

**EXECUTIVE  
16 MARCH 2021  
5.01 - 5.43 PM**



**Present:**

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

**135. Declarations of Interest**

Councillor Dr Barnard expressed a disclosable pecuniary interest in agenda item 6 and would leave the meeting for the duration of the item.

Councillor Harrison expressed an affected interest in agenda item 6 but would remain in the meeting and be able to participate and vote on the item.

Councillor Brunel-Walker and Councillor Heydon expressed an affected interest in agenda item 10 as Board Members of the Bracknell Forest Cambium Partnership and would leave the meeting for the duration of the item.

**136. Minutes**

**RESOLVED** that the minutes of the meeting of the Executive on 9 February 2021 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

**137. Urgent Items of Business**

There were no Urgent Items of Business

**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:

**138. Apprenticeship Review**

**RESOLVED** That

- i. the Executive works with Apprenticeship pathway providers to ensure our young people aged between 16-21 have the best opportunities and outcomes.
- ii. the Executive adopts an Apprenticeship policy which sets out expectations around pay, terms and conditions and that the Education, Skills and Growth Panel is consulted on the draft policy and for this to be completed by December 2021 to coronavirus capacity limitations.
- iii. the Executive promotes Apprenticeships externally and internally by producing a promotional video which highlights the benefit of becoming an apprentice, growing businesses, and supporting the economy by March 2022 to coronavirus capacity limitations.

- iv. the Executive reviews the current Apprenticeship webpages and updates the content to include more information, links to job vacancy websites and information about what to expect from an apprenticeship by December 2021 to coronavirus capacity limitations.
- v. the Executive investigates whether it would be possible to facilitate a mentoring scheme between large businesses and small/medium businesses to encourage more apprenticeship opportunities by March 2022 to coronavirus capacity limitations.
- vi. the Executive develops ongoing partnerships across Berkshire to provide a united gateway of support and guidance to businesses enabling them to take better advantage of the apprenticeship levy.

139. **Bracknell Forest Local Plan – publication and subsequent submission to the Secretary of State for the purposes of independent examination (Regulations 19 and 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012**

**RESOLVED** that

- i. the Pre-Submission Bracknell Forest Local Plan and Policies Map at Appendix A (along with the supporting documents) are approved for publication for a statutory period of consultation commencing on Tuesday 23rd March and closing on Tuesday 11th May 2021.
- ii. Under the provisions of Section 22 of the Planning and Compulsory Purchase Act 2004 (as amended), recommends to Council that the Pre-Submission Bracknell Forest Local Plan, the Policies Map and all supporting documents be formally submitted to the Secretary of State for independent examination.
- iii. Under the provisions of Section 23 of the Planning and Compulsory Purchase Act 2004 (as amended), the Executive **RECOMMENDED** to Council that the appointed Inspector be requested to recommend main modifications to the submitted Plan, in the event that the Inspector considers that such modifications are necessary to make the Plan sound.
- iv. any minor changes to the Pre-Submission Bracknell Forest Local Plan and supporting documents (including the final versions of the Air Quality Report, Sustainability Appraisal, Habitats Regulations Assessment and Viability Assessment), following Council, are agreed by the Director of Place Planning and Regeneration in consultation with the Executive Member for Planning and Transport.

140. **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 8,9 10 and 11 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).

141. **Procurement Plan for South Central Independent Fostering Agency Framework 2022**

**RESOLVED** that

- i. the recommendations contained in the Strategic Procurement Plan be agreed:
  - a. That Bracknell Forest Council enter into a partnership agreement (the Partnership) with 15 LA's where Southampton City Council will be the lead procuring authority for the procurement of a new framework for IFA provision (4 year term commencing on April 2022).
  - b. It is anticipated that the total expenditure by the Council through the South Central framework will be between £800,000 and £1,000,000 per annum, giving a maximum total for the four years of £4,000,000. Approval of this Strategic Procurement Plan therefore authorises all future call offs from this Framework that does not exceed £4,000,000 over the term of the framework.

142. **Strategic Procurement Plans for MS Teams Telephony and the Core Network**

**RESOLVED** that the Council access the approved frameworks, detailed in the Strategic Procurement Plans for MS Teams Telephony and the Core Network, to undertake a mini competition to select appropriate solutions and expert support for the implementations

143. **Initial site development Plan - Market Street**

**RECOMMENDED** to Council approval of the proposed Site Development Plan for Market Street, including land drawdown where conditions have been met as set out in confidential Annex B and to make available the Council's equal share of funding needed to undertake this development up to a peak requirement of £15.4m;

**RESOLVED** that the Borough Solicitor be authorised to appropriate the land at Market Street edged red on the plan attached as Annex 1 for planning purposes under Section 122(1) of the Local Government Act 1972, when a planning consent is in place.

144. **Support package for Everyone Active**

**RESOLVED** that

- i. Everyone Active be granted a management fee break for the period from April to June 2021 (inclusive) (inclusive of Government Income Support funding which has been confirmed for the same period);
- ii. the Council will underwrite the estimated losses and costs for Everyone Active for the period April 2021 to June 2021 (inclusive) with the actual sum to be calculated on an "open book" basis;
- iii. the situation in relation to leisure is reviewed by the Executive every three months starting in May 2021 for the remainder of the financial year. Should further financial support for future quarters be required this will be presented at these reviews.

**CHAIRMAN**

## Bracknell Forest Council Record of Decision

|                                 |                |
|---------------------------------|----------------|
| <b>Work Programme Reference</b> | <b>I097102</b> |
|---------------------------------|----------------|

1. **TITLE:** Apprenticeship Review

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To present the recommendations of the Education, Skills and Growth panel which looked to identify how to; increase in the number of young people taking up apprenticeships in the borough, increase in the range of apprenticeships in the borough, reduce the barriers locally which prevent young people taking up apprenticeships with focus on the impact of Corona virus. and Identify and assess barriers to local businesses employing apprentices and reduce those barriers.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the Executive works with Apprenticeship pathway providers to ensure our young people aged between 16-21 have the best opportunities and outcomes.
- ii. the Executive adopts an Apprenticeship policy which sets out expectations around pay, terms and conditions and that the Education, Skills and Growth Panel is consulted on the draft policy and for this to be completed by December 2021 to coronavirus capacity limitations.
- iii. the Executive promotes Apprenticeships externally and internally by producing a promotional video which highlights the benefit of becoming an apprentice, growing businesses, and supporting the economy by March 2022 to coronavirus capacity limitations.
- iv. the Executive reviews the current Apprenticeship webpages and updates the content to include more information, links to job vacancy websites and information about what to expect from an apprenticeship by December 2021 to coronavirus capacity limitations.
- v. the Executive investigates whether it would be possible to facilitate a mentoring scheme between large businesses and small/medium businesses to encourage more apprenticeship opportunities by March 2022 to coronavirus capacity limitations.
- vi. the Executive develops ongoing partnerships across Berkshire to provide a united gateway of support and guidance to businesses enabling them to take better advantage of the apprenticeship levy.

**7. REASON FOR DECISION**

The Education, Skills and Growth Overview & Scrutiny Panel was commissioned to undertake a review into Apprenticeships as part of the Overview and Scrutiny work programme. This review activity was undertaken from November 2020 until January 2021 and witnesses were consulted during this time. A survey was also sent to local business, apprentices, and schools to gain wider feedback. The methodology undertaken, findings and recommendations are set out in the attached report as endorsed by the Commission on 17 February 2021.

**8. ALTERNATIVE OPTIONS CONSIDERED**

The Education, Skills and Growth Overview & Scrutiny Panel's assessed several options as part of the review.

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

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

| <b>Date Decision Made</b> | <b>Final Day of Call-in Period</b> |
|---------------------------|------------------------------------|
| 16 March 2021             | 24 March 2021                      |

**Bracknell Forest Council  
Record of Decision**

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| <b>Work Programme Reference</b> | <b>I093236</b> |
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1. **TITLE:** Bracknell Forest Local Plan – publication and subsequent submission to the Secretary of State for the purposes of independent examination (Regulations 19 and 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012

2. **SERVICE AREA:** Place, Planning & Regeneration

3. **PURPOSE OF DECISION**

To seek the Executive's approval to publish the Pre Submission Bracknell Forest Local Plan (including Policies Map and supporting documents) for publication for a statutory period of six weeks, and, its recommendation to Council that the Pre Submission Bracknell Forest Local Plan, Policies Map and all supporting documents be formally submitted to the Secretary of State for independent examination by an appointed Inspector who be requested to recommend any main modifications to the submitted Plan, in the event that they are considered necessary to make the Plan sound.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

**RESOLVED** that

- i. the Pre-Submission Bracknell Forest Local Plan and Policies Map at Appendix A (along with the supporting documents) are approved for publication for a statutory period of consultation commencing on Tuesday 23rd March and closing on Tuesday 11th May 2021.
- ii. Under the provisions of Section 22 of the Planning and Compulsory Purchase Act 2004 (as amended), recommends to Council that the Pre-Submission Bracknell Forest Local Plan, the Policies Map and all supporting documents be formally submitted to the Secretary of State for independent examination.
- iii. Under the provisions of Section 23 of the Planning and Compulsory Purchase Act 2004 (as amended), the Executive **RECOMMENDS** to Council that the appointed Inspector be requested to recommend main modifications to the submitted Plan, in the event that the Inspector considers that such modifications are necessary to make the Plan sound.
- iv. any minor changes to the Pre-Submission Bracknell Forest Local Plan and supporting documents (including the final versions of the Air Quality Report, Sustainability Appraisal, Habitats Regulations Assessment and Viability Assessment), following Council, are agreed by the Director of Place Planning and Regeneration in consultation with the Executive Member for Planning and Transport.

7. **REASON FOR DECISION**

It is important that the Council has an up to date and robust planning framework to guide development which reflects current national policy

**8. ALTERNATIVE OPTIONS CONSIDERED**

The options of delaying or abandoning the BFLP in order to await greater certainty over the Government’s intentions to reform the planning system, as set out in the White Paper ‘Planning for the Future’ have been considered and rejected for the following reasons:

- Uncertainty over the timescales involved in implementing any changes to the planning system suggested in the White Paper as they require primary legislation to be passed.
- Transitional arrangements are likely to be put in place that would cover the BFLP.
- The strong encouragement set out in the latest letter from the Chief Planner dated 18<sup>th</sup> December 2020, to continue to prepare and adopt local plans. The letter also refers to the need for a period of policy development after the receipt of the responses to the White Paper. This will in turn be followed by the preparation and progress of any legislation required to implement the planning reforms. This will take some time and it’s therefore important that local areas have a plan in place.

9. **DOCUMENT CONSIDERED:** Report of the Director: Place, Planning & Regeneration

10. **DECLARED CONFLICTS OF INTEREST:** Councillor Dr Barnard expressed a disclosable pecuniary interest and would leave the meeting for the duration of the item.

Councillor Harrison expressed an affected interest in agenda item 6 but would remain in the meeting and be able to participate and vote on the item.

| <b>Date Decision Made</b> | <b>Final Day of Call-in Period</b> |
|---------------------------|------------------------------------|
| 16 March 2021             | 24 March 2021                      |

**Bracknell Forest Council  
Record of Decision**

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| <b>Work Programme Reference</b> | <b>1098480</b> |
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1. **TITLE:** Procurement Plan for South Central Independent Fostering Agency Framework 2022

2. **SERVICE AREA:** People

3. **PURPOSE OF DECISION**

To seek approval of the Procurement Plan for the next South Central Independent Fostering Agency Framework. Bracknell Forest Council has been a partner in the South Central IFA Framework since April 2017, the current Framework ends on 31st March 2022.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

i. the recommendations contained in the Strategic Procurement Plan be agreed:

a. That Bracknell Forest Council enter into a partnership agreement (the Partnership) with 15 LA's where Southampton City Council will be the lead procuring authority for the procurement of a new framework for IFA provision (4 year term commencing on April 2022).

b. It is anticipated that the total expenditure by the Council through the South Central framework will be between £800,000 and £1,000,000 per annum, giving a maximum total for the four years of £4,000,000. Approval of this Strategic Procurement Plan therefore authorises all future call offs from this Framework that does not exceed £4,000,000 over the term of the framework.

7. **REASON FOR DECISION**

The Strategic Procurement Plan provides detailed reasons for the above recommendations. To summarise, the reasons for the recommendations are:

1. Continuity - the majority of the Council IFA placements are on the current Framework – BFC is very reliant on this Framework for IFA placements due to the challenging IFA Market.
2. Market management and engagement and choice – As a small unitary being part of a partnership with other Local Authorities, increases the Council's influence in a challenging IFA Market.
3. Financial value and collective market management opportunities for local authorities - the IFA Framework prices are fixed for 4 years, providing some stability in a market where costs are increasing annually.
4. Procurement and Contract Management functions (provided by Bournemouth, Christchurch & Poole) help reduce the workload and risk for the Council
5. Quality and Outcomes – The IFA Framework placements meet the needs of our

children and young people. They offer high quality support and good outcomes for our children and young people.

**8. ALTERNATIVE OPTIONS CONSIDERED**

The Alternative Options are outlined in more detail in the Strategic Procurement Plan:

1. Do Nothing – spot purchase all IFA Placements. The Council previously spot purchased all its IFA placements and it is widely recognised that this approach isn't usually effective or offers value for money.
2. To join a different IFA Framework - Strategic Commissioning identified other IFA Frameworks, however, none of the other Frameworks offer a better geographic fit than the South Central Framework or such strong contract management support.
3. To only use the Council's in-house foster placements - The Council would prefer to use their in-house foster carers, however there are not enough in-house foster carers to meet demand.

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

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

| <b>Date Decision Made</b> | <b>Final Day of Call-in Period</b> |
|---------------------------|------------------------------------|
| 16 March 2021             | 24 March 2021                      |

**Bracknell Forest Council  
Record of Decision**

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| <b>Work Programme Reference</b> | <b>I097567</b> |
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1. **TITLE:** Strategic Procurement Plans for MS Teams Telephony and the Core Network

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To seek approval to the procurement plans for MS Teams Telephony and a modern and flexible core network.

*(NB: These items were originally submitted as two separate issues I097566 & I097567.)*

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

**RESOLVED** that the Council access the approved frameworks, detailed in the Strategic Procurement Plans for MS Teams Telephony and the Core Network, to undertake a mini competition to select appropriate solutions and expert support for the implementations

7. **REASON FOR DECISION**

The Executive has adopted a Digital and ICT Strategy for the period 2021-2024, which includes ensuring 'Robust and Reliable IT' and the implementation of a 'Fully featured, Cloud-based Telephone System.' These procurements enable the delivery of these strategic themes.

Utilising an existing framework allows the procurements to meet the timeframes required.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Retaining the current network infrastructure would mean carrying the risk of failing out of date components, resulting in loss of productivity and increased security risks.

Retaining the current telephony infrastructure incurs the risk of failure, as the platform becomes end of life later this year. The existing platform also prevents the move to Teams telephony, which is included in the E5 licensing agreed with Microsoft.

The alternative to the use of a framework, i.e. broader advertising, is likely to generate numerous responses which would require significant officer time to review and may not meet the timeframes.

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

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

| <b>Date Decision Made</b> | <b>Final Day of Call-in Period</b> |
|---------------------------|------------------------------------|
| 16 March 2021             | 24 March 2021                      |

**Bracknell Forest Council  
Record of Decision**

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| <b>Work Programme Reference</b> | <b>I097667</b> |
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1. **TITLE:** Initial site development Plan - Market Street

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To agree recommendation of Market Street initial site development plan

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

**RECOMMENDED** to Council approval of the proposed Site Development Plan for Market Street, including land drawdown where conditions have been met as set out in confidential Annex B and to make available the Council's equal share of funding needed to undertake this development up to a peak requirement of £15.4m;

**RESOLVED** that the Borough Solicitor be authorised to appropriate the land at Market Street edged red on the plan attached as Annex 1 for planning purposes under Section 122(1) of the Local Government Act 1972, when a planning consent is in place.

7. **REASON FOR DECISION**

The Market Street Site Development Plan is an outline proposal for development of the Council-owned Market Street Site (land adjacent to The Point leisure facility). This will be refined during the coming months and will be subject to several conditions being fulfilled as laid out in the Site Development Plan, including securing planning permission and fulfilling best consideration requirements for the land value.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Executive could decide not to endorse the recommendations made in this report. This would mean that the Council may need to consider an alternative approach to development of the Market Street Site. The Business Case that informed the Executive's decision to progress a Joint Venture partnership in February 2019 indicated that alternative approaches would be less likely to deliver the Council's agreed objectives.

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

10. **DECLARED CONFLICTS OF INTEREST:** Councillor Brunel-Walker and Councillor Heydon expressed an affected interest as Board Members of the Bracknell Forest Cambium Partnership and left the

meeting for the duration of the item.

| <b>Date Decision Made</b> | <b>Final Day of Call-in Period</b> |
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| 16 March 2021             | 24 March 2021                      |

**Bracknell Forest Council  
Record of Decision**

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| <b>Work Programme Reference</b> | <b>I097945</b> |
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1. **TITLE:** Support package for Everyone Active

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To seek approval of a support package for Everyone Active

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. Everyone Active be granted a management fee break for the period from April to June 2021 (inclusive) (inclusive of Government Income Support funding which has been confirmed for the same period);
- ii. the Council will underwrite the estimated losses and costs for Everyone Active for the period April 2021 to June 2021 (inclusive) with the actual sum to be calculated on an "open book" basis;
- iii. the situation in relation to leisure is reviewed by the Executive every three months starting in May 2021 for the remainder of the financial year. Should further financial support for future quarters be required this will be presented at these reviews.

7. **REASON FOR DECISION**

The support proposed by Bracknell Forest Council to Everyone Active (EA) to enable its recovery from the impact of the Covid-19 pandemic was detailed within the report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None Considered.

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

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

| <b>Date Decision Made</b> | <b>Final Day of Call-in Period</b> |
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