graph Thirty One: Education Health Care Plan Population



Graph Thirty Two: SEN Support Growth Population



11.2 The number of children and young people on the school roll and number of children and young people with SEN Support was based on the school census. The number of EHCPs was informed by the SEN2 return data. Information from the last 5 years informed the projections to calculate the average increase in the proportion of the school population with an EHCP or SEN support. This average was then used to predict the equivalent increase over the projection period.

- 11.3 The full details of calculations for the potential population growth of the Special Educational Needs and Disability (SEND) population is included in the Needs and Sufficiency Analysis which can be accessed through the Bracknell Forest Local Offer page.2
- 11.4 The growth in the number of children requiring additional support has been divided into two tiers of need. The rate of growth has been identified as significantly different for children with an Education, Health and Care Plan (EHCP) and children without an EHCP but requiring support directly from schools.

EHCP Provisions

- 11.5 The special school in the borough is Kennel Lane school with the capacity for 196 pupils. There are three resource units supporting specific needs with the capacity for 82 pupils. One of these units, The Rise, opened in 2015 with an eight-student yearly intake until capacity is reached. A Pupil Referral Unit provides placements for up to 51 Pupils at any one time, rising to 56 from April 2021.
- 11.6 At January 2020, 888 pupils were recorded as having an EHCP. Due to limited provisions within the borough approximately a third of pupils with an EHCP attended schools outside of Bracknell Forest.
- 11.7 Bracknell Forest has seen a growth in the number and proportion of pupils with an EHCP over the last five years, in line with the pattern of statistical neighbours and across England. Over the last five years, there was an average increase in the number of EHCPs within the borough of 7.8% per year from January 2015 to January 2020 when the number of EHCPs increased by 249.
- 11.8 By 2025, the number of pupils with an EHCP is expected to increase by approximately 340 pupils.

SEN Support

- 11.9 Although the proportion of pupils with an EHCP is increasing, the percentage requiring SEN Support and without an EHCP has remained relatively stable. This has also been the case amongst the statistical neighbours. The total number of pupils needing SEN Support has been recorded to have decreased by 292 between 2015 and 2020. At January 2020, 2,038 pupils were recorded as requiring SEN Support.
- 11.10 By 2025, the number of pupils with SEN Support is expected to increase by approximately 181 pupils.

SEND Capacity Strategy

- 11.11 The pressure on education, health and care services to support the needs of pupils with EHCPs is increasing. A new SEND Strategy and SEND Commissioning Plan are being developed to outline how the demand for these places can be met.

11.12 A number of priorities will be identified including developing more provisions within the borough to support increasing areas of need such as Autism Spectrum Disorder and Social, Emotional and Mental Health.

12. Forward Look to 2036

Work to create a new Local Plan is currently underway in the Council, including identification of future sites for new housing development across the Borough to 2036.

The new Local Plan is not expected to be adopted until 2022, but the main element of growth will be likely to be in the North of the Borough, including significant growth in the numbers of flats to be built in and around Bracknell town centre.

The current forecasts set out in Section 8. of this Plan suggest there will be a surplus of both primary and secondary school places for the for the next five years.

Looking further ahead the Office of National Statistics primary school age population forecast to 2041 suggests that school age population numbers will continue to fall to a low in approximately 2034 before they begin to rise again as set out on Graph Thirty-Three below:

Graph Thirty-Three – ONS Primary Year R Population Prediction for Bracknell Forest



This suggests that there will be sufficient overall school places across the Borough for this period. The need for primary aged pupils to be able to walk to school may however create local hot spots of demand for additional primary schools to be built, depending on the numbers of school aged children arising from new housing and the status of the potential new North Bracknell primary schools already referred to in the Primary Strategy at 8.9 to 8.10 above.

Analysis suggests however that there will be no need for any new secondary schools to be built in the foreseeable future.

The long-term position will continue to be closely monitored by the Council going forward.

Annex 1: Mainstream Pupil Forecasting Methodology

The Basis of the Forecasting System for Mainstream School Places

The new forecasting system is based on the principle of cohort survival and the guidance from the DfE published in June 2019 "School Capacity Survey 2019 Guide to Forecasting Pupil Numbers in School Place Planning".

Year groups

Primary forecasts include Year R (Reception) to Year 6. Secondary forecasts include Year 7 to Year 11 (plus Years 12 and 13 where schools have sixth forms).

Planning Areas

Forecasts are provided for each planning area. Bracknell Forest currently has three primary and three secondary planning areas as follows:

Primary	North Bracknell (8670001) South Bracknell (8670002) Crowthorne & Sandhurst (8670003)
Secondary	North Bracknell (8670004) South Bracknell (8670005) Crowthorne & Sandhurst (8670006)

Information About Existing Schools

Data is collated on the Borough's latest pattern of school organisation, including details of school types, school designated areas, entry and leaving ages, planning areas, net capacity assessments, and the capacity of academy schools from their Funding Agreements.

Forecasting Reception Pupil Numbers

Population data is drawn from the NHS GP registration of birth data each year by post code. The Borough's Business Intelligence unit applies school catchment areas to each post code to produce a summary of births within the designated area of each primary school in the Borough. Sub-national population projections from ONS published in 2018 are also considered to validate projected birth data.

NOR for the next intake year are derived from actual admissions numbers which become known by the April preceding the start of the next academic year.

A take up factor for the following four years is calculated by taking the average of the difference between the projected birth rate and the actual NOR over the previous three year, and this produces forecast NOR for the next four years ahead.

For VA schools that do not have a designated area, the forecast NOR are calculated using the take-up factor for the planning area in which the school is located.

Forecasting Year 7 Pupil Numbers

Year 7 numbers are calculated by calculating a cohort survival % from Y6 for each planning area and then apportioning this by school taking into account patterns of take up of places in previous years and the intake PAN of the secondary school.

Forecasting Pupil Numbers for Non-Intake Years

Numbers are calculated by using a cohort progression technique. Actual NOR for the last three years are taken from the January school census and the forecast NOR for future years is calculated as the average of the cohort survival of that year group in that school over the previous three years.

Forecasting Post 16 Pupil Numbers

Year 12 numbers are calculated by individual school by using the % historical staying on rate from Y11. Y13 numbers are calculated the same way based on the % historical staying on rate from Y12.

Forecasting Demand for School Places from New Housing

Because the amount of new house building has remained fairly constant in previous years no additional allowance has been made for demand for school places arising from new housing in the previous 2020-24 SPP. Because of the spike in new housing completions in 2019/20 shown on Graph Two at 3.3. in the 2021-25 SPP, forecasts for the North Bracknell planning area, where the majority of the new housing has been built, have been adjusted slightly upwards to reflect this, and this will be closely monitored in future years as the children and young people arising from new housing work their way into the school population.

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TO: EXECUTIVE
9 FEBRUARY 2021

**REVISED LOCAL DEVELOPMENT SCHEME
2021 - 2024
Director of Place, Planning and Regeneration**

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek the Executive's approval to bring a revised Local Development Scheme (LDS) into effect covering the period 2021 - 2024.
- 1.2 The Council's work programme for preparing local plans is set out in the Local Development Scheme. The current LDS (2019-2022) sets out timetables for the preparation of the:
- Bracknell Forest Local Plan,
 - Joint Minerals and Waste Local Plan (covering Bracknell Forest, Wokingham Borough, Royal Borough of Windsor and Maidenhead and Reading Borough), and
 - Policies Map.
- 1.3 Due to changes in circumstance since the current LDS was agreed, it will not be possible to meet the outstanding milestones set out in the document.

2 RECOMMENDATION

- 2.1 **That the Executive resolves that the Local Development Scheme 2021 – 2024 (attached as Appendix A) shall come into effect on 17th February 2021.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Council is required to maintain an up to date LDS on its website. Preparation and approval of an up to date LDS aims to give residents, businesses and potential investors a clear indication of the timetable that the Council is working to in respect of the production of local development documents. It provides a starting point for stakeholders to see at what stages they can get involved in compiling these documents. The current version of the LDS does not contain up to date timetables for the local plans that are being prepared.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The option of not updating the LDS has been considered, but there is a statutory requirement¹ for an up to date LDS. Due to the changes set out below, it is not possible to keep to the timelines set out in the current LDS. Additionally, not publishing an up to date LDS would mean a lack of clarity for local residents, developers and the business community about the Council's intended approach to producing planning policies to guide future development.

¹ Section 15 of the Planning and Compulsory Purchase Act requires the Council to prepare and maintain a Local Development Scheme

5 SUPPORTING INFORMATION

Background

- 5.1 National policy requires each local planning authority to have succinct and up-to-date local plans for the future development of their local areas. There is a statutory requirement² to review policies in local plans and to assess whether they need updating at least once every five years. They should then be updated as necessary. Account must be taken of changing circumstances affecting an area, or any relevant changes in national policy.
- 5.2 The Development Plan for the Borough currently comprises the following documents:
- South East Plan (May 2009) – Thames Basin Heaths Special Protection Area Policy NRM6 only
 - Saved policies in the Bracknell Forest Borough Local Plan (BFBLP) (2002)
 - Core Strategy (February 2008)
 - Saved policies in the Replacement Minerals Local Plan (2001) and Waste Local Plans (1998)
 - Site Allocations Local Plan (SALP) (2013)
 - Policies Map (2013)

Local Development Scheme agreed in 2019

- 5.3 The current LDS (February 2019) identifies programmes for the preparation and adoption of the following new documents:
- Bracknell Forest Local Plan (target date for adoption: January 2021)
 - Joint Minerals and Waste Local Plan (target date for adoption: Winter 2020/2021)
 - Policies Map (to be progressed alongside the timetables for the Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan).

Changes since the 2019 LDS was brought into effect

Bracknell Forest Local Plan

- 5.4 Whilst much work has already been undertaken, a number of changes have delayed progress on the Bracknell Forest Local Plan. These are summarised below:
- Changes in national legislation and guidance that have necessitated revisions to certain policies and supporting text. These have included changes to permitted development rights, changes to the Town and Country Planning (Use Classes) Order 1987 (as amended) and revisions to various sections of the Planning Practice Guidance.
 - A high number of responses were received to the consultation on the Council's Revised Growth Strategy that ran between October and December 2019. Several of the issues raised by a range of stakeholders have required further technical work and significant adjustments to policy. These have included the need to adjust the capacity of some sites.
 - The need for updated/more evidence on certain issues due to contextual changes and the publication of new data.
 - The complexity and depth of evidence required on transport and air quality issues necessitated the building of a new transport model that has subsequently been used in modelling work.

² Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012).

- Further sites were submitted for consideration for development during and following the consultation on the Revised Growth Strategy in October - December 2019. There has been a need to assess these sites in a similar way to other submitted sites, which has required further technical evidence.
- The need to extend the plan period to comply with the National Planning Policy Framework (NPPF) requirement for strategic policies to look ahead a minimum of 15 years from the date of adoption.
- The need to update the base date of the Plan to 1st April 2020 in terms of the Local Housing Need figure and commitments data.

Joint Minerals and Waste Local Plan

5.5 A number of issues have also been encountered in the preparation of the Joint Minerals and Waste Local Plan which have delayed its progression. These are summarised below:

- Further Minerals and Waste 'call for sites' exercises were required in Winter 2018/19 and late Autumn 2019 due to a shortfall in meeting need due to the limited number of site options.
- Following the Winter 2018/19 'call for sites' exercise, further focused consultation was required in respect of the Bray Quarry extension (Summer 2019).
- Following the late Autumn 2019 'call for sites' exercise, further focused consultation was required on two new sites for sand and gravel (Land west of Basingstoke Road, Spencers Wood in Wokingham Borough and land between Horton Brook and Poyle Quarry in the Royal Borough of Windsor and Maidenhead). This was combined with consultation on criteria for defining an 'Area of Search' for sand and gravel provision and a possible policy on past performance of minerals and waste operators (Spring 2020).
- Concern about the ability to meet legislative requirements in the Town and Country Planning (Local Planning) (England) Regulations 2012 in terms of the deposit of documents at the publication stage resulted in a pause in the process. This was in anticipation of legislative changes to consultation requirements which were ultimately made through The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020. An Addendum to the Council's Statement of Community Involvement (SCI)³ was also produced setting out temporary amendments, in accordance with Planning Practice Guidance⁴ (link to amendment to SCI provided in footnote).

5.6 The changes referred to above mean that there is a need to review the work programmes set out in the current LDS. This will result in amended dates for the subsequent milestones for both local plans. The current LDS will be superseded once the revised document is brought into effect.

Suggested new timelines

5.7 Due to the changes in circumstance summarised in paragraphs 5.4 and 5.5, new dates for subsequent milestones of the Bracknell Forest Local Plan and Joint Minerals and Waste Local Plan are required. The suggested timescales are set out below, although they incorporate some flexibility should circumstances change.

³ <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/about-planning-policy/statement-community-involvement-temporary-changes-addendum>

⁴ Paragraph: 078 Reference ID: 61-078-201200513

Bracknell Forest Local Plan

- Publication (6 weeks): March – May 2021
- Submission: Summer 2021
- Examination: Summer/Autumn/Winter 2021/22
- Report to Council/adoption: Spring 2022

Joint Minerals and Waste Local Plan

- Publication (6 weeks): September – October 2020
- Submission: February 2021
- Examination: Spring – Autumn 2021
- Report to Council/adoption: Winter 2021/Spring 2022

Policies Map

A Policies Map must also be produced which illustrates geographically how the policies in the Local Plans will be applied. This will be developed alongside the relevant plans.

6 CONSULTATION AND OTHER CONSIDERATIONS

Legal advice

- 6.1 Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to prepare and maintain an LDS. This must specify (amongst other matters) the development plan documents that are under preparation, including the subject matter and geographical areas to which they relate. To bring the scheme into effect, the local planning authority must resolve that the scheme is to have effect and in the resolution specify the date from which the scheme is to have effect. The LDS must be made publicly available through the publication on a web site and kept up to date.

Financial advice

- 6.2 The costs of developing the local plans, including staffing requirements, consultancy, consultation and examination will be met through existing budgets which have been reviewed and amended as part of the 2021/22 budget setting process to fully accommodate the programme costs. In the case of the Joint Minerals and Waste Local Plan, Bracknell Forest Council, Wokingham Borough Council, Royal Borough of Windsor and Maidenhead and Reading Borough Council have commissioned Hampshire Services to prepare the Plan on their behalf. The cost of the project is being shared equally amongst the four Authorities.

Equalities Impact Assessment

- 6.3 Since this report concerns amendments to timetables for committed local plans, rather than new local plans, it is not necessary to complete an Equalities Screening Record Form.

Strategic Risk Management Issues

- 6.4 The main risks to implementing and achieving the timetables set out in the LDS are the potential for further national legislative, policy and guidance changes and the fact that the timetables for examination of Local Plans are set by the Planning Inspectorate (and not by the Council). Potentially, there could also be operational

pressures from coronavirus on internal staffing resources that might impact on the timetables.

Consultation requirements

- 6.5 There is no statutory requirement to consult on an LDS due to the nature of the document.
- 6.6 Local plans have to follow prescribed procedures and are subject to wide public consultation and ultimately independent public examination before they can be adopted. Various methods of engagement have already been used, including exhibitions, leaflets, the Council's website, letters and press releases, as appropriate. A considerable amount of consultation has already been undertaken on both local plans and their associated evidence base studies.

Appendices

Appendix A Local Development Scheme 2021 – 2024

Background Papers

Local Development Scheme 2019 – 2022

<https://www.bracknell-forest.gov.uk/lids-2019-to-2022>

Contact for further information

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Local Development Scheme 2021-2024

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1 Purpose of a Local Development Scheme

Context

1.1 The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) requires a Local Planning Authority to prepare and maintain a Local Development Scheme (LDS) which is effectively a three-year work program for all Local Plan documents. Its main purposes are:

- to inform the local community and other interested parties of the development plan documents that are being prepared for the area, along with the envisaged timescales for their preparation.
- to establish the Council's priorities for the preparation of the new development plan documents and their associated work programmes, as well as their impact on resources (including financial).

1.2 This LDS supersedes the previous version dated 20 February 2019 and deals with the three-year period up to Winter 2024. This LDS takes effect from 17th February 2021.

1.3 Since the publication of the last LDS in February 2019, there have been changes in circumstance which have resulted in the need to revise milestones set out in the LDS.

2 Current Development Plan

Development Plan for Bracknell Forest

2.1 The Development Plan guides planning decisions and ensures these are rational and consistent, having regard to material considerations. Documents forming the Development Plan require updating to ensure decisions are made based on up-to-date planning policies and that future needs are appropriately planned for. The revised National Planning Policy Framework (NPPF) (2019) and accompanying Planning Practice Guidance (PPG) are material considerations but do not form part of the Development Plan. The Development Plan for Bracknell Forest comprises the documents listed below which can be found on the Council's website⁽¹⁾.

South East Plan

2.2 The South East Plan (SEP) was approved in May 2009. However, most of its content was revoked in March 2013, with the exception of Policy NRM6 which is concerned with the Thames Basins Heaths Special Protection Area (SPA).

Core Strategy

2.3 The Core Strategy was adopted in 2008. It is an overarching document which sets out the Council's long-term planning framework and vision for the Borough up to 2026.

Site Allocations Local Plan

2.4 The Site Allocations Local Plan (SALP) was adopted in 2013. The primary purpose of the SALP was to identify sites to meet the housing requirement of 11,139 dwellings between 2006 and 2026, as set out in the Core Strategy. It therefore allocated sites for a further 4,346 dwellings, including previously developed and greenfield sites that were outside defined settlement boundaries.

Bracknell Forest Borough Local Plan

2.5 The Bracknell Forest Borough Local Plan (BFBLP) was adopted in January 2002. It contains a number of detailed development management policies that were "saved" by the Secretary of State beyond 27 September 2007⁽²⁾. Although some of these policies have subsequently been superseded by policies in the Core Strategy and Site Allocations Local Plan, many remain in effect. These remain part of the Development Plan until such time as they are replaced by new policies.

Minerals and Waste Local Plans

2.6 The Replacement Minerals Local Plan for Berkshire (RMLP) was adopted by the former County Council in 1995, with alterations adopted in 1997 and 2001 to include the areas of Colnbrook and Poyle. It was intended to ensure that minerals were extracted at the right pace throughout the plan period (until 2006), and that there were enough planning permissions for mineral extraction at the end of that period for a further seven years of extraction (to the end of 2013). The Plan also contains a number of development management policies. The Waste Local Plan for Berkshire (WLPB) was adopted in 1998. It looked at where new waste

¹ <http://www.bracknell-forest.gov.uk/developmentplan>

² <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/development-plan/local-plan-2002>

management facilities should be provided and methods of disposing of waste. The majority of the policies introduced by the RMLP and the WLPB were "saved" by the Secretary of State indefinitely until replaced by national, regional or local minerals and waste policies⁽³⁾.

Neighbourhood Plans

2.7 The Neighbourhood Planning (General) Regulations 2012 include the process and procedures for setting up Neighbourhood Areas, preparing Neighbourhood Development Plans, and Neighbourhood Development Orders (including Community Right to Build Orders). The first step in the neighbourhood planning process is for the 'relevant body' to apply to the local planning authority for the designation of a Neighbourhood Area. Any plan or order needs to meet the 'basic conditions' set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990. These include the need to contribute to the achievement of sustainable development and to be in general conformity with the strategic policies of the Development Plan. Once the independent Examiner has issued the report, the Local Planning Authority considers it to reach its own view and then take a decision on whether to send the plan/order to local referendum. If more than 50% of the votes are in favour of the plan/order, then the Council 'makes' the plan/order. It will then form part of the Development Plan and be taken into account when making decisions on planning applications in the area.

2.8 Six Neighbourhood Areas have been designated by the Council covering the following Parish/Town Councils:

- Binfield
- Bracknell
- Crowthorne
- Sandhurst
- Warfield
- Winkfield

2.9 This means that there is the potential for the whole of Bracknell Forest to be covered by Neighbourhood Plans. As they are not prepared by the Council and their timetables are dependent on the progress made by the respective communities, they cannot be included in the LDS. At the time of preparing this LDS, progress was as follows.

2.10 The **Binfield Neighbourhood Plan** (April 2016) is the only plan to have been brought into legal force following a successful referendum in March 2016. It now forms part of the statutory Development Plan for Bracknell Forest.

2.11 The **Crowthorne Neighbourhood Plan** has undergone examination. The Council issued a Decision Statement (dated 9th June 2020) which approved the changes to the Plan as recommended by the Examiner (along with consequential further required changes) and agreed that the Plan should proceed to community referendum. However, in line with the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) Regulations 2020, the referendum has been postponed until at least 6th May 2021 unless future legislation allows an earlier date.

2.12 The **Bracknell Town Neighbourhood Plan** has also undergone examination and the Examiner's Report is available on the Council's website⁽⁴⁾. The Examiner's Report recommends the Bracknell Town Neighbourhood Plan goes to referendum subject the

3 <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/development-plan/minerals-and-waste>

4 <https://www.bracknell-forest.gov.uk/sites/default/files/documents/bracknell-town-neighbourhood-plan-examiners-report.pdf>

implementation of the Examiner's recommendations. The Bracknell Town Neighbourhood Plan is not yet at the decision statement stage, pending additional work being undertaken by the Town Council.

2.13 The **Warfield Neighbourhood Plan** is at examination.

2.14 **Sandhurst Town Council** and **Winkfield Parish Council** have not yet reached the stage of publishing draft plans for consultation.

Other documents

2.15 The Development Plan is supplemented by other documents as outlined below. However, local planning authorities do not need to specify timetables for producing 'other' planning documents in their LDS.

Supplementary Planning Documents (SPDs)

2.16 These provide more advice to explain the policies and proposals set out in Local Plans. Unlike Local Plans, their preparation is not subject to examination, although consultation is a key element of their preparation. Examples of adopted SPDs that the Council has are Design, Planning Obligations and Parking.

2.17 The Council is aware that it is useful for the community to know the Council's intentions in respect of SPDs. Consequently, a summary of adopted SPDs and a list of those that the Council is proposing to prepare and review are available on the web site in a separate document titled 'Quick Guide to Planning Policy and Guidance'⁽⁵⁾. This approach has been taken to enable the list to be updated on a more regular basis.

Statement of Community Involvement (SCI)

2.18 The SCI was adopted in February 2014. It sets out the standards and approach the Council takes to involving individuals, groups and organisations in preparing or revising policy documents and considering planning applications. A review of the SCI has commenced and found no fundamental problems. However, the process has been impacted by the Covid19 restrictions and rapidly changing government legislation and advice. As a result of this, the Council has published a temporary changes addendum to the SCI which addresses Covid19 related issues. This will ensure that the Council can continue its statutory planning functions, in particular making progress with local development documents and neighbourhood plans.

2.19 There is no requirement in legislation for local planning authorities to consult when reviewing and updating their SCI, although normally Bracknell Forest follows good practice and informs the public of its intentions to update the document and the changes that have been made.

Community Infrastructure Levy (CIL)

2.20 The Council adopted CIL in April 2015. CIL is a locally set charge on development. It is intended to give more certainty to developers over how much their development will need to contribute to meeting the costs of infrastructure. It is intended to supplement other funding streams to ensure that new community infrastructure can be provided to support

⁵ <https://www.bracknell-forest.gov.uk/sites/default/files/documents/quick-guide-planning-policy-march-2019.pdf> (to be updated once revised LDS comes into force)

local growth and to give councils and communities more choice and flexibility in how they fund infrastructure. The CIL is supported by a detailed Charging Schedule which sets out the CIL rate for specific types of development in different zones in Bracknell Forest.

2.21 The following documents help explain the Council's CIL charging regime:

- CIL Charging Schedule - sets out the CIL rates and charging zones
- CIL Instalment Policy - according to the amount of CIL payable, this sets out when payment to the Council will be due
- CIL 'Regulation 123' list - lists those infrastructure types and projects to be funded wholly or partly by CIL

2.22 Further information is available on the Council's website⁽⁶⁾.

Authority Monitoring Report (AMR)

2.23 See Section 5 below.

Background Evidence

2.24 Local Plans are prepared using a range of evidence (including primary data) prepared by the Council and by consultants on behalf of the Council. The purpose of establishing an evidence base is to ensure that all future planning policies and decisions are based on robust and up-to-date information. The importance of local planning authorities having an up to date, relevant and robust evidence base is emphasised in national planning policy (NPPF). These documents will also provide the evidence for supporting the Council's position through the planning application process. The preparation of the new Local Plans specified in this LDS provides the opportunity to review existing evidence and update and expand on elements of it, where necessary.

6 <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/community-infrastructure-levy/what-community-infrastructure-levy>

3 Planned documents

Local Plan Regulations

3.1 The Town and Country (Local Plan) (England) Regulations 2012 came into force on 6 April 2012. These Regulations (and subsequent amendments) prescribe the form and content of a Local Plan and Policies Map and set out procedural arrangements for preparing Local Plans. They also list the prescribed bodies in relation to the Duty to Co-operate (Regulation 4), the requirements in relation to the Authority Monitoring Report (Regulation 34) and set out how information should be made available for inspection. Local Plans are prepared in accordance with a regulatory process. The process includes consultation with the community and stakeholders, as guided by the Council's SCI.

3.2 The four main stages in the preparation of a Local Plan are:

- a. The pre-production stage, including evidence gathering by the Council on key issues and development options, and consulting statutory bodies on the scope of the Local plan.
- b. The production stage, including public and stakeholder consultation by the Council on the development issues and options, and the scope of the Local Plan and the consideration of consultation responses.
- c. The submission and examination stage, where the Council submits the Local Plan to the Secretary of State and it is subject to scrutiny by an independent Planning Inspector who will assess it for its the legal compliance and soundness.
- d. Finally, the adoption stage, when the Local Plan formally becomes part of the development plan.

Bracknell Forest Local Plan

3.3 Work will continue on the preparation of a Bracknell Forest Local Plan (BFLP) and associated Policies Map in accordance with the timetable set out within this section.

3.4 This will:

- cover the period to 2037;
- support the 'Plan for Growth' and economic strategies produced by the Thames Valley Local Enterprise Partnership (LEP) and the Council;
- identify the role of Bracknell Forest, following the partial revocation of the SEP;
- give confidence to investors and help leverage funding for any infrastructure needed to support a vision for the future;
- include policies to meet the requirements of the NPPF and PPG;
- be informed by a robust and up to date evidence base, including an assessment of housing needs (including Travellers), economic needs and recreational needs;
- include any site allocations to meet identified needs over the plan period to ensure development is well-planned;

- include policies to guide the delivery of development;
- include policies to fill ‘policy gaps’ left as a result of the revocation of the SEP such as heritage and green infrastructure; and,
- include a review of policies following changes to permitted development rights and the Use Classes Order.

3.5 The Bracknell Forest Local Plan will not contain minerals and waste policies as Hampshire Services (part of Hampshire County Council) have been appointed to undertake a joint plan – see below.

3.6 The Council has an Infrastructure Delivery Plan (IDP) which is being updated and reviewed as part of this process. In addition, other supporting evidence has been/is being produced, such as a viability assessment.

Resources

3.7 The broad resource and management arrangements for the BFLP and Policies Map are set out in the timetable on the following pages. Resources will be primarily drawn from the Planning Section of the Place, Planning and Regeneration Directorate, although input from other service areas and external resources may be used. Consultants are being engaged on specific projects where there is a lack of capacity in-house, or additional expertise is required. This particularly relates to technical baseline surveys, viability testing and other specialist areas where it is not economic to have an in-house resource.

Joint Minerals and Waste Local Plan

3.8 A joint Minerals and Waste Plan is being produced in partnership with three other Berkshire Authorities (Royal Borough of Windsor & Maidenhead, Reading Borough Council and Wokingham Borough Council). Hampshire Services have been appointed to undertake the work.

3.9 The JMWP will:

- cover the period 2020 - 2036;
- set out a vision and strategy for mineral provision and waste management;
- give confidence and certainty to commercial operators and the local community over the plan period;
- take into account the requirements of the NPPF, PPG, Waste Management Plan for England and National Planning Policy for Waste;
- include development management policies for evaluating minerals and waste planning applications;
- include any site allocations to meet identified needs over the plan period;
- be informed by a robust and up to date evidence base e.g. Local Aggregates Assessment, data on municipal waste arisings, transfer, treatment and disposal.

Resources

3.10 The broad resource and management arrangements for the JMWP and Policies Map are set out in the timetable on the following pages. Hampshire Services is contributing planning, specialist and managerial staff resources sufficient to prepare a sound plan. Whilst staff resources are primarily from Hampshire Services, there also needs to be input from the Planning Section of the Place, Planning and Regeneration Directorate and other areas at Bracknell Forest Council such as Legal and Waste Management.

Profile of Bracknell Forest Local Plan

Document title	Bracknell Forest Local Plan
Lead Section	Development Plan Team, Planning Division, Place, Planning and Regeneration Directorate.
Scope	Borough Wide
Priority	High
Synopsis	<ul style="list-style-type: none"> • Sets the Council's spatial vision, spatial objectives, and strategy for the distribution of development up to 2037; • reflects the most up-to-date national policies and guidance; • reviews and updates the existing Core Strategy policies, for example those dealing with housing and economic development; • reviews and updates 'saved' Bracknell Forest Borough Local Plan policies; • fills gaps in local policy, for example, those left by the partial revocation of the South East Plan e.g. green infrastructure; • establishes and enables the delivery of development needs for the Borough, including a housing target for the plan period, based on a local housing need assessment conducted using the standard method in national planning guidance; • promotes sustainable economic growth, including planning for future employment, retail and business needs; • reviews elements of the existing SALP and allocates further strategic sites to meet development needs; • reviews the Green Belt boundary, to allow the provision of a new garden community, and provides a site allocation policy for the development of this community; • reviews the existing settlement boundaries; • includes a suite of development management policies on issues such as design, heritage, affordable housing and green infrastructure;

Document title	Bracknell Forest Local Plan
	<ul style="list-style-type: none"> sets pitch and plot targets for Gypsies and Travellers and Travelling Showpeople; and identifies any necessary sites for Gypsies and Travellers and Travelling Showpeople
Chain of conformity	General conformity with national planning policy (National Planning Policy Framework)
Current Document (date of adoption)	<p>'Saved' policies of the Bracknell Forest Borough Local Plan (2002 and saved in 2007)</p> <p>Core Strategy (February 2008)</p> <p>Site Allocations Local Plan (July 2013)</p> <p>The South East Plan, Policy NRM6 only (May 2009)</p>
Timetable	
Key Milestone	Timescale
COMMENCEMENT OF REVIEW (Notification of bodies/persons of intention to prepare a Plan ⁽¹⁾ , SA scoping, evidence gathering and preparation of consultation documents)	<p>June 2015</p> <p>(June 2015 - June 2016)</p>
Issues and Options consultation	June/July 2016
Further evidence and analysis	July 2016 - February 2018
Draft Plan consultation (preferred option)	February/March 2018
Further consultation on new sites	September 2018
Further consultation on additional growth options	September - October 2019
Publication	March - May 2021
SUBMISSION ⁽²⁾	Summer 2021

Document title	Bracknell Forest Local Plan
Pre-Examination Meeting/Examination Hearing/Inspector's Report (3)	Summer/Autumn/Winter 2021/22
Report to Council/Adoption	Spring 2022
Management Arrangements	Head of Planning - Director, Place, Planning & Regeneration - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	<p>Internal:</p> <ul style="list-style-type: none"> • Staff in the Development Plan Team; • Internal administrative and technical support; • Other Borough Council Officers' and Members' time; • Local Plan budget to cover consultation, printing and design costs, and examination costs. <p>External:</p> <ul style="list-style-type: none"> • Consultants and major landowners for some aspects of preparation; • Local Strategic Partnership to provide link with the community; • Representatives from stakeholder groups to attend meetings and contribute to preparation etc; • Development industry expertise; • Specific Local Plan budget for possible use of consultants for specific aspects of preparation; • Duty to Co-operate bodies; • Other external agencies/consultees; • Amenity/Community groups.
Approach to involving stakeholders and community	Wide stakeholder and community involvement using a range of consultation methods described in the Statement of Community Involvement (SCI) (as amended by the Statement

Document title	Bracknell Forest Local Plan
	of Community Involvement temporary changes addendum), which also meets the requirements set out in relevant Regulations.

1. (Reg 18 Town and Country Planning (Local Planning) (England) Regulations 2012)
2. Assumes that only minor changes, ie. typographical changes are needed following consultation on the Publication document.
3. The Planning Inspectorate usually decides whether a Pre-Hearing meeting is needed. This could affect timing of subsequent stages. Assumes no further consultation on main modifications necessary following examination hearings.

Profile of Joint Minerals and Waste Local Plan

Document title	Joint Minerals and Waste Local Plan
Lead Section	Development Plan Team, Planning Division, Place, Planning and Regeneration Directorate, in conjunction with Hampshire Services as contractor
Scope	Bracknell Forest, Wokingham Borough, Royal Borough of Windsor and Maidenhead, Reading Borough
Priority	High
Synopsis	Set out policies on minerals and waste across the four authorities.
Chain of conformity	General conformity with national planning policy (the National Planning Policy Framework, Waste Management Plan for England and National Planning Policy for Waste)
Current Document (date of adoption)	Replacement Minerals Local Plan for Berkshire (including Alterations), 2001 (RMLP), Waste Local Plan for Berkshire, 1998 (WLPB)
Timetable	
Key Milestone	Timescale
COMMENCEMENT OF REVIEW (Notification of bodies/persons of intention to prepare a Plan ⁽¹⁾ , SA scoping, evidence gathering and preparation of consultation documents)	September 2016 - March 2017
Issues and Options consultation	March - September 2017
Further evidence and analysis	July 2017 – May 2018
Preferred Options consultation	June - November 2018
Bray Quarry extension consultation	July – August 2019
Focused consultation on Sand and Gravel Provision and Operator Performance	February – March 2020
PUBLICATION (6 weeks)	September – October 2020
Consideration of representations	Winter 2020/2021

Document title	Joint Minerals and Waste Local Plan
SUBMISSION ⁽²⁾	February 2021
Pre-Examination Meeting/Examination/ Hearings/Inspector's Report ⁽³⁾	Spring – Autumn 2021
Report to Council/Adoption	Winter 2021/Spring 2022
Management Arrangements	Head of Planning - Director, Place, Planning & Regeneration - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	<p>Internal:</p> <ul style="list-style-type: none"> • Staff in the Development Plan Team; • Internal administrative and technical support; • Other Borough Council Officers' and Members' time; • Local Plan budget to cover consultation, printing and design costs, and examination costs. <p>External:</p> <ul style="list-style-type: none"> • Hampshire Services; • Representatives from stakeholder groups to attend meetings and contribute to preparation etc; • Commercial Operators' expertise; • Duty to Co-operate bodies; • Other external agencies/consultees; • Specific Local Plan budget.
Approach to involving stakeholders and community	Wide stakeholder and community involvement using a range of consultation methods described in the Statement of Community Involvement (as amended by the Statement of Community Involvement

Document title	Joint Minerals and Waste Local Plan
	temporary changes addendum), which also meets the requirements set out in relevant Regulations.

1. (Reg 18 Town and Country Planning (Local Planning) (England) Regulations 2012)
2. Assumes that only minor changes, ie. typographical changes are needed following consultation on the Publication document.
3. The Planning Inspectorate usually decides whether a Pre-Hearing meeting is needed. This could affect timing of subsequent stages. Assumes no further consultation on main modifications necessary following examination hearings.

Profile of Policies Map

Document title	Policies Map
Lead Section	Development Plan Team, Planning Division, Place, Planning and Regeneration Directorate
Scope	Borough Wide
Priority	High
Synopsis	The adopted Policies Map spatially illustrates the policies of the Local Plans on an Ordnance Survey base (currently the Core Strategy, Site Allocations Local Plan policies, 'saved' policies in the Bracknell Forest Borough Local Plan, Replacement Minerals Local Plan for Berkshire (RMLP), Waste Local Plan for Berkshire (WLPB) and Binfield Neighbourhood Plan). It will be updated to incorporate any changes from specific area-based policies resulting from the adoption of the Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan.
Chain of conformity	Conformity with the adopted Local Plans.
Current Policies Map (date of adoption)	Bracknell Forest Borough Policies Map (July 2013). Policies Map associated with Replacement Minerals Local Plan for Berkshire (RMLP), Waste Local Plan for Berkshire (WLPB). Policies Map associated with the Binfield Neighbourhood Plan (2016)
Timetable	
Key Milestone	Timescale
	To be progressed alongside the timetables for the Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan.
Management Arrangements	Head of Planning - Director, Place, Planning & Regeneration - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council

Document title	Policies Map
Resources	<p>Internal:</p> <ul style="list-style-type: none"> • Staff from the Development Plan Team; • Internal administration and GIS technical support; • Other Borough Council Officers' and Members' time; • Local Plan budget to cover printing and design costs. <p>External:</p> <ul style="list-style-type: none"> • Local Plan budget to fund use of consultants.
Approach to involving stakeholders and community	As for Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan.

4 Risk assessment

4.1 As the Council is required to set out firm timetables for the delivery of Local Plans it is important to identify the risks that could affect the work programme set out in this LDS, and consider how the risks may be minimised and mitigated. The position is summarised in the table below:

Risk Factors affecting the LDS

Risk	Level of Risk	Impact	Mitigation
Covid-19 pandemic	High	The Coronavirus pandemic could affect the health of staff and others which could result in delays in document preparation or progress of examinations.	Staff are working in accordance with national public health guidance aimed at reducing infection rates.
Potential change in national and local political control/ leadership	High	<p>National changes could result in new legislation, policy and guidance which will need to be taken account of as and when published, which could be during document preparation (as has been the case with the revisions to the NPPF (2018 and 2019) and changes to the Use Class Order through the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 which introduce significant changes to the system of 'use classes').</p> <p>There may also be changes in the political composition and outlook of one or more of the Berkshire authorities. This could particularly effect decisions required in respect of the Minerals and Waste Local Plan.</p> <p>If such changes arise they could affect the ability to meet agreed timescales.</p>	<p>Changes in national legislation, policy and guidance will be monitored and assessed for their impact on the content of emerging documents. Any Local Plan will need to be based upon the information available at the time. Advice will be sought from the Ministry of Housing, Communities and Local Government (MHCLG) and the Planning Inspectorate, as appropriate.</p> <p>Locally, officers will work closely with Members through working groups and committees. In recognition of the fact that four local authorities are involved in the JMWP, a joint board has been set up to act as an advisory body/sounding board for decisions. Decisions regarding key milestones during the plan making process are being dealt with in accordance with the internal governance arrangements for each Authority.</p>
Staffing and Resources	Medium/ High	<p>Government spending cuts continue to affect resources across the Council. Over the past few years, there has been a reduction in staff available to carry out local planning work within Planning Policy.</p> <p>In addition, to work on drafting policies/guidance and the implementation of projects, other planning matters (for example neighbourhood planning, Duty to</p>	<p>The annual budget review will be used to identify budget needs.</p> <p>Consultants will be commissioned to undertake specialist areas of work and extend the capacity of the Local Plan Team.</p> <p>As minerals and waste planning requires specialist staff, the preparation of the Joint Minerals and Waste Plan (JMWP) is being dealt with by commissioning a specialist service</p>

Risk	Level of Risk	Impact	Mitigation
		<p>Co-operate, monitoring) now require the dedication of additional resources on an ongoing basis.</p> <p>Further reduction in resources available to progress the local plans could affect the quality of work and the ability to meet agreed timescales.</p>	<p>(Hampshire Services) to deliver the plan. Hampshire Services have a history of preparing successful minerals and waste plans. Close contact is being maintained with Hampshire Services and the contract is being carefully managed.</p> <p>Close contact will be maintained with Town/Parish Councils regarding timetables for progressing Neighbourhood Plans.</p>
Resources of External Agencies, including Planning Inspectorate	High	Preparation of a Local Plan requires considerable input from other organisations, including the Planning Inspectorate (due to the examination process) and Duty to Co-operate bodies. Many are involved in the preparation of other Local Plans. The Council relies upon collaborative working with certain partners to address cross-boundary issues and infrastructure. If these organisations do not have sufficient resources, the ability to meet the agreed timescales may be affected.	In order to minimise risk, the Council is seeking to talk to such organisations as early as possible when an issue arises. In most cases, the Council already has existing working relationships that can be built upon. The Council has an Infrastructure Delivery Plan which demonstrates partnership working - this is being updated. The Council is also keeping in close contact with the Planning Inspectorate and making it aware of any alterations to programmes.
Legal Compliance/ Sources/ Legal Challenge	Medium	If either of the Local Plans fail the tests of soundness at examination this could significantly delay their progression. In addition, a legal challenge of either of the Local Plans could result in all or part of the Plan being quashed and the requirement to repeat work, significantly delaying progression.	<p>The Council (in conjunction with Hampshire Services) will:</p> <ul style="list-style-type: none"> • seek to ensure that the Local Plans are legally compliant, "sound", based upon a robust evidence base, and have well audited consultation processes in order to minimise the risk of legal challenge. • work closely with the Planning Inspectorate at all stages to ensure the tests of soundness are met. • take account of other advice available such as from the Planning Advisory Service and tools such as 'self assessment toolkits' in respect of the Local Plan process. • take legal advice on the plan process as appropriate.
Habitats sites	Medium	In accordance with the Conservation of Habitats and Species Regulations 2017 (as amended) the Bracknell Forest	The timetable recognises that the Plan cannot be submitted until this work is completed.

Risk	Level of Risk	Impact	Mitigation
		Local Plan requires a Habitats Regulations Assessment (HRA) to ensure it will not adversely affect the integrity of habitats sites. If this is not demonstrated the Plan is likely to be found unsound.	
High levels of public interest in consultations and large volumes of responses to consultations	Medium	High levels of interest in consultations and a large volume of responses could result in pressure on staff and other resources due to the need to support the process and consider representations. This could lead to delays and affect the ability to meet the agreed timescales.	It is recognised that in project planning for controversial documents (particularly any involving the allocation of sites), additional time is needed for early engagement and consultation and subsequent analysis of responses.
Dating of evidence base	Medium	Due to fluctuations in the economy, there is a risk that studies can become outdated before reaching the examination stage. This would mean new evidence is required, leading to delays and affecting the ability to meet the agreed timescales.	The Council will monitor the situation and update information where possible.
Joint Working	Medium	The Planning and Compulsory Purchase Act 2004 (as amended) and Local Planning Regulations (which prescribe the relevant bodies) impose the Duty to Co-operate and the need to work collaboratively on strategic issues in relation to the planning of sustainable development. The Council is required to engage constructively, actively and on an ongoing basis. If the Council is found to have not met the requirements of the Duty to Co-operate at examination the Plan would be found to be unsound.	<p>Joint working is taking place on the preparation of evidence studies relating to strategic issues that cross Borough boundaries, as appropriate. Studies most appropriately addressed through joint work are being identified at an early stage, bearing in mind local plan timetables. Consideration is being given to the governance of joint work and decision making at various milestones, prior to the commencement of work. Duty to Co-operate meetings are also being held at key points in the progression of the Local Plans.</p> <p>Whilst the Joint Minerals and Waste Plan does not cover Slough Borough or West Berkshire, contact is being maintained with these Authorities in the interests of planning for minerals and waste strategically and addressing any cross-border issues. Statements of Common Ground will be developed with various parties..</p>

5 Monitoring and review

5.1 The Council compiles Authority Monitoring Reports (AMRs), which include a report on progress on the LDS. The timetables for the Bracknell Forest Local Plan (BFLP) and Joint Minerals and Waste Local Plan (JMWP) set out in the LDS are reviewed in this document. In particular, the following matters are looked at:

- progress against specific milestones;
- reasons for any mismatch and proposed actions;
- any new technical information that warrants changes or reviews;
- any new legislation or guidance or reviews of other strategies that may have an impact; and
- any other unforeseen circumstances that may arise.

5.2 The AMR also monitors:

- policies in adopted documents to identify whether or not they are being implemented and identify actions to ensure implementation or replacement (if appropriate);
- whether targets and indicators within the Local Plans are being met (and identifies actions to overcome any areas where these are not being achieved);
- specifically on housing, the number of dwellings built during the monitoring period and forecast completions on remaining sites. This enables the housing trajectory to be updated and progress against the housing requirement to be assessed.

5.3 The AMR includes data published in the Council's annual report on 'Planning Commitments for Housing' and 'Planning Commitments for Employment Uses'.

5.4 The AMR and Commitments can be viewed at:

<https://www.bracknell-forest.gov.uk/planning-policy-monitoring>

Further Information

5.5 For further information about this document or on the preparation of Local Plans, please contact a member of the Local Plan team at:

- Planning Department
Place, Planning and Regeneration
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD
- [mail to: development.plan@bracknell-forest.gov.uk](mailto:development.plan@bracknell-forest.gov.uk)
- Telephone: 01344 352000
- Alternatively visit:
<https://www.bracknell-forest.gov.ukhttps://www.bracknell-forest.gov.uk/planning-policy-monitoring>

6 Glossary of terms

Term	Definition
Authority Monitoring Report (AMR)	<p>The Authority Monitoring Report (AMR) monitors progress in preparing documents in the Local Development Scheme and assesses the extent to which planning policies are being implemented successfully.</p> <p>The AMR also updates monitoring information in key subject areas, including housing, economic development and retail, and examines the implications of the information for the Development Plan.</p>
Basic Conditions (of Neighbourhood Plan)	<p>Basic Conditions for Neighbourhood Plans are specified by law. They must:</p> <ul style="list-style-type: none"> • be appropriate having regard to national policy and guidance • contribute to the achievement of sustainable development • be in general conformity with the strategic policies in the development plan for the local area • be compatible with EU obligations • meet the prescribed conditions (to not have a significant effect on a European site or a European offshore marine site).
Community Right to Build Order (CRTBO)	<p>A Community Right to Build Order (CRTBO) is a type of Neighbourhood Development Order (NDO), and can be used to grant planning permission for small scale development schemes (e.g. housing) for community benefit. Local community organisations that meet certain requirements or parish/town councils are able to prepare CRTBOs</p>
Development Plan	<p>Planning law (section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990) requires that decisions on planning applications should be made in accordance with the development plan unless material considerations indicate otherwise.</p> <p>The Development Plan for the Borough includes Policy NRM6 of the South East Plan, the Core Strategy, the Site Allocations Local Plan, saved policies in the Bracknell Forest Borough Local Plan, saved policies in the Minerals Local Plan, saved policies in the Waste Local Plan and the Binfield Neighbourhood Plan. It is important that all documents comprising the Development Plan are read together.</p>
Habitats sites	<p>Any site which would be included within the definition at Regulation 8 of the Conservation of Habitats and Species Regulations 2017 (as amended), including candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation, Special</p>

Term	Definition
	Protection Areas and any relevant Marine Sites. Also any site which is designated under Regulations 12 and 13 after 1 January 2021 to extend the National Site Network.
Infrastructure Delivery Plan (IDP)	A document that identifies, as far as is possible, the infrastructure needs (e.g. provision for new open space, road/junction improvements, schools and other community uses) associated with the development of sites. It is compiled following engagement with infrastructure providers and partner organisations. The current IDP for Bracknell Forest relates specifically to strategic sites allocated through the Site Allocations Local Plan (SALP).
Localism Act 2011	The Act received Royal Assent in November 2011 and covers a wide range of measures that have an impact on local government. The principle of localism is that power and resources should be transferred from central government to the local level. It is based on the principle that decisions should be taken as closely as possible to the people they affect.
Local Plan	Local Plans have statutory development plan status and are subject to rigorous procedures involving community involvement and formal testing through examination by an independent Planning Inspector to assess whether a plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound.
National Planning Policy Framework	The revised National Planning Policy Framework (NPPF) (February 2019) superseded previous versions and is a single document that sets out the Government's planning policies for England and how these should be applied. Paragraph 8 sets out three overarching objectives (economic, social and environmental) which are interdependent and need to be pursued in mutually supportive ways. Sustainable development is to be delivered through the preparation and implementation of plans and the application of policies that are based on these objectives
Neighbourhood Area	Designating a Neighbourhood Area is the first stage of preparing a Neighbourhood Development Plan or Order. It defines the geographical area that the plan or order will affect. The application is submitted by the relevant body (parish/town council) to the local planning authority. Neighbourhood Areas must be coherent, consistent and appropriate in planning terms.
Neighbourhood Development Plan	A plan that establishes planning policies for the development and use of land in a neighbourhood. It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, and, identify key sites for specific kinds of development.
Neighbourhood Development	A Neighbourhood Development Order (NDO) is a means for parish/town councils to grant planning permission for certain kinds of

Term	Definition
Order (Neighbourhood Plan)	development within a specified area. These orders may apply to the whole or just part of a Neighbourhood Area.
Planning Practice Guidance	Planning Practice Guidance (PPG) was launched in March 2014 and is updated as necessary by the Government. It is an online resource setting out further detail on the Government's national planning policies set out in the NPPF.
South East Plan	The South East Plan (SEP) was partially revoked in March 2013. Policy NRM6, which relates to new residential development near the Thames Basin Heaths Special Protection Area, an area designated under European Directives 79/409/EEC (now codified in 2009/147/EC) and 92/43/EEC, is retained.
Soundness Tests	<p>A Local Plan must be 'sound'. The tests of soundness are set out in paragraph 35 of the NPPF. To be 'sound' a plan must be:</p> <ul style="list-style-type: none"> • Positively prepared • Justified • Effective • Consistent with national policy.
Statement of Community Involvement (SCI)	A document which sets out how a Council will engage with communities in reviewing and preparing planning policy documents and consulting on planning applications.
Supplementary Planning Document (SPD)	A type of planning document that provides support, and additional detail on the implementation of policies contained in Local Plans. An SPD is a material consideration, but carries less weight than a Local Plan.
Sustainability Appraisal (SA)	Examines the impact of proposed plans and policies on economic, social and environmental factors, and ensures that these issues are taken into account at every stage so that sustainable development is delivered on the ground. It also appraises the different options that are put forward in the development of policies and the process of allocating sites. Each Local Plan that the Council produces is accompanied by its own SA. Although not a requirement for an SPD, the Council has, to date, prepared SAs for many of the SPDs in order to ensure that social, environmental and economic factors are considered.
Thames Basin Heaths Special Protection Area (TBHSPA)	A group of heathland sites distributed across Berkshire, Surrey and Hampshire that support important breeding populations of lowland heathland birds (especially the Nightjar, Dartford Warbler and Woodlark). The area is designated for its interest under a European Wildlife Directive (and subject to the assessment procedure set out in the Habitats Directive) in order to protect the important species of birds that live within them.

Term	Definition
Use Classes Order	The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as 'Use Classes' (such as Dwellinghouses (C3); Commercial, business and service (E); Learning and non-residential institutions (F.1) etc.). A 'Change of use' can occur within the same use class or from one use class to another as allowed by the General Permitted Development) Order 2015 (as amended).

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Nepali

यस प्रचारको सक्षेपं वा सार निचोड चाहिं दिइने छ ठूलो अक्षरमा, ब्रेल वा क्यासेट सून्नको लागी । अरु भाषाको नक्कल पनि हासिल गर्न सकिने छ । कृपया सम्पर्क गनुहोला ०१३४४ ३५२००० ।

Tagalog

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**TO: THE EXECUTIVE
09 FEBRUARY 2021**

**CAPITAL PROGRAMME 2021/2022 - 2023/2024
(Chief Executive/Director: Resources)**

1 PURPOSE OF REPORT

- 1.1 As part of the Council's financial and policy planning process, the Executive issued draft Capital Programme proposals for 2021/22 – 2023/24 for consultation on 15 December 2020. The main focus was inevitably departmental spending needs for 2021/22, although future years' schemes do also form an important part of the programme. This report sets out the final proposed capital programme, following the consultation exercise, for consideration by the Executive prior to submission to the Council on 24th February 2021. The revenue implications of the recommendations in this report are reflected in the subsequent report on the Council's revenue budget proposals. Any revisions to the proposals put forward for each service would also need to be reflected in the revenue budget report.

2 RECOMMENDATIONS

That the Executive:

2.1 Recommends to the Council

- a) General Fund capital funding of £12.221m for 2021/22 in respect of those schemes listed in Annexes A – D**
- b) Approves the inclusion of £5.363 of expenditure to be externally funded (including £1.524m of S106 funding) as outlined in paragraph 5.21.**
- c) That those schemes that attract external grant funding are included within the Capital Programme at the level of funding received.**
- d) Agrees that capital schemes that require external funding can only proceed once the Council is certain of receiving the grant**
- e) The inclusion of an additional budget of £1m for Invest to Save schemes.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The reasons for the recommendations are set out in the report.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The alternative options are considered in the report.

5 SUPPORTING INFORMATION

Capital Resources

- 5.1 Each year the Council agrees a programme of capital schemes. In the past these schemes have been funded from these main sources:
- the Council's capital receipts
 - Government Grants
 - other external contributions
 - internal and external borrowing
- 5.2 The Council's total usable capital receipts at 31st March 2020 are zero as all receipts have been applied to fund prior capital investment – all receipts during 2020/21 will be used to finance the 2020/21 Capital Programme. The Council is partly reliant on capital receipts and other contributions to fund its capital programme, although interest generated from capital receipts can also help support the revenue budget in the short term. However, with investment rates at historic lows it makes more economic sense to offset borrowing.
- 5.3 The proposed capital programme for 2021/22 has been developed, therefore, on the assumption that it will be funded by a combination of Government grants, other external contributions, capital receipts and borrowing only if required. Community Infrastructure Levy (CIL) contributions and some small miscellaneous property sales should enable £3m of the capital programme to be funded from receipts. Internal resources will be used in the first instance and borrowing from external sources (e.g. the PWLB) will be used only when necessary. The financing costs associated with the General Fund Capital Programme have been provided for in the Council's revenue budget plans which also appear on tonight's agenda.

Invest-to-Save

- 5.4 The Council has for many years allocated £1m each year within its capital programme proposals to be available to fund capital investment in schemes that will make a return either through revenue savings or income generation, at least equal to the cost of the financing. This has proved successful in recent years. The key criteria used to assess proposals to access this funding is that the investment needs to recover the cost of the financing (i.e. repay the amount and the interest associated with the borrowing) over time. This recognises that many initiatives, including some related to climate change, will have an element of future cost savings. Furthermore there will be opportunities where a mix of funding could be utilised where the total savings do not cover the full costs, meaning that a mix of Invest-to-Save and other funding sources can be used to achieve the level of investment needed to support policy initiatives.

New Schemes

- 5.5 Within the general financial framework outlined above, Service Departments have considered new schemes for inclusion within the Council's Capital Programme for 2021/22 – 2023/24. Given that both capital and revenue resources are under pressure, each Department has evaluated and prioritised proposed schemes into broad categories in line with the Council's agreed Asset Management Plan approach. Having done this, only the very highest priority schemes and programmes are being recommended for inclusion in the Capital Programme.

Other Unavoidable & Committed schemes

- 5.6 This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new legislation etc. Committed schemes also include those that have been started as part of the 2020/21 Capital Programme – major schemes started in 2020/21 which have not yet completed will be carried forward as per normal capital expenditure rules. Also included within this category are those schemes that were

previously funded from the General Fund Revenue Account, but which by their nature could be legitimately capitalised, thereby reducing pressure on the revenue budget. Schemes in this category form the first call on the available capital resources.

Maintenance (Improvements and capitalised repairs)

- 5.7 The figures below are based on the information held in the Building Groups' property management system as of August 2020 – this is earlier than usual as access was made easier to empty properties as a result of COVID. However, they have not been adjusted to exclude those works that are already budgeted for within existing 2020/21 schools and corporate planned maintenance programmes, so the figures below are overstated and will be updated in 2021.
- 5.8 In addition to this, several more comprehensive surveys have been included namely the Commercial Depot, Waterside Park and a major update of the Council's housing stock. The Commercial Depot makes up almost £2m of the Corporate Properties Priority costs and should be discounted in light of the proposals for its re-development which are included in this report.
- 5.9 The Council's overall potential maintenance liability remains in the region of £68m (see table below). In line with the policy adopted in previous years the Asset Management Board (AMB) has considered only those works that fall within categories 1C and 1D. Given the financial constraints on both the revenue and capital budgets an allocation of £1.27m is recommended to address the most pressing 1C & 1D priorities.

		£'000	£'000
Schools	Priority 1C & 1D	2,433	
	Priority 2C & 2D	11,134	
	Lower Priorities	27,686	41,253
Corporate Properties	Priority 1C & 1D	4,222	
	Priority 2C & 2D	7,779	
	Lower Priorities	14,816	26,837
Total			68,090

- 5.10 There are remaining Landlord liabilities left with the Council with regard to the Leisure sites and based on updated condition surveys these works are necessary in order for the Council to fulfil these responsibilities. The table below summarises the key investment areas for planned maintenance in 2021/22. This includes maintaining the fabric of the leisure facilities which the Council continues to own, with only the day to day management of the sites having been outsourced.

Location	Description	Value
Bracknell Leisure Centre	Re-Roof – Pool Roof / Gym Roof	£300,000
Bracknell Leisure Centre	Landlord Responsibilities	£50,000
Coral Reef	Landlord Responsibilities	£50,000
Downshire Golf Course	Landlord Responsibilities	£40,000
Time Square	Heating & Ventilation System Works	£225,000
Time Square	Replace/Overhaul BMS System	£180,000
Residential Housing	Refurbishment Works Programme	£125,000

Easthampstead Park Crem & Cem	Facia Replacement – Phase II	£80,000
Commercial Depot	Reactive Works	£75,000
Harmans Water Shops	Window Replacements	£60,000
Owlsmoor Community Centre	Replace BMS System	£30,000
Sandhurst Community Centre	Replace BMS System	£30,000
Longshot Lane Industrial	External Road Repairs	£25,000
		£1,270,000

- 5.11 From an analysis of the work required some works, whilst urgent, cannot be legitimately capitalised and must be met from a revenue budget. An allowance of £200,000 is available to meet these liabilities; however this will not be sufficient to meet the level of works that continue to be identified within the 1C and 1D categories considered to be of a revenue nature. It is becoming clear that there is a diminishing proportion of the 1C and 1D works that can be legitimately met from the Capital Budget. Unless additional revenue funds are identified then the level of outstanding works will increase. These combined bids will go some way to addressing the most urgent works within the estimated backlog identified above, with the potential to resolve some of the works currently prioritised as 1C and 1D. However, other essential, albeit slightly lower priority, works will still remain. The implications of failing to maintain buildings are progressive deterioration leading to building closures, health & safety problems, service delivery impacts and reduced property values.

Schools

- 5.12 Identified planned maintenance for 2021/22 will be drawn from building condition surveys carried out by the Council's Managing Partner Atkins Ltd and there is approximately £2.433m of Priority 1 (Urgent) planned maintenance works in schools on the current building condition surveys. Capital funding for planned maintenance is allocated for schools, but non school buildings (Youth Service, Childrens Social Care, Adult Learning and Early Years) form part of the Council-Wide programme. The Asset Management Board agrees the Council-Wide programme of works, and the Schools Planned Works Programme Board agrees the programme of works for schools.
- 5.13 A Schools Planned Works Programme of £1.5m is being put forward based on the level of grant expected to be received from DfE. This includes Planned Maintenance, Fire Safety, Asbestos and Legionella works which is normally funded from DfE Schools Capital Maintenance Grant. The programme of works will be matched to the available budget.

ICT Schemes

- 5.14 With the change in strategic direction of the Council towards cloud-computing and "software as a service" and the current review of Bring-Your-Own-Device, the ICT Steering Group is proposing that the current funding available in 2020/21 be prioritised for investment over the next 18 months and no additional capital funding is proposed at this point. A move to cloud-computing will reduce the need for capital expenditure on traditional IT infrastructure and there has been considerable investment over the last 2 years with the move from desktops to laptops. There will however be a potential revenue pressure associated with this strategic change which the Council will need to fund in future years and resources have been identified in the Council's Revenue Budget.

- 5.15 However, the Council will continue to maintain a significant level of networking equipment particularly given the move to home-working that has taken place over the last 12 months. Whilst there is a risk of additional funds being required next year, at this stage it is believed that this can be managed and any emerging issues will be highlighted through the Capital Monitoring process in 2021/22

Rolling programmes

- 5.16 These programmes cover more than one year and give a degree of certainty for forward planning schemes to improve service delivery. They make an important contribution towards the Council's established Asset Management Plans.

Other Desirable Schemes

- 5.17 In addition to the schemes identified in the above categories, each service has requested funding for other high priority schemes that meet the needs and objectives of their service. The net cost of schemes which attract partial external funding are included in the schemes put forward.

Capital Programme 2021/22 – 2023/24

- 5.18 A summary of the cost of new schemes proposed by Departments is set out in the table below and in Annex A. A detailed list of suggested schemes within the draft capital programme, together with a brief description of each project, for each service is included in Annexes B – D.
- 5.19 Total Council funding for schemes amounts to £6.858m. However as outlined later in the report, external funding for a number of schemes (Commercial Depot (£1.8m) and A3095 Highways scheme (£2.8m)) will be received in future years and as such will reduce the overall funding costs to the Council.

Capital Programme 2021/22-2023/24				
Annex	Service Area	2021/22 £000	2022/23 £000	2023/24 £000
B	Delivery	2,615	4,435	1,835
C	People	2,935	250	0
D	Central Directorates	6,671	3,564	3,164
	Total Capital Programme	12,221	8,249	4,999
	less Externally Funded schemes	5,363	2,614	2,364
	Council Funded Programme	6,858	5,635	2,635

Externally Funded Schemes

- 5.20 A number of external funding sources are also available to fund schemes within the capital programme. External support has been identified from two main sources:

Government Grants

A number of capital schemes attract specific grants. It is proposed that all such schemes should be included in the capital programme at the level of external funding that is available.

A significant element of the grant-funded capital programme relates to the planned investment in Schools. The schools investment programme included in this report reflects the highest priority schemes identified by the Department and the Education Capital Programme Board. However as a result of a change to the capital funding formula and the perceived relative need for school places in Bracknell compared to other areas of the country, the Council has received no Basic Needs Grant (BNG) in 2018/19 and only £0.735m in 2019/20. The allocation for 2020/21 suggests there will be no grant funding available to Bracknell Forest in 2021/22. However the Council has identified a number of schemes that require funding in the coming years and are set out in Annex B.

A second key constituent of capital grant funding relates to the Highway Maintenance and the Integrated Transport Block totalling £2.09m for 2021/22.

Section 106 (£1.524m)

Each year the Council enters into a number of agreements under Section 106 of the Town & Country Planning Act 1990 by which developers make a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. Usually the monies are given for work in a particular area and/or for specific projects

Officers have identified a number of schemes that could be funded from Section 106 funds in 2020/21, where funding becomes available. These are summarised below

Department	Schemes	Budget
		<i>£000</i>
People	10a Portman Close Flats	200
People	Primary SEMH Hub	660
Central	LTP Schemes	389
Central	Sustainable Alternative Natural Green Space	150
Central	Natural Estate Improvements	125
	Total	1,524

On-going Revenue Costs

- 5.21 There are no immediate revenue costs associated with the schemes proposed for inclusion within the 2021/22 Capital Programme, however as noted above the change in strategic direction on IT investment will likely have a revenue impact.

Funding Options

- 5.22 The Council introduced CIL in April 2015. It is difficult to estimate the potential amount of CIL that will be generated as this will depend on the delivery of additional housing development in the Borough, which is to a large extent outside of the control of the authority. However based on the most recent housing trajectory estimates and knowledge of development schemes that will come forward in the next 18 months, it is estimated that £3m is an appropriate assumption for 2021/22.
- 5.23 The proposed capital programme for 2021/22 has been developed, therefore, on the assumption that it will be funded by a combination of approximately £3m of capital receipts (CIL and other miscellaneous property disposals), Government grants,

other external contributions and borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.

- 5.24 Any capital expenditure approved over and above capital receipts and external contributions will require the Council to borrow externally. The timing of this will depend on the level of surplus cash held by the Council which will be used in the first instance to fund the Capital Programme commitments. Any external borrowing will require a sum to be set aside Minimum Revenue Provision (MRP) in addition to an interest charge depending on the maturity of the loan.
- 5.25 Current long-term borrowing rates are approximately 1.75% - following the Government's removal of the 100bp increase that was made to PWLB borrowing rates last year. The net cash-flow required for the above proposed programme amounts to £3.752m, however of this £2.8m required to complete the A3095 scheme will be funded by future S106 receipts that will be available once the build-out of the housing development is complete. The developer has been unable to complete this scheme due to the ongoing issues surrounding COVID-19 – however the highway scheme needs to proceed.
- 5.26 The redevelopment of the Depot should also result in a capital receipt after the scheme is completed in 2023/24, estimated at a potential £1.8m. In addition, a bid has been made to support costs related to asbestos removal through One Public Estate
- 5.27 As such the Council funding in 2021/22 should be for a period of less than 2 years based on current projections. As such over the longer term there will be a zero interest cost associated with the proposals, but there is a short-term cost of £50k in 2021/22. The MRP charge reflects the life of individual assets that are being funded – the charge is not payable until the year after the assets come into being. The MRP charge in relation to the capital programme for 2021/22 is estimated to be a maximum of £0.05m and will be charged in 2022/23.
- 5.28 Following the introduction of the Prudential Borrowing regime local authorities are able to determine the level of their own capital expenditure with regard only to affordability on the revenue account. In practice this represents the amount of borrowing they can afford to finance, and will necessitate taking a medium-term view of revenue income streams and capital investment needs.
- 5.29 To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2021/22 to 2023/24 in February 2021, alongside its consideration of the specific budget proposals for 2021/22 and the Council's medium-term financial prospects.
- 5.30 If any amendments are made to the capital programme, the revenue consequences will need to be adjusted accordingly. Executive Members will therefore need to consider the impact of the capital programme as part of the final revenue budget decisions. Members will need to carefully balance the level of the Capital Programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2022/23 onwards, will need to be undertaken during next summer.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The authorisation for incurring capital expenditure by local authorities is contained in the legislation covering the service areas. Controls on capital expenditure are contained in the Local Government Act 2003 and regulations made thereunder.

Director: Resources

- 6.2 The financial implications are contained within the report.

Equalities Impact Assessment

- 6.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. Where necessary, impact assessments on specific schemes within the capital programme will be undertaken before work commences.

Strategic Risk Management Issues

- 6.4 The most significant risk facing the Council is the impact of the capital programme on the revenue budget. The scale of the Council's Capital Programme for 2021/22 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts or borrowing. The generation of capital receipts in future years may mitigate the impact on the revenue budget, but as the timing and scale of these receipts is uncertain their impact is unlikely to be significant.
- 6.5 There are also a range of risks that are common to all capital projects which include:
- Tender prices exceeding the budget
 - Planning issues and potential delays
 - Uncertainty of external funding
 - Building delays due to unavailability of materials or inclement weather
 - Availability of staff with appropriate skills to implement schemes
- 6.6 These can be managed through the use of appropriate professional officers and following best practice in project management techniques. The report also identifies the risk associated with the shortfall in maintenance expenditure compared to that identified by the latest condition surveys. With only those highest priorities receiving funding in 2021/22, there will be a further build up in the maintenance backlog and a risk that the deterioration in Council assets will hamper the ability to deliver good services.

7 CONSULTATION

- 7.1 See the General Fund Revenue Budget 2021/22 report on tonight's agenda outlining the results of the budget consultation

Background Papers

None

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**CAPITAL PROGRAMME 2021/2022-2023/24
BY CATEGORY**

	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Committed	4,285	1,535	1,135	6,955
Delivery	335	335	335	1,005
People	50	0	0	50
Central	3,900	1,200	800	5,900
Unavoidable	0	0	0	0
Delivery	0	0	0	0
People	0	0	0	0
Central	0	0	0	0
Maintenance	2,270	4,100	1,500	7,870
Delivery	2,270	4,100	1,500	7,870
People	0	0	0	0
Central	0	0	0	0
Rolling Programme / Other Desirable	303	0	0	303
Delivery	10	0	0	10
People	275	0	0	275
Central	18	0	0	18
Council Funding	6,858	5,635	2,635	15,128
Total External Funding	5,363	2,614	2,364	10,341
Total Capital Programme	12,221	8,249	4,999	25,469

**CAPITAL PROGRAMME 2021/2022-2023/24
BY DIRECTORATE**

	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Delivery	2,615	4,435	1,835	8,885
People	2,935	250	0	3,185
Central Directorates	6,671	3,564	3,164	13,399
Total Capital Programme	12,221	8,249	4,999	25,469
External Funding	5,363	2,614	2,364	10,341
Council Funding	6,858	5,635	2,635	15,128

CAPITAL PROGRAMME - DELIVERY

	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Committed				
Capitalisation of Project Management costs	300	300	300	900
Equipment Downshire Golf Complex	35	35	35	105
	335	335	335	1,005
Unavoidable				
No Schemes	-	-	-	-
Maintenance				
Buildings Planned Maintenance Programme	1,270	1,000	1,000	3,270
Commercial Depot Redevelopment	1,000	3,100	500	4,600
	2,270	4,100	1,500	7,870
		-	-	
Rolling Programme / Other Desirable				
Demolition of Napier Road WCs	10	-	-	10
	10	-	-	10
TOTAL REQUEST FOR COUNCIL FUNDING	2,615	4,435	1,835	8,885
External Funding				
No Schemes	-	-	-	-
TOTAL EXTERNAL FUNDING	-	-	-	-
TOTAL CAPITAL PROGRAMME	2,615	4,435	1,835	8,885

CAPITAL PROGRAMME - PEOPLE

	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Committed				
Sandhurst Nursery Relocation	50	-	-	50
	50	-	-	50
Unavoidable				
No Schemes	-	-	-	-
	-	-	-	-
Rolling Programme / Other Desirable				
Non-Schools				
No Schemes	-	-	-	-
Departmental Bids:				
Feasibility Study	60	-	-	60
School Bids:				
School Security and Safeguarding	50	-	-	50
Birch Hill Modular Re-furbishment (SEN)	15	-	-	15
Holly Spring Fusion (SEN)	120	-	-	120
Pines Orchard Outside Space (SEN)	30	-	-	30
Total	275	-	-	275
TOTAL REQUEST FOR COUNCIL FUNDING	325	-	-	325
External Funding - Other				
Non-Schools				
S106 10a Portman Close Flats	200	250		450
Schools				
DfE Grant: Schools Capital Maintenance (provisional)	1,500			1,500
DfE Grant: Devolved Formula Capital (provisional)	250			250
S106 Primary SEMH Hub	660			660
	2,610	250	-	2,860
TOTAL EXTERNAL FUNDING	2,610	250	-	2,860
TOTAL CAPITAL PROGRAMME	2,935	250	-	3,185

CAPITAL PROGRAMME - CENTRAL DIRECTORATE

	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Committed				
Roads & Footway Resurfacing	200	200	200	600
CIL Strategic Transport Schemes	500	600	600	1,700
Highway Maintenance (Lamp Columns)	400	400		800
A3095 - Phased funding	2,800	-	-	2,800
	3,900	1,200	800	5,900
Unavoidable				
No Schemes	-	-	-	-
	-	-	-	-
Maintenance				
	-	-	-	-
Rolling Programme / Other Desirable				
Car Park Barriers	18	-	-	18
	18	-	-	18
TOTAL REQUEST FOR COUNCIL FUNDING	3,918	1,200	800	5,918
External Funding				
Highways Maintenance	1,369	1,369	1,369	4,107
Integrated Transport & Maintenance	720	720	720	2,160
Section 106 Schemes (LTP)	389	-	-	389
Sustainable Alternative Natural Green Space	150	150	150	450
Natural Estate Improvements (S106)	125	125	125	375
	2,753	2,364	2,364	7,481
TOTAL EXTERNAL FUNDING	2,753	2,364	2,364	7,481
TOTAL CAPITAL PROGRAMME	6,671	3,564	3,164	13,399

TO: THE EXECUTIVE
DATE: 09 FEBRUARY 2021

GENERAL FUND REVENUE BUDGET 2021/22
(Chief Executive/Director: Resources)

1 PURPOSE OF REPORT

- 1.1 As part of the Council's financial and policy planning process, the Executive agreed draft revenue budget proposals for 2021/22 as the basis for consultation on 15 December 2020.
- 1.2 Over the course of the last two months a number of issues have become clearer, in particular the details of the Local Government Financial Settlement. This report therefore builds on the draft budget proposals agreed by the Executive in December and sets out the Executive's final budget proposals for 2021/22. Once determined, these will be submitted to the Council for consideration on 24 February 2021.
- 1.3 Additional one-off funding confirmed in the Provisional Settlement has enabled the Council to invest in a number of one-off initiatives designed to support its strategic plans including support for our most vulnerable citizens, carbon footprint reduction and recovery from the pandemic (section 11)
- 1.4 The recommendations of this report are, in part, dependent upon proposals to be considered elsewhere on this agenda in respect of the Capital Programme 2021/22 - 2023/24. Changes to the proposals included within that report may therefore necessitate revisions to the 2021/22 General Fund revenue budget proposals set out below. Should this happen a short adjournment of the meeting might be required.

2 RECOMMENDATIONS

That the Executive, in recommending to Council a budget and Council Tax level for 2021/22:

- 2.1 Confirms the original budget proposals, subject to the revisions in section 8.3 and those decisions to be taken elsewhere on this agenda on the capital programme;**
- 2.2 Agrees the provision for inflation of £1.200m (section 8.2);**
- 2.3 Agrees the additional budget proposals as set out in Annexe A and Annexe D and in sections 6.2 (specific grants), 6.3 (business rates), 7.3 (collection fund), 8.3 (updated pressures) and the proposed one-off investments in paragraph 11.3 a) – f);**
- 2.4 Agrees that the Council should make additional funding available for distribution to schools through the local funding formula at the level set out in section 9.1 subject to any minor amendments made by the Executive Member for Children, Young People and Learning following the receipt of definitive funding allocations for Early Years and High Needs pupils;**

- 2.5 Includes a general contingency totalling £2.250m (section 10.6) and a Covid-19 specific contingency of £3.417m (section 10.7), use of which are to be authorised by the Chief Executive in consultation with the Director: Resources in accordance with the delegations included in the Council’s constitution;
- 2.6 Subject to the above recommendations, confirms its support for the draft budget proposals;
- 2.7 Approves the Net Revenue Budget before allowance for additional interest from any use of balances as set out in Annexe G;
- 2.8 Agrees the contribution of £>.>>>m to be made from revenue balances (before additional interest from the use of balances) to support revenue expenditure;
- 2.9 Recommends a >.>>% increase in the Council Tax for the Council’s services and that the Council Tax requirement, excluding Parish and Town Council precepts, be set as £>>.>>>m;
- 2.10 Recommends that the Council Tax for the Council’s services and that each Valuation Band is set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	>>>>.>>
B	7/9	>>>>.>>
C	8/9	>>>>.>>
D	9/9	>>>>.>>
E	11/9	>>>>.>>
F	13/9	>>>>.>>
G	15/9	>>>>.>>
H	18/9	>>>>.>>

- 2.11 Recommends that the Council approves the following indicators, limits, strategies and policies included in Annexe E:
- The Prudential Indicators and Limits for 2021/22 to 2023/24 contained within Annexe E(i);
 - The Minimum Revenue Provision (MRP) Policy contained within Annexe E(ii);
 - The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annexe E(iii);
 - The Authorised Limit Prudential Indicator in Annexe E(iii);
 - The Investment Strategy 2021/22 to 2023/24 and Treasury Management Limits on Activity contained in Annexe E(iv);
- 2.12 Approves the virements relating to the 2020/21 budget as set out in Annexe H and recommends those that are over £0.100m for approval by Council.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The recommendations are designed to enable the Executive to propose a revenue budget and Council Tax level for approval by Council on 24 February.

4 ALTERNATIVE OPTIONS CONSIDERED

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

SUPPORTING INFORMATION

5 Basis of Draft Budget Proposals

- 5.1 At its meeting on 15 December 2020, the Executive considered the overall position facing the Council in setting a budget for 2021/22. At the time the Executive agenda was published, the Provisional Local Government Financial Settlement had not been announced. The budget proposals were therefore based on the deliberately prudent assumption that Government support would remain broadly at the level it was at the start of 2020/21, i.e. before the additional Covid-19 support was provided.
- 5.2 On 25 November 2020 the Government set out the results of the 2020 Spending Review (SR20). This confirmed that additional one-off sums, totalling over £3 billion for England as a whole, would be provided to help meet on-going Covid-19 pressures. Whilst the impact was expected to be significant for the Council, as indicative figures and the basis for allocation were not provided no additional funding was included in the draft budget proposals.
- 5.3 In this broad context, the Executive published its draft budget proposals, which were open for consultation for a six week period.
- 5.4 In the face of significant pressures on Local Government expenditure and grant funding, the scope to invest in new service provision is severely restricted. Many of the pressures accommodated in the budget package are simply unavoidable as they relate to current levels of demand or legislation changes.
- 5.5 As in previous years, economies have focused as far as possible on increasing efficiency, income generation, reducing central and departmental support and transforming rather than reducing front line services.
- 5.6 The draft budget proposals, which reflect the priorities in the Council Plan and included a suggested approach for inflation, are summarised in Table 1.

Table 1: Draft Budget Proposals

Directorate	Commitment Budget (CB)	Capital programme	Inflation	Service Pressures / Economies ¹	Reduction in Business rates income	Earmarked Reserves – 19/20 Collection Fund Surplus	Draft Budget 2021/22
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Central	18,634	0	0	-313	0	0	18,321
Delivery	13,330	0	0	380	0	0	13,710
People	78,380	0	0	402	0	0	78,782
Non Departmental / Council Wide	-20,018	50	1,200	4,621	1,000	-8,241	-21,388
Total	90,326	50	1,200	5,090	1,000	-8,241	89,425

¹Note the differences between the best and worst case pressures will be included in a Covid-19 specific contingency fund (£4.636m in the draft budget proposals) rather than being allocated to individual directorates.

6 Local Government Finance Settlement

6.1 Overview

6.1.1 The Council's budget is set within the context of a one year settlement based on the 2020 Spending Round (SR20). The paragraphs below set out the key issues included in the Provisional Settlement for 2021/22 and this is followed by a section that draws together the likely implications for the Council's medium term funding position.

6.1.2 The Provisional Settlement was published on 17 December 2020. This confirmed that funding in a number of areas would be maintained or increased in 2021/22 and also provided details at council level of a number of one-off funding streams announced as part of SR20. Details are contained in section 6.2. The final settlement has still to be published.

6.2 Specific Grants

6.2.1 On 25 November 2020 the Government set out the results of the SR20 which confirmed that additional funding would also be provided in 2021/22 to help meet on-going Covid-19 pressures. The Provisional Settlement for Bracknell Forest contained the following figures relating to Covid-19:

- -£2.654m of grant funding to meet additional expenditure pressures as a result of Covid-19;
- -£0.827m of additional unringfenced grant funding (Local Council Tax Support Grant) to help support households that are least able to afford council tax payments. While it is a general grant, it is proposed to treat it as ringfenced for these purposes, with specific proposals being shown in section 11.3. It will therefore have a cost neutral impact on the budget.

In addition to this:

- the existing Covid-19 income compensation scheme will be extended for a further 3 months until the end of June 2021. Based on the income pressures directorates have identified, this is estimated to generate additional grant income of -£0.400m next year. This figure has therefore been deducted from the Covid-19 specific Contingency to be created in 2021/22 to meet worst case pressures;
- compensation will be provided to councils for 75 per cent of irrecoverable losses of council tax and business rates revenues in 2020/21. However, based on the performance of the Collection Fund in 2020/21 so far, this is not expected to generate any additional income for Bracknell Forest.

6.2.2 The SR20 confirmed that there would be a new round of New Homes Bonus (NHB) allocations for 2021/22 which would again be for one year only. The Government decided to maintain the existing allocation mechanism, and this combined with significant increases in the Council Tax Base and reductions in the number of empty homes within Bracknell Forest resulted in the highest level of grant ever received for a single year (-£2.473m). The total receivable has increased to -£2.877m for

Unrestricted

2021/22 (-£1.917m in 2020/21). This is an overall increase of -£0.960m compared to the cost neutral position assumed in the draft budget proposals. As this increase is one-off it is available to spend in 2021/22 but will not reduce the budget gap in future years. It was also announced that the Government would consult on the future of NHB shortly, with a view to implementing reform in 2022/23.

- 6.2.3 An additional un-ringfenced grant has been introduced in 2021/22 called the Lower Tier Services Grant. This has been provided to councils responsible for services such as homelessness, planning, recycling and refuse collection, and leisure services. Bracknell Forest's allocation was confirmed in the provisional Settlement (-£0.189m) and has now been incorporated into the budget proposals.
- 6.2.4 Some of the largest specific grants received by the Council are for Public Health and Social Care. The ring-fence on Public Health will be retained in 2021/22 but indicative figures have yet to be provided at an individual council level. Some additional funding for social care was announced as part of SR20. Individual allocations have now been released and Bracknell Forest's allocation (-£0.090m) has now been incorporated into the budget proposals.
- 6.2.5 Information on a number of smaller Specific Grants has now been received. Any changes in these grants will be managed by the Directorates and will therefore not impact on the budget proposals.

6.3 Business Rates

- 6.3.1 Another important stream of income for the Council is Business Rates, a proportion of which is retained locally following the introduction of the Business Rates Retention reforms in April 2013. The level of Business Rates changes each year due to inflationary increases (set by central government), the impact of appeals and local growth or decline as local businesses and economic conditions expand or contract. To support businesses in the near-term, the government has decided to freeze the business rates multiplier in 2021/22. This will be cost neutral for the Council as compensation for the loss of income will be provided via a section 31 grant.
- 6.3.2 The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government. It has been confirmed this will also be frozen in line with the increase in the small business non-domestic rating multiplier (-£16.832m).
- 6.3.3 The Government has announced that the introduction of a new Business Rates system, based on 75% rates retention, will now be delayed until at least 2022/23. To coincide with this a fair funding review is currently underway which will calculate the new baseline funding levels for individual councils based on an up-to-date assessment of their relative needs and resources. Existing grants including RSG and most likely the Public Health Grant will be incorporated into the revised baseline and more responsibilities are likely to be transferred to Local Government to ensure that the new system is fiscally neutral overall.
- 6.3.4 Bracknell Forest is in a virtually unique position in terms of its current Business Rates income. The transfer of a large multi-national company on to the Council's valuation list in 2013/14 significantly increased the level of Business Rates collected locally. This transfer represented a significant windfall for the Council, creating both a significant opportunity and risk at the time and has been a key factor in providing resources to balance the Council's budget since then.

- 6.3.5 Around half of the additional income was used to support the base budget with the remainder set aside in an earmarked reserve to mitigate against the risk of the additional income reducing or being withdrawn. This prudent approach meant that the Council was not immediately impacted by a successful appeal by the company against the rateable value, which resulted in it being reduced by 28% in 2016/17. Several other appeals have since been successful resulting in a further 7% reduction in rateable value. There are still appeals outstanding on the 2010 valuation and further multiple appeals were lodged following the 2017 valuation which are still outstanding. It is also anticipated that the company will join the Central Rating List when the new Business Rates system is introduced. Due to changes at the company's key site in Bracknell there is also a possibility that we could see the loss of this income sometime in 2021.
- 6.3.6 As the timing and outcome of all these events are uncertain, broad assumptions have had to be made in calculating future income levels. An unavoidable consequence of this has been significant volatility in the Collection Fund balance each year. This continues to represent a considerable risk to the Council's current and future Business Rates income. In 2019/20 a significant surplus of -£8.241m was projected on the Business Rates element of the Collection Fund arising from a combination of the final income figure for 2017/18 being more than estimated in January 2019 and less income being projected for 2019/20. These one-off funds were transferred to the Business Rates Equalisation and Future Funding Reserves. There is now a significant deficit projected on the Business Rates element of the Collection Fund for 2019/20 (-£11.498m) which is almost entirely due to the additional Business Rates reliefs granted by the Government after income estimates were submitted at the beginning of the year. Section 31 grant is being received this year to compensate councils for the resultant loss of income. This will be transferred into the Business Rates Reliefs Reserve at the year-end so that it can be used to fund the 2020/21 deficit when it becomes payable in 2021/22.
- 6.3.7 In addition to these specific issues, the move to the new funding system will be accompanied by a re-set of the current business rates arrangement. This will most likely mean that all or a large part of the additional business rates that the Council has secured through the company referred to above and from the town centre opening in 2017 will no longer directly benefit Bracknell Forest.
- 6.3.8 The draft budget assumed a £1m reduction in Business Rates related income. Based on the latest forecasts, growth is now expected to be -£7.296m (-£7.897m in 2020/21), a reduction of £0.601m compared to last year. This will also have a knock-on effect to the levy payment to Central Government (-£0.366m).
- 6.3.9 Section 31 grant is also receivable in relation to Business Rates. This is designed to cover the loss of income resulting from the capping of Business Rates increases in previous years' and the freezing of Business Rates increases in 2021/22 plus the impact of several Business Rate Reliefs. Section 31 income is estimated to be -£2.142m in 2021/22 (-£2.302m in 2020/21), a reduction of £0.160m. As with 2020/21, the Government may issue other reliefs during the year due to the impact of the pandemic. If this is the case any additional grant will be transferred to an earmarked reserve so that it can be used to cover the resulting deficit on the Collection Fund.
- 6.3.10 The 2020/21 budget included a net transfer of £10.278m into reserves, most significantly +£7.500m into the Business Rates Revaluation Reserve for the 2019/20 deficit on the Business Rates element of the Collection Fund. The basic approach taken to business rates remains unchanged in 2021/22 and based on the revised projections, -£12.305m will be drawn from reserves (-£11.498m from the Business

Rates Reliefs Reserve for the 2020/21 deficit on the Business Rates element of the Collection Fund and -£0.537m from other reserves).

6.4 Medium Term Financial Situation

6.4.1 There is significant uncertainty for the period from 2022/23 due to the potential impact of a number of issues, in particular:

- Fair Funding Review
- Business Rates system re-set
- 2021 Spending Review which will determine the overall quantum of resources available to local government
- Impact of Brexit
- Potential continuing impact of the pandemic

6.4.2 This hampers meaningful financial planning at a time when central government grant funding is the lowest it has been for decades and demand pressures are increasing significantly. Given the relative prosperity of Bracknell Forest and the Government's aim to "level up" across the regions, it is unlikely that the impact of these changes will increase our local resources overall.

6.4.3 The most likely consequence of all of these factors combining is an additional recurring budget gap of around £4.0m in 2022/23, due to funding changes alone. The Future Funding Reserve has deliberately been created and supplemented through the additional income from Business Rate Pilot status in order to help manage the transition to the new funding arrangements. It is estimated that there will be a balance of approximately £18.2m available on the Future Funding Reserve at the end of 2020/21 and 2021/22, which allows the Council to take a measured approach over time to bridging the gap.

6.4.4 The impact of these factors will be a greater reliance on Council Tax income as an on-going source of funding to support essential front-line services. The current level of Council Tax in Bracknell Forest is still one of the lowest of any Unitary Authority in England. While a high level of increase in any year is unlikely to be universally welcomed by residents, for many years the Council's financial plans have assumed the maximum level of increase permitted is applied, as this is what the Government has assumed and provides the greatest level of protection possible for essential services in the period from 2021/22.

7 Council Tax and Collection Fund

7.1 The Council Tax Base for 2021/22 has been calculated as 47,624 (Band D equivalents) which at current levels would generate total income of -£64.571m in 2021/22.

7.2 The Government limits Council Tax increases by requiring councils to hold a local referendum for any increases equal to or in excess of a threshold percentage which is normally included in the Local Government Financial Settlement. The Government has set a core referendum limit of 2% plus the option for councils with responsibility for adult social care, such as Bracknell Forest, to set an adult social care precept of up to a further 3%. This precept can be raised in 2021/22 or spread across two financial years. Every 1% increase in Council Tax in Bracknell Forest would generate -£0.646m of additional income.

7.3 A modest surplus will be generated on the Council Tax element of the Collection Fund in the current year, primarily due to a higher level of growth in new properties

than expected. The Council's share of this one-off surplus is -£0.144m. This will be used to support the 2021/22 budget.

8 Developments since the Executive Meeting on 15 December 2020

8.1 Consultation

8.1.1 The Overview and Scrutiny Commission held 2 meetings during the 2021/22 budget preparation period, through which they received updates and provided comments on the key financial issues affecting the current and future financial years. The relevant extracts from the meetings are included as Appendix B.

8.1.2 The Executive's draft budget proposals have been subject to a process of public consultation since their publication in December. The Schools' Forum considered the Executive's proposals relating to the schools' element of the People's Directorate at its meeting on 14 January and no specific points were raised.

8.1.3 The draft budget proposals were published on the Council's web site and emails were sent to business ratepayer representative groups drawing their attention to the consultation. Two responses were received to the public consultation via the web site plus a separate detailed response from the Labour Party. All responses are included at Annexe C. Bracknell Forest has saved around £100m since becoming a unitary council and further savings of over £3m are included in the budget proposals.

8.2 Inflation

8.2.1 The Executive established a framework for calculating an appropriate inflation provision at its December meeting. Inflation allowances have now been finalised within this framework and total £1.2m which is the figure included in the draft budget proposals. The directorate analysis is shown in Table 2. The allocation assumes a pay awards freeze for all employees except those earning below the median salary of £24,000 who will be guaranteed a pay rise of at least £250.

Table 2: Inflation Allocations

Directorate	2021/22 £'000
Central	158
Delivery	27
People (excluding schools)	1,013
Non Departmental / Council Wide	2
Total	1,200

8.2.2 Inflation on schools' expenditure is provided for within the Dedicated Schools Budget expenditure, which is funded mainly by the Dedicated Schools Grant, with an additional top up from the Council (section 9.1).

8.3 Other Revisions to the Draft Budget Proposals

8.3.1 As outlined above, in the two months since the Executive published the draft budget proposals more information has inevitably become available. Details of the suggested amendments to the draft budget proposals are set out in paragraphs a) to c) below, with the net impact being a decrease in the net revenue budget for 2021/22 (-£0.484m). These changes have been reflected in the full budget proposals set out

in Annexe D, the Commitment Budget (Annexe A) and the Covid-19 Contingency (section 10.7).

- a) Central – Chief Executive’s Office
Given the valuable contribution that graduate trainees have provided to the organisation since 2018, the Council intends to continue to support the National Management Trainee Development Programme by creating a further 2 posts (£0.075m).
- b) Delivery – Waste Management
An increase in the cost of the Waste Disposal PFI based on the latest waste projections (£0.153m).
- c) People – Social Care Costs
Due to changes in the number and cost of placements since the December report, Social Care pressures have been updated as normal (Children’s -£0.481m Best Case / -£0.012m Worst Case and Adults +£0.588m Best Case / -£0.807m Worst Case). Some savings have also been deferred until later in the year as delivery is being hampered by the impact of the ongoing pandemic on resource availability (Children’s £0.250m and Adults £0.329m).

8.3.2 The Executive is asked to confirm that there are no further changes to the draft budget proposals that they wish to make following representations made during the consultation period.

9 Other Budget Issues

9.1 Schools Budget

- 9.1.1 Whilst spending on the Schools Budget is generally funded by the ring fenced Dedicated Schools Grant (DSG), and therefore outside of the Council’s funding responsibilities, councils retain a legal duty to set the overall level of the Schools Budget. In deciding the relevant amount, councils must plan to spend at least to the level of estimated DSG.
- 9.1.2 The DSG comprises 4 funding Blocks, each with a separate calculation of funding and intended purpose; the Schools Block (SB); the Central School Services Block (CSSB); the High Needs Block (HNB); and the Early Years Block (EYB). The SB and CSSB directly support mainstream schools and are generally delegated to governors. The HNB and EYB are centrally managed by councils with most of the funding ultimately being paid directly to providers, including schools. The HNB supports pupils whose educational needs are above £10,000 with the EYB mainly funding the cost of the free entitlement to childcare and early years education for 2, 3 and 4 year olds.
- 9.1.3 To date, the Department for Education (DfE) has confirmed SB funding at £81.769m with the CSSB at £0.912m. Other elements of the DSG have yet to be confirmed, with the current estimate for the HNB at £18.998m and the EYB at £7.561m. Therefore, at this stage, total DSG income for 2021/22 is estimated at £109.240m.
- 9.1.4 Within the DSG allocation, most elements of funding for special educational needs and disability (SEND) pupils will increase by 8% (£1.679m) next year. Whilst a substantial increase, with costs consistently exceeding grant funding for a number of years, and with the number of children receiving additional support through high needs budgets forecast to increase by a further 7.5% and average costs by 2.5%, this is insufficient to fund the forecast cost next year of £24.613m. This represents

the outcome if no action is taken and would result in a predicted in-year over spending of £5.615m.

- 9.1.5 Working in partnership with the Schools Forum, an initial action plan has been agreed that focuses on maintaining more children in schools through the development of additional in-house provisions. It has identified a significant number of changes that can be made to improve the range and effectiveness of support for relevant children as well as lowering costs. These are substantial projects, with significant medium to long term financial benefits. Initial cost reductions for 2021/22 are forecast at £0.672m which will mean a deficit budget for the year of £4.943m will need to be set.
- 9.1.6 This deficit will be balanced in the Council's budget by a contribution from school reserves as it will need to be met from the DSG over the medium term. This will result in a negative reserve position as there are insufficient funds available to meet the growing deficit. A contribution from school reserves of £1.677m is already reflected in the base budget. A further contribution of £3.266m will therefore be required which has been reflected in the Commitment Budget along with an equal and opposite transfer from reserves. Officers are meeting regularly with a subgroup of the Schools Forum to identify further options for change in service delivery and reduction in costs.
- 9.1.7 This is a national issue, and not just limited to Bracknell Forest with many councils having to set deficit HNB budgets. To recognise the long-term difficulties many councils will experience with their HNB budgets, the DfE has updated DSG grant conditions to make clear that the funding responsibility for HNB costs, including any accumulated deficit, rests with the DfE and not individual councils. Ultimately, however, this will have, as a minimum, cash flow implications for the Council if the deficit continues to grow.
- 9.1.8 In terms of general school budgets, the policy of the Council for many years has been to fund up to the level of relevant annual DSG Block grant income plus any accumulated surplus balances held in the retained Schools Budget. Following a request from the Schools' Forum, the Executive agreed to contribute £1m from council reserves over the four years to March 2023, specifically to support the additional costs arising from new schools. In recommending the budget requirement next year for schools, as well as utilising the DSG, £0.227m of additional funding will be drawn down from the Council's reserves. This is a reduction of £0.026m compared to the £0.253m required in 2020/21 and included in the Base Budget. The reduction is included in the Commitment Budget but is cost neutral as it is balanced by a transfer from the reserve which is reflected within Council Wide budgets.
- 9.1.9 Setting the overall level of the Schools Budget and the operation of the funding formula that distributes the money to schools is a statutory council function. Agreeing how much is centrally managed is a decision for the Schools Forum. To meet these deadlines, council statutory decisions around the Schools Budget are delegated by the Full Executive to the Executive Member for Children, Young People and Learning. Recommendation 2.4 sets the parameters for the formal decision to be made. The Executive Member also endorses the decisions of the Schools Forum when these are undertaken in its statutory decision making role.
- 9.2 Pensions
- 9.2.1 Accounting standards on the treatment of pension costs (IAS19) require the inclusion within the total cost of services of a charge that represents the economic benefits of pensions accrued by employees. To simplify the presentation of the budget

proposals the IAS19 adjustment has not been incorporated at this stage, although it will be included in the supporting information to the Council meeting on 24 February. This will not impact upon the Council's net overall budget or the level of Council Tax.

9.3 Investments

- 9.3.1 Now that the Council is in no longer debt-free and uses external borrowing to part fund its capital investments, returns on surplus cash are likely to remain relatively low during 2021/22 and beyond. As such the impact of interest rates on borrowing rates are of greater significance to the Council.
- 9.3.2 The Covid outbreak has done huge economic damage to the UK and economies around the world. After the Bank of England took emergency action in March to cut the Bank Rate to first 0.25%, and then to 0.10%, it left the Rate unchanged at its subsequent meetings, although some forecasters had suggested that a cut into negative territory could happen. However, the Governor of the Bank of England has made it clear that he currently thinks that such a move would do more damage than good and that more quantitative easing is the favoured tool if further action becomes necessary.
- 9.3.3 There was much speculation during the second half of 2019 that bond markets were in a bubble which was driving bond prices up and yields down to historically very low levels. The context for that was a heightened expectation that the US could have been heading for a recession in 2020. In addition, there were growing expectations of a downturn in world economic growth, especially due to fears around the impact of the trade war between the US and China, together with inflation generally at low levels in most countries and expected to remain subdued. Combined, these conditions were conducive to very low bond yields.
- 9.3.4 Gilt yields had therefore already been on a generally falling trend up until the crisis hit western economies during March 2020. After gilt yields spiked up at this time, we have seen these yields fall sharply to unprecedented lows as investors panicked during March in selling shares in anticipation of impending recessions in western economies and moved cash into safe haven assets i.e. government bonds. However, major western central banks took rapid action to deal with excessive stress in financial markets during March, and started massive quantitative easing purchases of government bonds: this also acted to put downward pressure on government bond yields at a time when there has been a huge and quick expansion of government expenditure financed by issuing government bonds. Such unprecedented levels of issuance in "normal" times would have caused bond yields to rise sharply. Gilt yields and PWLB rates have been at remarkably low rates so far during 2020/21.
- 9.3.5 The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years. The Bank Rate is not expected to rise above 0.1% over the next 3 years and as such any new borrowing that may arise is likely to be undertaken at historically low rates. The 2020 Spending Review also confirmed the government will cut PWLB lending rates to gilts + 0.8% (1% less than the current rate) for the Certainty Rate from the 26 November which is the rate available to the Council for PLWB borrowing.
- 9.3.6 The 2021/22 Treasury Management Report attached as Annexe E re-affirms the strategy adopted by the Executive in December 2016 that governs the amount, duration and credit worthiness of institutions that the authority will place investments with during 2021/22. As such the Council will only place deposits with the most highly rated UK Banks and Building Societies, alongside the part-nationalised UK Banks, up to a limit of £7m and for a maximum period of 364 days (for part-

nationalised UK Banks). Additionally, the Council will be able to invest up to £10m with AAA Money Market Funds and other UK Local Authorities and an unlimited amount through the Government Debt Office Management Deposit Facility. The Annual Investment Strategy is shown in part (iv) of Annex E. Following the review by the Governance and Audit Committee on the 27 January 2021, the Treasury Management Strategy remains unchanged from that consulted on in December.

- 9.3.7 The Local Government Act 2003 introduced a revised framework for capital expenditure and financing, underpinned by CIPFA's Prudential Code for Capital Finance in Local Authorities. The Code requires the Council to set a number of prudential indicators and limits relating to affordability, capital investment and treasury management. They are included at Annex E (i) and within the Treasury Management Strategy Statement at Annex E (iii).
- 9.3.8 The capital programme is being considered separately on tonight's agenda and proposes Council funded capital expenditure of £6.858m and an externally funded programme (including self-funding schemes) of £5.363m for 2021/22. After allowing for projected receipts of approximately £3.1m (including CIL) in 2021/22 and carry forwards, the additional revenue costs will be £0.050m in 2021/22 and £0.125m in 2022/23. These figures have now been reflected in the Commitment Budget and the impact on 2021/22 is unchanged from the draft proposals. Costs will need to be revised at the meeting if the Executive decides on a different level of capital spending.
- 9.3.9 The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision or MRP), although it is also allowed to undertake additional voluntary payments. The regulations issued by the Ministry of Housing, Communities and Local Government's (MHCLG) require full Council to approve an MRP Policy in advance of each year. The Council is therefore recommended to approve the MRP Policy set out in Annex E (ii) to the Treasury Management Strategy. The MRP policy has been drawn up to ensure the Council makes prudent provision for the repayment of borrowings (in accordance with the Regulations) and at the same time minimises the impact on the Council's revenue budget.
- 9.3.10 As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant, the Council's borrowing need (its Capital Financing Requirement) and its MRP will increase. The Council also needs to make a charge to revenue for "internal borrowing".
- 9.3.11 The draft budget proposals included an estimate of £1.553m for the Minimum Revenue Provision required to be made in 2021/22 and £0.512m for a Voluntary Revenue Provision relating to commercial property purchases. These figures have been reviewed based on the latest capital projections and remain unchanged. The actual charge made in 2021/22 will be based on applying the approved MRP policy to the 2020/21 actual capital expenditure and funding decisions.
- 9.4 Capital Charges
- 9.4.1 Capital charges are made to service directorates in respect of the assets used in providing services and are equivalent to a charge for depreciation. The depreciation charges are included in the base budget figures and are important as they represent the opportunity cost to the Council of owning non-current assets. They must therefore be considered as part of the overall cost of service delivery, particularly when comparisons are made with other organisations. It is also important that these costs should be recognised when setting the level of fees and charges.

9.4.2 Capital charges do, however, represent accounting entries and not cash expenditure. The Council is therefore able to reverse the impact of these charges “below the line”, i.e. outside service directorate costs, thereby reducing the net revenue budget whilst not directly affecting the overall cost of each individual service. This means that the charges do not affect the level of Council Tax. The capital charges in 2021/22 total £15.302m which is an increase of £0.643m compared to the current year and results from new additions and revaluations. There will be no impact on the charge to the General Fund which is based on the MRP not depreciation.

9.4.3 Changes to capital charges do affect internal services recharges (see below). Changes to these have not been incorporated into the budget proposals in this report at this stage, although they will be included in the supporting information to the Council meeting on 24 February.

9.5 Internal Services Recharges

9.5.1 Members' decisions on the capital programme may affect capital charges and this will determine the overall cost of services in 2021/22. Due to their corporate nature, some services do not relate to a single service directorate, e.g. finance, IT, building surveyors, health and safety advisers etc. The budgets for these services are changed only by the specific proposals impacting on the directorates responsible for providing them (Central & Delivery). However, all such costs must be charged to the services that receive support from them.

9.5.2 The impact of changes in recharges for internal services is entirely neutral across the Council as a whole, since the associated budgets are also transferred to the services receiving them. The overall level of recharges is dependent upon the Executive's budget proposals being approved.

10 Statement by the Director: Resources

10.1 Under the Local Government Act 2003, the Director: Resources (as the Council's Section 151 Officer) must report to Members each year at the time they are considering the budget and Council Tax on:

- a) The robustness of estimates; and
- b) The adequacy of reserves.

In addition, CIPFA guidance on Local Authority Reserves and Balances states that a statement reporting on the annual review of earmarked reserves should be made to Council at the same time as the budget. The statement should list the various earmarked reserves, the purpose for which they are held and provide advice on the appropriate level.

Robustness of estimates

10.2 The annual statement on the robustness of the estimates formalises the detailed risk assessments that are undertaken throughout the year and which are a standard part of the budget preparations and are included in the Council's Strategic Risk Register.

This identifies a number of key risk areas including:

- significant pressures on the Council's ability to balance its finances whilst maintaining satisfactory service standards;

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- the impact of the coronavirus on internal staff resources and external suppliers, and the council's ability to deliver essential services and meet the increasing needs of the community;
- the impact of the high use of long term locums and agency workers for key posts and labour market pressures on finances and business resilience;
- uncertainty around the impact of Brexit, the financial and operational implications for services such as social care, contingency planning requirements and the potential impact for businesses located in the Borough;
- ensuring children with special education needs receive timely and appropriate support for their education where demand is increasing, and internal resources are limited;
- the impact of demand led services and the need to plan for and respond to future and in-year demographic changes, changes in the market for services and any associated financial pressures;
- sustaining adult social care services where there is insufficient external provision available;
- effective safeguarding of children and vulnerable adults when there are external factors outside the Council's control;
- delivery of an IT Strategy and digital infrastructure that meets business needs, compliance, information accuracy, data protection, greater reliance on end users and the threat of cyber-attacks;
- maintaining adequate Business Continuity plans and procedures;
- maintaining an adequate internal control environment.

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

- **Budget Setting Process**
 - Production and regular monitoring of a robust medium-term financial strategy.
 - Regular analysis of budgets to identify legislative, demographic, essential and desirable service pressures / enhancements.
 - Detailed consideration of budgets by officers and Members to identify potential budget proposals.
 - Robust scrutiny of budget proposals prior to final agreement.
 - Ensuring adequacy and appropriateness of earmarked reserves, both for the immediately following and future years.
- **Budget Monitoring**
 - Robust system of budgetary control with regular reporting to the Corporate Management Team (CMT) and through the Quarterly Service Reports (QSRs).
 - Exception reports to the Executive.
 - Regular review of the Councils' budget monitoring arrangements by both internal and external audit to ensure they remain fit for purpose.
 - Taking corrective action where necessary during the year to ensure the budget is delivered.
 - Specific regular review by Finance Business Partners of particularly volatile budget areas.

10.3 The Director: Resources receives regular updates from Business Partners on the largest and most volatile budget areas which could place the overall budget most at risk and makes arrangements to report these through the regular monthly budget

monitoring process. The most significant risks in the 2021/22 budget have been identified as the following:

- **Covid-19 Pandemic** – uncertainty surrounding the length and overall impact of the continuing pandemic on costs and income;
- **Demographics** – the number of “demand” led adult and child client placements, the rising cost and numbers of looked after children, increasing support pressures resulting from people living longer, the impact of new housing developments and changing service provision of social care encouraging people to seek support;
- **Income** - specifically in Leisure, Planning and Building Control Fees, Car Parks, Commercial Property, Land Charges and Continuing Health Care funding. Significant income streams are reliant on customer demand and physical infrastructure remaining operational, placing a heavy reliance on planned and reactive maintenance being adequate;
- **Major schemes / initiatives** – progress with the Town Centre redevelopment, Waste Management PFI and the implementation of savings proposals;
- **Inflation** – the provision is based on estimates of inflationary pressures at the current time;
- **Treasury Management** – return on investments and additional borrowing are affected by cash flow and the level of the Bank rate.
- **Uninsured losses** – the Council’s insurances cover foreseeable risks. However, some risks are uninsurable, including former County Council self-insured liabilities and mandatory excesses;
- **Contractual Issues** – disputes, contract inflation (in particular rates for care providers which are increasing due to rising demand and reducing supply) and renewal of major contracts;
- **Legislative Changes** – difficulty in identifying the financial and non-financial impacts and whether any future burdens will be fully funded;
- **Independent external providers** – changes in provision by independent service providers may result in increased costs to the Council;
- **Service interdependencies** – the potential impact of service reductions in one area on the demand for other services provided by the Council;
- **External inspections** – improvements identified through external inspection;
- **Safeguarding** – failure to adequately safeguard vulnerable people could result in cost pressures.

- 10.4 The probability of some of the above risks occurring is high. However, it is unlikely that all will occur at the same time. The measures in place, set out in paragraph 10.2, lead the Director: Resources and CMT to conclude that the budget proposals have been developed in a sound framework and are therefore robust. However, it needs to be recognised that not all adverse financial issues can be foreseen looking almost fifteen months ahead, e.g. the impact of changes in demand led services or severe weather conditions. It is therefore prudent to include, as in previous years, contingency sums within the budget proposals.

Contingencies

- 10.5 In setting the budget for 2020/21, the level of general contingency was reduced by £0.25m to £2.25m. Within the draft budget proposals for 2021/22 the Contingency remained unchanged, although it was recognised that this would need to be reviewed.
- 10.6 The Director: Resources, Chief Executive and CMT have reflected upon the outlook for the economy, the impact of demographic changes and the resulting pressures on services and other risks contained within the proposed budget. Setting aside the

impact of the pandemic, the current level of Contingency is felt to be sufficient to meet these risks.

- 10.7 For pressures, due to the uncertainty surrounding the continuing impact of the pandemic, both worst case and best case scenarios were considered as part of the budget setting process. Directorate budgets have been set on the basis of the best case scenario, but additional funds have been placed in a Covid-19 specific contingency (£3.417m), which is available to meet additional pressures as they may arise during the year. The size of the contingency has been based on the difference between the two scenarios and has also been adjusted for the continuation of the Government's income support scheme for the first quarter of the year. The income adjustment (-£0.400m) has been calculated from the income pressures identified during the budget process.

Earmarked Reserves

- 10.8 Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council had £57.186m in Earmarked Reserves at the start of 2020/21 which were approved by the Governance and Audit Committee in July 2020. The Director: Resources has undertaken a review of existing earmarked reserves and Annexe F sets out each reserve considered. The Director: Resources will review again the earmarked reserves considering the changing risks facing the Council as part of the 2020/21 closedown process and any changes will be presented to the Executive and the Governance and Audit Committee as part of the closure of the accounts.

11 One-off investments to support the council's strategic plans

- 11.1 Alongside setting out the proposals above related to its day to day services, the additional one-off grants provided in the Provisional Settlement have enabled the Council to target a number of one-off initiatives in 2021/22, being sensitive to the impact of Covid on many residents and businesses across the Borough. These initiatives are focused on providing support for the ongoing impact of the pandemic into 2021/22, managing the recovery from the pandemic and supporting carbon reduction initiatives, all of which have been identified as key priorities for the Council.
- 11.2 The following table presents the Council's adopted strategic framework, as approved by the Executive in August and September 2020.

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Key financial principles	Council Plan Themes	Place Based Renewal Approach
Aspire to excellence in what we do so we can live within our means	Value for money	Work with partners and communities to protect and promote the physical and mental health of our population
Consolidate the recent growth in social care spending into our financial plans but work towards a small reduction in real terms from 2020/21 levels	Economic resilience	Support town and neighbourhood centre vitality and look to support our local economy by retaining businesses within the borough
Concentrate on targeted early intervention and preventative activities to reduce future demand for more expensive services	Education and skills	Provide short term support and refocus some activities to deal with post COVID19 spikes in demand
Seek no funding for new service growth unless in exceptional circumstances, apart from a strategic priority around climate change and agreed manifesto commitments	Caring for you and your family	Integrate services with partners and locate them wherever possible within the community that use them
Refocus transformation and other savings programmes and quantify savings "envelopes" for all projects	Protecting and enhancing our environment	Look to involve the community and voluntary sector in supporting people and services wherever possible, whilst;
Expect all service areas to deliver spending reductions throughout the period to bridge the remaining gap, focusing on but not limiting efforts to restrict areas of limited or manageable public impact	Communities	Containing/reducing expenditure in the long term (including refocussing/delivering differently/stopping some services), and
Increase fees and charges as much as reasonably possible every year to maximise income		Maximising the opportunities to address carbon reduction across all of our activities

11.3 Proposed one-off policy and spending initiatives have been identified that align with the place based renewal approach and total £2.3m. These will be funded from the Local Council Tax Support and New Homes Bonus grants (referred to in paragraphs 6.2.1 – 6.2.2) and are listed below and in Annexe D:

- a) Reductions in Council Tax bills of £150 for council tax support claimants (households paying council tax on lowest incomes) will be continued for a further year (£0.500m). (*Central – Revenues*)
- b) Additional welfare support for our most vulnerable residents. (£0.327m). (*People – Welfare Services*)
- c) Support for the local economy, notably the town centres (Bracknell, Crowthorne and Sandhurst), recognising their importance for employment and general economic recovery (£0.600m). (*Central – Place Planning and Regeneration*)
- d) Support for individuals experiencing mental health issues, working with partners including the voluntary and community sector (£0.250m). (*People – Mental Health*)
- e) Creation of a revolving invest to save fund to support climate change / carbon reduction initiatives (£0.150m). (*Council Wide*)
- f) Staff retention initiatives, to help ensure we retain the capacity and skills to deal with the on-going impact and manage recovery from Covid, subject to consideration by the Employment Committee at its meeting on 4 February (up to £0.5m). (*Council Wide*)

12 Net Revenue Budget

12.1 Tables 3a and 3b summarise the budget changes for each directorate, assuming that all items outlined above and detailed in Annexes A to F are agreed, but before

Unrestricted

changes to capital charges, pension costs and internal services recharges are incorporated within service directorate budgets.

Table 3a: Summary of budget changes

	Inflation (Section 8.2)	Revisions to draft budget proposals (Sections 6.3, 7.3, 8.3, 11.3 and 10.7)	Changes to Specific Grants (Section 6.2)	Total Changes Identified
	£'000	£'000	£'000	£'000
Central	158	1,175	0	1,333
Delivery	27	153	0	180
People (excluding schools)	1,013	4,503	-90	5,426
Non Departmental / Council Wide	-1,198	-16,450	-4,630	-22,278
TOTAL	0	-10,619	-4,720	-15,339

Table 3b: Non Departmental / Council Wide – revisions to draft proposals included above

Non Departmental / Council Wide	Revisions to draft budget proposals
	£'000
Grant adjustments (paragraph 6.2)	
New Homes Bonus	-960
Lower Tier Services Grant	-189
Covid-19 Grant	-2,654
Local Council Tax Support Grant	-827
Changes in Business Rates Growth, S31 income projections and levy payment (6.3.8 and 6.3.9)	-606
Movements in earmarked reserves (paragraph 6.3.10)	-12,035
Carbon Reduction Initiatives (11.3)	150
Employee Retention Initiatives (11.3)	500
Change in Covid-19 Contingency (8.3 and 10.7)	-1,219
Unused Schools Budget Balance Reserve (9.1.6)	-3,266
New Schools Reserve (9.1.8)	26
TOTAL	-21,080

These figures are added to the draft proposals to produce a final budget proposal for each directorate. This is summarised in Table 4.

Table 4: Draft Budget Proposal 2021/22

Department	2021/22 Draft Proposals (Table 1)	Changes Identified (Table 3a)	Revised Budget Proposals
	£'000	£'000	£'000
Central	18,321	1,333	19,654
Delivery	13,710	180	13,890
People (excluding schools)	78,782	5,426	84,208
Non Departmental / Council Wide	-21,388	-22,278	-43,666
Total	89,425	-15,339	74,086

12.2 The Net Revenue Budget in 2021/22 if the Executive agreed all proposals would be £74.086m before allowing for additional interest resulting from any use of balances. This compares with income of -£71.830m from Revenue Support Grant (-£1.781m), Business Rates baseline funding (-£16.832m), Council Tax at 2020/21 levels (-£64.571m), Collection Fund – Business Rates deficit (£11.498m) and the Collection Fund – Council Tax surplus (-£0.144m). The Net Revenue Budget is therefore now £2.256m above the level of income for 2021/22.

13 Funding the Budget Proposals

13.1 Members can choose to adopt any or all of the following approaches in order to bridge the remaining gap:

- an increase in Council Tax;
- an appropriate contribution from the Council's revenue reserves, bearing in mind the Medium Term financial position;
- identifying further expenditure reductions.

13.2 Council Tax Increase

13.2.1 Each 1% increase in Council Tax in 2021/22 will generate approximately -£0.646m of additional revenue towards the budget gap. The maximum amount the Council could increase Council Tax by is 4.99%.

13.3 Use of Balances

13.3.1 The Council needs to maintain reserves to aid cash flow and to protect itself from fluctuations in actual expenditure and income. An allowance for cash flow is reasonably easy to calculate. However, an allowance for variations against planned expenditure is more difficult.

13.3.2 In deciding the level of any contribution from balances, the Executive will wish to have regard to the level of balances available. The Council's General Fund balance will £6.7m at 31 March 2021, if spending in the current year remains within the approved budget, which is the expected position.

Table 5: General Balances as at 31 March 2021

General Fund as at 01 April 2020	£m 7.1
Planned use in 2020/21	(0.4)
TOTAL Estimated General Balances	<u>6.7</u>

13.3.3 The Council has for many years planned on maintaining a minimum prudential balance currently assessed to be £4.5m, which indicates that a sum of up to £2.2m is potentially available for use. However, given that these resources are one-off, it is important when considering the use of reserves to not only consider the current year's budget but also future years' pressures.

13.3.4 The Council will also have an estimated £18.2m in the Future Funding Reserve as at 31 March 2021, which has been deliberately established to help manage the expected additional budget gap of £4.0m per year from 2022/23, due to national funding changes.

14 Preceptors' Requirements

14.1 The Thames Valley Police and Crime Panel met on the 29 January 2021 to determine the 2021/22 budget for the Thames Valley Police and Crime Commissioner (TVPCC). The proposed increase of £15 (6.94%) for a Band D property, from £216.28 to £231.28, was approved. The Royal Berkshire Fire Authority (RBFA) will not determine its budget and precept for 2021/22 until 17 February. The tax for a Band D property for RBFA in 2020/21 was £67.60. The Parish and Town Councils have yet to set their precepts for 2021/22. These totalled £3.572m in 2020/21 with an average tax of £76.30 for a Band D property. All precepts will be reported to the Council meeting on 24 February 2021.

15 Summary of Matters for Decision

15.1 Annexe G outlines the Council's Council Tax Requirement based on the draft budget proposals. The outcome of the Executive's deliberations will be recommended to the Council meeting on 24 February regarding the budget and Council Tax level for 2021/22. These will be incorporated in the formal Council Tax resolution required by the Local Government Finance Act 1992 as amended. However, the following matters need to be determined at this stage in order to allow the Executive to recommend a budget to the Council for 2021/22:

- (a) confirmation of the draft budget proposals, taking account of issues raised during the consultation period and revisions identified to reflect current information (sections 6.2, 6.3, 7.3, 8.3, 9.1 and 11.3), set out in detail in Annexes A, D and G;
- (b) confirmation of the impact of changes in investments and investment rates on the budget (section 9.3);
- (c) the level of the corporate contingency and Covid-19 specific contingency (sections 10.6 and 10.7);
- (d) the level of Council Tax increase (section 13.2);

- (e) subject to (a) to (d) above and decisions considered elsewhere on the agenda, to determine the appropriate level of revenue reserves to be retained and the consequent use of balances to support the budget in 2021/22 (section 13.3).

15.2 As outlined above, dependent upon the decisions made by the Executive concerning these issues, it may be necessary to adjourn the meeting to enable officers to calculate the appropriate figures to include in the recommendations.

15.3 A detailed budget book will be prepared during March exemplifying the budget at the level of detail required to support the scheme of virement.

16 Budget Monitoring - Virement requests

16.1 A virement is the transfer of resources between two budgets but it does not increase the overall budget approved by the Council. Financial Regulations require formal approval by the Executive of any virement between £0.050m and £0.100m and of virements between directorates of any amount. Full Council approval is required for virements over £0.100m. A number of virements have been made since the December Executive meeting which require the approval of the Executive. These have been previously reported to the Corporate Management Team who recommends them to the Executive for approval. They have been included in the Quarterly Service Reports. Details of the virements are set out in Annexe H.

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

Borough Solicitor

17.1 In carrying out all of its functions, including the setting of the budget, the Council must comply with the Public Sector Equality Duty set out in the Equality Act 2010. That duty requires the Council to have due regard to the need to:-

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act;
- b) advance equality of opportunity between persons who share a "relevant protected characteristic" and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

"Relevant protected characteristics" are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. As to (b) above due regard has to be had in particular to the need to:-

- remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The Equality Impact Assessments annexed to this report have been prepared in order to assist the Council to meet the Equality Duty in considering the budget.

Director: Resources

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

Equalities Impact Assessment

- 17.3 The Council's budget proposals impact on a wide range of services. A detailed consultation was undertaken on the draft budget proposals published in December to provide individuals and groups the opportunity to provide comments.
- 17.4 Equality impact assessments are attached at Annexe I.

Strategic Risk Management Issues

- 17.5 The Director: Resources' Statement in Section 10 sets out the key risks facing the Council's budget and the arrangements in place to manage these risks, including maintaining an appropriate level of reserves and contingency.

18 CONSULTATION

- 18.1 Details of the consultation process and responses received are included in section 8.1.

Contacts for further information

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Commitment Budget 2021/22 to 2023/24

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Central				
Approved Budget	13,738	13,850	13,755	13,503
Residents Survey		-20		
Local Development Framework		50	-252	TBC
Grants to Voluntary Organisations - Shopmobility		-10		
Highways & Transport - Supported Bus Contracts		-115		
Net Inter Departmental Virements	112			
Central Departments Adjusted Budget	13,850	13,755	13,503	13,503
Delivery				
Approved Budget	15,550	15,027	15,172	15,227
Waste Disposal PFI		250	115	109
Bracknell Town Neighbourhood Plan Referendum			-60	
Greening Waste Collection Arrangements		-107	0	-13
Revenue impact of 2020/21 Capital Programme - ICT costs		7		
2020/21 Invest to Save - Memorial Area		-5		
Net Inter Departmental Virements	-523			
Delivery Adjusted Budget	15,027	15,172	15,227	15,323
People				
Approved Budget	55,918	56,807	58,690	58,632
Suitability surveys		20	-20	
Schools Budget - Funding for New Schools		-26	-45	-182
Schools Budget - High Needs deficit to be funded from Schools earmarked reserves		3,266		
Home-Start and Journey to Parenthood		30	7	
Youth Facility at Braccan Walk		17		
Staffing Pressures		-1,424		
Net Inter Departmental Virements	889			
People Adjusted Budget	56,807	58,690	58,632	58,450
Total Service Departments	85,684	87,617	87,362	87,276
Non-Departmental / Council Wide				
Approved Budget	6,001	5,523	2,912	3,713
Minimum and Voluntary Revenue Provision		50	166	139
Increase in employers Pension Fund contributions		550	640	300
2020/21 Capital Programme - (Full Year Effect) Interest		0		
2020/21 Use of Balances (Full Year Effect) - Interest		2		
2021/22 Capital Programme - Interest		50	-50	
Earmarked Reserve - Funding for New Schools		26	45	182
Schools Budget - High Needs deficit to be funded from Schools earmarked reserves		-3,266		
Senior Staffing		-23		
Net Inter Departmental Virements	-478			
Non-Departmental / Council Wide Adjusted Budget	5,523	2,912	3,713	4,334
TOTAL BUDGET	91,207	90,529	91,075	91,610
Change in commitment budget		-678	546	535

For management purposes budgets are controlled on a cash basis. The following figures which are used for public reports represent the cost of services including recharges and capital charges:

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Central	18,728	18,633	18,381	18,381
Delivery	13,339	13,484	13,539	13,635
People	79,737	81,620	81,562	81,380
Non-Departmental / Council Wide	-20,597	-23,208	-22,407	-21,786
	91,207	90,529	91,075	91,610

Movements	2021/22 £'000	2022/23 £'000	2023/24 £'000
Central	-95	-252	0
Delivery	145	55	96
People	1,883	-58	-182
Non Departmental/Council Wide	-2,611	801	621
	-678	546	535

**EXTRACT FROM THE OVERVIEW AND SCRUTINY COMMISSION MINUTES
CONCERNING THE 2021/22 BUDGET CONSULTATION**

**Extract from the minutes of the Overview & Scrutiny Commission meeting 15
September 2020**

27. Budget scrutiny - financial update

Councillor Heydon, Executive Member for Transformation and Finance and Stuart McKellar, Director of Resources were invited to attend the meeting. They were asked to discuss the Council's budget based on the update provided to the Executive on 25 August 2020 on the current year's financial position and future year projections.

Councillor Heydon was unable to attend in person but introduced the context for the session via a pre-recorded presentation. Stuart McKellar, Director of Resources updated the report where the situation had changed and responded to members questions:

- the worst-case projected situation for 2020-21 had reduced from £5.5m to £3m overspend;
- income loss until end of August was £7.6m · biggest impacted areas within the budget were Adult Social Care at £1.2m, Children's Social Care at £1.2m, Leisure at £1m and savings which were unable to be delivered as expected totalling £1.4m;
- for Adult Social Care the national priority was to move people out of hospital so there was an additional cost to block book spaces to avoid delays;.
- there was an anticipated rise in children social care referrals on return to education settings;
- the process for developing best and worst-case scenarios was explained.
- transformation programme had been put on pause while resources were redeployed to manage the Covid situation; this lack of resources was impacting on the ability to drive through projected transformation savings and was a priority for the Corporate Management Team to consider;
- scale of spend in Adult and Children's social care was acknowledged as having the most impact on the Council; being the areas that were most complex with elements outside of the Council's control;
- the Council had a relatively low level of external debt but big infrastructure requirements were not feasible without borrowing;
- restricting the scale of future capital proposals would help manage the level of debt so it did not increase;
- the Council had £18m in its future funding reserve, £2m available in general reserves and further funds to manage the costs of transformation and structural changes;
- details of income compensation scheme had been released and only income that was non-recoverable in the current year could be claimed e.g. Everyone Active management fee;
- sensitivity analysis for proposed increases to fees and charges was more complex than ever and is undertaken service by service;
- reinstatement of car parking fees had not resulted in a change in footfall
- Council services have largely been reinstated but where this was not possible it was due to safety rather than financial reasons;

- discussion whether council tax capping may be relaxed to help fund current situation;
- explanation that one of the key principles aimed to consolidate the recent growth in social care costs by containing any further increases, seeking real term reductions in order to manage below the level of inflation rather than try to reverse them;
- work was continuing on the detailed service specifications and requirements from providers for the Heathlands project in partnership with the NHS and Clinical Commissioning Group and a report would be considered by the Executive in November;
- Council may need to borrow more money for the joint venture but this was different from the debt around the capital spend as it would be based on business cases to fund development on a one or two year basis, after which the debt would be repaid from those opportunities;
- some Coopers Hill occupants could be relocated to reuse the space in Time Square but this would not be suitable those requiring specialist premises such as large halls;
- the unit costs for adult social care had increased; although there were 90 fewer clients since March those remaining were those with complex requirements;
- it was explained that since the budget was set the environment had become exceptional and this required a re-evaluation of the planning and focus on only the most essential pressures;
- financial risks were higher than ever before and this was reflected in the risk register but the Council had built up reserves making it a medium or long term risk and work was ongoing;
- confirmation that the Council was very reliant on Community Infrastructure Levy (CIL) contributions for infrastructure projects to go ahead.

The Chairman thanked Stuart McKellar, Director of Resources for answering questions thoroughly and noted that Councillors had further queries relating to the support provided to Everyone Active which could not be discussed in the public meeting due to commercial sensitivity.

Extract from the minutes of the Overview & Scrutiny Commission meeting 11 November 2020

42. Council Plan Overview Report - budget scrutiny

The Chief Executive introduced the Council Plan Overview Report (CPOR) covering the first quarter of 2020/21. In response to a members' question the Chief Executive would update the Commission after the meeting as to whether the lease had been signed with South Hill Park.

The Overview and Scrutiny Commission was aware from previous budget discussions that over 60% of the Council's expenditure was for Children's and Adults' social services. The Commission had invited the Interim Director: Adult Social Care and the Interim Director: Children's Social Care to attend the meeting to help the Commission understand the current costs that made up this expenditure and explore whether the Council was achieving value for money for residents. The briefing presentations were included in the agenda pack and Councillors had submitted questions prior to the meeting. Arising from the discussion following the briefing on Adult Social Care:

- it was explained that agency workers were typically employed for posts considered to be 'hard to recruit' nationally. Work was ongoing to develop multiple strategies to attract applicants including joint recruitment with health partners; how to make Bracknell Forest Council an attractive place to work; working with universities and where possible investing in existing committed employees to train them with the skills for such roles;
- work to support vulnerable residents had continued to provide that first conversation with assessments and reviews also continuing using full PPE throughout the pandemic period;
- regular contact had been maintained with residents who would have received care while it was not available during the pandemic therefore there would not be a spike of unmanageable activity as lockdown eased;
- care homes had been supported by the Council during the pandemic;
- preference continued to be 'home first' e.g. supporting people to remain in their own homes for as long as possible;
- as the population grows the service was developing a mixed economy of support;
- the Council was unable to influence the charges made by care homes for their self-funded clients but worked with 'My Care My Home' to support people to choose a care home by helping them ask the right questions part of which was financial;
- the process was explained following the identification that someone required care including how assessments were costed then quality assured as well as a quality check being undertaken on the proposed care package;
- it was explained that it was an option for individuals to use their resource allocation to make direct payments to their own personal assistant in their own home rather than go into a residential or nursing home. It was recognised that this could offer better value for money and was provided for a large proportion of people;
- an iterative process of changing ways of working had occurred during the pandemic including use of technology which would complement the transformation programme in the long term which, though currently paused, was still required. It was noted however that the pandemic had shifted its focus; and
- Adult Social Care was involved in conversations on adaptable properties for the future and working closely with health colleagues to support residents to maintain

healthier lifestyles. Arising from the discussion following the briefing on Children's Social Care;

- it was explained that assessments of children in need or identified to be at risk of harm was statutory and once assessed support would be escalated as required to avoid them coming to harm;
- it was explained that whilst the Family Safeguarding Model did mean that the issues being dealt with would evolve, it was not intended for long term intervention as cases were kept under review to identify whether the new issues met the threshold for intervention, whether the proposed solutions were working or whether cases needed to be escalated;
- the Family Safeguarding Model had given the service a very different way of working and families advise they feel more in control in the solutions through the family's maintenance plan;
- it was acknowledged that though the model would not work for everyone, there had been sustained change towards a reduction in re-referrals so there was reason to be optimistic;
- further resources had been added as the volume of referrals had increased and become more complex;
- schools had remained open for vulnerable children and were in close contact with any not attending as well as police responding to issues so referrals had continued throughout the pandemic and no spike was anticipated;
- there was still an appetite to join the 'What Works Centre' in which social workers were located in a school environment and it was anticipated that this was the direction of travel for the service including both schools and family hubs;
- no additional funding was available from central government for the next phase of the family safeguarding model but the 45% reduction in referrals had enabled cost avoidance which would help fund the third phase;
- it was explained that at the beginning of care procedures a family group conference was held to identify who could offer support either implementing the proposed solutions or providing short term care. Currently there were 19 children who were cared for by kinship and connected persons. It was agreed that family solutions were sought before foster care was explored; and
- the next phase of the family safeguarding model was identifying when adolescents within a supported family were beginning to show early indications themselves of the problem such as alcoholism or drug-use. This would allow early intervention and support would be provided for both the parent and the child. This was described as the 'right help, right time' approach.

The Chair thanked both Interim Directors for attending the meeting and providing information to the Commission on this expenditure and how value for money was provided.

Labour's Response to the 2021/22 Budget Consultation

These budget proposals reflect the very tight finances experienced by all Local Councils. The papers of the consultation are clearer and easier to understand compared to previous years and the difficulties of the situation are clearly expressed. However, the fundamental reasons that so many difficult decisions must be made and not all essential priorities met, is not always stated, and there is the obvious void of information and commitment of spending from central government making the overall position difficult to gauge accurately.

Government funding for local Councils has been severely cut in recent years. With reduced central government funding, all Councils have had to make cuts and change how their services are delivered. Savings of £95m have already been made by Bracknell Forest Council so it is recognised that the £6.2m required to bridge the gap identified in December, before the Provisional Finance Settlement, cannot be made by just efficiency measures. There is very little 'fat' left. Indeed, this budget includes savings from all departments where moneys kept back in the past, but not used, are now delivered to reduce the deficit. There has been an 'deeper dive' to find 'savings'.

There do not appear to be any redundancies identified, but staffing is reduced by cutting vacant posts and restructuring some posts to lower grades.

The financial pressures due to Covid-19 are said to have been largely met by grants from Government, but the costs are ongoing and guaranteed future funding to cover on-going Covid pressures is still uncertain. Indeed, the inclusion of the 'best-case' and 'worse' case estimations, emphasises this uncertainty.

We recognise the severe loss in income, also experienced, due to the lockdowns. A big unknown seems to be the revenue from the Leisure facilities managed by Everyone Active.

This budget, like those of the recent past, is dominated by the pressures due to Social Care Services for both adults and children. Extra Council tax can be raised to cover these costs, but this is a year when so many residents have and are suffering severe financial hardship due to the pandemic.

Government funding to Local Councils is said to have increased by 4.5%. This is to cover Covid-costs, new funding for adult and children's social care, homelessness, planning, recycling and refuse collection. However, much of this promised increase from the Government is dependent on councils increasing council tax by up to 5%. If this council tax income is disregarded, then the increase from Government is just 1.5%.

Every 1% rise in tax in BF is said to raise £646K. BF has many band D properties and many properties rated in higher bands. Raising the Council tax here will give a good return but in a locality with few band D properties, the money raised will be much less BUT the pressures on Social Care are the same, or worse. Using Council Tax to cover the increasing costs in Social Care is a postcode lottery. This cannot be fair and equitable. Nor can it be sustainable in the long term. Central government should resource this with adequate increased Revenue Support.

We recognise the need to replace the roof on the Bracknell Leisure Centre as quick repairs do not seem to last, and many residents complain about the drips from the pool roof. More information needs to be included, however, to explain why the Council has to pay for all these repairs now that Everyone Active is running the Leisure Centre, the Golf Course and Coral Reef. Explaining that, in the contract, BFC decided to retain ownership of the buildings and just outsource their management, so retaining responsibility for structural issues, would help answer residents' concerns.

What will happen to the PV panels on the roof during this work and after it?

We wholeheartedly support the demolition and rebuild of the Commercial Depot but ask why, if it costs £100K to maintain per annum, and has done for years, this was not included in phase 1 of the Joint Venture, especially as Highway Maintenance has to be cleared from Market street due to Phase 1 construction?

The restructuring of the Depot Area was supposed to be in Phase 2, but this is not mentioned here. Hopefully the released land will not just be sold off, as it is in central Bracknell. We supported the JV as a means of land ownership being retained by Bracknell Forest Council in central locations, to retain more control over what is developed.

We are very supportive of the long overdue 'School investment Feasibility' proposal but trust the fact that it starts off as plural and then changes to singular is a typing error!

We also, of course, support the school security and safeguarding measures but ask that this can also be considered during the feasibility study for Easthampstead Park which has a 'ramblers' footpath' through the grounds which prohibits the school from such safeguarding.

The remodelling of 10a Portman Close promises to provide much more secure and private space for the residents temporarily housed here. These flats were a welcome succession to the B&Bs in Slough, and this new recommendation will improve this much needed accommodation even further.

The SEMH facility is much needed to try and reduce the huge financial deficit in the High Needs Block which supports children and young people with the most challenging educational needs. These exact proposals were included in last year's budget consultation and £40k was included to run a cost and feasibility report. Hopefully the school with surplus accommodation has now been identified to house this hub. We are still concerned that this school will cater for children suffering from trauma, ADHD, SEND and migrants with language needs. This is a huge spectrum and trust all the expertise has been found to serve them.

We support all the Planned Maintenance Projects but would have liked to have seen the effect of this maintenance on the carbon footprint target of Bracknell Forest Council. We are supposed to be leading the way and should be showing this is at the forefront of all our decisions. If the BMS replacements will aid efficiency and reduce the fuel consumption, it should be stated. Will increased insulation, non condenser boilers, solar panels ... be included in this 'complete refurbishment'? How much carbon do the new windows at Harmans Water save?

Similarly, all the changes at the depot give a superb opportunity to provide carbon neutral facilities. If this is included in the plans, and we do so hope it is, then this should be stated and celebrated.

Such considerations should also be included in the school feasibility studies and the changes at Birch Hill, Holly Spring, and Portman Close.

We accept the trial of installing timed gates on parks and countryside car parks but are concerned that this will just push the antisocial behaviour to another location. Are the police working with us to monitor the effect of these closures?

The budget assumes the government will continue to fund the ongoing costs of Covid-19, including supporting residents not able to afford council tax payments and for the irrecoverable losses of council tax and business rates. Any short fall in this support will affect negatively on the budget proposals.

The pay freeze for all local government employees earning above £24K is a reprehensible decision but this is a government choice and ruling, and therefore we accept the BF Council can do little but follow the ruling. BUT after this year of all years, when our 'normal life' has been maintained by their gargantuan efforts- this seems so wrong.

We ask that when contracts are renegotiated to minimise inflation, the pay and conditions of the contracted staff is also considered, so that all are paid a living wage.

We support the increase in fees and charges in line with the BF policy and are please to note no charge involves a 376% increase this year.

The promised government review into Business Rate Retention has not happened. This is probably good news for BF as the Council has benefitted from the present arrangement. This also means that the big multinational company that presently pays its rates to BF -£4m of support to the revenue budget a year - has not yet joined the Central Rating list, so BF will still benefit.

The huge 'windfalls' achieved by the Bracknell Forest Director of Finance in the past years from the Berkshire Wide Business Rates pilot is not mentioned in these papers. However, without winning the bid to run this pilot, the Council would not have been able to bank these bonuses, to support this and future budgets.

We understand about Spending on Schools being ring fenced.

There has been an increase in the number of children on Free School Meals, this year, resulting in a deficit of £94K and this increase will not be financed until 2021/2. Although, schools will receive an average increase in funding of about 3.8% per pupil, they are also suffering financially from the lack of revenue during lockdown from hiring out their facilities- a practice previously encouraged to supplement their funding. There are also costs associated with supplementing the cost of provision of meals, cleaning, measures to allow distancing, home learning, IT etc etc. It is unclear how much of this schools will be able to claim back from DfE as the rules are quite tight.

The 2021/22 government funding has not yet been determined.

The big deficits come from trying to support the High Needs Block. Expenditure has been greater than income for several years, and whilst there is an increase in 2021/2 to £18.99m the forecast for spending in that year is £4.9m higher than this. Projecting this forward to March 2023, with deficits in each of the years in between, there is predicted to be to a cumulative deficit of nearly £15m.

We understand most of the high costs come from educating our young HN children out of the borough because BF does not have enough suitable placements. We support the work being done to enable more placements in BF for both primary and secondary children. If the provision is right, this must be better for the child as well as reducing costs in transport and charges.

It is unlikely all this will happen this year, especially with Covid-19 pressures, so how is the deficit covered in the meantime? It states that this will be balanced in the budget by a contribution from the schools' reserves but will need to be met from the Direct Schools Grant in the medium term.

No information is included in these papers about the size of this 'School Reserve'. This is a National Crisis and more money from central government is desperately needed to support Special Education. The Government's promised SEN review is urgently needed.

What representation has the BF Council made to the DfE to prioritise this?

Shop Mobility is said to be able to cope for a year or so on its savings, but obviously it has been badly hit by the lockdown and by 'sheltering'. Its clients are unlikely to return until they perceive shopping to be safe. The vaccine will help restore confidence, but it is unlikely Shop Mobility will be able to fund raise the £30K per year needed to survive any time soon. We think they provide an essential service for the residents of Bracknell Forest and urge you to reconsider offering them more support in future budgets.

We are delighted to note the inclusion - the 'Green Waste' Collection- especially as it is the only place in this whole document that refers to the Council's Impact on Climate Change.

We welcome the contribution to the schools' budget of £253K to reduce the pressure on all our existing schools to finance the new builds.

The documents say that the Youth Facility at Braccan Walk was opened part way through the year. We did not think this was yet open for use but would dearly like a visit if it is. This Youth Hub is very much welcomed.

Under the section on 'Staffing Structures', it states that this funding was needed for one year only in 2020/21. Is it still needed?

The report on the Look Out is very depressing. I am sure this must recover when the vaccination is widespread. This is such a superb science facility for children and perhaps a visual tour and online activities would support it in the near future.

Many of the 'pressures' are Covid-19 related and are presumably included because they will not receive government funding to cover them. Whatever happened to 'we will do whatever it takes'? Are there no funds to cover these revenue losses?

The 'best case' and 'worse case' for Leisure is very well explained. Nationally, many such facilities may never open again unless they are supported now.

The Family Safeguarding Model has proved very successful in working with families to reduce the need for more drastic and costly intervention. The funding to ensure this staffing resource is permanent is very welcome. The fact that this model depends on all partners working together to resolve concerns, however, implies staff supporting the police service are also needed.

The Lexicon provides the greenery in the Town Centre, but local shopping centres also look far more attractive if their planters and baskets are well maintained. The 'reduction in the number of hanging baskets and bedding plants' - does this mean there will be none, or where will the impact be felt?

Income from the hiring of rooms in Times Square is very welcome. Time square is right opposite the bus and train stations and very accessible.

The contract with Mencap has ended. Will another partner be found? Who will replace the work done together?

The NEET prevention team within BF does a very good job of supporting our young people. Where their expertise is stretched, however, I trust others will be contracted to support.

We fully support the ambition to have more resilient foster carers so that our young people can be fostered within BF and not have to go away because of a lack of placements.

The savings from the Adult Social Care Transformation seem ambitious. The Conversations Model has now been in place for about three years, with few savings ever listed as specifically related to it. The redesign of the hospital discharge pathway is welcome, but how can savings be made? 'Review of high cost care packages' has raised alarms by people reading these proposals. More detail should have been included.

Other savings seem ambitious and without detail- 'wishful thinking'.

The training for governors can certainly be reduced as there is excellent training online from the NGA and others.

We appreciate that every department has had to make its proposals for the savings and the pressures, and they know the priorities and what can be done.

We are confident that every grant available will be tendered for to supplement the revenue but increased funding from central government would be the best resource, especially for Adult and Children's social care.

The Council Tax discounts are supported.

Up to 11 January 2021, £4,894,270.89 has been paid out in Council Tax Support, during 2020/21, to 5023 claimants. This shows the residents are aware of this support and uptake seems to be good.

We thank everyone involved in publicising this and for the other local discounts.

We acknowledge that the Council Tax can be raised by 2% without needing a referendum and that the government has enabled a further rise of 3% over two years to cover their lack of funding for adult services. But high Council tax increases cannot be borne by our residents at this time.

The Future Funding Reserve was established to buffer the effects of the Business Rate Review that has not yet been published but was expected for this year- a reserve to be a buffer against hard times. This year promises to be as hard as the last for many of our residents. We appreciate that reserves can only be used once but urge some of these funds are used to support this year's budget.

Report Settings Summary

Event	Budget Consultation 2021-22
Total Responses	2
Total Respondents	1
Questions	All
Filter	<i>(none)</i>
Pivot	<i>(none)</i>
Document Name	Budget Consultation 2021-22
Created on	2021-01-29 14:10:43
Created by	Amy Ma

Table .1

Efficiency savings

Question responses: 2 (100.00%)

To what extent do you agree with the proposed efficiency savings?

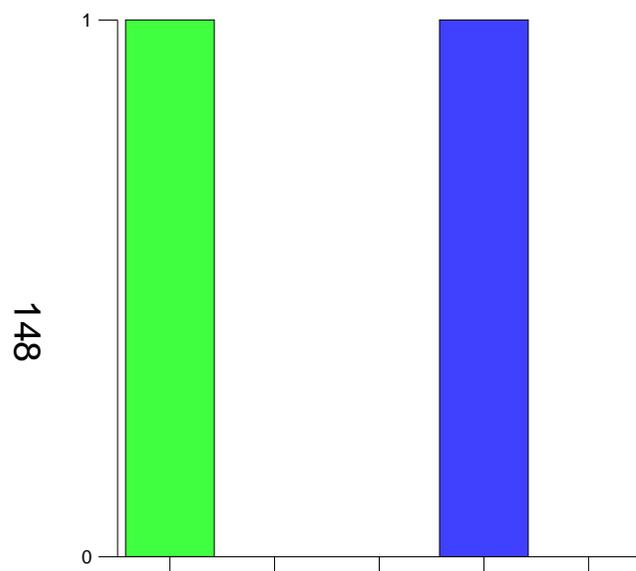


Table .1

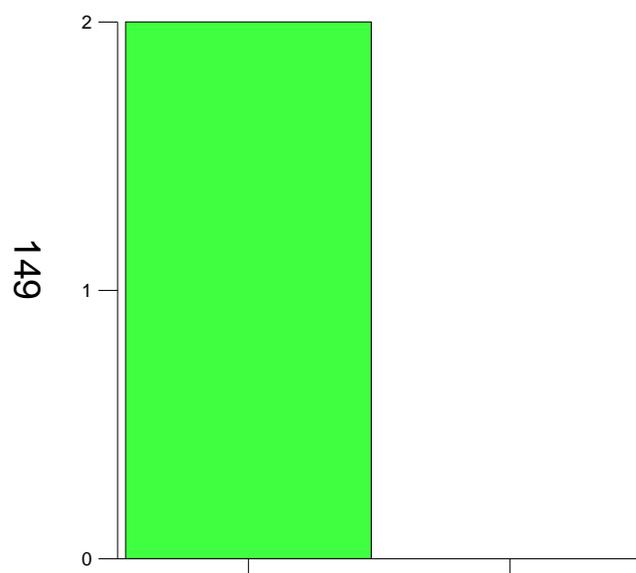
	% Total	% Answer	Count
■ Strongly Agree	50.00%	50.00%	1
■ Agree	0.00%	0.00%	0
■ Neutral	0.00%	0.00%	0
■ Disagree	50.00%	50.00%	1
■ Strongly Disagree	0.00%	0.00%	0
Total	100.00%	100.00%	2

Table .2

Why proposed efficiency savings

Question responses: 2 (100.00%)

Please tell us why you agree or disagree with the proposed efficiency savings



	% Total	% Answer	Count
<input checked="" type="checkbox"/> [Responses]	100.00%	100.00%	2
<input type="checkbox"/> [No Response]	0.00%	--	0
Total	100.00%	100.00%	2

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
1				1. There is a woeful lack of any investigation as to whether services (for example waste services) resources and personnel (particularly	08/01/21 19:08	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				at Director level) might be better shared with or joined up with other neighbouring councils. For example, waste services. Surely better to have one Director at £150,000 across 2 councils rather than both employing their own directors at double the cost. 2. There should be an immediate review of the management structure and salaries to reduce cost. 3. There should be a review of expenses and more opportunities looked at for example reducing cost per mile for petrol etc. 4. There has been no consideration of cashing in the capital investments held outside the borough. E.g. building that the council has invested in. 5. Senior director level staff should take a pay cut. They are paid far too much money.				
2				It continues to be impressive that the council, through a combination of focussed savings and transformational projects are maintaining a realistic balance maintaining a focus on residents, especially the vulnerable, yet maintaining the boroughs open spaces. This is noteworthy as it is under rising care pressures and against a unique pandemic.	29/01/21 01:07	0.1	Submitted	web

Table .3

changes to services

Question responses: 2 (100.00%)

To what extent do you agree with the council's proposals to increase expenditure in specific areas?

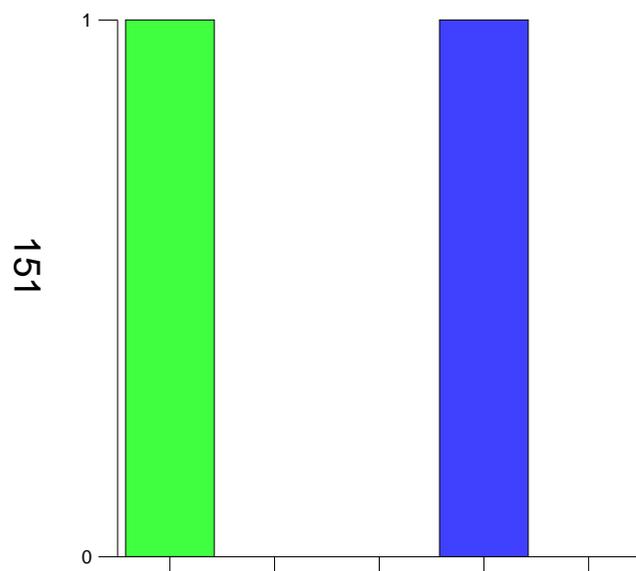


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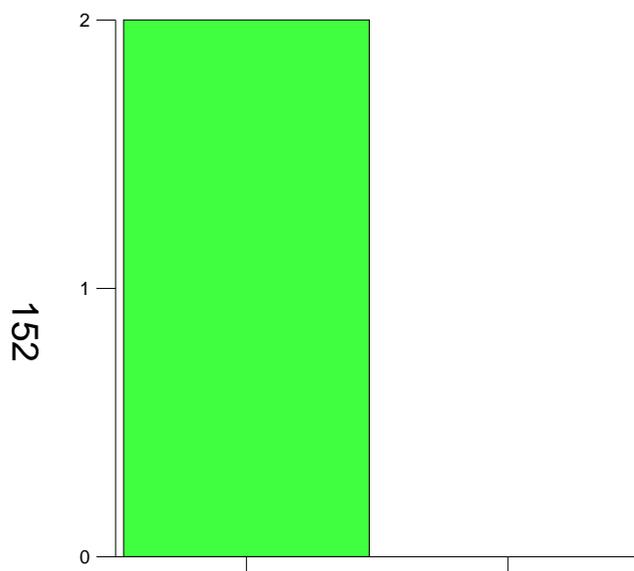
	% Total	% Answer	Count
Strongly Agree	50.00%	50.00%	1
Agree	0.00%	0.00%	0
Neutral	0.00%	0.00%	0
Disagree	50.00%	50.00%	1
Strongly Disagree	0.00%	0.00%	0
Total	100.00%	100.00%	2

Table .2

why changes to services

Question responses: 2 (100.00%)

Please tell us why you agree or disagree with the council's proposals to increase expenditure in specific areas



	% Total	% Answer	Count
<input checked="" type="checkbox"/> [Responses]	100.00%	100.00%	2
<input type="checkbox"/> [No Response]	0.00%	--	0
Total	100.00%	100.00%	2

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
1				As above, it is far too easy to hit the residents with an increase in the council tax. The council has not demonstrated any new and novel	08/01/21 19:08	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				ways of reducing expenditure. Without this, there can simply be no justification for increasing the local tax. The council has not cut it's own cloth yet and until this can be demonstrated, it is wholly unfair to hit residents. For example, The bin collection changes is wasted money on additional extra bins. The collections and sorting of waste could be much better managed than at present.				
2				A principle objective is to support the vulnerable and an ageing population - the budgets reflect the commitment to this.	29/01/21 01:07	0.1	Submitted	web

Table .3

fees and charges

Question responses: 2 (100.00%)

To what extent do you agree with the council's proposed fees and charges?

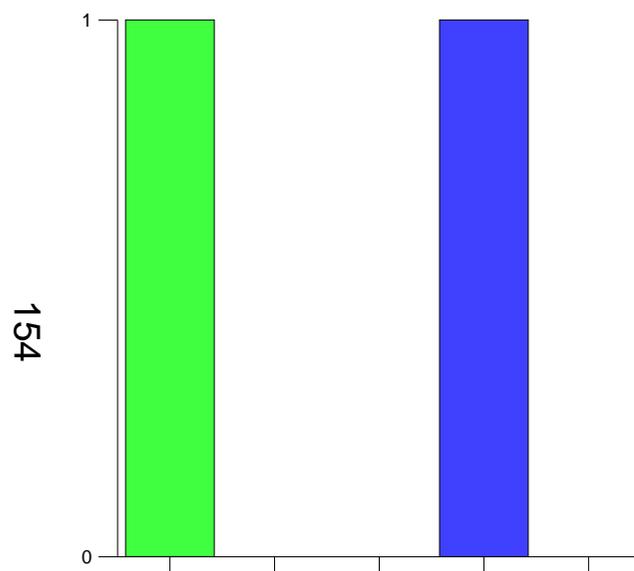


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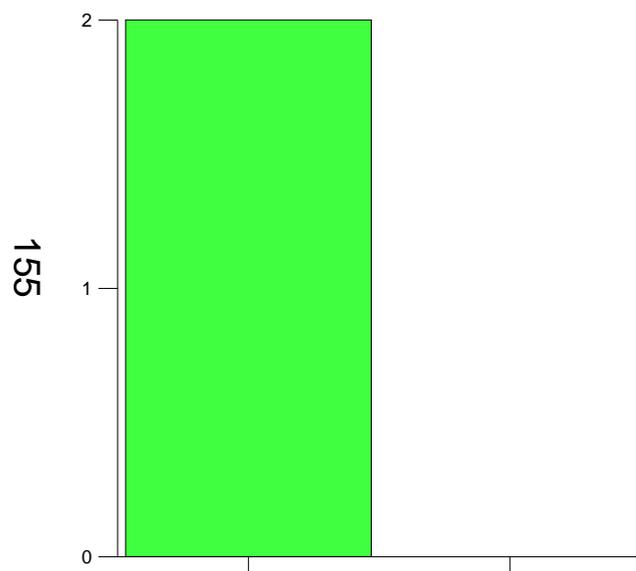
	% Total	% Answer	Count
■ Strongly Agree	50.00%	50.00%	1
■ Agree	0.00%	0.00%	0
■ Neutral	0.00%	0.00%	0
■ Disagree	50.00%	50.00%	1
■ Strongly Disagree	0.00%	0.00%	0
Total	100.00%	100.00%	2

Table .2

why fees and charges

Question responses: 2 (100.00%)

Please tell us why you agree or disagree with the council's proposed fees and charges



	% Total	% Answer	Count
<input checked="" type="checkbox"/> [Responses]	100.00%	100.00%	2
<input type="checkbox"/> [No Response]	0.00%	--	0
Total	100.00%	100.00%	2

Table .2

Table .1

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
1				Again there is little or no evidence that the council has looked beyond its own boundaries for opportunities to join up	08/01/21 19:08	0.1	Submitted	web

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
				services and personnel with neighbouring councils.				
2				Continues to provide value for money in for all types of leisure (contributing to the all important wellness strategy) and other environmental objectives.	29/01/21 01:07	0.1	Submitted	web

Table .3

Capital Spending Proposals

Question responses: 1 (50.00%)

To what extent do you agree with the council's capital spending proposals?

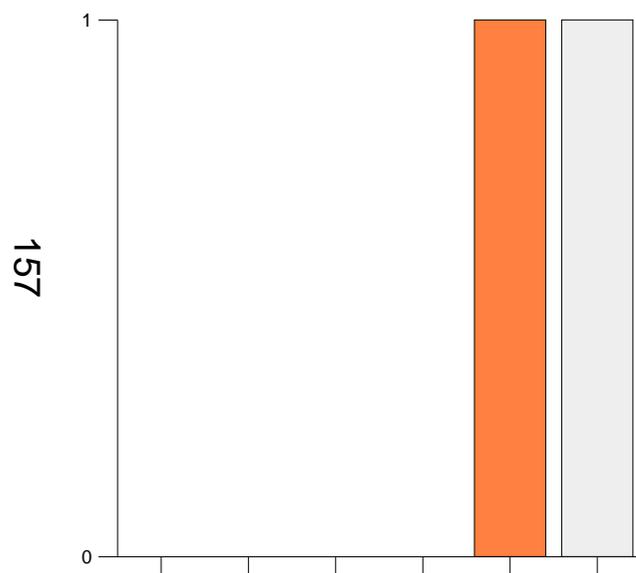


Table .1

	% Total	% Answer	Count
■ Strongly Disagree	0.00%	0.00%	0
■ Disagree	0.00%	0.00%	0
■ Neutral	0.00%	0.00%	0
■ Agree	0.00%	0.00%	0
■ Strongly Agree	50.00%	100.00%	1
■ [No Response]	50.00%	--	1
Total	100.00%	100.00%	2

Table .2

ID	Consultation Point	Consultee	Agent	Answer	Date	Version	Status	Type
2				It is kept to a minimum which is appropriate given the straightened times. It is encouraging that there are not any vanity projects.	29/01/21 01:07	0.1	Submitted	web

Table .3

CENTRAL - CHIEF EXECUTIVE'S OFFICE

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Chief Executive's Office Removal of PA staffing budget resulting from 2 PAs moving onto part time hours.	-32		
Engagement & Equalities Community Development Manager reduced from 0.81 to 0.60 Full Time Equivalent (FTE).	-10		
Engagement & Equalities Reduction in publicity and marketing budget available to Community Engagement Team.	-6		
Communications & Marketing Reduce the photography/ videography budget available.	-2		
Communications & Marketing Licence for social media monitoring is not renewed.	-1		
Communications & Marketing Bracknell Town Centre Events and Marketing Co-Ordinator reduced from 1.00 to 0.81 FTE.	-6		
Engagement & Equalities Increase establishment budget for Head of Community Engagement & Equalities to 1.00 Full Time Equivalent (FTE) from 0.61 FTE to reflect the current working pattern.	25		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Chief Executive's Office Given the valuable contribution that Graduate Trainees have provided to the organisation the Council will continue to support the National Graduate Development Programme by creating a further 2 posts.	75		
CENTRAL - CHIEF EXECUTIVE'S OFFICE TOTAL	43	0	0

CENTRAL – RESOURCES

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Audit The removal of budget in Supplies and Services for external audit support, offsetting the pressure of the creation of a Senior Auditor post to reflect the in-house provision of the service.	-46		
Revenues Deletion of Revenues Billing Manager post, to be replaced with a Senior Revenues Assistant post at a lower grade	-14		
Insurance Savings on contract register and fidelity guarantee insurance.	-20	-30	
Cash Collection Saving from review of contract.	-5		
Exchequer Saving from review of service and external support budgets.	-2		
Organisational Development Savings through centralisation of Training budgets	-5	-15	
Audit Creation of a Senior Auditor Post by transferring functions from an external provider back in-house. (A corresponding saving is shown on Supplies and Services as there is no overall impact.)	46		
Insurance Purchase of Cyber liability insurance to mitigate the increased risk of cyber-attacks which can be catastrophic for service delivery and financially very costly.	45		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Revenues Payments of £150 to households in receipt of Council Tax support will be continued for a further year. This will be funded from the Local Council Tax Support Grant to be provided by the government in 2021/22, a one-off additional unringfenced grant.	500	-500	
CENTRAL – RESOURCES TOTAL	499	-545	0

CENTRAL – PLACE, PLANNING & REGENERATION

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Highways & Transport Reflects restructure completed in year within Highways and Transport teams.	-160		
Highways & Transport S278/38 fees - increased annual draw-down to off-set the staffing budget. This represents an increase in the draw-down included within prior years' savings plans.	-35		
Highways & Transport Commuted sums - increased annual draw-down to off-set revenue maintenance budgets. This represents an increase in the draw-down included within prior years' savings plans.	-35		
Regeneration & Economy Reconfigure Town Centre Regeneration Manager post and Economic Development Manager post. Create part time Economic Development Project officer post.	-29		
Regeneration & Economy Income from Bracknell Town Centre commercialisation.	-20	-20	
Parks & Countryside Commuted maintenance sums for the management of transferred new open spaces have historically been preserved, where maintenance can be accommodated by finding efficiencies and using established budgets. The option exists to draw down reserves to offset the staff time applied to those sites.	-33		
Parks & Countryside Draw down of Suitable Alternative Natural Green Space (SANG) maintenance funds to replace an existing borough maintenance budget for Lily Hill Park.	-10		
Highways & Transport Urban Traffic Management Control (UTMC) Engineer post replaced with an Apprentice.	-25		
Highways & Transport Capitalisation of highway maintenance works to be funded through Government Highway maintenance grant.	-100	-100	
Highways & Transport Reduction in budget for concessionary fares due to continued reduction in demand, which may also be further influenced by Covid-19.	-30		

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Planning Above inflation increase to discretionary fees.	-9		
Planning Deletion of Planning Assistant post.	-29		
Parks & Countryside Above inflationary car-parking price rise at The Look Out.	-35		
Parks & Countryside Review of options for future service offer at the Look Out.	-80		
Planning Potential reduced CIL/S106 Facilitation income in 2021/22 due to a slowdown in construction	150		
The Look Out Loss of income from admissions and catering as any post-COVID services will be offered at a reduced capacity and will incur greater costs in delivering safely. The market appetite for indoor attractions is very uncertain, particularly within school groups. The loss is partially offset by savings within service, including a staff re-structure to ensure expenditure on site is adjusted to reflect potential income.	200		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Regeneration and Economy Support for the local economy, notably the town centres (Bracknell, Crowthorne and Sandhurst), recognising their importance for employment and general economic recovery.	600	-600	
CENTRAL – PLACE, PLANNING & REGENERATION TOTAL	320	-720	

DELIVERY

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
ICT Deletion of two vacant posts	-71		
Libraries Underspends in previous years on various supplies and services including on vehicle recharges and furniture purchase.	-20		
Libraries Deletion of two vacant posts	-47		
Libraries A reduction in the stock purchase of duplicate titles	-50		
Car parking Retender of car parking and enforcement management contract.	-200		
Contract Services Management Small underspends in previous years on various supplies and services including photocopying and print room reprographics.	-5		
Grounds Maintenance and Street Cleansing Underspends in previous years in relation to grounds maintenance costs.	-50		
Construction and Maintenance Portable Appliance Testing (PAT) to be completed by facilities officers rather than an external provider.	-5		
Office Accommodation The shredding service provided by an external organisation has been underspent in previous years.	-7		
Commercial Property Market Street unit letting creating additional income.	-19		
Electoral A process change within the Canvass will result in a saving.	-15		
Mayoral Underspends in previous years relating to supplies and services, including on vehicle hire charges and photography.	-5		
Member Services Underspends in previous years relating to supplies and services, including on publicity and marketing and stationery.	-4		
Member Services A reduction on the Member Allowances budget due to underspends in previous years.	-2		

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Democratic Services A reduction in overtime and an increased income target on school admission appeals.	-5		
ICT Closure of the print room service shared with Wokingham Borough Council.	-6		
ICT Deletion of the vacant part of a post.	-17		
Cemetery & Crematorium Financial impact of a restructure that took place earlier this year.	-50		
Contract Services Senior management Financial impact of a restructure that took place earlier this financial year.	-59		
Grounds Maintenance and Street Cleansing Contract reductions in relation to the number of bedding plants and hanging baskets across the Borough.	-13		
Construction and Maintenance Staffing restructure to remove a vacant post and to create a new post at a lower grade.	-39		
Construction and Maintenance Increase in professional fee income in relation to additional projects being undertaken.	-30		
Asset Review Time Square – letting out office space to third party organisations.	-50	-150	
Schools ICT Discontinuation of the traded ICT service (SLA) with schools. This is a pressure in budget terms, due to an historic unachievably high income target.	71		
Street Cleansing and Grounds Maintenance Contract pressures due to increased land adoptions within the Borough. This therefore increases the amount of ground/area that require maintenance and cleansing by the contractors.	63		
Waste Collection contract pressures due to significant increases in property numbers and household waste during the pandemic.	175		
Cemetery & Crematorium The Cemetery and Crematorium have underachieved on their income target over the last few financial years and it is anticipated	63		

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
that this will be the case in 21/22 also. This pressure therefore realigns the budget position with the anticipated outturn position.			
Car Parking Due to the Covid-19 pandemic there has been a vast decline in the number of visitors to the Council's car parks. With the pandemic continuing and subsequent lockdowns, meaning non-essential retail and hospitality units being closed, we are not expecting to achieve our income target next financial year.	777		
DELIVERY TOTAL	380	-150	0

PEOPLE

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
<p>Historic underspends The following budgets can be reduced to reflect historic underspends with no impact on services:</p> <ul style="list-style-type: none"> • Community Network. • Children’s Social Care office running costs. • Community Safety. 	-40		
<p>Mencap The contract with Mencap has ended.</p>	-30		
<p>Education & learning Training budgets will be reduced across all services for one year. The enhanced NEET prevention program for 16-19 year olds will be provided in-house.</p>	-45	-5	
<p>Additional income / day to day resources The following areas have been identified where additional income can be generated or day to day spend on resources reduced:</p> <ul style="list-style-type: none"> • Children’s Social Care: Make Safe Team training income. • Housing & Welfare: rental income from additional units created through capital projects. • Community Safety: fee for Domestic Abuse training for external organisations. <p>Non-essential expenditure will be reduced across family hubs including refreshments, stationery, learning resources and sundry expenses.</p>	-19	-13	
<p>Children’s Social Care transformation The detail of the scheme is being scoped and is likely to include a programme to develop foster carers so that they become more resilient to adolescence and more expensive external placements are avoided reducing costs of care and accommodation.</p>	-250	-500	
<p>Adult Social Care transformation The Adult Social Care transformation programme includes the following workstreams:</p> <ul style="list-style-type: none"> • Increased provision of independent day support for people with learning disabilities to allow more care to be provided in a group setting rather than 1-1. • Adopt the Conversations Model. This includes greater use of community assets and assistive technology to meet care needs, more consistent approach to how people access Adult Social Care Support and the redesign of the hospital discharge pathway. • Update of the choice and charging policy. • Review of high cost care packages. 	-42 -224 -75 -200	-158 -676 -245 -200	-50

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Housing & Welfare Review of the service to include: <ul style="list-style-type: none"> Contract negotiation with registered providers for young people's supported accommodation schemes. 	-50		
Forestcare Continuation of the work already underway to convert Forestcare into a trading account that covers costs. This will require further negotiation of existing contracts and bidding for new work where it is financially viable to do so.	-95	-130	
Integrated commissioning team with Health Create an integrated commissioning team with the Clinical Commissioning Group (CCG) resulting in staff savings.	-25	-25	
Education & Learning staffing Reduction in using external consultants to deliver training to governors. Staffing restructure within the school property, place and admissions team.	-39	-25	
Youth offending service Alternative location to be sourced for the service so that the running costs of the existing building can be eliminated.	-35		
Early Help Sexual Health contract Fund the GP sexual health contract from Public Health grant.	-21		
Children Looked After (CLA) This represents the pressure on care and accommodation charges. It has been calculated by taking current costs and estimating changes for the remainder of the financial year, including an anticipated reduction from young people turning 18 and transferring into Adult Social Care. The Worst Case reflects the further care and accommodation costs anticipated from Covid-19, which have been minimised by temporary additional social worker support for prevention of Child Protection escalation to CLA and caseload management.	-390		
Adult Social Care This represents the pressure on care packages. It has been calculated by taking current costs and estimating changes for the remainder of the financial year. There are also a large number of suspended services currently due to Covid-19 and the figure includes an estimate proportion of the services being re-instated by 1 April. The pressure also includes an estimate of the costs arising from young people turning 18 and transferring into Adult Social Care. The Worst Case assumes a greater proportion of suspended services are re-instated by the end of the financial year and a rise in demand for services generally over the remaining months of the financial year.	1,628		

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
<p>Historic commitments in the schools budget Grant funding for a range of services that support vulnerable children is being reduced by 20%. A number of efficiencies and service reductions can be managed that reduce the financial impact.</p>	15		
<p>Open Learning Centre and Early Help Income generation will be significantly impacted from Covid-19 as a result of new ways of workings with significantly fewer external lettings, including from schools and the Leadership Hub.</p>	85		
<p>School Accommodation Temporary hire of modular accommodation (10 classrooms and drama studio) for Sandhurst Secondary while emergency roof repair is undertaken at the main school.</p>	200	-200	
<p>Coopers Hill Youth Centre The exit from the Coopers Hill site will be completed in 2020 at which point various lettings and room hire receipts will be lost. Some services will be relocated to other BF buildings but there will be a net loss of income. This is part of the overall business case for the Joint Venture project.</p>	74		
<p>One-year funding for Directorate staffing pressures The 2020/21 budget included one-year funding for essential staffing resources with the Directorate, including continuation of the Family Safeguarding Model. This is now being made permanent.</p>	626		
<p>Quality Assurance Officer Post It is proposed to invest further in the People Quality Assurance team and to extend their accountability to include oversight of corporate complaints.</p>	40		
ADDITIONAL PROPOSALS SINCE DECEMBER			
<p>Housing and Welfare Additional welfare support for our most vulnerable residents. This will be funded from the remaining Local Council Tax Support Grant to be provided by the government in 2021/22, a one-off additional unringfenced grant.</p>	327	-327	
<p>Mental Health Initiatives Working with partners including the voluntary and community sector to support individuals experiencing mental health issues.</p>	250	-250	
PEOPLE TOTAL	1,665	-2,754	-50

COUNCIL WIDE

Description Impact	2021/22 £'000	2022/23 £'000	2023/24 £'000
Supplementary Pensions These are pension payments relating to joint arrangements and recharges from the Royal Borough of Windsor and Maidenhead which administers the Berkshire pension scheme. The budget has been adjusted as it has consistently under spent in previous years.	-15		
ADDITIONAL PROPOSALS SINCE DECEMBER			
Carbon Reduction Creation of a pump priming invest to save fund to support climate change / carbon reduction initiatives.	150	-150	
Employee Initiatives Initiatives to help ensure we retain the capacity and skills to deal with the ongoing impact of the pandemic and can manage the recovery phase effectively .	500	-500	
COUNCIL WIDE TOTAL	635	-650	0

The pressures contained in the revenue proposals above are based on a Best Case scenario. These will be built into directorate budgets. The difference between the Best and Worst Case projections have been included in a Covid-19 specific Contingency. The analysis of that Contingency by directorate is as follows:

COVID-19 CONTINGENCY

Directorate	Best Case 2021/22 £'000	Worst Case 2021/22 £'000	Contingency 2021/22 £'000
CENTRAL – CHIEF EXECUTIVE'S OFFICE	25	25	0
CENTRAL – RESOURCES	91	91	0
CENTRAL – PLACE, PLANNING & REGENERATION	350	800	450
DELIVERY	1,149	3,158	2,009
PEOPLE	2,855	4,213	1,358
COUNCIL WIDE	650	650	0
COUNCIL WIDE (estimated impact of income compensation scheme)	0	-400	-400
TOTAL	5,120	8,537	3,417

TREASURY MANAGEMENT REPORT

- 1.1 The Local Government Act 2003 requires the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council’s capital investment plans are affordable, prudent and sustainable.
- 1.2 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council’s low risk appetite, providing adequate liquidity initially before considering investment return.
- 1.3 The second main function of the treasury management service is the funding of the Council’s capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 1.4 The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.
- 1.5 CIPFA defines treasury management as:

“The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

Capital Strategy

The CIPFA revised 2017 Prudential and Treasury Management Codes requires all local authorities to prepare a capital strategy report, which will provide the following:

- a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

The Council published its Capital Strategy in 2019. It has been reviewed by officers and there are no updates required. If any non-treasury investment sustains a loss during the final accounts and audit process, the strategy and revenue implications will be reported through the same procedure as the capital strategy.

Treasury Management reporting

The Council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

- a. **Prudential and treasury indicators and treasury strategy** (this report) - The first, and most important report is forward looking and covers:
 - the capital plans, (including prudential indicators);
 - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time);
 - the treasury management strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
 - an investment strategy, (the parameters on how investments are to be managed).
- b. **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision.
- c. **An annual treasury report** – This is a backward looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

- 1.6 The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by the Governance and Audit Committee.
- 1.7 There are no substantial changes to the Treasury Strategy to be adopted in 2021/22 except for a review of the Council's maximum limit of investments in Money Market Funds (MMF). MMFs are mutual funds that invest in short-term debt instruments. They provide the benefits of pooled investment, as investors can participate in a more diverse and high-quality portfolio than they otherwise could individually. Like other mutual funds, each investor who invests in a money market fund is considered a shareholder of the investment pool, a part owner of the fund. MMFs are actively managed within rigid and transparent guidelines to offer safety of principal, liquidity and competitive sector-related returns.
- 1.8 Historically the Council has limited investments in any one institution at £7m in order to minimise risk through diversification. This approach was adopted for MMF when these were first adopted, largely due to consistency and as it was a new investment vehicle not previously used by the Council. The economic environment over the last few years and the resulting very low return on term-deposits with banks and other local authorities has resulted on the Council placing all its surplus-cash with MMFs – they continue to offer the highest security and liquidity and have also yielded higher returns than would have been available through fixed-deposits.
- 1.9 Whilst operationally the use of MMFs is relatively straight forward – there are limited funds available to the Council offering returns in the top quartile. The Council currently holds cash in 6 different MMFs and finds itself often at its counterparty limit. This surplus cash has arisen for several reasons over the last few years – due to events such as the introduction of the Community Infrastructure Levy (CIL) and the Business Rates Pooling regime. This cash has allowed the Council to repay short-term debt that retain liquid assets when needed.

- 1.10 The CIL has also benefitted local Parish Councils who are now managing significantly larger cash balances than they have had to and in one instance a Parish Council has approached the Council to explore how best they can manage their own surplus cash as they do not benefit from the access that the Council has to the investment market. Discussions are ongoing as to whether the Council could manage this cash on their behalf via a designated MMF, however should agreement be reached the Council could, by virtue of its £7m limit, be required to reduce its overall holdings in MMF – or seek a lower return in alternative funds.
- 1.11 Furthermore, because MMF are shared investment vehicles as described above, the funds are held in custody and not by the Fund Manager, the logic of setting a £7m limit in line with the Council’s other investment strategy does not hold.
- 1.12 As such, increasing the limit from £7m to £10m per MMF, would enable the Council to achieve a better yield (whilst maintaining a AAA investment), reduce the administration associated with holding so many different MMFs and also open up the opportunity of supporting the local Parish Councils. As such the investment limit for MMFs is recommended to be raised from £7m to £10m.
- 1.13 The Treasury Management Strategy for 2021/22 covers two main areas:

Capital issues

- the capital expenditure plans and the associated prudential indicators;
- the minimum revenue provision (MRP) policy.

Treasury management issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- the policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, MHCLG MRP Guidance, the CIPFA Treasury Management Code and MHCLG Investment Guidance.

The Capital Prudential Indicators 2021/22 – 2023/24

The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce prudential indicators. Each indicator either summarises the expected capital activity or introduces limits upon that activity, and reflects the outcome of the Council's underlying capital appraisal systems. Within this overall prudential framework there is an impact on the Council's treasury management activity – as it will directly impact on borrowing or investment activity and as such the Treasury Management Strategy for 2021/22 to 2023/24 complements these indicators.

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

The Capital Expenditure Plans

The Council's capital expenditure plans are summarised below and this forms the first of the prudential indicators. A certain level of capital expenditure is grant supported by the Government; any decisions by the Council to spend above this level will be considered unsupported capital expenditure. This capital expenditure needs to have regard to:

- Service objectives (e.g. strategic planning);
- Stewardship of assets (e.g. asset management planning);
- Value for money (e.g. option appraisal);
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing);
- Affordability (e.g. implications for the council tax);
- Practicality (e.g. the achievability of the forward plan).

The revenue consequences of capital expenditure, particularly the unsupported capital expenditure, will need to be paid for from the Council's own resources. This capital expenditure can be paid for immediately (by applying capital resources such as capital receipts, capital grants, or revenue resources), but if these resources are insufficient any residual capital expenditure will add to the Council's borrowing need.

The key risks to the plans are that the level of Government support has been estimated and is therefore maybe subject to change. Similarly some estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For instance anticipated asset sales may be postponed due to external factors such as the impact of the wider economy.

The Council is asked to approve the summary capital expenditure projections below and to note the out-turn position reported to the Executive and approved on the 25th August 2020.

Capital Expenditure	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000
Capital Expenditure	12,032	8,249	4,999
Commercial Activities	0	0	0
Financed by:			
Capital receipts	3,000	3,000	3,000
Capital grants & Contributions	5,174	5,414	2,364
Net financing need for the year	3,858	-165	-365

The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. The capital expenditure above which has not immediately been paid for will increase the CFR. Due to the nature of some of the capital expenditure identified above (ie grant), an element will be immediately impaired or will not qualify as capital expenditure for CFR purposes. As such the net financing figure above may differ from that used in the CFR calculation. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each assets life, and so charges the economic consumption of capital assets as they are used.

The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary payments (VRP). No additional voluntary payments are planned.

Annex E(i)

The Council is asked to approve the CFR projections below:

£m	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Capital Financing Requirement					
CFR – services	125,461	133,556	139,198	143,003	140,996
CFR - Commercial activities/ non-financial investments	86,128	85,627	85,115	84,591	84,055
Total CFR	211,589	219,183	224,313	227,594	225,051
Movement in CFR	-6,264	7,594	5,130	3,281	-2,543

Movement in CFR represented by					
Net financing need for the year (above)	-8,575	5,271	2,599	740	-5,420
Less MRP/VRP and other financing movements	2,311	2,323	2,531	2,541	2,877
Movement in CFR	-6,264	7,594	5,130	3,281	-2,543

MRP Analysis					
MRP	1,327	1,365	1,553	1,707	1,834
VRP	489	501	512	524	536
Other Financing Repayments	495	457	466	310	507
Movement in CFR	2,311	2,323	2,531	2,541	2,877

CLG Regulations have been issued which require full Council to approve an MRP Statement in advance of each year. The Council is recommended to approve the MRP Statement attached in Annex E(ii)

Minimum Revenue Provision (MRP) Policy Statement

The concept of the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (MRP)

Department for Local Government & Communities (DCLG) issued regulations in 2008 which require a local authority to calculate for the current financial year an amount of MRP which it considers “prudent”. The broad aim of a prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits or in the case of borrowing supported by government, reasonably commensurate with the period implicit in the determination of the grant. The Council can choose to charge more than the minimum.

Further statutory guidance on MRP was issued by Government on 2 February 2018, which largely becomes effective from 1 April 2019. The exception related to the section allowing local authorities to change their approach to calculating MRP at any time, which took effect immediately. A key part of the updated guidance clarified that the duty to make MRP extends to investment properties where their acquisition has been partially or fully funded by an increase in borrowing or credit arrangements.

In order to minimise the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of borrowing, the Council moved from the equal instalments method to the annuity method in calculating the annual charge over the estimated life of the asset from 1st April 2017. A variety of options are provided to councils under the regulations and guidance, so long as there is a prudent provision. Having sought advice from Counsel on permissible approaches following the revised guidance, the Director: Finance recommends that Council approves the following MRP Statement.

- For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

Based on CFR – MRP will be based on the CFR. This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

- From 1 April 2008 for all unsupported borrowing (including PFI and finance leases but excluding CPIS expenditure) the MRP policy will be:

Asset life method - MRP will be based on the annuity basis, in accordance with the regulations. Repayments included in annual PFI or finance leases are applied as MRP.

- For assets purchased under the Commercial Property Investment Strategy (CPIS) the MRP policy will be:

Partial deferral method – MRP will be charged at 10% of the property value over a 15 year period to reflect a realistic level of value risk, on the basis that the properties will typically be held for a period of no greater than around 10 to 20 years.

- For all other capital expenditure funded from borrowing where there is an intention to repay the borrowing from future related receipts (including loans to companies wholly or partly owned by the Council) and there is a strong likelihood that this will happen, the MRP policy will be:

Deferral method - MRP will be deferred and the liability repaid through future capital receipts from disposing of the asset or loan repayments from third parties

There will be a presumption that capital receipts will be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.

The actual charge made in the year will be based on applying the above policy to the previous year's actual capital expenditure and funding decisions. Therefore the 2020/21 charge will be based on 2019/20 capital out-turn.

MRP Overpayments

A change introduced by the revised MHCLG MRP Guidance was the allowance that any charges made over the statutory minimum revenue provision (MRP), voluntary revenue provision or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year. Up until the 31 March 2020 the total VRP overpayments are expected to be £0.489m.

TREASURY MANAGEMENT STRATEGY STATEMENT

The Treasury Management service is an important part of the overall financial management of the Council's affairs. The prudential indicators in Annex E(i) consider the affordability and impact of capital expenditure decisions, and set out the Council's overall capital framework. The Treasury Management service considers the effective funding of these decisions. Together they form part of the process which ensures the Council meets its balanced budget requirement under the Local Government Finance Act 1992.

The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice - 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). This Council has adopted the revised Code.

As a result of adopting the Code the Council also adopted a Treasury Policy Statement. This adoption is the requirement of one of the prudential indicators.

The Code of Practice requires an annual strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. A further treasury report is produced after the year-end to report on actual activity for the year, and a new requirement of the revision of the Code of Practice is that there is a mid-year monitoring report.

This strategy covers:

- The Council's debt and investment projections;
- The Council's estimates and limits on future debt levels;
- The expected movement in interest rates;
- The Council's borrowing and investment strategies;
- Treasury performance indicators;
- Specific limits on treasury activities;

Debt and Investment Projections 2021/22 – 2023/24

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed.

	2021/22 Estimated	2022/23 Estimated	2023/24 Estimated
External Debt			
Debt at 31 March	£130m	£130m	£130m
Investments			
Investments at 31 March	£10m	£10m	£10m

Current Portfolio

The overall treasury management portfolio as at 31 March 2020 and for the position as at 31st October 2020 are shown below for both borrowing and investments

	Actual	Actual	Current	Current
	31/03/20	31/03/20	31/10/20	31/10/20
Treasury Investments	£000	%	£000	%
Money Market Funds	16,974	100	24,135	100
External Borrowing	£000	%	£000	%
Local Authorities	15,000	16%	10,000	11%
PWLB	80,000	84%	80,000	89%
Net Treasury Borrowing	78,206		65,865	

Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2021/22 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue purposes.

The Director of Finance reports that the Council has complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

The Authorised Limit for External Debt

A further key prudential indicator represents a control on the overall level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although no control has yet been exercised.

The Council is asked to approve the following Authorised Limit:

Authorised limit	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Borrowing	£209m	£213m	£213m
Other long term liabilities	£18m	£18m	£17m
Total	£227m	£231m	£230m

Operational Boundary for External Debt

The Authority is also recommended to approve the Operational Boundary for external debt for the same period. The proposed Operational Boundary is based on the same

estimates as the Authorised Limit but reflects directly the estimate of the most likely but not worst case scenario, without the additional headroom included within the Authorised Limit to allow for unusual cash movements.

Operational Boundary	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Borrowing	£223m	£227m	£225m
Other long term liabilities	£18m	£18m	£17m
Total	£241m	£245m	£242m

Borrowing in advance of need.

The Director of Finance may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Director of Finance will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year or annual reporting mechanism.

Expected Movement in Interest Rates

The Council's treasury advisor, Link Asset Services has provided the following forecast:

Link Group Interest Rate View		9.11.20													
	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	
BANK RATE	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	
3 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	
6 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	
12 month ave earnings	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	
5 yr PWLB	1.80	1.80	1.80	1.80	1.80	1.90	1.90	1.90	1.90	1.90	2.00	2.00	2.00	2.00	
10 yr PWLB	2.10	2.10	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30	2.30	2.30	2.30	2.30	
25 yr PWLB	2.50	2.50	2.60	2.60	2.60	2.60	2.70	2.70	2.70	2.70	2.80	2.80	2.80	2.80	
50 yr PWLB	2.30	2.30	2.40	2.40	2.40	2.40	2.50	2.50	2.50	2.50	2.60	2.60	2.60	2.60	

The coronavirus outbreak has done huge economic damage to the UK and economies around the world. After the Bank of England took emergency action in March to cut Bank Rate to first 0.25%, and then to 0.10%, it left Bank Rate unchanged at its subsequent meetings to 5th November, although some forecasters had suggested that a cut into negative territory could happen. However, the Governor of the Bank of England has made it clear that he currently thinks that such a move would do more damage than good and that more quantitative easing is the favoured tool if further action becomes necessary. As shown in the forecast table above, no increase in Bank Rate is expected in the forecast table above as economic recovery is expected to be only gradual and, therefore, prolonged.

There was much speculation during the second half of 2019 that bond markets were in a bubble which was driving bond prices up and yields down to historically very low levels. The context for that was a heightened expectation that the US could have been heading for a recession in 2020. In addition, there were growing expectations of a downturn in world economic growth, especially due to fears around the impact of

the trade war between the US and China, together with inflation generally at low levels in most countries and expected to remain subdued. Combined, these conditions were conducive to very low bond yields. While inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation expectations, the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers. This means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. The consequence of this has been the gradual lowering of the overall level of interest rates and bond yields in financial markets over the last 30 years. Over the year prior to the coronavirus crisis, this has seen many bond yields up to 10 years turn negative in the Eurozone. In addition, there has, at times, been an inversion of bond yields in the US whereby 10 year yields have fallen below shorter term yields. In the past, this has been a precursor of a recession. The other side of this coin is that bond prices are elevated as investors would be expected to be moving out of riskier assets i.e. shares, in anticipation of a downturn in corporate earnings and so selling out of equities.

Gilt yields had therefore already been on a generally falling trend up until the coronavirus crisis hit western economies during March 2020. After gilt yields spiked up during the financial crisis in March, we have seen these yields fall sharply to unprecedented lows as investors panicked during March in selling shares in anticipation of impending recessions in western economies, and moved cash into safe haven assets i.e. government bonds. However, major western central banks took rapid action to deal with excessive stress in financial markets during March, and started massive quantitative easing purchases of government bonds: this also acted to put downward pressure on government bond yields at a time when there has been a huge and quick expansion of government expenditure financed by issuing government bonds. Such unprecedented levels of issuance in “normal” times would have caused bond yields to rise sharply. Gilt yields and PWLB rates have been at remarkably low rates so far during 2020/21.

As the interest forecast table above shows, there is expected to be little upward movement in PWLB rates over the next two years as it will take economies, including the UK, a prolonged period to recover all the momentum they have lost in the sharp recession caused during the coronavirus shut down period. From time to time, gilt yields, and therefore PWLB rates, can be subject to exceptional levels of volatility due to geo-political, sovereign debt crisis, emerging market developments and sharp changes in investor sentiment, (as shown on 9th November when the first results of a successful COVID-19 vaccine trial were announced). Such volatility could occur at any time during the forecast period.

Investment and borrowing rates

- **Investment returns** are likely to remain exceptionally low during 2021/22 with little increase in the following two years.
- **Borrowing interest rates** fell to historically very low rates as a result of the COVID crisis and the quantitative easing operations of the Bank of England: indeed, gilt yields up to 6 years were on negative yields during most of the first half of 20/21. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years. However, the unexpected increase of 100 bps in PWLB rates on top of the then current margin over gilt yields of 80 bps, required an initial major rethink of local authority treasury management strategy and risk management. However, in March 2020, the Government started a consultation process for amending the margins over gilt rates for PWLB borrowing for different types of local

authority capital expenditure. This outcome of the consultation is expected at the end of November 2020.

Borrowing Strategy 2020/21

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.

Against this background and the risks within the economic forecast, caution will be adopted with the 2021/22 treasury operations. The Director of Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in long and short term rates (e.g. due to a marked increase of risks around relapse into recession as a result of COVID or risks of deflation), then any long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
- if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

Any decisions will be reported to the Executive at the next available opportunity.

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Debt rescheduling

As short-term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long-term debt to short-term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings;
- helping to fulfil the treasury strategy;
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

All rescheduling will be reported to the Executive, at the earliest meeting following its action.

Investment Strategy 2021/22 – 2023/24

Investment Policy

The Ministry of Housing, Communities and Local Government (MHCLG) and CIPFA have extended the meaning of ‘investments’ to include both financial and non-financial investments. This report deals solely with financial investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy.

The Council’s investment policy has regard to the following: -

- MHCLG’s Guidance on Local Government Investments (“the Guidance”)
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 (“the Code”)
- CIPFA Treasury Management Guidance Notes 2018

The Council’s investment priorities will be security first, portfolio liquidity second and then yield, (return).

The above guidance from the MHCLG and CIPFA place a high priority on the management of risk. This authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
2. Other information: ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as “credit default swaps” and overlay that information on top of the credit ratings.
3. Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. This authority has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in appendix under the categories of ‘specified’ and ‘non-specified’ investments.
 - **Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year.
 - **Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
5. Lending and transaction limits, (amounts and maturity), for each counterparty will be set through applying the matrix table shown under the Council’s creditworthiness policy

6. This authority has engaged external consultants, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this authority in the context of the expected level of cash balances and need for liquidity throughout the year.
7. All investments will be denominated in sterling.

Creditworthiness policy

This Council applies the creditworthiness service provided by Link Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following maturities .

Dark pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
Light pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
Blue	1 year (only applies to nationalised or semi nationalised UK Banks)
Orange	1 year
Red	6 months
Green	100 days
No colour	not to be used

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks	orange	£7m	1 yr
Banks – part nationalised	blue	£7m	1 yr
Banks	red	£7m	6 months
Banks	green	£7m	100 days
Banks	No colour	£0m	0 days
Debt Management Account Deposit Facility	AAA	£10m	6 months
Local authorities	n/a	£7m	1 yr
Money Market Funds (CNAV, LVNAV & VNAV)	AAA	£10m	liquid
Enhanced money market funds with a credit score of 1.25	Dark pink / AAA	£10m	liquid
Enhanced money market funds with a credit score of 1.5	Light pink / AAA	£10m	liquid

The creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue influence to just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a short term rating (Fitch or equivalents) of short term rating F1, long term rating A-, viability rating of A-, and a support rating of 1. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored in real time. The Council is alerted to changes to ratings of all three agencies through its use of our creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that supporting government

In the normal course of the council's cash flow operations it is expected that both Specified and Non-specified investments will be utilised for the control of liquidity as both categories allow for short term investments.

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 2021/22 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

Country and Sector Considerations

Due care will be taken to consider the country, group and sector exposure of the Council's investments. The current investment strategy limits all investments to UK Banks, Building Societies and Local Authorities, in addition to Sterling denominated AAA Money Market Funds.

Economic Investment Considerations

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates. The criteria for choosing counterparties set out above provides a sound approach to investment in "normal" market circumstances. Whilst Members are asked to approve this base criteria above, under the exceptional current market conditions the Borough Treasurer may temporarily restrict further investment activity to those counterparties considered of higher credit quality than the minimum criteria set out for approval. These restrictions will remain in place until the banking system returns to "normal" conditions. Similarly the time periods for investments will be restricted.

Examples of these restrictions would be the greater use of the Debt Management Deposit Account Facility (a Government body which accepts local authority deposits), Money Market Funds, and strongly rated institutions. The credit criteria have been amended to reflect these facilities.

Sensitivity to Interest Rate Movements

Future Council accounts will be required to disclose the impact of risks on the Council's treasury management activity. Whilst most of the risks facing the treasury management service are addressed elsewhere in this report (credit risk, liquidity risk, market risk, maturity profile risk), the impact of interest rate risk is discussed but not quantified. The table below highlights the estimated impact of a 1% change in interest rates to the estimated treasury management costs for next year. However as all borrowing is fixed any increase in rates will only impact on new borrowing.

	2021/22 Estimated + 1%	2021/22 Estimated - 1%
Revenue Budgets	£'000	£'000
Borrowing costs	500	500

Treasury Management Limits on Activity

There are four further treasury activity limits, which were previously prudential indicators. The purpose of these are to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The indicators are:

Upper limits on variable interest rate exposure – This identifies a maximum limit for variable interest rates based upon the debt position net of investments

Upper limits on fixed interest rate exposure – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

Maturity structures of borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

Total principal funds invested for greater than 364 days – These limits are set with regard to the Council's liquidity requirements and are based on the availability of funds after each year-end.

The Council is asked to approve the limits:

	2021/22	2022/23	2023/24
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	£241m	£245m	£242m
Limits on variable interest rates based on net debt	£241m	£245m	£242m
Maturity Structure of fixed interest rate borrowing 2017/18			
		Lower	Upper
Under 12 months		0%	100%
12 months to 2 years		0%	100%
2 years to 5 years		0%	100%
5 years to 10 years		0%	100%
10 years and above		0%	100%
Maximum principal sums invested > 364 days			
Principal sums invested > 364 days	£m 0	£m 0	£m 0

Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 2021/22 the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate" – however the calculation of LIBID and LIBOR are to be retired by the Bank of England – and a new benchmark based on PWLB and Gilts will need to be agreed upon for 2022/23. The results of these indicators will be reported in the Treasury Annual Report.

Treasury Management Advisers

The Council uses Link Asset Services as its treasury management consultants. The Council recognises that responsibility for treasury management decision remains with

the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subject to regular review.

Member and Officer Training

The increased Member consideration of treasury management matters and the need to ensure officers dealing with treasury management are trained and kept up to date requires a suitable training process for Members and officers. Following the nomination of the Governance and Audit Committee to examine and assess the effectiveness of the Treasury Management Strategy and Policies, initial training was provided and additional training has been undertaken as necessary. Officer training is carried out in accordance with best practice and outlined in TMP 10 Training and Qualifications to ensure that all staff involved in the Treasury Management function are fully equipped to undertake the duties and responsibilities allocated to them

SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
Debt Management Agency Deposit Facility* (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
Term deposits with the UK government or with Local Authority (including Parish Councils) in England, Wales, Scotland or Northern Ireland with maturities up to 364 Days	No	Yes	High security although LAs not credit rated.	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Term deposits with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Certificates of Deposit issued by credit-rated deposit takers (banks and building societies) : up to 364 Days. <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
Gilts : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
Money Market Funds CNAV, LVNAV, and VNAV <i>These funds do not have any maturity date</i>	No	Yes	<i>AAA Rating by Fitch, Moodys or S&P</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	The period of investment may not be determined at the outset but would be subject to cash flow and liquidity requirements
Forward deals with credit rated banks and building societies < 1 year (i.e. negotiated deal period plus period of deposit)	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	1 year in aggregate
Commercial paper <i>[short-term obligations (generally with a maximum life of 9 months) which are issued by banks, corporations and other issuers]</i> <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	9 months
Treasury bills <i>[Government debt security with a maturity less than one year and issued through a competitive bidding process at a discount to par value] Custodial arrangement required prior to purchase</i>	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	1 year

NON-SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/ Loan Capital?</u>	<u>Repayable/ Redeemable within 12 months?</u>	<u>Security / Minimum credit rating **</u>	<u>Circumstance of use</u>	<u>Maximum maturity of investment</u>
Deposits with Authority's Banker where credit rating has dropped below minimum criteria	Where the Council's bank no longer meets the high credit rating criteria set out in the Investment Strategy the Council has little alternative but to continue using them, and in some instances it may be necessary to place deposits with them, these deposits should be of a very short duration thus limiting the Council to daylight exposure only (i.e. flow of funds in and out during the day, or overnight exposure).	No	Yes	n/a	In-House	364 Days
Term deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Certainty of rate of return over period invested. (ii) No movement in capital value of deposit despite changes in interest rate environment. (B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity. (ii) Return will be lower if interest rates rise after making the investment. (iii) Credit risk : potential for greater deterioration in credit quality over longer period	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	5 Years
Certificates of Deposit with credit rated deposit takers (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Although in theory tradable, are relatively illiquid. (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of CD which could negatively impact on price of the CD.	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	5 years

Investment	(A) Why use it? (B) Associated risks?	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating?	Circumstance of use	Maximum maturity of investment
Callable deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Enhanced income ~ Potentially higher return than using a term deposit with similar maturity. (B) (i) Illiquid – only borrower has the right to pay back deposit; the lender does not have a similar call. (ii) period over which investment will actually be held is not known at the outset. (iii) Interest rate risk : borrower will not pay back deposit if interest rates rise after deposit is made.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>5 years</i>
UK government gilts with maturities in excess of 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Excellent credit quality. (ii) Very Liquid. (iii) If held to maturity, known yield (rate of return) per annum ~ aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss.	No	Yes	Govt backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	<i>10 years including but also including the 10 year benchmark gilt</i>

Investment	(A) Why use it? (B) Associated risks?	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum credit rating **	Circumstance of use	Maximum maturity of investment
Forward deposits with credit rated banks and building societies for periods > 1 year (i.e. negotiated deal period plus period of deposit)	(A) (i) Known rate of return over period the monies are invested ~ aids forward planning. (B) (i) Credit risk is over the whole period, not just when monies are actually invested. (ii) Cannot renege on making the investment if credit rating falls or interest rates rise in the interim period.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	<i>5 years</i>
Deposits with unrated deposit takers (banks and building societies) but with unconditional financial guarantee from HMG or credit-rated parent institution : any maturity	(A) Credit standing of parent will determine ultimate extent of credit risk	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>1 year</i>

Reserves & Balances Policy Statement

As part of the financial planning process the Council will consider the establishment and maintenance of reserves and balances. In setting these, account is taken of the key assumptions underpinning the budget and financial strategy, together with the Council's financial management arrangements. Key factors considered include;

- Cash flow
- Assumptions on inflation and interest rates
- Level and timing of capital receipts
- Demand led pressures
- Planned economies
- Risk associated with major projects
- Availability of other funding (e.g. insurance)
- General financial climate

Reserves and Balances can be held for a number of purposes

General Balances

Balance	Purpose	Policy	Value
General Fund	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically £4m has been considered to be the minimum prudent level, though this needs to be kept under review as risks change.	March 18 £9.047m March 19 £9.060m March 20 £7.091m March 21 £6.712m March 22 £6.711m

Earmarked Reserves

Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council has the following earmarked reserves:

Reserve	Purpose	Policy	Value
Insurance and other Uninsured Claims	This provides cover for the excess payable on claims under the Council's insurance policies (self insurance). It also provides for any potential future claims not covered by existing policies, including contractual disputes and legal claims.	Needs to be at a level where the provision could sustain claims in excess of current claims history	March 18 £2.843m March 19 £2.952m March 20 £3.059m March 21 £3.077m March 22 £3.097m
Budget Carry Forward	Used to carry forward approved unspent monies to the following year.	Budget Carry Forwards are permitted only in accordance with the scheme set out in financial regulations.	March 18 £0.084m March 19 £0.101m March 20 £0.054m March 21 £0.000m March 22 £0.000m
Cost of Structural Change	The reserve gives an opportunity to fund the one-off additional costs arising from restructuring before the benefits are realised.	This reserve will be used to meet organisational wide and departmental restructures where there are demonstrable future benefits.	March 18 £1.990m March 19 £2.290m March 20 £3.158m March 21 £2.956m March 22 £2.750m
Schools' Balances	These funds are used to support future expenditure within the Dedicated Schools Block and include individual school balances.	Balances are permitted to be retained by Schools under the Schools Standards & Framework Act 1998. Policies are set and the reserves are managed by schools and the LEA has no practical control over the level of balances.	March 18 £1.272m March 19 £1.558m March 20 £1.015m March 21 £0.715m March 22 £0.515m
Discretionary School Carry Forwards	The statutory requirement to carry forward school balances has been extended to cover those held for Pupil Referral Units and the Schools Specific	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 18 £0.091m March 19 £0.051m March 20 £0.023m March 21 £0.023m

Reserve	Purpose	Policy	Value
	Contingency as set out in the financial regulations.		March 22 £0.023m
Unused Schools Budget Balance	The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose. The deficit is growing because of the overspend on High Needs Budgets. Action is being taken to reduce the overspend but it is still expected to increase significantly in the medium term.	March 18 £1.994m March 19 £1.577m March 20 -£0.141m March 21 -£4.882m March 22 -£9.996m
SEN Resource Units	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to fund building adaptations required to develop SEN (special education needs) resource units.	Part of the unused Schools Budget balance but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 18 £0.337m March 19 £0.459m March 20 £0.459m March 21 £0.459m March 22 £0.259m
School Meals Re-tender	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to cover the costs of the re-tender exercise.	Will be transferred back to the Unused Schools Budget Balance Reserve at the end of 2002/21 as it is no longer required.	March 18 £0.040m March 19 £0.040m March 20 £0.040m March 21 £0.000m
School Expansion Rates	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to help finance the increase in Business Rates arising from school expansions. School budgets are normally set on a provisional figure and the reserve will absorb the differences between provisional and actual figures.	Part of the unused Schools Budget balance but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 18 £0.841m March 19 £1.093m March 20 £0.364m March 21 £0.364m March 22 £0.364m
School Diseconomy Costs	An earmarked reserve set up in 2016/17 from the under spend on the Schools Budget to help finance the medium term cost pressure that will arise from new schools being built. These will generally open with relatively low pupil numbers	Part of the unused Schools Budget balance but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 18 £0.800m March 19 £1.000m March 20 £0.746m March 21 £0.746m March 22 £0.746m

Reserve	Purpose	Policy	Value
	and will therefore need additional financial support until pupil numbers reach a viable level.		
SEN Strategy Reserve	An earmarked reserve set up in 2017/18 from the under spend on the Schools Budget to help finance the additional medium term costs arising from implementation of the SEN Strategy, assisting with the early implementation of change to improve the outcomes of children and to explore the potential for different models of alternative provision.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 18 £0.439m March 19 £0.439m March 20 £0.356m March 21 £0.156m March 22 £0.106m
Repairs & Renewals	The Council has accumulated funding in an earmarked reserve from service charges paid by tenants at Longshot Lane, Forest Park and Liscombe.	The reserve is held in order to finance future improvement works thereby reducing pressure on maintenance budgets.	March 18 £0.021m March 19 £0.033m March 20 £0.046m March 21 £0.056m March 22 £0.066m
Building Regulation Chargeable Account	A statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose. The account is currently in deficit and therefore there is no balance on the reserve.	March 18 £0.000m March 19 £0.000m March 20 £0.000m March 21 £0.000m March 22 £0.000m
Commutted Maintenance of Land	Money is received and set aside for the ongoing maintenance of land transferred to the Council under Section 106 agreements.	The reserve will be used to cover the cost of maintaining land transferred to the Council under Section 106 agreements.	March 18 £1.519m March 19 £1.688m March 20 £1.636m March 21 £1.571m March 22 £1.538m
S106 and Travel Plan Monitoring	Money is received and set aside to cover the costs of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	The reserve will be used to cover the cost of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	March 18 £0.145m March 19 £0.145m March 20 £0.145m March 21 £0.115m March 22 £0.115m

Reserve	Purpose	Policy	Value
Property Searches Chargeable Account	A reserve created for a statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 18 £0.092m March 19 £0.090m March 20 £0.090m March 21 £0.030m March 22 £0.000m
Transformation	A reserve to support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 18 £2.882m March 19 £3.622m March 20 £3.179m March 21 £2.393m March 22 £1.400m
Revenue Grants Unapplied	A reserve to hold unspent revenue grants and contributions where there are no outstanding conditions.	The reserve will be used to match the grant income to the associated expenditure.	March 18 £2.899m March 19 £3.509m March 20 £10.781m March 21 £9.948m March 22 £8.948m
School Masterplans and Feasibility Studies	A reserve to meet the cost of masterplans and feasibility studies for schools expansion.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 18 £0.341m March 19 £0.341m March 20 £0.373m March 21 £0.373m March 22 £0.273m
Repairs and Maintenance	A reserve to address 1D priorities (urgent works required to assets which are life expired and/or in serious risk of imminent failure) which are revenue rather than capital in nature.	The reserve will be used for high priority revenue repairs and maintenance. The reserve is no longer required.	March 18 £0.030m March 19 £0.030m March 20 £0.030m March 21 £0.030m March 22 £0.000m
Public Health	Under the conditions of the Public Health grant, any under spend of the ring fenced grant can be	The reserve will be used to fund Public Health priorities and projects.	March 18 £1.007m March 19 £1.560m March 20 £1.719m

Reserve	Purpose	Policy	Value
	carried over via a reserve into the next financial year.		March 21 £1.964m March 22 £1.964m
Better Care Fund	A reserve to help meet the cost of Better Care Fund priorities and projects.	The reserve will be used to fund Better Care Fund priorities and projects.	March 18 £1.420m March 19 £2.092m March 20 £2.322m March 21 £2.822m March 22 £2.822m
Regeneration of Bracknell Town Centre	A reserve to help meet the cost of Council funded Town Centre initiatives	The reserve will be used to fund Town Centre initiatives.	March 18 £0.752m March 19 £1.792m March 20 £4.313m March 21 £5.813m March 22 £5.300m
London Rd Feasibility	A reserve which will be used to meet professional fees regarding the London Road landfill site.	The reserve will be used to cover professional fees relating to the feasibility study. It now includes contributions from the other Berkshire Unitaries.	March 18 £0.125m March 19 £0.238m March 20 £0.212m March 21 £0.211m March 22 £0.211m
Future Funding	A reserve which will be used to smooth the impact of changes in Business Rates income and central government funding decisions.	The reserve will help to balance the revenue budget over the medium term.	March 18 £8.608m March 19 £19.822m March 20 £18.146m March 21 £18.180m March 22 £18.180m
Dilapidations	A reserve to hold funds from tenants for end-of-lease property repairs and reinstatements.	The reserve will be used to carry out repairs and reinstatements to commercial properties required before they can be re-let.	March 18 £0.045m March 19 £0.045m March 20 £0.045m March 21 £0.045m March 22 £0.045m
Schools Support	A reserve to recognise the reduced scope within the dedicated schools grant to provide temporary loans to schools in financial difficulties	To ensure that government policy changes do not impact on the ability to provide temporary loans to schools	March 19 £0.350m March 20 £0.251m March 21 £0.251m

Reserve	Purpose	Policy	Value
			March 22 £0.000m
Waste PFI Excess Profits	A new reserve to hold excess profits payments by the contractor under the Waste PFI scheme.	Excess profits payments are potentially repayable, depending on future performance, and have therefore been placed in a reserve.	March 19 £0.087m March 20 £0.124m March 21 £0.124m March 22 £0.149m
Feasibility Studies	A reserve to provide revenue funding in the event that proposed capital schemes do not proceed beyond initial feasibility stage.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 19 £0.500m March 20 £0.394m March 21 £0.394m March 22 £0.394m
ICT Transformation	A reserve to support investment in ICT innovation and improvements.	The reserve will be used to meet the upfront costs of ICT transformation.	March 19 £1.000m March 20 £1.000m March 21 £0.873m March 22 £0.800m
New Schools	A reserve to help support the additional cost arising from new schools over the next four years	The reserve will be used to help meet the cost of new schools in the short term whilst they become established.	March 20 £0.662m March 21 £0.409m March 22 £0.182m
CIL Administrative Costs	Up to 5% of CIL income can be used to meet administrative costs. Income in excess of the budgeted administrative costs will be transferred into this reserve at year end to meet future costs of administering the scheme.	The reserve will be used to meet administrative costs of the scheme where insufficient CIL is received in year.	March 20 £0.298m March 21 £0.298m March 22 £0.268m
Covid-19	A reserve to hold revenue funding provided by Central Government to support the Covid-19 Pandemic.	The reserve will be used to match the grant income to the associated expenditure.	March 20 £2.289m March 21 £2.289m March 22 £0.000m
Business Rates Revaluations	A reserve to guard against the impact of in-year Business Rates valuation adjustments	The reserve will be used to meet the cost of any significant downward Business Rates valuations.	March 21 £7.500m March 22 £7.500m

Reserve	Purpose	Policy	Value
Business Rates Reliefs	A new reserve to reflect the timing difference between the receipt of S31 grant relating to new Business Rates reliefs and the funding of resulting deficit on the Collection Fund.	The reserve will be used to meet any Collection Fund deficits relating to Business Rates reliefs agreed by the Government after the budget is set. Funding will be provided from S31 grant received in the previous year.	March 21 £12.536m March 22 £1.040m

Unusable Revenue Reserves

Certain reserves are kept to manage the accounting processes and do not represent usable resources for the Council.

Balance	Purpose	Policy	Value
Collection Fund Adjustment Account	A reserve required to reflect Collection Fund changes included in the SORP 2009. The balance represents the difference between the Council Tax income included in the Income and Expenditure Account and the amount required by regulation to be credited to the General Fund.	This balance is held for specific accounting reasons.	March 18 -£2.351m March 19 £4.140m March 20 £8.250m March 21 -£8.000m March 22 £0.000m
Accumulated Absences Account	A reserve which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave and flexi-time entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.	This balance is held for specific accounting reasons.	March 18 -£5.685m March 19 -£4.520m March 20 -£5.177m March 21 -£5.177m March 22 -£5.177m
Pensions	Reflects the Council's share of the Royal County of Berkshire Pension Fund's assets and liabilities. Contributions will be adjusted to ensure any projected deficit is funded.	This balance is held for specific accounting reasons.	March18 -£276.125m March19 -£269.419m March20 -£245.019m March21 -£245.019m March22 -£245.019m

PROVISIONAL BUDGET SUMMARY STATEMENT
Subject to amendment in the light of final budget decisions

Line		2020/21	2021/22
		£'000	£'000
	Bracknell Forest's Expenditure		
1	Central	18,616	19,654
2	Delivery	13,862	13,890
3	People	78,848	84,208
4	Corporate Wide Items (to be allocated)	663	1,363
5	Sub-Total	111,989	119,115
6	Non-Departmental Expenditure		
7	Contingency provision	2,250	2,250
8	Covid-19 Contingency provision	0	3,417
9	Debt Financing Costs (Minimum and Voluntary Revenue Provisions)	2,014	2,064
10	Levying Bodies	113	115
11	Interest	1,958	2,010
12	Pension Interest Cost & Administration Expenses	6,656	6,656
13	Other Services	248	233
14	Business Rates Growth	(6,916)	(6,523)
15	Contribution from Capital Resources	(200)	(200)
16	Capital Charges	(14,659)	(14,659)
17	Contribution from Pension Reserve	(18,663)	(18,663)
18	Contribution to/(from) Earmarked Reserves	8,348	<<<<<
19	Covid-19 LA Support Grant	0	(2,654)
18	New Homes Bonus grant	(1,917)	(2,877)
19	Flood and Travel Related Grants	(14)	(14)
20	Lower Tier Services Grant	0	(189)
21	Local Council Tax Support Grant	0	(827)
22	Net Revenue Budget	91,207	<<<<<
23	Movement in General Fund Balances	(379)	<<<<<
24	Net Revenue Budget after use of balances	90,828	<<<<<
25	Less - External Support		
26	Business Rates	(16,832)	(16,832)
27	Revenue Support Grant	(1,771)	(1,781)
28	Collection Fund Adjustment – Council Tax	(509)	(144)
29	Collection Fund Adjustment – Business Rates	(8,241)	11,498
30	Bracknell Forest's Council Tax Requirement	63,475	<<<<<
31	Collection Fund		
32	Bracknell Forest's Requirement	63,475	<<<<<
33	divided by the Council Tax Base ('000)	46.816	47.624
34	Council Tax at Band D (excluding Parishes)		
35	Bracknell Forest	£1,355.85	£<<<<<

Directorate Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Schools Budget</u>
		The Departemet for Education has confirmed further adjustments to the Dedicated Schools Grant funding to the council. £25.056m has been deducted for direct payment to academy schools for their income due through the BF Funding Formula, with a further £0.030m added to the High Needs Block allocation from the latest dataset. These changes are offset to a net nil impact by corresponding adjustments to the service budgets that are directly impacted.
	-24,643	Funds Delegated to Schools
	-434	De-delegated Budgets
21		Other School Services
30		Non-maintained Special Schools (NMSS) & Colleges
25,026		Dedicated Schools Grant
25,077	-25,077	Total

There are no virements between directorates requiring approval.

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Central	Section:	
1. Activity to be assessed	Above inflationary rise in parking charge at The Look Out		
2. What is the activity?	Fee change ⁽⁰⁰⁰⁾ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
3. Is it a new or existing activity?	<input type="checkbox"/> <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Andrew Hunter		
5. Who are the members of the screening team?	Sam Wood Harjit Hunjan		
6. What is the purpose of the activity?	Charging for car parking at The Look Out		
7. Who is the activity designed to benefit/target?	The Generation of income to support service provision, and the active management of the Look Out Carpark		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N x	
9. Racial equality		N x	
10. Sex equality		N x	
11. Sexual orientation equality		N x	

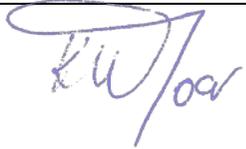
12. Gender re-assignment	N x		
13. Age equality	N x		
14. Religion and belief equality	N x		
15. Pregnancy and maternity equality	N x		
16. Marriage and civil partnership equality	N x		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	This rise in car parking charge could have an impact for those on lower incomes, although the 0-4 hour charge is likely to increase from £2:60 to £3:00 so a relatively small increase.		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Feedback from the Budget proposals consultation may provide further evidence to be considered in relation to this decision. Along with any information of the charging at other facilities locally that may be of relevance.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.

			If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.	
<p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p>				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
<p>24. Which service, business or work plan will these actions be included in?</p>		Part of the Budget setting process and review of the Council's fees and charges		
<p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p>		A reduced price season ticket is available for Borough residents. We are also encouraging members of the public to use alternative open spaces that are in their local area which they can walk and cycle to, so as to reduce unnecessary car travel and not require a payment for parking.		
<p>26. Assistant director's signature.</p>		Signature: Andrew Hunter		Date:02/12/20

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Property: Construction & Maintenance
1. Activity to be assessed	The proposed adaptations to the existing head office building at Time Square, converting into a shared community hub space which is proposed to be shared with other local partners and charities.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Richard Payne		
5. Who are the members of the screening team?	Richard Payne, Kamay Toor,		
6. What is the purpose of the activity?	A review if any protected characteristics will be affected by altering staffs main place of work at Time Square.		
7. Who is the activity designed to benefit/target?	Staff & Public working from or visiting Time Square.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	<p>N</p> <p>There will be no change in the way staff use the building with the exception of having less floor space available to them, all welfare remains unaffected. The building now also has automatic doors to the north and south of the building in addition to the main front entrance.</p> <p>As part of the process to redesign space within TS for use by community groups / Partners they will be consulted to incorporate any specific service needs ie access etc. Car parking for Partners & community will only be provided for staff that have a disability (during the normal working day).</p>	Any changes to the current layout will be carried out accordance with the Building Regs

9. Racial equality	Y	<u>N</u>	No	N/A
10. Sex equality	Y	<u>N</u>	No	N/A
11. Sexual orientation equality	Y	<u>N</u>	No	N/A
12. Gender re-assignment	Y	<u>N</u>	No	N/A
13. Age equality	Y	<u>N</u>	No	N/A
14. Religion and belief equality	Y	<u>N</u>	No	N/A
15. Pregnancy and maternity equality	Y	<u>N</u>	No	N/A
16. Marriage and civil partnership equality	Y	<u>N</u>	No	N/A
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	There are no perceived negative impacts on other groups, there are many positive elements by using the building in a collaborative manner by bringing local teams and charities together in one building.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No negative impacts are predicted with any change to the building.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	No impact is predicted.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	<p>Staff surveys are currently being completed by "Ways of Working" sub groups, any data gathered from the staff will involved a revision of this document.</p> <p>We are currently engaging with the external partners/ groups to understand their requirements to ensure these are considered as part of any redesign of TS.</p>			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	At this stage a full assessment is not required as there are no changes proposed to the building other than reducing the number of desks available to staff. After staff consultation this document will be revised and updated if so required.	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
N/A	N/A	N/A	N/A	
24. Which service, business or work plan will these actions be included in?	To enable the building to be created as a Community Hub will reduce the number of staff in the building and this is part of new corporate strategy.			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Result from the Ways of Working staff consultation are to be provided.			
26. Assistant director's signature.			Signature:	Date:02.12.20

Initial Equalities Screening Record Form

Date of Screening:	Directorate: People		Section: CTPLD
1. Activity to be assessed	Consideration of daytime provision and explore options to an increase in group support to promote independence for LD cohorts currently receiving 1:1 support		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Alix Scott		
5. Who are the members of the screening team?	Claire Curd, Samantha Box		
6. What is the purpose of the activity?	To be able offer quality group support for our learning disability community from a central base.		
7. Who is the activity designed to benefit/target?	The learning disability community and their families through provision of group day support which will help individuals achieve better outcomes and support families to maintain their carer roles.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	Positive. Analysis had shown that current demand outweighs supply. Extra provision will ensure that access to a range of community services to develop independence, sensory experiences, social and emotional skills, leisure activities and employment opportunities are available to more adults with a learning disability, within a suitable environment. The support on offer will match the 4 key areas of the SEND code of practice: Independence, Social Inclusion, Health and relationships and Work. This offer of support will only be for those who would benefit from it but are not currently able to access it. Those who would not benefit from this type of service will continue with their existing provision.

9. Racial equality	Y	N	No impact	<p>The Service will be available to all those in the CTPLD cohort regardless of race.</p> <p>This offer of support will only be for those who would benefit from it but are not currently able to access it. Those who would not benefit from this type of service will continue with their existing provision.</p>
10. Sex equality	Y	N	No impact	<p>The Service will be available to all those in the CTPLD cohort regardless of sex.</p> <p>This offer of support will only be for those who would benefit from it but are not currently able to access it. Those who would not benefit from this type of service will continue with their existing provision.</p>
11. Sexual orientation equality	Y	N	No impact	<p>The Service will be available to all those in the CTPLD cohort regardless of sexual orientation.</p> <p>This offer of support will only be for those who would benefit from it but are not currently able to access it. Those who would not benefit from this type of service will continue with their existing provision.</p>
12. Gender re-assignment	Y	N	No impact	<p>The Service will be available to all those in the CTPLD cohort regardless of whether they have undergone or are undergoing gender re-assignment.</p> <p>This offer of support will only be for those who would benefit from it but are not currently able to access it. Those who would not benefit from this type of service will continue with their existing provision.</p>
13. Age equality	Y	N	No impact	<p>The Service will be available to all those in the CTPLD cohort regardless of age.</p> <p>This offer of support will only be for those who would benefit from it but are not currently able to access it. Those who would not benefit from this type of service will continue with their existing provision.</p>
14. Religion and belief equality	Y	N	No impact	<p>The Service will be available to all those in the CTPLD cohort regardless of religious beliefs.</p>

				This offer of support will only be for those who would benefit from it but are not currently able to access it. Those who would not benefit from this type of service will continue with their existing provision.
15. Pregnancy and maternity equality	Y	N	No impact	The Service will be available to all those in the CTPLD cohort regardless of pregnancy/maternity status. This offer of support will only be for those who would benefit from it but are not currently able to access it. Those who would not benefit from this type of service will continue with their existing provision.
16. Marriage and civil partnership equality	Y	N	No impact	The Service will be available to all those in the CTPLD cohort regardless of marital or civil partnership status. This offer of support will only be for those who would benefit from it but are not currently able to access it. Those who would not benefit from this type of service will continue with their existing provision.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Please explain <ul style="list-style-type: none"> Positive impact on carers. Many individuals who live at home with family need a full day of support in order to help sustain the carers role. 			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	The service provided is tailored to the LD community and as such will have a significantly positive impact on this group (group 8) than any other group. The provision of alternative day support e.g. 1:1 provision will still be available for those for whom this is the most suitable form of day support.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	N/A	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Completion of a DPIA summary to ensure that risks have been identified and have a mitigation or have sign off for tolerance.			

22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	Inclusivity can be managed by following good practice in the service area.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Ensure clear criteria for access to the service is set in place and reasons for denying access to the service are recorded.	Ongoing	Claire Curd	Documented criteria for access to the service is put in place and followed by staff.
Availability of, and the opportunity to access the service, is communicated to all in the CTPLD cohort in the appropriate way.	Ongoing	Claire Curd	Documented engagement plan for sharing information about the service with service users (CTPLD cohort)
24. Which service, business or work plan will these actions be included in?	CTPLD		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Completion of relevant EIA.		
26. Assistant director's signature.	Signature:  Melanie O'Rourke		
	Date: 01/12/20		

Initial Equalities Screening Record Form

Date of Screening:	Directorate: People	Section: Adult Social Care	
1. Activity to be assessed	A whole system review of adult social care pathways and processes with an external partner.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Sarah Kingston		
5. Who are the members of the screening team?	Sarah Kingston & Alix Scott		
6. What is the purpose of the activity?	To implement an improved practice model to ensure positive outcomes and robust decision making, with the aim of increasing independence and containing long term costs. An external partner has been appointed to work as a transformation partner to bring skills, experience and capacity to this process and increase chances of success.		
7. Who is the activity designed to benefit/target?	Service users accessing, or potentially accessing adult social care will see improvements to the way that they interact with adult social care and feel empowered to maximise their independence.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	The review will involve a review of processes relating to physical and mental health support teams. It is anticipated that the impact will be positive	The conversations model approach is designed to improve the quality of the conversations we have with residents and help them to identify their strengths in order to help them maintain independence for as long as possible.
9. Racial equality		N	There is no anticipated impact to this characteristic.
10. Sex equality		N	There is no anticipated impact to this characteristic.
11. Sexual orientation equality		N	There is no anticipated impact to this characteristic.

12. Gender re-assignment		N		There is no anticipated impact to this characteristic.
13. Age equality	Y	N	The review will involve a review of processes relating to physical and mental health support teams, including older adults. It is anticipated that the impact will be positive	The conversations model approach is designed to improve the quality of the conversations we have with residents and help them to identify their strengths in order to help them maintain independence for as long as possible.
14. Religion and belief equality		N		There is no anticipated impact to this characteristic.
15. Pregnancy and maternity equality		N		There is no anticipated impact to this characteristic.
16. Marriage and civil partnership equality		N		There is no anticipated impact to this characteristic.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	No anticipated impact			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N		
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	More data will be required to ascertain any further details, this will happen as the project progresses.			

<p>22. On the basis of sections 7 – 17 above is a full impact assessment required?</p>		<p>N</p>	<p>The impacts for residents are expected to be positive.</p>
<p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p>			
<p>Action</p>	<p>Timescale</p>	<p>Person Responsible</p>	<p>Milestone/Success Criteria</p>
<p>24. Which service, business or work plan will these actions be included in?</p>			
<p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p>			
<p>26. Assistant director's signature.</p>	<p>Signature: </p> <p>Melanie O'Rourke</p>		<p>Date:01/12/20</p>

Initial Equalities Screening Record Form

Date of Screening:	Directorate: People	Section: Commissioning	
1. Activity to be assessed	Choice & Charging Policy Project		
2. What is the activity?	To review the Financial Assessment charging policy and add a new choice policy.		
3. Is it a new or existing activity?	<input type="checkbox"/> <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Melanie O'Rourke		
5. Who are the members of the screening team?			
6. What is the purpose of the activity?	To review the original policies in line with Care Act Legislation		
7. Who is the activity designed to benefit/target?	Residents who receive Adult Social Care Services		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y		People's eligibility for services is defined by the impact that that individual's disability or health condition has on them. People who need residential or nursing care will have more complex needs
9. Racial equality		N	People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there is no bias on the basis of race in the outcome of assessments.
10. Sex equality		N	People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there is no bias on the basis of gender in the outcome of assessments. However, as the majority of people who need support are older people, and women live longer than men,

			women are more likely to be eligible for the services that the proposed continuing charging regime would apply to.	
11. Sexual orientation equality		N	People's eligibility for services is assessed on the basis of need. In Bracknell, numbers of people with different sexual orientation are too low to test for bias on the outcome of assessment. However, equality monitoring suggests there is no bias on the basis of race, gender, or age in the outcome of assessments, and it is therefore assumed that this is true across all protected characteristics	
12. Gender re-assignment		N	We do not have enough information to comment.	
13. Age equality	Y		People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there is no bias on the basis of age in the outcome of assessments. However, the majority of people who need support are older people, and in particular, the vast majority of people who need residential or nursing care are older people. Statistics on the numbers of people supported by the Council in residential or nursing care indicate that the vast majority are defined as older people.	
14. Religion and belief equality	Y		People's eligibility for services is assessed on the basis of need. In Bracknell, numbers of people with different religions or beliefs are too low to test for bias on the outcome of assessment. However, equality monitoring suggests there is no bias on the basis of race, gender, or age in the outcome of assessments, and it is therefore assumed that this is true across all protected characteristics	
15. Pregnancy and maternity equality		N	We do not have enough information to comment.	
16. Marriage and civil partnership equality		N	We do not have enough information to comment.	

17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	The proposal would negatively impact on the income levels of people who receive Adult Social Care as they could see their Contribution increase.		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	People with the protected characteristics of age or disability are the people who are most likely to need social care support, and therefore to be impacted by any charging regime. Approximately 500 people are supported in residential or nursing care in any one year.		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	People with the protected characteristics of age or disability are the people who are most likely to need social care support, and therefore to be impacted by any charging regime. Approximately 500 people are supported in residential or nursing care in any one year.		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	The power to charge people for social care services is enshrined in statute, and can only apply to people who, because of their disability, which will often be caused by conditions associated with ageing, need adult social care support.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	The power to charge people for social care services is enshrined in statute, and can only apply to people who, because of their disability, which will often be caused by conditions associated with ageing, need adult social care support.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?	Commissioning Team Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			

26. Assistant director's signature.

Signature: 
Melanie O'Rourke

Date: 03/12/20

Initial Equalities Screening Record Form

Date of Screening:	Directorate: People	Section: Adult Social Care
1. Activity to be assessed	A review of high cost care packages to assess the needs of the individuals and identify whether their care needs can be met in a more cost effective way.	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing	
4. Officer responsible for the screening	Sarah Kingston	
5. Who are the members of the screening team?	Sarah Kingston & Lauren Rochat	
6. What is the purpose of the activity?	To identify service users whose care costs are considerably higher than other individuals with a similar level of need, review their current care provision and consider the ways in which their needs can be met in a more cost effective manner. This activity is carried out in discussion with the service user and in line with the Care Act.	
7. Who is the activity designed to benefit/target?	The project is designed to ensure equity across service users in the care that they receive.	
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
		What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	The review will involve a review of care provision for service users with physical and mental disabilities in receipt of high cost care packages relative to their level of assessed need. This could be perceived as negative in some cases where a higher level of care has been provided for and funded, against what is necessary to meet their needs in accordance with the care act, and is reduced.
9. Racial equality	N	
10. Sex equality	N	
		There is no anticipated impact to this characteristic.
		There is no anticipated impact to this characteristic.

11. Sexual orientation equality		N		There is no anticipated impact to this characteristic.
12. Gender re-assignment		N		There is no anticipated impact to this characteristic.
13. Age equality	Y	N	The review will involve a review of care provision for service users with physical and mental disabilities in receipt of high cost care packages relative to their level of assessed need. This could be perceived as negative in some cases where a higher level of care has been provided for and funded, against what is necessary to meet their needs in accordance with the care act, and is reduced.	The exercise, although could be negatively perceived in some cases, will help to ensure equity across service users and consistent application of the care act as well as achieving some cost reductions which will aid the management of cost pressures within adult social care. Each service user that is reviewed will continue to have their care needs met, albeit in a slightly different way. It is expected that some complaints may be received.
14. Religion and belief equality		N		There is no anticipated impact to this characteristic.
15. Pregnancy and maternity equality		N		There is no anticipated impact to this characteristic.
16. Marriage and civil partnership equality		N		There is no anticipated impact to this characteristic.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	No anticipated impact			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A			

<p>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</p>		<p>N</p>	
<p>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</p>	<p>Further data will be collected as the project progresses.</p>		
<p>22. On the basis of sections 7 – 17 above is a full impact assessment required?</p>		<p>N</p>	<p>The impacts for residents are expected to be positive.</p>
<p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p>			
<p>Action</p>	<p>Timescale</p>	<p>Person Responsible</p>	<p>Milestone/Success Criteria</p>
<p>24. Which service, business or work plan will these actions be included in?</p>			
<p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p>			
<p>26. Assistant director's signature.</p>	<p>Signature: </p> <p>Melanie O'Rourke</p>		<p>Date: 01/12/20</p>

Initial Equalities Screening Record Form

Date of Screening:	Directorate: People	Section: Childrens Social Care	
1. Activity to be assessed	To move the location of where the work of the Youth Offending Team takes place and close the building in Binfield Road		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Peter Hodges		
5. Who are the members of the screening team?	TBC		
6. What is the purpose of the activity?	Currently building is underutilised and not ideal of the interventions with young people. There will be no change to the delivery of the service it will just be delivered in a different location		
7. Who is the activity designed to benefit/target?	Children and Foster Carers within BFC		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.		N	Neutral New venue for intervention will be accessible for both staff and children with disabilities
9. Racial equality		N	Neutral The new venue will have no impact on racial equality for staff or children
10. Sex equality		N	Neutral Moving to an alternative location will not have any impact on sex equality
11. Sexual orientation equality		N	Neutral Locating YOT at a different venue will have no impact on sexual orientation equality

12. Gender re-assignment		N	Neutral	Gender re-assignment will not be impacted by the change of location
13. Age equality		N	Neutral	Age equality will not be impact as it is a change of venue as opposed to a change in the work of the YOT
14. Religion and belief equality		N	Neutral	There will be no impact by changing the venue for delivery
15. Pregnancy and maternity equality		N	Positive impact	There will be no impact by changing the venue for delivery
16. Marriage and civil partnership equality	Y		Positive impact	There will be no impact by changing the venue for delivery
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	It is not anticipated there will be any impact for any other group by the plan to move the venue for delivery			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	NA			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	NA			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	It has been identified that there will be no impact so it is not necessary for a full impact assessment	

<p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p>			
Action	Timescale	Person Responsible	Milestone/Success Criteria
None required			
<p>24. Which service, business or work plan will these actions be included in?</p>			
<p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p>	Please list		
<p>26. Assistant director's signature.</p>	Signature:		Date:

Initial Equalities Screening Record Form

Date of Screening: 27-11-2020	Directorate: People		Section: Early Help and Communities - Housing
1. Activity to be assessed	Proposed saving in 2021-22 budget setting: reduce contract value for young people's supported housing, offsetting income through maximising Housing Benefit income. This would require an increase in rents in some schemes.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	x <input type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Sarah Gee, Assistant Director Early Help and Communities		
5. Who are the members of the screening team?	n/a		
6. What is the purpose of the activity?	To optimise income in order to deliver a budget saving in a way that does not detrimentally impact the tenants of the schemes		
7. Who is the activity designed to benefit/target?	Optimising income in the way proposed should prevent savings being made in other areas which would reduce service levels		
Protected Characteristics	Please tick yes or no	<p>Is there an impact?</p> <p>Broadly we expect the impact to be neutral for the vast majority of tenants but this will need to be appraised. Most tenants in the schemes will be on Housing Benefit already and any increase in rent will be met through benefit.</p> <p>The contract value reduction is predicated on an increase in income and service levels would remain the same.</p>	<p>What evidence do you have to support this?</p> <p>Initial scoping; and experience of carrying out a similar review and exercise in other schemes out of area (the provider has worked with other LAs)</p> <p>Analysis showed 1 in 4 young people in the accommodation were in work with the vast majority still being entitled to some form of Housing Benefit.</p> <p>Housing Benefit is a means test comparing income to a calculated figure. If someone has more income than Govt states they need, they pay 65% of this difference towards their rent. An increase in rent would not impact that and would only lead to higher Housing Benefit and not an increased contribution.</p>
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	

9. Racial equality	Y	N		
10. Sex equality	Y	N		
11. Sexual orientation equality	Y	N		
12. Gender re-assignment	Y	N		
13. Age equality	Y	N		
14. Religion and belief equality	Y	N		
15. Pregnancy and maternity equality	Y	N		
16. Marriage and civil partnership equality	Y	N		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Please explain			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Please explain			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Please explain			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	<p>Y</p>	<p>N</p>	<p>Please explain for each equality group</p>
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	<p>This project is at an early stage and the numbers of young people in work/income levels/benefit claims need to be understood and then impacts assessed.</p>		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	<p>Y</p>	<p>N</p>	<p>Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged. If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.</p>
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
<p style="text-align: center;">Action</p>	<p style="text-align: center;">Timescale</p>	<p style="text-align: center;">Person Responsible</p>	<p style="text-align: center;">Milestone/Success Criteria</p>
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	<p>Please list</p>		
26. Assistant director's signature.	<p style="text-align: center;">  Signature: Date: 27-11-2020 </p>		

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