

Notice of Meeting

Executive – Advisory Meeting

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

Tuesday 1 June 2021, 5.00 - 7.00 pm

Online – Via MST



Agenda

Recommendations arising from this meeting will be considered in accordance with the delegations approved by Council on 28 April 2021.

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	5 - 18
	To consider and approve the minutes of the meeting of the Executive held on 27 April 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.	Support to enable the Recovery of Leisure Activities	19 - 24
	To seek approval of a support package for Everyone Active	

EMERGENCY EVACUATION INSTRUCTIONS

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	Reporting: Damian James	
6.	Adoption of the International Holocaust Remembrance Alliance definition of Antisemitism	25 - 28
	To consider the International Holocaust Remembrance Alliance definition of antisemitism for onward recommendation to Council that it is formally adopted. Reporting: Abby Thomas	
7.	Making (adoption) of the Crowthorne Neighbourhood Development Plan 2018-2036	29 - 48
	To agree that the Crowthorne Neighbourhood Plan is 'made' if the majority of those who vote at the referendum on the Neighbourhood Plan are in favour of Bracknell Forest Council using the Neighbourhood Plan to help decide planning applications in the Crowthorne neighbourhood area. Reporting: Andrew Hunter	
8.	Time Square Creating a new Collaboration/Community Hub	49 - 64
	To agree the scope of the Phase 1 works and funding that have been developed to redesign Time Square (council offices) to create an integrated Community/Collaboration Hub, creating a space which is shared with partners and by community groups, increasing co-location and partnership working. Reporting: Andrew Hunter	

Exclusion of the Press and Public

Agenda items 9 and 10 are supported by annexes containing exempt information as defined in Schedule 12A of the Local Government Act 1972. If the Committee wishes to discuss the content of these annexes in detail, it may choose to move the following resolution:

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 9 & 106 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 holding that information).*

9.	South Hill Park Trust Ltd Pension Liabilities	65 - 80
	To consider a request by Trustees for the Council to act as guarantor for its LGPS pension scheme Reporting: Stuart McKellar	
10.	The redevelopment of Depot Site	81 - 98

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	To seek approval of the strategic procurement plan for the appointment of a main contractor, to develop the design for the redevelopment of the Commercial Centre, in order to provide new depot facilities. Reporting: Kevin Gibbs	
11.	Exclusion of Public and Press	
	To consider the following motion: That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, 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 holding that information). <i>NB: No representations were received in response to the 28 day notice of a private meeting.</i> Reporting:	
12.	Spend S106 Commuted Sum Monies (Tenterden Lodge Modular Unit)	99 - 102
	To seek approval to spend up to £180,000 S106 affordable housing commuted funds to ensure the Council have suitable temporary emergency affordable housing for residents Reporting: Sarah Gee	
13.	Extension of the Children's Residential Care Consortia Framework 2021-2024	103 - 124
	Executive oversight and endorsement of Bracknell Forest Council's continued membership of the Children's Residential Care Consortia Framework for a further 3 years in line with the contract conditions. Reporting: Thom Wilson	

Sound recording, photographing, filming and use of social media is permitted. Please contact Hannah Stevenson, 01344 352308, hannah.stevenson@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 21 May 2021

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**EXECUTIVE
27 APRIL 2021
5.02 - 6.10 PM**

Present:

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

Also Present:

Councillor Porter

145. Declarations of Interest

There were no declarations of interest.

146. Minutes

RESOLVED that the minutes of the meeting of the Executive on 16 March 2021 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

147. 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:

148. Overview and Scrutiny Review of Registered Social Landlords

RESOLVED that

- i. The Executive commissions member development training that supports strong community leadership for residents in social housing, including the governance of registered providers and the role of environmental health in investigating hazards and enforcing statutory checks. Training to be delivered by December 2021.
- ii. The Executive establishes a quarterly all-member briefing for councillors delivered jointly by Housing officers and the Public Protection Partnership to discuss housing activities across tenure, initiatives and any matters arising by October 2021.
- iii. The council provides information on its website about what tenants should expect from their landlords, including statutory health and safety requirements by July 2021.
- iv. The Assistant Director: Customer Experience, Digital and ICT establishes relationships with digital departments in the registered providers to identify

opportunities to align digital transformation programmes where practical, and to share learning and good practice by December 2021.

- v. The Executive Member for Adult Services, Health and Housing writes to the Minister for Housing, Communities and Local Government to express Bracknell Forest's support for the strong, proactive consumer regulatory regime set out in the Social Housing White Paper by May 2021.

149. **Social Isolation and Loneliness Overview & Scrutiny Review Report**

RESOLVED that the report is noted.

150. **Service Plan Refresh**

RESOLVED that the new services plans be approved and published on the website. The PDF versions are attached as annexes A-C of the Chief Executive's report.

151. **Capital Programme 2021/22 - Highways and Transport**

RESOLVED that the overall Highways and Transport Capital Programme for 2021/22 is approved.

152. **Council Plan Overview Report**

RESOLVED that the performance of the council over the period from October – December 2020 highlighted in the Overview Report is noted.

153. **Arrangements for the Climate Change Advisory Panel**

RESOLVED that the size, allocation of seats, membership and arrangements for the Climate Change Advisory Panel be agreed as set out at section 5 of the Executive Director: Delivery – Democratic & Registration Services report.

CHAIRMAN

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1097917
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1. **TITLE:** Overview and Scrutiny Review of Registered Social Landlords

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To consider the recommendations of the review into the assurance processes for residents of registered social landlords and into the opportunities for registered social landlords to foster community and individual wellbeing amongst residents.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. The Executive commissions member development training that supports strong community leadership for residents in social housing, including the governance of registered providers and the role of environmental health in investigating hazards and enforcing statutory checks. Training to be delivered by December 2021.
- ii. The Executive establishes a quarterly all-member briefing for councillors delivered jointly by Housing officers and the Public Protection Partnership to discuss housing activities across tenure, initiatives and any matters arising by October 2021.
- iii. The council provides information on its website about what tenants should expect from their landlords, including statutory health and safety requirements by July 2021.
- iv. The Assistant Director: Customer Experience, Digital and ICT establishes relationships with digital departments in the registered providers to identify opportunities to align digital transformation programmes where practical, and to share learning and good practice by December 2021.
- v. The Executive Member for Adult Services, Health and Housing writes to the Minister for Housing, Communities and Local Government to express Bracknell Forest's support for the strong, proactive consumer regulatory regime set out in the Social Housing White Paper by May 2021.

7. **REASON FOR DECISION**

The Environment and Communities Overview and Scrutiny Panel concluded their findings based on the evidence considered and review that was undertaken. The review report is attached as Appendix A.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Environment and Communities Overview and Scrutiny Panel assessed several options as part of the review.

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

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

Date Decision Made	Final Day of Call-in Period
27 April 2021	4 May 2021

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I098977
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1. **TITLE:** Social Isolation and Loneliness Overview & Scrutiny Review Report

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To present to the Executive the findings of the Wellbeing and Finance Panel's review into Social Isolation and Loneliness and ask them to consider their recommendations.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that the report is noted.

7. **REASON FOR DECISION**

The Wellbeing and Finance Overview and Scrutiny Panel concluded their findings based on the evidence considered and review that was undertaken. The review report is attached as Appendix A.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Wellbeing and Finance Overview and Scrutiny Panel assessed several options as part of the review.

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

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

Date Decision Made	Final Day of Call-in Period
27 April 2021	4 May 2021

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I098868
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1. **TITLE:** Service Plan Refresh
2. **SERVICE AREA:** Chief Executive's Office
3. **PURPOSE OF DECISION**

To update the Executive on the new service plans for 2021-22.

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

6. **DECISION:**

That the new services plans be approved and published on the website. The PDF versions are attached as annexes A-C of the Chief Executive's report.

7. **REASON FOR DECISION**

Departmental Service Plans describe how directorates are working towards the delivery of the Council Plan and form a key part of the Council's overall local performance framework. It demonstrates the work of services in delivering the objectives set out in the Council Plan and provides the basis for the quarterly service reports

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
27 April 2021	4 May 2021

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1097744
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1. **TITLE:** Capital Programme 2021/22 - Highways and Transport

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

3. **PURPOSE OF DECISION**

To approve the Highways and Transport Capital Programme for 2021/22 and its implementation

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that the overall Highways and Transport Capital Programme for 2021/22 is approved.

7. **REASON FOR DECISION**

The proposals in this report identify the current highway and transport priorities across the network. The schemes seek to facilitate transport in line with the Council's Local Transport Plan 3 (LTP3) and ensure that the Council maintains the highway in as good a condition as resources allow, having due regard to the Council's intervention policy based on network condition.

8. **ALTERNATIVE OPTIONS CONSIDERED**

1. Failure to approve the Highways and Transport Capital Programme would prevent the delivery of the Council's obligations as a Highway Authority and be contrary to the position set out in the Council's adopted Transport Policy (LTP3).
2. Given the reduction in highway maintenance funding levels in previous years, it would not be appropriate to allocate resources to anything other than the priorities identified through methodical and objective needs assessments.

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

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

Date Decision Made	Final Day of Call-in Period
27 April 2021	4 May 2021

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I098154
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1. **TITLE:** Council Plan Overview Report
2. **SERVICE AREA:** Chief Executive's Office
3. **PURPOSE OF DECISION**

To inform the Executive of the performance of the council for Q3 2020/21

4. **IS KEY DECISION** No
5. **DECISION MADE BY:** Executive
6. **DECISION:**

RESOLVED that the performance of the council over the period from October – December 2020 highlighted in the Overview Report is noted.

7. **REASON FOR DECISION**

To brief the Executive on the council's performance, highlighting key areas, so that appropriate action can be taken if needed.

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
27 April 2021	4 May 2021

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I098864
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1. **TITLE:** Arrangements for the Climate Change Advisory Panel

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

At the 26 Jan meeting it was agreed that an all Member cross party advisory group to the Executive would be formed. This report seeks agreement to the size, membership and arrangements for the Panel.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that the size, allocation of seats, membership and arrangements for the Climate Change Advisory Panel be agreed as set out at section 5 of the Executive Director: Delivery – Democratic & Registration Services report.

7. **REASON FOR DECISION**

On 26 January the Executive agreed to form a Climate Change Advisory Panel (CCAP) as part of consideration of the Climate Change Strategy and action plan. The next step is for the Executive to agree the arrangements within which this panel will operate.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The decision to establish an advisory panel has already been made by the Executive.

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

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

Date Decision Made	Final Day of Call-in Period
27 April 2021	4 May 2021

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To: **EXECUTIVE**
1 JUNE 2021

Support to Enable the Recovery of Leisure Activities Executive Director of Delivery

1 Purpose of Report

- 1.1 To outline the support proposed by Bracknell Forest Council to Everyone Active (EA) to enable its recovery from the impact of the Covid-19 pandemic and to ask for Executive approval for that support.

2 Recommendations

That the Executive:

- 2.1 **Agree to consider further financial support for Everyone Active if required for the period Q2 21/22 dependant on usage and based on actuals through the quarter. A decision in relation to this would be taken at the end of the quarter.**
- 2.2 **That this principle for support is applied to the rest of the financial year 21/22**

3 Reasons for Recommendations

- 3.1 The Executive has previously agreed three financial support packages for EA in April and July 2020 and March 2021. As stated in the Q1 Executive paper any further requests for financial support would be brought to the Executive for a further decision.
- 3.2 EA operate Bracknell Leisure Centre, Coral Reef and Downshire Golf Course on behalf of Bracknell Forest Council. EA's income is solely dependent on customer membership fees, cash sales and ancillary sales activities, such as catering. This income underpins a "management fee" arrangement with the Council, through which Bracknell Forest receives an annual income of £1.3m per year from EA, a significant sum which helps fund council services. The remaining income from customers covers EA's staffing costs, premises costs and operating profit.
- 3.3 At the time of writing this report Downshire Golf Complex, Bracknell Leisure Centre and Coral Reef are open and trading. DGC reopened on the 29th March, BLC on the 12th April and Coral Reef on the 19th May in line with Government legislation. As such, by the time quarter 2 21/22 starts on the 1st July all sites should be open.

4 Alternative Options Considered

- 4.1 The Executive could determine not to support EA's cashflow position if it is required. The consequence of this would be that EA would need to take a commercial view on whether to re-open the facilities or not. If they remain closed due to trading uncertainties, the costs for hibernating buildings will continue and increase over time, with the council having to meet these costs, with no likely prospect of recovering them. This option may result in contractual issues against the Council.

- 4.2 Should the Council and EA not be able to reach a position where EA feels able to re-open the facilities, the contract would need to be terminated and an alternative operator sought. In the short-term, the only financially viable option would be for the Council to set up a Teckal exempt company specifically to run and manage the Leisure sites until a further procurement exercise could take place. This would inevitably result in delays in re-opening as it would take time to establish such a company and undertake the necessary consultation with staff prior to a TUPE transfer, a process that cannot happen while staff are furloughed. There would be significant initial costs associated with such a process and previous experience showed that the Council is unable to run leisure facilities as profitably as a specialist operator such as EA. The loss of customers arising from a delay in re-opening would further exacerbate this position.
- 4.3 Alternatively the Council could stop providing leisure services in the Borough, recognising these are not statutory services, although they are popular local facilities with over 1 million visitors in 2019/20.

5 Supporting Information

- 5.1 The decision in relation to the management fee / costs & losses will be taken at the end of Q2 based on the performance of the centres during the quarter. This will be based on the successful open book approach as per 20/21 and Q1 21/22. The total received by the Council in 'usual' times would be £330k per quarter.
- 5.2 The Governments Income Support scheme is currently due to close at the end of Q1 so will not cover any Q2 (or Q3 & Q4) management fee losses unless it is extended.
- 5.3 The Council applied for funding in January 2021 from the governments National Leisure recovery Fund (NLRF) and was successful in securing £235k. 30% of this total (£70.5k) was available to be used in 20/21 with the remainder (£164.5k) for 21/22 to enable leisure sites to reopen following the gradual lifting of restrictions. Whilst this funding has to be paid through the Council to EA it will reduce the overall financial burden on the Council.

Risks

- 5.4 Clearly there are a number of risks to the Council in relation to this decision. A more detailed risk matrix and current mitigation actions is shown in appendix 1 but the major risks are –
- Failure of EA as a company and loss of potential repayment of agreed financial support from the Council – current credit check has returned a green score of 86/100.
 - Contractual dispute if agreement not reached with EA
 - Insourcing risks would include TUPE, cost, time, management capacity, legal issues, PR,

Other Councils

- 5.5 The picture across the UK is very similar to the recommendations in this report. All Councils that have outsourced contracts are in the process of negotiating with their leisure providers and many are nearing agreements. The majority are leaning towards shorter agreements with a view to reviewing regularly as the situation develops throughout 21/22. One Council has recently announced it is in-sourcing its

Leisure services although this was previously run by a charity who has clearly found it very difficult to continue operations during the pandemic. It is understood that the vast majority of Councils who have a contract with EA are having positive negotiations and agreements are expected to be reached.

Outbreak control plans

- 5.6 There is a risk to reopening leisure facilities in that they could be identified as a source of a future localised outbreak of Covid-19. As such Leisure is highlighted in the BFC Outbreak Management Plan as a specific risk location and an 'action card' will be detailed in the plan in the event of an outbreak. Should an outbreak be traced back to any Leisure site then it could be forced to close which will have an impact on the figures presented in this report.

6 Consultation and Other Considerations

Legal Advice

- 6.1 The forced closure of leisure centres nationally and limits on numbers once re-opened are considered to be "qualifying changes in law" under the contract between the Council and Everyone Active. Although the exact amount of financial support that the Council is required to grant to Everyone Active is difficult to quantify, the contract clearly states that the Council is contractually required to work with Everyone Active to mitigate the effects of the "qualifying change in law".

On 23 April 2020, by way of a written agreement, the Council agreed to defer the management fee payable by Everyone Active for the months of April – June 2020 until such time as is agreed by both parties, acting reasonably.

On 20 July 2020, through another written agreement, the Council agreed that from the period of 1 July 2020 – 31 March 2021, the Council would provide specified financial support through underwriting losses up to a certain amount and waiving the management fee due. An amendment was made to the surplus share schedule, so that the surplus Everyone Active owes to the Council is increased during any periods where surplus is made until the Council has been repaid for losses which were underwritten (not including the waiver of the management fee). The same approach was applied for the interim agreement in respect of the period from 1 April – 30 June 2021.

The recommendations in this report align with the Council's legal position as it is recognised that a commercially acceptable solution for both parties is required. It is important that going forwards, the next interim agreement also includes an adjustment to the surplus share schedule.

Financial Advice

- 6.2 The Council's income budget for the year is £1,272,860 which excludes the impact of the previous agreement to waive the management fee of £334,000 for Q1. The Government support being provided to the end of June will provide income of £237,800 which will help mitigate any loss we incur. Government officials have advised that no further Government support will be available during the year.

Other Consultation Responses

- 6.3 N/A

Equalities Impact Assessment

6.4 N/A

Strategic Risk Management Issues

6.5 Like all local authorities who are involved in Leisure services, Bracknell Forest faces a range of financial, operational and reputational risks associated with the significant impact the Covid-19 pandemic has had on the leisure sector. The proposals in this paper are aimed at securing continuity of service provision with the current operator, which is believed to be in the best long-term interest of residents who use and may wish in the future to use municipal leisure facilities to improve their fitness, health and well-being. There are risks in supporting the operator as proposed, as it is possible that the financial support will not be recouped or, indeed, that EA may still be unable to return to a commercially viable position and may cease trading. However, there is no other viable option available that could ensure facilities re-open as soon as Government rules permit, without which the customer base would most likely seek alternative venues and would be hard to attract back. This would make a challenging trading environment even more difficult to recover from should the Council need to take back responsibility for operating the facilities either directly or through an arm's length company. Either of these approaches is feasible with preparatory time, although it should be remembered that the facilities previously operated at a trading loss when under the Council's direct control.

Climate Change Implications

6.6 The recommendations in Section two have an impact on climate change. Fully opening the three leisure sites will increase traffic in the vicinity and increase utility usage. However, there is a significant gain in residents and visitors well being in relation to participation in sport and activities.

Background Papers

Executive reports from 28th April 2020, 14th July 2020, 16th March 2021

Contact for further information

Damian James, Assistant Director: Contract Services - 01344 351325
damian.james@bracknell-forest.gov.uk

Appendix 1 – Risk matrix on Leisure

Strategic Theme 1: Value for money Strategic Theme 2: Economic resilience Strategic Theme 3: Education and skills Strategic Theme 4: Caring for residents and their families Strategic Theme 5: A clean, green and responsibly sustainable place Strategic Theme 6: Communities																					
Everyone Active Risk: Council supports / doesn't support Everyone Active during financial year 21/22																					
<p>Risk Rating (Likelihood x Impact) Unmitigated 4 x 5 Current Residual 4 x 4 Target Risk Score 2 x 3</p> <p>Potential Impact if BFC supports EA</p> <ul style="list-style-type: none"> • Failure of Everyone Active as a business • Loss of customers either who don't return or who go to other competitors • Covid compliance means there is a different offering on relation to Leisure. This could impact on customers returning • EA requires further funding if the pandemic continues • Return from pandemic will impact on EA's investment strategy & financial recovery • Sites don't generate enough income to cover BFC's financial support • Long term future of leisure industry and the way customers choose to engage in health and leisure • Financial support to EA could limit BFC's investment strategy for future leisure projects • Covid tier system prevents sites opening due to being unviable <p>Potential Impact if BFC doesn't support EA</p> <ul style="list-style-type: none"> • Leisure sites can't open as EA do not have funding to pay staff or other costs • Contractual issues mean sites can't open • BFC have to insource leisure provision – significant risk of insufficient management support, back office support (HR, Finance, ICT, comms, marketing) • Reputational risk to insourcing • Financial risk – subsidised by £0.5m p/a when in house – loss of management fee when return to 'normal' • Loss of Leisure industry expertise and specialists as no longer part of a 'Leisure' organisation • Not providing health and wellbeing benefits to residents and visitors if sites are not open 	<p style="text-align: center;">Leisure Risk</p> <table border="1"> <caption>Leisure Risk Data</caption> <thead> <tr> <th>Quarter</th> <th>Unmitigated</th> <th>Current</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q1 20/21</td> <td>20</td> <td>15</td> <td>5</td> </tr> <tr> <td>Q2 20/21</td> <td>20</td> <td>10</td> <td>5</td> </tr> <tr> <td>Q3 20/21</td> <td>20</td> <td>15</td> <td>5</td> </tr> <tr> <td>Q4 20/21</td> <td>20</td> <td>15</td> <td>5</td> </tr> </tbody> </table>	Quarter	Unmitigated	Current	Target	Q1 20/21	20	15	5	Q2 20/21	20	10	5	Q3 20/21	20	15	5	Q4 20/21	20	15	5
Quarter	Unmitigated	Current	Target																		
Q1 20/21	20	15	5																		
Q2 20/21	20	10	5																		
Q3 20/21	20	15	5																		
Q4 20/21	20	15	5																		
	<p>Risk Owners: CMT</p> <p>Rationale for current score: The current third Government lockdown closed all three leisure sites. Sites have reopened during Q1 21/22</p> <p>Rationale for target score The target score would be achieved if the sites were open and operating in a usual way without Covid restrictions being in place. This would allow a full range of activities to be accessed and give maximum opportunity for income generation allowing the management fee to be paid to BFC</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Current RAG rating Red </div>																				

Current Actions *(What we are currently doing about the risk)*

- *Ongoing discussions with Members and Everyone Active in order to secure an agreement*
- *EA are minimising the financial impact through schemes such as Government furlough, National Leisure Recovery Fund and reducing expenditure at sites to essential areas only*
- *Monthly reconciliation meetings between BFC and EA to track the detailed financial support package*
- *Understanding the national picture in terms of what other authorities are doing*
- *Undertake a credit check with Corporate Finance to understand the financial standing of EA*
- *Promotion of online activities by EA has been ongoing along with special offers to stimulate the at home market whilst the sites are closed*

To: Executive
1 June 2021

**Adoption of the International Holocaust Remembrance Alliance
definition of antisemitism
Assistant Director: Chief Executive's Office**

1 Purpose of Report

- 1.1 To seek agreement to adopt the International Holocaust Remembrance Alliance (IHRA) working definition on antisemitism.

2 Recommendation

- 2.1 The Executive consider the non-legally binding IHRA Working Definition on antisemitism for onward recommendation that it is adopted by the Council.

3 Reasons for Recommendation

- 3.1 Central Government have asked local authorities to adopt the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism. In December 2016 the Government adopted the IHRA definition. The then Home Secretary Sajid Javid wrote to all council Leaders in January 2017 requesting that the definition be adopted at a local authority level.
- 3.2 More recently the Rt Hon Robert Jenrick MP Secretary of State for Housing, Communities and Local Government and Amanda Milling MP, Co-Chairman of the Conservative Party, have also separately written to all councils urging them to adopt the IHRA definition of antisemitism.
- 3.2 The council, through its work on the equality, diversity, inclusion and cohesion agenda is working to eradicate all forms of discrimination. Adopting the IHRA definition on antisemitism is one important element in a much wider programme of work to do this.
- 3.2 To date, circa 260 (75%) local authorities in England have adopted the definition.

4 Alternative Options Considered

- 4.1 Currently there are no other similarly agreed definitions to confront and challenge all forms of racism and discrimination that exist within our society that the Council could consider adopting.
- 4.2 The council resolves to restate its condemnation of discrimination and racism in all its manifestations, in line with our 'All of Us' Equality Strategy but does not adopt a definition specific to any one community or group.

5 Supporting Information

- 5.1 The IHRA is an intergovernmental body that unites governments and experts to strengthen, advance and promote Holocaust education, research and remembrance and to uphold the commitments to the 2000 Stockholm Declaration.
- 5.2 The United Kingdom has been a member of the IHRA since it was founded in 1998. On 26 May 2016 in Bucharest, the Plenary of the IHRA adopted the following non-legally binding working definition of antisemitism along with supporting examples that may serve as illustrations:
- “Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”*
- 5.3 Manifestations might include the targeting of the state of Israel, conceived as a collectively Jewish. However, criticism of Israel similar to that levelled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for ‘why things go wrong’. It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.
- 5.4 The IHRA definition specifies eleven ‘contemporary examples of antisemitism’ in public life, the media, schools, the workplace and in the religious sphere which could include but are not limited to:
- 1) Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extreme view of religion.
 - 2) Making mendacious, dehumanising, demonizing or stereotypical allegations about Jews as such or the power of Jews as collective such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other social institutions.
 - 3) Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
 - 4) Denying the fact, scope, mechanisms (e.g., gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust)
 - 5) Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
 - 6) Accusing Jewish citizens as being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations
 - 7) Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of the State of Israel is a racist endeavour.
 - 8) Applying double standards by requiring of it behaviour not expected or demanded of any other democratic nation.
 - 9) Using the symbols and images associated with classic anti-Semitism (e.g., claims of Jews killing Jesus or blood libel) to characterise Israel or Israelis.
 - 10) Drawing comparisons of contemporary Israeli policy to that of the Nazis
 - 11) Holding Jews collectively responsible for the actions of the state of Israel.
- 5.5 The council has not adopted the definition until now as we have an equality, diversity and cohesion strategy which states that we are committed to eliminating

discrimination, prejudice, and hatred towards all communities in the borough. However, the case for adopting the definition has continued to strengthen as nationally levels of hate crime directed towards the Jewish community have continued to increase over the past 3 years as well as there being very significant evidence of historical persecution of and hatred towards the Jewish community internationally, most notably the WW2 holocaust.

6 Consultation and Other Considerations

Legal Advice

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

Financial Advice

6.2 There are no financial implications arising from this report.

Other Consultation Responses

6.3 The IHRA definition of antisemitism was discussed by the:

- I. Member's Equalities Working Group on 25th January 2021. Members agreed that they would support the adoption of the definition by the council; while recognising that the council stood against discrimination, prejudice and hatred directed towards all communities in the borough.
- II. The Officer's Equalities Group on the 23 September 2020, the membership of the group unanimously supports the adoption of the definition by the council.
- III. The council has also been contacted several times by a Jewish resident who strongly supports the adoption of the definition and has asked why we have not adopted the definition and when we will do so.

Equalities Impact Assessment

6.4 Adoption of the definition will contribute to the council's commitments under the Public Sector Equality Duty. The council, like the rest of Britain, is built on free speech and the council would always uphold the rights of citizens to engage in reasoned debate. Therefore, non-anti-Semitic criticism of the policies of the government of Israel is entirely legitimate, as is the case with any country's government. The right to express such criticism is not restricted by this proposal.

Strategic Risk Management Issues

6.5 Failure to adopt the IHRA definition could have an impact on the council's reputation and relationship with communities in particular the Jewish community. There is a clear steer from central government for local authorities to adopt the definition in their work.

Background Papers

NA

Contact for further information.

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To: THE EXECUTIVE
1 June 2021

CROWTHORNE NEIGHBOURHOOD DEVELOPMENT PLAN 2018-2036
“MAKING” THE PLAN
SECTION 38A(4) OF THE PLANNING AND COMPULSORY PURCHASE ACT 2004
(AS AMENDED)

Director of Place, Planning and Regeneration

1 Executive Summary

- 1.1 The Crowthorne Neighbourhood Development Plan (“the Neighbourhood Plan”) came into legal force as part of the statutory Bracknell Forest Development Plan (“the Development Plan”) when the results of the community referendum on the Neighbourhood Plan were published, where the majority of those who voted were in favour of Bracknell Forest Council (“the Council”) using the Neighbourhood Plan to help decide planning applications in the Crowthorne Neighbourhood Area. As the Council is satisfied that formally ‘making’ the Neighbourhood Plan (keeping it in legal force) would not breach, or otherwise be incompatible with, any EU or human rights obligations and there has been no legal challenge related to the referendum, the Council is required to formally make the Neighbourhood Plan as soon as reasonably practicable after the referendum is held and, in any event, within 8 weeks of the referendum.

2 Purpose of Report

- 2.1 The purpose of this report is to seek agreement from the Executive to formally make the Neighbourhood Plan, keeping it in legal force as part of the Development Plan, to be used in the determination of planning applications relating to land in Crowthorne Parish. The decision also seeks the Executive’s approval for the form, content and publication of the associated Decision Statement

3 Recommendations

3.1 That the Executive approves:

(1) the formal “making” (keeping in legal force) of the Crowthorne Neighbourhood Development Plan to continue to form part of the statutory Bracknell Forest Development Plan pursuant to Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended); and

(2) the form, content and publication of the Decision Statement (set out in Appendix B) pursuant to Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

4 Reasons for Recommendations

- 4.1 The Council in its capacity as the Local Planning Authority has a statutory duty, as set out in Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended) (“PCPA”), to make a neighbourhood development plan if more than half of those voting at referendum have voted in favour of making the neighbourhood development plan. This must be done as soon as reasonably practicable after the referendum is held and, in any event, within 8 weeks of the referendum (as prescribed by Regulation 18A of the Neighbourhood Planning (General) Regulations 2012 (as amended) (“the Regulations”). Regulation 19 requires the Council to then

publish a statement setting out the decision and details of where and when the decision statement may be inspected. This must be done as soon as possible after deciding to make the neighbourhood development plan.

5 Alternative options considered

- 5.1 If the Council considers that the making of the Neighbourhood Plan would breach, or otherwise be incompatible with any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998 (as amended)), it would not have a duty to make the Neighbourhood Plan, as set out in Section 38A(6) of the PCPA, in which case the Neighbourhood Plan would cease to form part of the Development Plan, as set out in Section 38(3B) of the PCPA.
- 5.2 The independent Examiner who reviewed the Neighbourhood Plan considered that it met the basic conditions and statutory requirements (incorporating modifications), including the basic condition that the Neighbourhood Plan is compatible with EU obligations and Convention rights (within the meaning of the Human Rights Act 1998 (as amended)). The Council concurred with the Examiner's conclusions as set out in the published 'Post Examination Decision Statement.' Therefore, it would be in breach of the Council's statutory responsibilities in respect of Neighbourhood Planning under Section 38A(4) of the PCPA to refuse to make the Neighbourhood Plan. It would also expose the Council to legal challenge and attendant costs.

6 Supporting information

Process

- 6.1 Crowthorne Parish Council is the Qualifying Body for the purposes of Neighbourhood Planning in the Parish of Crowthorne. The Council designated Crowthorne Parish as a Neighbourhood Area for the purposes of Neighbourhood Planning on 15 June 2016. Crowthorne Parish Council submitted its Neighbourhood Plan and supporting documentation to the Council on 22 July 2019.
- 6.2 The Director of Place, Planning and Regeneration confirmed in writing to Crowthorne Parish Council (29 July 2019) that the submitted documentation complied with the statutory requirements as set out in the Town and Country Planning Act 1990 (as amended) ("the TCPA") and Regulation 15 of the Regulations. The Executive Member for Planning and Transport agreed to the Council undertaking a statutory six-week publicity period on the submitted Neighbourhood Plan in accordance with Regulation 16 and the appointment of an independent examiner in accordance with Regulation 17. Public consultation was held between 23 September 2019 and 4 November 2019. The Council also submitted a representation during this consultation period which was agreed by the Executive Member for Planning and Transport on 23 October 2019.
- 6.3 With the consent of Crowthorne Parish Council, the Council appointed Mr Andrew Ashcroft to undertake the independent examination of the Neighbourhood Plan. The Council submitted the Neighbourhood Plan along with the representations received during the consultation period and other supporting documentation for examination following the close of the consultation.
- 6.4 The Examiner issued his report to the Council on the Examination of the Neighbourhood Plan on 24 March 2020 and the Council subsequently published the report on its website in accordance with paragraph 10(8) of Schedule 4B of the TCPA.

- 6.5 The Examiner's Report recommended that, subject to modifications put forward by the Examiner, the Neighbourhood Plan be submitted to referendum. It also recommended that the Neighbourhood Plan should proceed to a referendum based on the designated Crowthorne Parish Neighbourhood Area. The Council considered each of the recommendations made in the Examiner's Report (and the reasons for them) and decided what action to take in response to each recommendation (in accordance with paragraph 12(2) of Schedule 4B of the TCPA and Regulation 18 of the Regulations).
- 6.6 These Council considerations and decisions were set out in a Post Examination Decision Statement. The Executive Member for Planning and Transport approved the form and content of the Post Examination Decision Statement, its subsequent publication and to the submission of the modified Crowthorne Neighbourhood Plan to a local community referendum in his decision of 9 June 2020. The Post Examination Decision Statement was published on the Council's website on 17 June 2020.

Referendum arrangements

- 6.7 As required by paragraph 14(2) of Schedule 4B of the TCPA and regulation 13(1) of The Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) Regulations 2020, the Council duly made arrangements to hold a referendum on the making of the Neighbourhood Plan on Thursday 6 May 2021.
- 6.8 In accordance with paragraph 12(5) of Schedule 4B of the TCPA, the referendum was held on the Neighbourhood Plan which incorporated the agreed modifications set out in the schedule of the Post Examination Decision Statement.
- 6.9 A person was entitled to vote in the referendum if on the prescribed date of the referendum a) the person was entitled to vote in an election of any councillors of a relevant council any of whose area was in the referendum area, and b) the person's qualifying address for the election was in the referendum area.
- 6.10 The referendum area was the designated Crowthorne Parish Neighbourhood Area. A separate business referendum was not held since the Crowthorne Parish Neighbourhood Area was not designated as a business area.

Referendum results and the Neighbourhood Plan coming into legal force

- 6.11 The referendum was held on Thursday 6 May 2021 between 7am and 10pm. The following question was asked to those entitled to vote in the referendum: *"Do you want Bracknell Forest Council to use the Neighbourhood Plan for Crowthorne Parish to help it decide planning applications in the neighbourhood area?"*
- 6.12 At the referendum a total of 1,401 votes were cast. Of these:
- the number of votes in favour of a 'yes' was 1,185
 - the number of votes in favour of a 'no' was 184
 - 32 votes were rejected, deemed unmarked or void for uncertainty
 - the turnout was 26 per cent.
- The official result sheet is set out in Appendix A.
- 6.13 More than half of those in the community of Crowthorne Parish who voted were in favour of the Council making the Neighbourhood Plan. As set out in Section 38(3A) of the PCPA, this meant that the Neighbourhood Plan came into legal force as part of

the Development Plan with immediate effect., It is therefore used in the determination of planning applications in Crowthorne Parish.

7 Bracknell Forest Council's statutory duties following a successful referendum

Context

- 7.1 When 50% + one of those who vote at a neighbourhood plan referendum are in favour of a neighbourhood development plan being made, it comes into legal force with immediate effect. In this situation, the Council in its role as the Local Planning Authority is under a legal duty to 'make' the neighbourhood development plan (keeping it in legal force), apart from when narrow circumstances apply as outlined in paragraph 5.1 of this report. If made, the neighbourhood development plan continues to form part of the Development Plan and to be used in the determination of planning applications in the relevant designated neighbourhood area.

Making of the Neighbourhood Plan

- 7.2 As set out in paragraph 6.13 of this report and Appendix A, more than half of those that voted at the referendum were in favour of making the Neighbourhood Plan. The Neighbourhood Plan therefore came into legal force with immediate effect. As outlined in part 5 of this report, the Council is satisfied that 'making' the Neighbourhood Plan (keeping it in legal force) would not breach, or otherwise be incompatible with any EU or human rights obligations, and therefore in its capacity as the Local Planning Authority, has a legal duty to 'make' the Neighbourhood Plan. This must be done as soon as reasonably practicable after the referendum is held and in any event, within 8 weeks of the referendum (in accordance with Section 38A(4) of the PCPA). This is a decision that must be taken by the Executive.
- 7.3 Regulation 19 of the Regulations and Section 38A(9) of the PCPA require the Council to publish a statement setting out the decision, the reasons for making that decision and details of where and when the decision statement may be inspected. This Decision Statement is appended to this report in Appendix B, and sets out that the Council does not consider that the making of the Neighbourhood Plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights. An initial Equalities Impact Screening Assessment (EIA) is provided in Appendix C. This indicates that the policies in the Neighbourhood Plan are not considered to prejudice any particular section of the community.
- 7.4 If the Executive agrees the form and content of the Decision Statement set out in Appendix B, the Decision Statement will be published by the Council on its website and hard copies will be made available at Crowthorne Library.
- 7.5 Regulation 19 and Section 38A(10) of the PCPA additionally require the Council to send a copy of the Decision Statement to the qualifying body (Crowthorne Parish Council) and any person who asked to be notified of the decision at the Regulation 16 stage.
- 7.6 Once the Neighbourhood Plan is made, Regulation 20(a) of the Regulations requires the Council to publish the Neighbourhood Plan and details of where and when the Neighbourhood Plan may be inspected. The Regulations prescribe that it must be on the Council's website and advertised so that it is brought to the attention of people who live, work or carry on business in the Crowthorne Parish Neighbourhood Area. A hard copy of the Neighbourhood Plan will therefore be made available at Crowthorne Library.

- 7.7 Regulation 20(b) requires the Council to notify any person who asked to be notified of the making of the Neighbourhood Plan that it has been made and where and when it may be inspected at the Regulation 16 stage.

Implementation of the Crowthorne Neighbourhood Plan

- 7.8 If Executive agrees that the Neighbourhood Plan is made, the Neighbourhood Plan will continue to have full weight and be used, along with other adopted plans that together form the Bracknell Forest Development Plan, in the determination of planning applications relating to land in Crowthorne Parish.
- 7.9 The Neighbourhood Plan will be made on 9 June 2021 (assuming that this decision is not subject to call in) and this will be the date of the Decision Statement set out in Appendix B.
- 7.10 Once made, the Neighbourhood Plan will alter the amount of Community Infrastructure Levy (CIL) receipts that are payable to Crowthorne Parish Council. Crowthorne Parish Council currently receives a neighbourhood funding element of CIL receipts of 15%; this is capped at £100 per dwelling. As a result of the Neighbourhood Plan being 'made', this increases to 25% of Levy receipts and is uncapped.
- 7.11 Crowthorne Parish Council will receive 25% (uncapped) of CIL payments received once the Neighbourhood Plan is made (on or after 9 June 2021) as set out in Regulation 59A of the Community Infrastructure Levy Regulations 2010 (as amended) ("CIL Regulations"). Regulation 59D of the CIL Regulations specifies that the neighbourhood portion of levy receipts must be paid every six months, at the end of October and the end of April unless otherwise agreed.
- 7.12 The neighbourhood funding portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area' (in accordance with Regulation 59C of the CIL Regulations). The wider definition means that the neighbourhood funding portion can be spent on things other than infrastructure, such as affordable housing to address the demands that development places on the area.

Resource Implications

- 7.13 The Council, as the local planning authority, has a statutory duty to provide advice and assistance and to carry out certain parts of the neighbourhood planning process. Any costs incurred have to be funded, although it has previously been possible to access some grant funding. To date the work has been resourced from within existing budgets supplemented by grant money from Government, although it is unclear at this stage what the final cost of 'making' the Neighbourhood Plan will be. The CIL receipts that Crowthorne Parish Council receives will increase from 15% capped to £100 per dwelling, to 25% uncapped.
- 7.14 So far, the work of supporting the preparation of the Neighbourhood Plan has been carried out predominantly by staff within Place, Planning and Regeneration. However other Services have been involved in dispensing the Council's statutory responsibilities, for example Electoral Services and Legal.

8 Advice received from statutory and other officers

Legal advice

- 8.1 The recommendation seeks the approval of the Executive for the Neighbourhood Plan to be made – to continue to form part of the Development Plan, pursuant to

Section 38A(4) of the PCPA, and the Decision Statement (set out in Appendix B) to be published pursuant to Regulation 19 of the Regulations 2012 (as amended) (“the Regulations”).

- 8.2 The Neighbourhood Plan meets the basic conditions as confirmed by the Examiner’s report and “Post Examination Decision Statement” referenced at paragraph 5.2 of the report. It is considered that the Neighbourhood Plan has satisfactorily completed the necessary legal and procedural steps, to date, as required by the PCPA, TCPA and Regulations.
- 8.3 A neighbourhood development plan comes into legal force with immediate effect if more than half of those voting at a referendum have voted in favour of the neighbourhood development plan. This referendum was held on the 6 May 2021.
- 8.4 Section 38A(a) of the PCPA requires the Council to “make” a neighbourhood development plan (formally decide that it will continue to be in legal force) as soon as reasonably practicable if approved at a referendum and, in any event, within 8 weeks of the referendum. The Council is not subject to this if the making of the neighbourhood development plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998 (as amended)), in which case the neighbourhood development plan would cease to form part of the Development Plan.
- 8.4 Paragraphs 6.11-6.13 of the report confirm that a positive referendum result was achieved and that at least (50% + 1) of voters were in favour of the Neighbourhood Plan (see Appendix A). The report also confirms that the Council is satisfied that the making of the Neighbourhood Plan would not breach, nor would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998 (as amended)), see paragraph 7.3.
- 8.5 Neighbourhood planning is a legal process which the Council has a statutory duty to facilitate and administer. The PCPA, TCPA, Regulations and the Local Government (Functions and Responsibilities Act) England Regulations 2010 are silent as to the appropriate decision making process. Arrangements for the exercise of powers in decision making relating to neighbourhood planning were agreed by the Executive Member for Council Strategy and Community Cohesion (the Leader of the Council) and delegated to the Executive Member for Planning and Transport and the Director of Place, Planning and Regeneration (in respect of administrative decisions only), by way of a decision on 26 February 2016¹.
- 8.7 Decision 14 of the Revised Table A, Appendix B, of the 26 February 2016 decision reserves the decision to make a neighbourhood development plan, by bringing it into legal force, to the Executive. This reservation is made pursuant to Section 9D(1) of the Local Government Act 2000, which provides that all functions of an authority are to be the responsibility of the Executive unless specified in regulations made under that section or specified in any enactment passed or made after that Act was passed.
- 8.9 The Executive is also asked to approve the form and content of the Decision Statement. As advised in the report, this document sets out the Council’s reasons for making the Neighbourhood Plan and details of where the Neighbourhood Plan can be inspected. The Council is under a statutory duty to publish this document pursuant to Regulation 19 of the Regulations and the decision making process governing this

¹ Decision on amendments to arrangements for the exercise of powers relating to the Neighbourhood Planning Process: <https://democratic.bracknell-forest.gov.uk/ieDecisionDetails.aspx?Id=2390>

decision. In the event that the Executive approves the form and content of the Decision Statement set out in Appendix B, the administrative function of publicising the Decision Statement will be undertaken by the Director of Place, Planning and Regeneration by way of delegated powers (decision 14A) of the Revised Table B to the 26 February 2016 decision.

- 8.10 Therefore, for the reasons set out above and in accordance with Part 2 of the Bracknell Forest Council Constitution 10 March 2021, paragraph 5.6 (Executive Committee Terms of Reference), which provides that the Executive is responsible for all Executive decision-making within the policy framework, the Recommendation falls within the reservation of the Executive.

Financial advice

- 8.11 The Council has a statutory duty to facilitate and administer the neighbourhood planning process. Any costs incurred have to be funded. Grant funding has been accessed on completion of previous stages of the neighbourhood planning process.
- 8.12 So far, the work of supporting the preparation of the Crowthorne Neighbourhood Plan has been carried out predominantly by staff within Place, Planning and Regeneration. However other Services have been involved in dispensing the Council's statutory responsibilities, for example Electoral Services and Legal. In addition, the Examiner has had to be paid. To date the work has been resourced from within existing budgets. Although nearing the final stages, it is unclear at this stage what the final cost of the process of 'making' the Neighbourhood Plan will be. However, these costs should be met within existing budgets.
- 8.12 There are additional financial implications for making the Neighbourhood Plan. The CIL receipts that Crowthorne Parish Council receives will increase from 15% capped to £100 per dwelling, to 25% uncapped.

Equalities Impact Assessment

- 8.13 An EIA screening exercise has been undertaken on the Crowthorne Neighbourhood Plan (incorporating modifications), which can be found in Appendix C. This EIA screening has found that the policies in the Crowthorne Neighbourhood Plan are not considered to prejudice any particular section of the community.

Strategic Risk Management Issues

- 8.14 Planning policies in the Neighbourhood Plan would help ensure that development proposals align with some of the Council's priorities, including protecting and enhancing our environment, communities and economic resilience.
- 8.15 If the Crowthorne Neighbourhood Plan is not brought into legal force, Bracknell Forest Council is at risk of non-compliance with Section 38A of the PCPA and the Regulations.

Climate Change

- 8.16 Some of the planning policies in the Neighbourhood Plan include measures that have the potential to reduce emissions, such as protecting retail and encouraging active uses thus reducing the need for residents to travel to meet day-to-day needs.

Health

- 8.17 Policy measures aimed at protecting retail and encouraging active uses have the potential to encourage the use of more sustainable forms of transport such as cycling

and walking which have health benefits. Furthermore, Policy CR9 supports proposals which include measures to reduce one of the main sources of emissions in the Crowthorne Air Quality Management Area. Policy CR12 includes measures to encourage the provision of new green spaces for the local community, which would assist psychological wellbeing and physical activity.

9 Consultation

Principal Groups Consulted

- 9.1 Those eligible to vote who lived in the Crowthorne Parish Neighbourhood Area on 6 May 2021.

Method of Consultation

- 9.2 A local community referendum was held on 6 May 2021.

Representations Received

- 9.3 84.6% of those who voted did so in favour of making the Crowthorne Neighbourhood Plan. Turnout was 26%.

Background Papers

- The Neighbourhood Planning (General) Regulations 2012 (as amended)
- The Neighbourhood Planning (Referendum) Regulations 2012 (as amended)
- Town and Country Planning Act 1990 (as amended)
- The Planning and Compulsory Purchase Act 2004 (as amended)
- The Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) Regulations 2020
- The Community Infrastructure Levy Regulations 2010 (as amended)
- Planning Practice Guidance CIL: <https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>
- Crowthorne Neighbourhood Plan, Crowthorne Parish Neighbourhood Area Designation, Examiner's report, Post Examination Decision Statement, and Consultation information: <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/neighbourhood-planning/crowthorne-parish-neighbourhood-area>
- Crowthorne Neighbourhood Plan referendum information: <https://www.bracknell-forest.gov.uk/elections-and-voting/current-elections>
- Background information on the Crowthorne Neighbourhood Plan: <http://www.crowthornepc.org.uk/index.html>

Appendices

- Appendix A – Official result sheet of the referendum on the Crowthorne Neighbourhood Plan
Appendix B – Decision Statement pursuant to Regulation 19
Appendix C – Initial Equalities Impact Screening Assessment on the Crowthorne Neighbourhood Plan (incorporating modifications)

Contact for further information

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Declaration of result of Poll

Neighbourhood Plan

Crowthorne Parish



I, Ann Moore, being the Deputy Counting Officer for the above referendum, do hereby give notice that for the Crowthorne Neighbourhood area 1185 votes have been recorded as 'YES' and 184 votes recorded as 'NO'.

Question		
Do you want Bracknell Forest Council to use the neighbourhood plan for Crowthorne Parish to help it decide planning applications in the neighbourhood area?		
	Votes Recorded	Result
Number cast in favour of a Yes	1185	DECLARED
Number cast in favour of a No	184	

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more answers than required	2
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	30
E rejected in part	
Total	32

Electorate: **5443**

Ballot papers issued: **1401**

Turnout: **26%**

Ann Moore
Deputy Counting Officer (Full Powers)
Dated: 7 May 2021

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**DECISION STATEMENT MAKING
THE CROWTHORNE NEIGHBOURHOOD PLAN**

This document is the Decision Statement required to be prepared under Section 38A(9) of the Planning and Compulsory Purchase Act 2004 (as amended) (“the 2004 Act”) and Regulation 19(a) of the Neighbourhood Planning (General) Regulations 2012 (as amended) (“the Regulations”). It sets out the Council’s considerations and formal decision to make the Crowthorne Neighbourhood Plan following the successful local referendum held on 6 May 2021.

1.0 SUMMARY

- 1.1 Following a successful local referendum held on 6 May 2021, the Crowthorne Neighbourhood Plan came into legal force as part of the statutory Development Plan for Bracknell Forest with immediate effect.
- 1.2 On 1 June 2021, Bracknell Forest Council’s Executive decided to formally make the Crowthorne Neighbourhood Plan under Section 38A(4) of the 2004 Act. The Crowthorne Neighbourhood Plan therefore continues to form part of the statutory Development Plan for Bracknell Forest.
- 1.3 In accordance with Regulation 19 of the Regulations, this Decision Statement can be viewed on the Council’s website: www.bracknell-forest.gov.uk/developmentplan
- 1.4 In accordance with Regulation 20 of the Regulations, the Crowthorne Neighbourhood Plan can be viewed at Crowthorne Library and on the Council’s website: www.bracknell-forest.gov.uk/developmentplan
- 1.5 Hard copies of this Decision Statement and the Crowthorne Neighbourhood Plan can be inspected at: Crowthorne Library, 162 High Street, Crowthorne, RG45 7AT (Open: Monday-Friday 9:30am to 5pm; Saturday 9:30am to 4pm). Due to public health guidelines, appointments must be booked to view the Decision Statement by phoning 01344 776431.
- 1.6 Due to public health guidelines, it is not currently possible to make the Decision Statement available for inspection at the Bracknell Forest Council or Crowthorne Parish Council offices.

2.0 BACKGROUND

- 2.1 The Crowthorne Neighbourhood Plan relates to the area that was designated by the Council as a Neighbourhood Area on 15 June 2016. This area is coterminous with the Crowthorne Parish boundary and is entirely within the Local Planning Authority area.
- 2.2 The Crowthorne Neighbourhood Plan was examined by Mr. Andrew Ashcroft; the Council received his Examiner's report on 24 March 2020. The report concluded that subject to making the modifications recommended by the Examiner, the Plan met the basic conditions set out in the legislation and should proceed to a Neighbourhood Planning referendum. The Examiner also recommended that the referendum area was based on the Neighbourhood Area that was designated by the Council on 15 June 2016.
- 2.3 The Post Examination Decision Statement (a report that outlines all the Examiner's modifications and confirms the Council's consideration and decision on them) and the decision to submit the Crowthorne Neighbourhood Plan to a referendum were both agreed by the Executive Member for Planning and Transport on 9 June 2020. The Post Examination Decision Statement was published by the Council on its website on 17 June 2020.
- 2.4 On 6 May 2021, the Crowthorne Neighbourhood Plan successfully passed referendum with 84.6% of those who voted casting ballots in favour of the Crowthorne Neighbourhood Plan being used to help to decide planning applications in the Crowthorne Parish Neighbourhood Area. The Crowthorne Neighbourhood Plan came into legal force as part of the statutory Bracknell Forest Development Plan with immediate effect.
- 2.5 On 1 June 2021, the Executive of Bracknell Forest Council resolved that the Crowthorne Neighbourhood Plan (incorporating modifications set out in the Post Examination Decision Statement), be formally made and continue to form part of the statutory Development Plan for Bracknell Forest. It will sit alongside the other adopted Local Plans that together form the Development Plan.
- 2.6 Bracknell Forest Council is continuing to advance the Bracknell Forest Local Plan which will set the strategic context within which the Crowthorne Neighbourhood Plan will sit.

3.0 DECISION AND REASONS

- 3.1 Section 38A(4)(a) of the 2004 Act requires the Council to make the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour of the Plan being used to help decide planning applications in the Neighbourhood Area. The Crowthorne Neighbourhood Plan was endorsed by more than the required threshold in the referendum on 6 May 2021 (84.6% voted in favour).
- 3.2 Section 38A(6) of the 2004 Act states that the Local Planning Authority is not subject to the duty if it considers that the making of the Plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998 (as amended)). In the report to Executive on 1 June 2021, the Council appended an Initial Equalities Impact Screening Assessment which concluded that that the policies in the Crowthorne Neighbourhood Plan were not considered to prejudice any particular section of the community. The Council issued a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Determination in January 2019, which confirmed to Crowthorne

Parish Council that a SEA and a full HRA were not required on the Crowthorne Neighbourhood Plan. The Examiner also concluded in his March 2020 report that the Crowthorne Neighbourhood Plan is compatible with the Convention rights (within the meaning of the Human Rights Act 1998 (as amended)) and EU obligations. The Council therefore does not consider that the Crowthorne Neighbourhood Plan (incorporating modifications set out in the Post Examination Decision Statement) is in breach of the relevant legislation.

- 3.3 The Council considers that the Crowthorne Neighbourhood Plan meets the basic conditions (set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990 (as amended)), its promotion process was compliant with legal and procedural requirement, it does not breach the legislation (set out in Section 38A(6) of the 2004 Act) and confirms that more than half of those who voted in the referendum on 6 May 2021, voted in favour of making the Plan.
- 3.4 As a result of the Executive resolution of 1 June 2021, Bracknell Forest Council has made the Crowthorne Neighbourhood Plan, keeping it in legal force in accordance with Section 38A (4) of the 2004 Act. The Crowthorne Neighbourhood Plan forms part of the statutory Development Plan for Bracknell Forest and can be used in decision making on planning applications in Crowthorne Parish Neighbourhood Area. Consequently, decisions on whether or not to grant planning permission in Crowthorne Parish will need to be made in accordance with Crowthorne Neighbourhood Plan, unless material considerations indicate otherwise.

4.0 OTHER INFORMATION

- 4.1 In accordance with Regulation 19(b) of the Regulations, a copy of this Decision Statement has been sent to:
- The qualifying body, namely Crowthorne Parish Council
 - The persons who asked to be notified of the decision.
- 4.2 This Decision Statement, the Crowthorne Neighbourhood Plan and relevant documents can be viewed as set out in paragraph's 1.3 to 1.5 of this Decision Statement.

Andrew Hunter, Executive Director of Place, Planning and Regeneration – 01344 351907
Andrew.Hunter@bracknell-forest.gov.uk

Date: 9 June 2021

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Initial Equalities Screening Record Form

Date of Screening: April 2020	Directorate: Place, Planning and Regeneration	Section: Planning
1. Activity to be assessed	Crowthorne Neighbourhood Plan (incorporating modifications)	
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input 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 checked="" type="checkbox"/> New <input type="checkbox"/> Existing	
4. Officer responsible for the screening	Jonathan Salmon, Planning Assistant, Development Plan	
5. Who are the members of the screening team?	Max Baker, Head of Planning & Sue Scott, Development Plan Team Manager	
6. What is the purpose of the activity?	<p>Crowthorne Parish Council has written a Neighbourhood Development Plan (the Plan) for its area with the involvement and help of the local community.</p> <p>The Plan sets out objectives for the future of the area and contains planning policies to guide the development and use of land in Crowthorne Parish.</p> <p>The Plan has been subject to two formal public consultations (under Regulation 14 and Regulation 16 of the Neighbourhood Planning (General) Regulations (2012) (as amended)) and has been examined by an Independent Examiner. The Examiner has recommended that, subject to the modifications recommended in his report, the Crowthorne Neighbourhood Plan is submitted to referendum. The Council considered the recommendations in the Examiner's report (and the reasons for them) and published a 'Post Examination Decision Statement' on 17 June 2020. The Council also agreed to submit the Plan to referendum.</p> <p>A local community referendum was held in Crowthorne Parish on 6 May 2020. At this referendum more than half of those who voted did so in favour of making the Crowthorne Neighbourhood Plan, bringing it into force with immediate effect.</p> <p>The Council is required to choose whether to "make" the Crowthorne Neighbourhood Plan (whether to keep it in legal force). If made, the Crowthorne Neighbourhood Plan will continue to form part of the statutory Bracknell Forest Development Plan and to be used in the determination of planning applications relating to land in Crowthorne Parish.</p>	
7. Who is the activity designed to benefit/target?	The Crowthorne Neighbourhood Plan aims to create benefits for everyone who lives, works, shops, or spends leisure time in Crowthorne Parish. The planning policies will be used when determining planning applications relating to land within the Parish. The Plan will be used by applicants and Council Officers to shape new	

	development in Crowthorne Parish. Neighbourhood Planning is an initiative that was brought in by the government to help empower local communities.	
Protected Characteristics	Is there an equality impact? If so, what kind of equality impact may there be, and is the impact positive or adverse or is there a potential for both?	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 including conditions such as dementia.	Neutral impact (see third column).	The policies within the Plan relate to the protection and enhancement of the character of 'character areas' within the Parish, protection and enhancement of the environment (including air quality and biodiversity), protection and enhancement of the vitality of the district and local centres within the parish, and protection of employment within the parish. These policies should have a positive impact on all who live and work within the parish equally rather than specific groups, so there is not thought to be any equality impact. There are no policies within the plan that make provisions for specific groups of people.
9. Racial equality	Neutral impact (see third column).	The policies within the Plan relate to the protection and enhancement of the character of 'character areas' within the Parish, protection and enhancement of the environment (including air quality and biodiversity), protection and enhancement of the vitality of the district and local centres within the parish, and protection of employment within the parish. These policies should have a positive impact on all who live and work within the parish equally rather than specific groups, so there is not thought to be any equality impact. There are no policies within the plan that make provisions for specific groups of people.
10. Gender equality	Neutral impact (see third column).	The policies within the Plan relate to the protection and enhancement of the character of 'character areas' within the Parish, protection and enhancement of the environment (including air quality and biodiversity), protection and enhancement of the vitality of the district and local centres within the parish, and protection of employment within the parish. These policies should have a positive impact on all who live and work within the parish equally rather than specific groups, so there is not thought to be any equality impact. There are no policies within the plan that make provisions for specific groups of people.
11. Sexual orientation equality	Neutral impact (see why in the third column).	The policies within the Plan relate to the protection and enhancement of the character of 'character areas' within the Parish, protection and enhancement of the environment (including air quality and biodiversity), protection and enhancement of the vitality of the district and local centres within the parish, and protection of employment within the parish. These policies should have a positive impact on all who live and work within the parish equally rather than specific groups, so there is

		not thought to be any equality impact. There are no policies within the plan that make provisions for specific groups of people.
12. Gender re-assignment	Neutral impact (see third column).	The policies within the Plan relate to the protection and enhancement of the character of 'character areas' within the Parish, protection and enhancement of the environment (including air quality and biodiversity), protection and enhancement of the vitality of the district and local centres within the parish, and protection of employment within the parish. These policies should have a positive impact on all who live and work within the parish equally rather than specific groups, so there is not thought to be any equality impact. There are no policies within the plan that make provisions for specific groups of people.
13. Age equality	Neutral impact (see third column).	The policies within the Plan relate to the protection and enhancement of the character of 'character areas' within the Parish, protection and enhancement of the environment (including air quality and biodiversity), protection and enhancement of the vitality of the district and local centres within the parish, and protection of employment within the parish. These policies should have a positive impact on all who live and work within the parish equally rather than specific groups, so there is not thought to be any equality impact. There are no policies within the plan that make provisions for specific groups of people.
14. Religion and belief equality	Neutral impact (see third column).	The policies within the Plan relate to the protection and enhancement of the character of 'character areas' within the Parish, protection and enhancement of the environment (including air quality and biodiversity), protection and enhancement of the vitality of the district and local centres within the parish, and protection of employment within the parish. These policies should have a positive impact on all who live and work within the parish equally rather than specific groups, so there is not thought to be any equality impact. There are no policies within the plan that make provisions for specific groups of people.
15. Pregnancy and maternity equality	Neutral impact (see third column).	The policies within the Plan relate to the protection and enhancement of the character of 'character areas' within the Parish, protection and enhancement of the environment (including air quality and biodiversity), protection and enhancement of the vitality of the district and local centres within the parish, and protection of employment within the parish. These policies should have a positive impact on all who live and work within the parish equally rather than specific groups, so there is not thought to be any equality impact. There are no policies within the plan that make provisions for specific groups of people.
16. Marriage and civil partnership equality	Neutral impact (see third column).	The policies within the Plan relate to the protection and enhancement of the character of 'character areas' within the Parish, protection and enhancement of the environment (including air quality and biodiversity), protection and enhancement of the vitality of the district and local centres within the parish, and protection of employment within the parish. These policies should have a positive impact on all who live and work within the parish equally rather than specific groups, so there is

		not thought to be any equality impact. There are no policies within the plan that make provisions for specific groups of people.	
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.	<p>Overall the Plan aims to improve the social wellbeing, environment and economic prospects of the area:</p> <ul style="list-style-type: none"> • The Plan seeks to provide additional habitat resources for wildlife and green spaces for the community wherever practicable through policy CR12. • The Plan seeks to protect the environment in terms of biodiversity through policy CR12 and air quality through policy CR9. • The Plan seeks to protect provision of employment within the Parish through policy CR11. • It also seeks to improve the built environment and protect the character of areas within the Parish through design policies CR1-CR8. • Lastly the plan seeks to protect and enhance the vitality of Crowthorne High Street and to protect the provision of shops and community uses within Crowthorne High Street and Station Parade through policies CR9 and CR10. <p>The Plan therefore should result in a positive impact on the community. In addition, this is a Plan that has been prepared and written by the local community - not Bracknell Forest Council - and as such it reflects local community issues/views and aspirations.</p>		
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?	No negative impacts have been identified in respect of any of the groups listed in 8 – 16 above.		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	The Crowthorne Neighbourhood Plan will continue to form part of the statutory Development Plan for Bracknell Forest once 'made'. Therefore, relevant planning policies will be monitored as part of the planning Authority Monitoring Reports.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	Full assessment not required as no potentially negative impacts have been identified, and the Plan has been produced by and for the local community in Crowthorne Parish. Furthermore, the electorate of Crowthorne Parish voted for the Plan to be made at a local community referendum.

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
'Make' the Plan so that it can continue to be used when determining planning applications.	1 June 2021	Executive	Executive agree to keep the Plan into legal force and a decision is published (in accordance with Regulation 19).
Monitor the effectiveness or otherwise of planning policies in the Crowthorne Neighbourhood Plan.	Ongoing following making the Plan	Development Plan Team	As decisions on planning applications are made using policies in the Crowthorne Neighbourhood Plan (both delegated, committee and appeals), an understanding of the effectiveness of the policies will be gained.
24. Which service, business or work plan will these actions be included in?	Planning		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	<p>Crowthorne Parish Council undertook consultation to inform the preparation of the Plan prior to submitting the Plan to the Council. Bracknell Forest Council undertook a statutory 6-week public consultation on the submission version of the Crowthorne Neighbourhood Plan. The Plan was subject to a local community referendum to ensure the process is democratic.</p> <p>Current national and local policies seek to improve transport and connectivity (including sustainable transport options), ensure provision of community facilities, protect the environment, improve communications and ensure appropriate built form across the Borough. Bracknell Forest Council also consults the community during the preparation of all Local Plans and monitors the impact of policies.</p>		
26. Head of Planning signature.	Signature:  Date: 04/05/2021		

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TO: EXECUTIVE
1 June 2021

TIME SQUARE - CREATING A NEW COLLABORATION/COMMUNITY HUB SPACE Executive Director of Place Planning and Regeneration

1. Purpose of Report

- 1.1. To agree the scope of the Phase 1 works and funding outlined in this report, that have been developed to redesign Time Square (council offices) to create an integrated Community/Collaboration Hub. Creating a space which is shared with partners and by community groups, increasing co-location and partnership working.

2. Recommendations

- 2.1. **The Executive Member for Transformation and Finance recommend that Council agrees a supplementary capital approval of £604k to fund the costs for Option 1 (Phase 1) of the Time Square project in the 2021/2022 capital programme.**

3. Reasons for Recommendation

- 3.1. The way in which the Council has operated during the pandemic has provided the opportunity for staff to carry out many of their duties remotely and work more closely with partners, enabling flexible and collaborative working. This report builds on the positive outcomes of remote working since March 2020, recognising that many staff will continue working remotely for a larger proportion of time. Accepting that when staff use Time Square this does not have to be in a traditional desk-based way.
- 3.2. Over the course of the pandemic it has been evidenced that the Council is at its most effective when working with partners, in particular across health and the voluntary sector. As such the co-location of such services is the next natural step in taking these relationships further forward. This also helps for the effective use of Time Square and will help in a small part to contribute towards the revenue costs required to operate the building.
- 3.3. The opportunity for a Community Hub space has been tested with internal stakeholders, partners and existing community groups, who welcome this move. The introduction of flexible space creating more of a community focus in the town centre rather than Time Square being just a municipal office.
- 3.4. In order to establish the Collaboration and Community space a capital allocation is sought to undertake works to the building to create;
- a new collaboration space on the Ground floor with a Café space;
 - a new Ceremony Room (for weddings, citizenship ceremony's etc)
 - a re-imagined reception and customer meeting area;
 - a new child conferencing room on the ground floor;
 - the First floor available for partners and future rental space; and
 - a new Board Room on the Fourth floor, enabling the use of the existing board room on the ground floor for community bookings.

All spaces furnished with new furniture suitable for collaborative working and informal meeting areas and spaces.

4. Alternative Options Considered

- 4.1. The Council could do nothing with staff and Councillors returning to a pre Covid working pattern. This is not recommended due to the positive benefits which have emerged from the way the council has operated during this pandemic which would be lost under this option.
- 4.2. Decide not to create a Community Hub at Time Square and not to invite partners into the building. This is not recommended as the gained benefits laid out in this report would be lost and working with partners and community groups would revert to previous practices.

5. Supporting Information

Staff

- 5.1. The majority of the Council's staff are successfully working remotely at present. In considering a return to more office based working it is recognised that the workplace, should be a pleasant, flexible and effective place to work and collaborate. This changed way of working creates an opportunity to review the Council's current office accommodation needs and to develop a new future vision for Time Square. This change has enabled us to reimagine the space to create collaboration, partnership and touch down areas with an opportunity to release some office space to partners, enabling other functions/external bodies to be located within the building, allowing effective partnership working and enabling some efficiencies.
- 5.2. Analysis with staff on preferred working patterns has identified that many roles can be accomplished predominantly at home/remotely rather than being mainly office based. These have been tested through work pattern surveys and more recently interviews with Assistant Directors and service heads for each area to understand the working pattern of their staff and split between home/office. This approach aligns with the Councils Home Working policy agreed at Employment committee in February.
- 5.3. A collaboration space was highlighted in staff feedback as an opportunity to augment new ways of working, recognising the benefits this could bring, to staff, the Council and those using the council facilities. Being able to co-locate with partners was also considered to be a great benefit. The concept of this space and the addition of a Café space has been welcomed by staff and Councillors.

Partnership

- 5.4. The proposed operating strategy for the building would be;
 - to maximise effective use of the building, by creating collaboration spaces which encourage the co-location and close working between partners and Council services areas.
 - Lease/rent spare space within the building to partners.
 - to create a variety of spaces for community groups/partners and the council by the adoption of a Community/Collaboration Hub model on the ground floor.
- 5.5. This is an opportunity to bring staff and partners together to work in a different way and provide a location to connect with the community, either by co-location or by encouraging community groups to use the facilities at Time Square. By developing a hub at Time Square this provides a focus for residents, community groups and local organisations.

5.5. The Council has been speaking to the following partners regarding co-location in Time Square, including those in the health sector and in the voluntary sector.

Options

5.6. In order to progress the works needed to Time Square to support the creation of a Collaboration/Community Hub, a feasibility study was commissioned. The brief set out the following principles.

- Creation of a space which could be shared by the Council, partners and by community groups increasing co-location and partnership working.
- Creation of zoned collaboration spaces and a café area, which would be shared with partners, supporting integrated working and closer staff collaboration.
- Time Square to be redesigned to enable the community to book meeting spaces on the Ground Floor of the building including the Council chamber.
- Creation of a larger ceremony room to increase income from ceremonies.
- Letting of First Floor North to Involve, freeing up the old Magistrates Court
- Potentially letting of the First Floor South to an external partner/s or organisation/s (costs for set up are excluded from this report) is being currently considered, providing a rental income opportunity.

5.7. The study also proposed internal layouts for each floor and considered the different type of furniture to improve the working environment for both staff, partners and customers. (See Appendix A).

5.8. Interviews were held in November with senior leaders and others to ascertain the level of home, office work split. It is assumed the in the region of 400 desks would be required to meet new ways of working. The proposal at the moment is to extend that to 465 desks to ensure flexibility can be accommodated as we learn from any return to office-based working.

5.9. Most services have indicated a reduction of desks being required, however to allow for flexibility, for additional staff that may need to return to the office, the total number of desks available for BFC staff is 465 as set out in the table below. This will be reviewed once staff return and we can see how the space/desks are used. Teams across the council will have team zones and these have been accounted for in the planning of the individual floors.

South	Dept	North	Dept
Ground Floor	Civic & Community Space (furniture layout shown in Appendix A)	Ground Floor	Collaboration Space/Café/Ceremony Room
First Floor	Potential Rental Space	First Floor	For use by Involve & Charities organisations,
Second Floor	People Directorate (incl CCG)	Second Floor	People Directorate
Third Floor	Delivery Directorate	Third Floor	Place Planning and Regeneration Directorate
Fourth Floor	Leadership Space	Fourth Floor	Resources Directorate

Costs

- 5.10. The table below sets out the estimated costs for the phase 1 building works and furniture purchase required to create the Collaboration/Community hub

Phase 1	Building Works	Description of Works	Furniture Cost	Description of Furniture
Ground North	£201,941.00	Post Room, Facilities, Café, Collab Space, Waiting Area, external works, wayfinding	£119,840.00	Collaboration Furniture, includes café
Ground South	£49,980.00	Reception & Lobby Decoration and finishes	£4,680.00	New reception desk
Fourth South	£22,950.00	New Board Room	£7,150.00	Board Room furniture
Prelims & Contingency	£75,719.00		-	
General Costs	£63,136.00	Fees (Internal and External) & Third Party Surveys	£8,000	Delivery & Installation
ICT Costs	£50,000.00			
Total	£463,726.00		£139,670.00	
Total Project Cost			£603,396.00 say £604,000.00	

- 5.11. It is proposed the first phase of the remodelling works to create the spaces as set out above, will be completed by the end of October 2021 to enable a phased return of staff into the building subject to any Covid restrictions in place at that time.

6. Consultation and Other Considerations

Borough Solicitor

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

Director of Resources

- 6.2. The financial implications are included in the body of the report, which require consideration of a supplementary capital approval to provide the necessary funding.

Strategic Risk Management Issues

- 6.3. There are no strategic risk management issues identified in this report at this time.

Environment and Climate Implications

- 6.4. The recommendations in section 2 above are expected to have a reduction on emissions of CO₂, as a result of Involve and charities moving out of the Court House. With a reduction in staff travelling to work on a daily basis this will reduce car-based emissions of CO₂ generated by our staff.

Health in all Policies

- 6.5. The changes to Time Square will help to further enhance partnership working with Health colleagues, the voluntary sector and community groups. This will enable closer and joined up working on projects and programmes beneficial to improving the health of the wider community. It also seeks to enable further opportunities for health and well-being activities for the users of the building.

Background Papers

Appendix A - Architectural Concept Layouts

Appendix B - Equalities Assessment

Contact for further information

Kamay Toor, AD: Property – 01344 355183

Kamay.toor@bracknell-forest.gov.uk

Richard Payne, Head of Capital Projects and Maintenance – 01344 352275

Richard.payne@bracknell-forest.gov.uk

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TIME SQUARE COLLABORATION AND COMMUNITY HUB SPACE

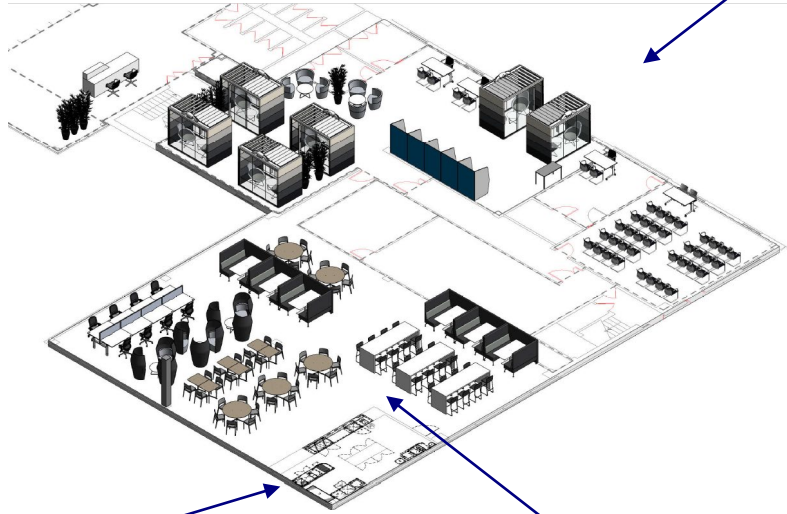
The Executive



Time Square Ground Floor North

To create a new collaboration space to be shared with partners including a new café area and a variety of different meeting areas on the Ground Floor North.

Shared Public Area including Customer Services & Partners



Larger Ceremony Room



New Cafe



New Collaboration Area

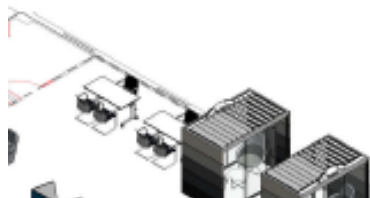
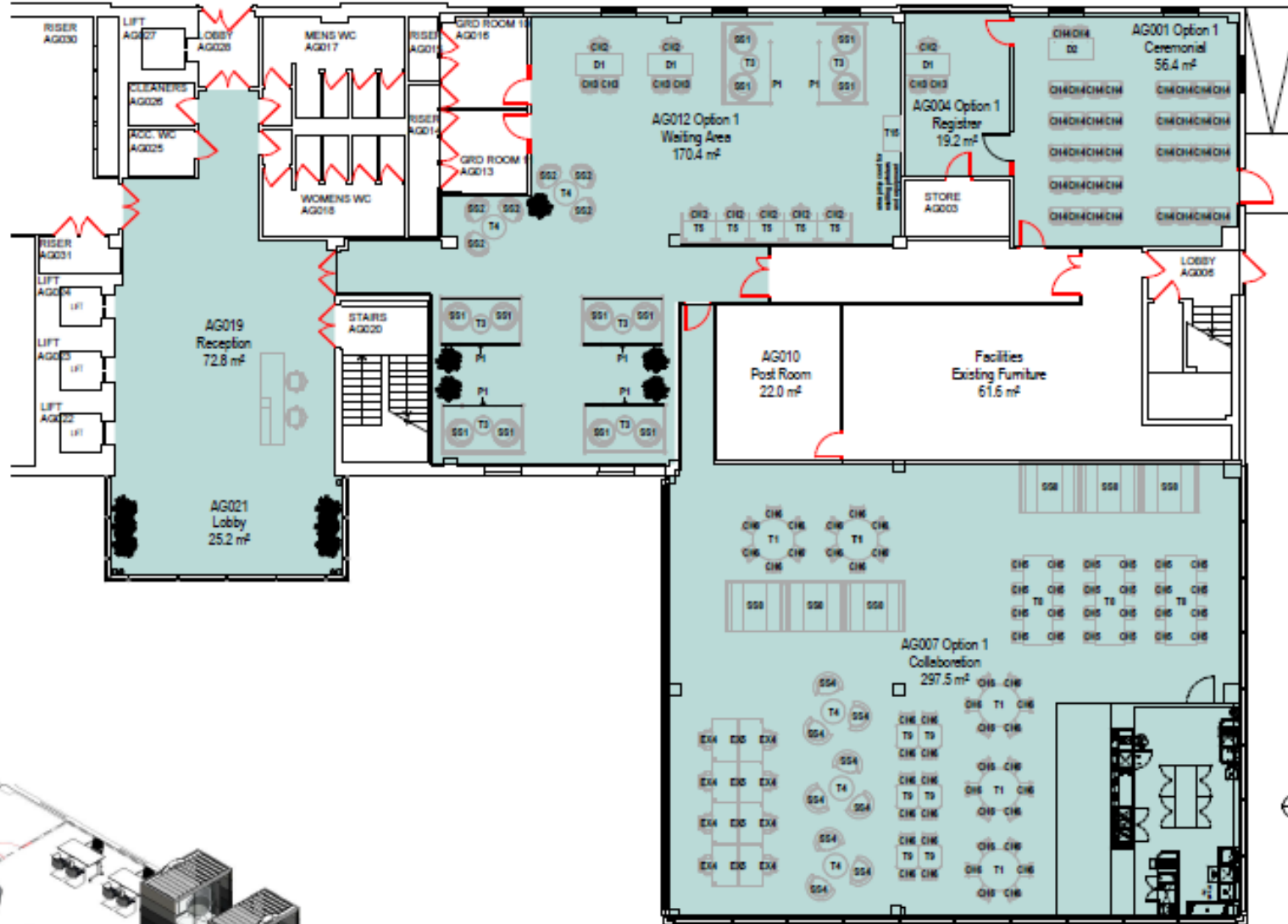


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Time Square Ground Floor North

General Arrangement

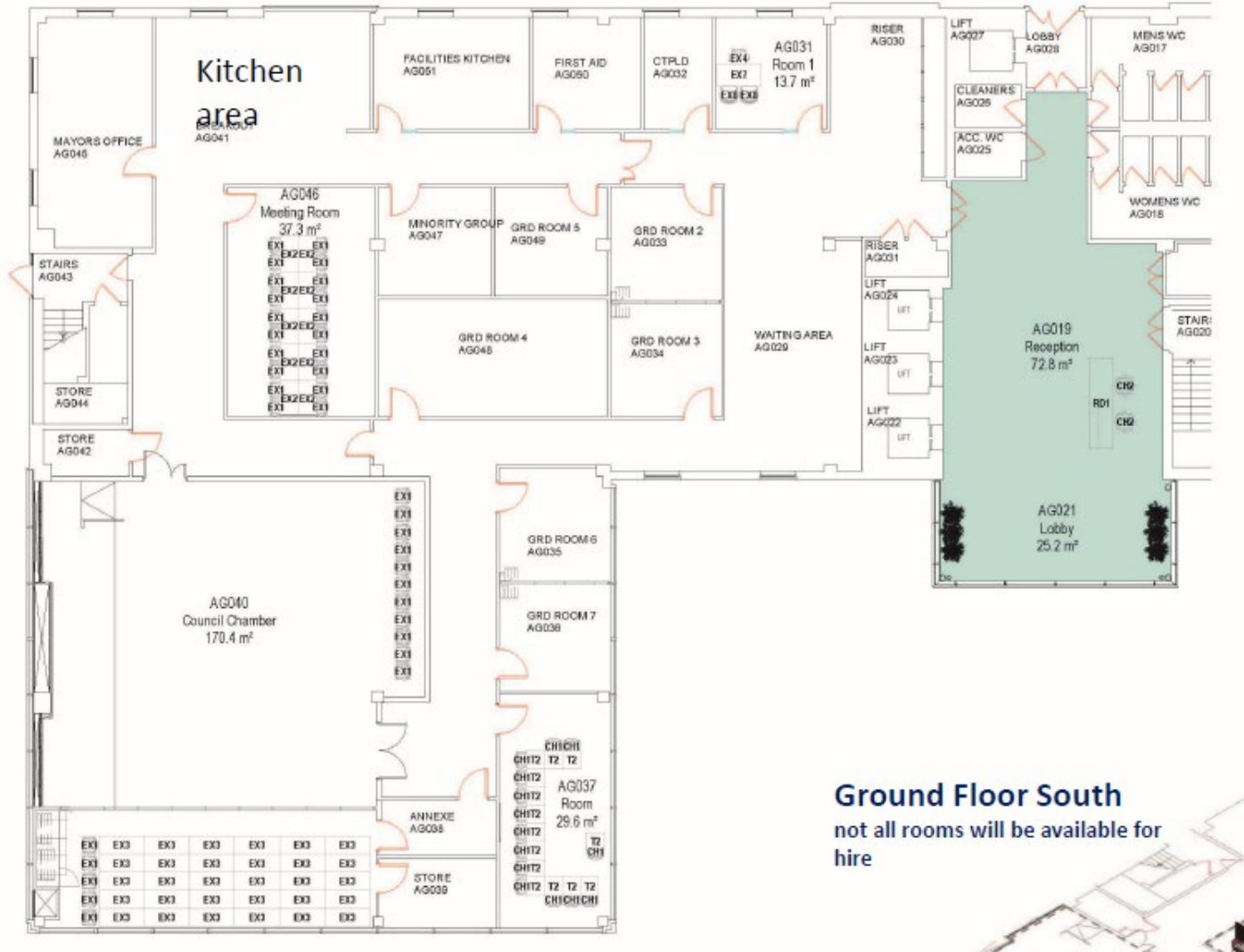
57



Time Square Ground Floor South

Community Hub Space

58



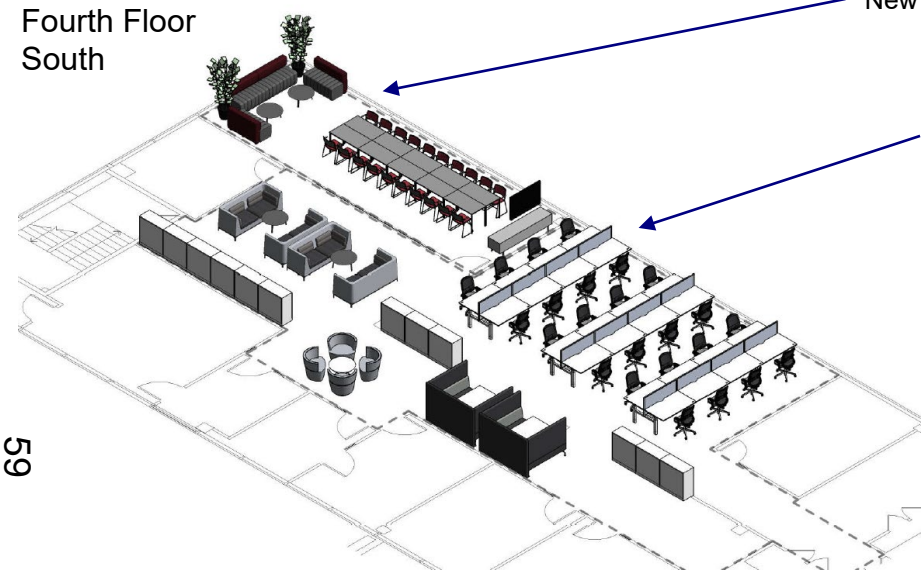
Ground Floor South
not all rooms will be available for hire

Time Square Upper Floors

Fourth Floor
South

New Boardroom

Retained desks for council & senior leadership teams



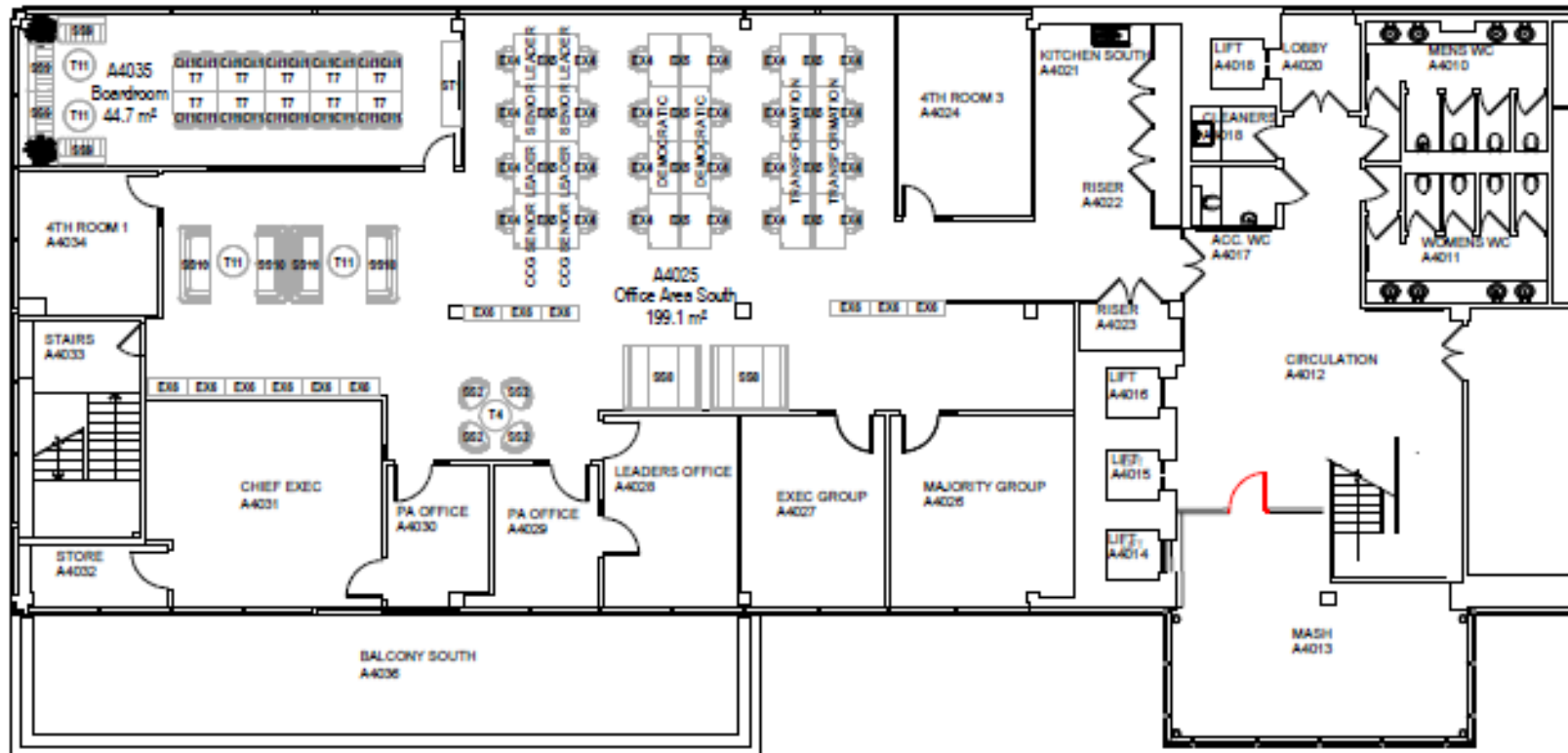
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Time Square Fourth Floor South

General Arrangement

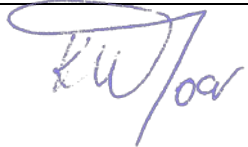
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Initial Equalities Screening Record Form

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	N 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. 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).	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

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TO: THE EXECUTIVE DATE:
1 June 2021

SOUTH HILL PARK TRUST LIMITED – PENSION LIABILITIES

Executive Director: Resources / Executive Director: Delivery

1 PURPOSE OF REPORT

- 1.1 To present for the Executive's consideration a request from the South Hill Park Trust for Bracknell Forest Council to act as guarantor for its part of the local government pension scheme. This request has been prompted by there no longer being any active members of the Trust's scheme paying into the pension fund, meaning that the Trust is facing a cessation situation and a consequent requirement to make up the current deficit in its pension scheme through a significant financial contribution.

2 RECOMMENDATIONS

That the Executive;

- 2.1 **Considers the request from the South Hill Park Trust to act as guarantor for its pension scheme, the detail being set out in a letter from the Trustees to the Leader attached as [Exempt] Annex A, and agrees a response.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The recommendations are designed to ensure a response can be conveyed to the request received from the South Hill Park Trust, as set out in Annex A (in part 2 of the report).

4 OPTIONS CONSIDERED

- 4.1 The Executive could agree that the Council acts as guarantors for the SHP Trust pension scheme as requested by the Trust, noting the financial risks this could involve, most significantly in relation to the expectation from the Berkshire Pension Fund that this would include underwriting the £■■■■ contribution required to ensure a "fully funded" position is reached
- 4.2 The Executive could reject the request from the trust to act as guarantor for the SHP Trust's pension scheme, on the basis that there is no legal connection between the two organisations. This would mean that the Trust would cease to operate. The Council would then need to seek an alternative organisation to manage an Arts programme at SHP or consider other uses for the facility which is in its ownership.
- 4.3 The Executive could inform SHP Trust and the Berkshire pension Fund that it is willing to absorb the SHP Trust's pension scheme into its own on the basis that it would be treated as fully funded, while declining to underwrite the payments totalling £■■■■ required by the Trust to secure this position. The Berkshire Pension Fund would then need to determine whether the risk of default on the Trust's £■■■■

required contribution could be shared across all employers participating in the Berkshire Fund.

5 SUPPORTING INFORMATION

- 5.1 The buildings and land at South Hill Park in Bracknell are owned by Bracknell Forest Council and Bracknell Town Council and are operated as an arts facility under a lease arrangement by the South Hill Park Trust Limited. The Trust is managed by its Trustees as an independent organisation but receives grant and other financial support from both Bracknell Forest Council and Bracknell Town Council. This currently totals £306,000 from BFC, including funding for grounds and building maintenance as well as general grant support for the Trust's activities. As a charitable organisation, the Trust qualifies for 80% mandatory charitable relief from its rates bill of £46,000 and receives a further 20% discretionary relief from BFC.
- 5.2 With the buildings at SHP belonging to Bracknell Forest, the Council also invests directly as necessary in major, structural repairs, to ensure they remain in a good overall state of repairs. The council has recently invested in the building, both in supporting the development of income generating spaces such as the wedding venue and the Coach House; as well as ongoing recent maintenance of key elements such as the fire doors in the Wilde Theatre. This investment will enable the Trust to plan for the reopening of the centre and to make maximum use of the available facilities.
- 5.3 As with all Arts organisation, SHP Trust has been significantly affected by the Covid pandemic. The facility has mostly been closed since March 2020 and has been generating limited income from sales since then. It normally employs over 60 staff, with the vast majority over the past year having been put on the Government's furlough scheme. The trust has not qualified for any of the mandatory business grant schemes but has been successful in securing funding through Government grants aimed at arts and culture. This, combined with the limited income generation, has meant that the Trust ended the 2020/2021 financial year in broadly the same financial position as it started it.
- 5.4 SHP Trust buys its electricity and gas through BFC. In recognition of the Trust's financial challenges during Covid, with agreement from Executive Members the Council has allowed it to repay sums owed over an extended period.
- 5.5 An additional and significant financial issue for the Trust, entirely unrelated to Covid, has also crystallized in the past 12 months, related to its participation in the local government pension scheme. The issues are clearly set out in a letter sent to the Leader of the Council by the Chair of the Trust's Finance and Audit Committee, which is attached as Annex A (part 2 of to this report. In essence, since the Trust no longer has any active employees paying into the scheme (there are 25 former employees with accrued benefits), it is now a "closed" scheme whose liabilities exceed its assets. In this situation a "cessation" payment is required to the Berkshire Pension Fund (administered by RBWM), to bring these into equilibrium.
- 5.6 As the letter sets out, the level of the cessation payment due from the Trust depends on whether its ongoing fund is absorbed within that of another employer in the Berkshire Fund, or remains as a stand-alone entity that has to cover a potential worst case scenario difference between liabilities and assets until the final scheme member dies.

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- 5.7 The Trust has concluded that it would be unable to secure the [REDACTED] of funding which is required if it cannot secure a guarantor and would need to cease its operations under that scenario. The Trust believes it could meet the payment of £ [REDACTED] over a 5 – 6 year period which would be required to have the scheme deemed by the Pension Fund Authority as “fully funded”, subject to any future difference between liabilities and assets deal with as part of a larger employer’s fund. The Trust has made a payment to the Pension Fund of £ [REDACTED] in the 2020/2021 financial year. It is acknowledged by the Trust that there is a risk that its finances over the years ahead may not be able to accommodate this significant commitment, although they have budgeted for a further payment of £ [REDACTED] in 2021/2022.
- 5.8 There is no established legal connection between Bracknell Forest Council (or its predecessors) and the SHP Trust, neither generally nor in relation to its pension scheme. The Council has been identified by the Trust and the Pension Fund Authority as a potential guarantor due to its location within our administrative boundary and recognising that local residents benefit from the events and activities it organises.
- 5.9 The Pension Fund’s Actuary has confirmed that merging the 25 SHP Trust individuals into the overall Bracknell Forest part of the fund (assuming the Trust’s pension fund was deemed to be in a “fully funded” position at the point of transfer) would be unlikely to make any material difference to the overall amount of pension contributions the Council would need to make in future years. The Executive Director: Resources is therefore content to advise Members that absorbing the Trust’s pension scheme into Bracknell Forest Council’s, from a fully-funded position, would not represent a material financial risk.
- 5.10 There is, however, an associated expectation from the Berkshire Pension Fund that the proposed arrangement would also involve underwriting the Trust’s £ [REDACTED] liability to secure a fully funded position. This would not be without risk for Bracknell Forest Council. Although the Trust has been successful in attracting additional Arts Council funding in the past year, the uncertainty around the length of time social distancing measures may need to continue even after venues are re-opened, means that it is possible that the Trust’s trading situation may not be able to sustain the annual repayments of around £ [REDACTED] - £ [REDACTED].
- 5.11 While the Council’s current financial position is strong, our medium-term outlook remains challenging and Members are advised to give careful consideration to the specific risks that would be involved overall in acting as guarantor for the SHP Trust pension fund in the form proposed by the Trust and the Pension Fund Authority before agreeing a response to the Trust.
- 5.12 The consultancy firm Activist undertook a full review of South Hill Park in 2017/2018, as part of the Transformation Programme. Many of the recommendations from that review have been implemented. The current board of trustees has continued to deliver a high-quality arts programme for the borough whilst also focusing more on additional income generation and commerciality. The trustees have managed the reduction in grant funding in recent years, and have maintained the level of balances they hold, by increasing income in other areas. At the time of the review, Activist concluded that it was unlikely we would be able to find another arts organisation to take over the running of the Arts centre, if the Trust were to cease to operate. The impact nationally of the Covid pandemic has further reduced the number of arts organisations available to take over the operation, if the Trust were to fold.

- 5.13 The arts offer within Bracknell Forest area is centred on South Hill Park Trust and the council's grant funding and other support has helped to ensure that a wide-ranging offer has been sustained within the borough. The arts promote involvement, participation and enjoyment; they also build culture, identity and belonging. A strong and vibrant arts and culture offer can bring communities together, whether these be geographic, affinity or communities of interest. There is also a clear link between participation in arts and cultural activities and people's mental health and wellbeing, and culture can play a key role in tackling isolation and loneliness, as has been evidenced by the impact of the absence of access to such activities during the Covid pandemic.
- 5.14 A strong arts and cultural offer can act as a stimulator of economic activity, focusing footfall into a particular area and encouraging visitors to go to places that they would not normally visit. Cultural activities can also focus visitors to different times of the day, allowing supporting and ancillary services to extend their trading hours based on servicing the visitors after the activity has finished.
- 5.15 It is important that arts organisations operate in concert with other cultural services. The South Hill Park Trust is currently making an application to the Arts Council for the relaunched "Creative People and Places" funding programme, which will enable them to engage more widely with the community in arts and culture, with a specific focus on those who are vulnerable or socially isolated.
- 5.17 In any assessment of the financial case, the council's wider cultural strategy needs to be taken into consideration. South Hill Park Arts Centre and the Board of Trustees are likely to play a central role in the development the future Arts and Culture strategy for the borough. The loss of the Trust could create or expand a cultural desert, and given the consolidation in the sector, it is likely that no new entrant would re-provide these services. This loss could have a significant negative impact on the connected services and service providers within the borough.

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

Borough Solicitor

- 6.1 There are no legal impediments to the Council acting as guarantor for South Hill Park Trust in relation to the 25 former employees of the Trust within the RBWM Pension scheme on the terms sought. Express statutory provisions that could be relied upon to facilitate such an undertaking include;
- **S1 Localism Act 2011**-The general power of competence
 - **S111 Local Government Act 1972**- Power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of the Council's functions.
 - **S137 Local Government Act 1972**- Power to incur expenditure for certain purposes not otherwise authorised which in [the Council's] opinion is in the interests of, [and will bring direct benefit to,] their area or any part of it or all or some of its inhabitants

Director: Resources (s151 Officer)

6.2 The financial issues and risks to the Council are included in the body of the report.

Equalities Impact Assessment

6.3 There are no equalities issues directly arising from the matters in this report.

Strategic Risk Management Issues

6.4 There are no direct links to risks on the Council's strategic risk register arising from this report, though some financial risks around the proposal submitted by the SHP Trust are highlighted in the report.

7 Additional information

7.1 This public report has been redacted in line with the Local Government Act 1972, Schedule 12a. In that these elements have been deemed to relate to the financial and business affairs of a third party. However, given that the Guarantee, if given, will be based on public funds, the public interest in keeping the whole report exempt is outweighed by the public interest in disclosing the majority of the report.

Contacts for further information

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TO: EXECUTIVE
DATE: 1 JUNE 2021

The Redevelopment of Depot Site **Executive Director: Delivery**

1. Purpose of Report

- 1.1. To seek approval of the strategic procurement plan (Appendix A) to enable the commencement for the procurement process. This will enable the appointment of a main contractor, which will develop the design and redevelopment of the Commercial Centre, in order to provide new depot facilities.

2. Recommendation

- 2.1. **That the executive approve the strategic procurement plan to tender the design development and construction works to create a new depot facility.**

3. Reasons for Recommendation

- 3.1. The Executive has agreed to the redevelopment of the Commercial Centre, in order to develop a new depot facility. This was approved as part of the council's budget setting with the project added to the council's capital programme. This report progresses with this project, implementing the procurement activity.
- 3.2. It is a requirement of the contract standing orders that the Executive approve any strategic procurement plan with a value more than £1m. This decision seeks approval for the procurement process.

4. Alternative Options Considered

- 4.1. None, as it is a requirement of the Council's contract standing orders that any contracts in excess of £189k are required to go out to a formal tendering process to ensure value for money and compliance with legislation.

5. Supporting Information

Background

- 5.1. The redevelopment of the Commercial Centre was agreed as part of the strategic objectives of the council's Asset Management strategy. This strategy set out to deliver a new depot facility on the site, while moving off site, office-based activities in order to maximise the efficiency of the depot operations.
- 5.2. To this end the Executive agreed to create a new purpose build depot facility to accommodate BFC's Transport team, Unison and the council's contractor partners (Continental Landscapes, Ringway and Suez) including their equipment, workshops and vehicles.

Construction scheme

- 5.3. The scheme and estimate costs were agreed as part of the 2021/2022 Capital programme. This has allowed work to progress to the point that a procurement exercise can now take place. In establishing the outline project costs, options for the site have been explored by the Council's Managing Partner and were presented as part of the business case that was agreed by the Executive, as part of the approval for the scheme being included in the capital programme.
- 5.4. The Managing Partner have now produced a Royal Institute of British Architects (RIBA) Stage C report which provided a more detailed estimates of the project costs. The Managing Partners breakdown of the construction budget is based on an elemental cost breakdown calculated by a Quantity Surveyor and indexed linked to Building Cost Information Service (BCIS) for the work areas on the site, which have been summarised in the Strategic Procurement Plan.
- 5.5. The Managing Partner are already contracted to design and manage the construction works on site. The procurement of the main contractor to carry out construction works will be subject to competitive tender following advertisement on the South East Business Portal and Contracts Finder, in accordance with the Council's Contract Standing Orders. Value for money will be demonstrated at contract award through application of these procedures.
- 5.6. Timescales

Milestone	Approximate Date
Publish adverts in South East Business Portal and Contracts Finder	11/06/2021
Deadline for returning Selection Questionnaires	09/07/2021
Issue Invitation to Tender to shortlisted suppliers	23/08/2021
Receive Response from Tenderers	15/10/2021
Contract Award	07/01/2022
*Mobilisation Period	07/03/2022 – 01/04/2022
*Contract Start Date	04/04/2022
*Completion Date	31/03/2023

*The actual construction will be based on the successful contractor project delivery programme

- 5.7. Financial Analysis - Current Cost Breakdown

included within the strategic procurement plan (Appendix A).

Other considerations on the site

- 5.8. In terms of the development of the site, the Executive has already taken a number of enabling decisions. Firstly, in relation to the Emergency Duty Service (EDS) and Forest Care, plus in terms of the excess land that will be created as part of the project.

- 5.9. In terms of the non-depot users of the site, the key services to relocate under the strategy were the Emergency Duty Service (EDS) and Forest Care. On the 28/04/2020, the Executive agreed to move EDS and Forest Care to Waterside Park Unit B, along with the creation of an emergency planning and resilience location. The construction work for Waterside Park unit B have been completed, with EDS having already moved into the new site, and Forest Care, due to be at the new location in quarter 3 of the 2021/22 performance year. The dilapidated building that houses this service will be demolished at this stage.
- 5.10. The excess land has been factored into the depot scheme's financing costs; the land being earmarked for future development. However, in the programming of the release of this land, this has been programmed into both the development of the depot and the development of the Market Street site. Initially the space will be used as a temporary storage location for the material currently stored at the Market Street site, enabling this project to progress to schedule. The excess land will also form part of the working space needed for the construction of the new depot, enabling safe construction to take place. Therefore, this excess land won't be released until the end of the depot project and subject to further decision making as to how to maximise its value, while meeting the needs of the community.

6. Advice Received from Statutory and Other Officers

Borough Solicitor

- 6.1. The Council has the legal power to maintain and develop its landholdings and buildings in connection with its functions. In furtherance of these powers the Council may provide and commission through a contract the works outlined in this report.
- 6.2. The commissioning of works as described in this report to carry out the redevelopment shall constitute a public works contract within the meaning of the Public Contracts Regulations 2015 (PCR 2015).
- 6.3. Due to the value falling below the relevant threshold a full procurement which meets the requirements of the PCR 2015 is not required.
- 6.4. The report explains the way in which it is proposed the market shall be engaged which appears to be consistent with accepted good practice and requirements for contracts which fall below the threshold of the PCR 2015.
- 6.5. All works will need to be carried out with regard to the Council's statutory obligations and to owners and occupiers of all adjoining and neighbouring land.

Director: Resources

- 6.6. Comments are included within the strategic procurement plan (Appendix A).

Equalities Impact Assessment

- 6.7. Attached as Appendix B.

Strategic Risk Management Issues

- 6.8. Attached as Appendix C.

Environment and Climate Implications

- 6.9. The recommendations in section 2 above are expected to: reduce emissions of co2, due to the new depot building being built to modern standards which incorporates heat loss calculations, energy efficient lighting and increased insulation to the office areas. The new depot building is also to be partly powered from photovoltaic panels which are to be mounted on the roof, the number of which are to be reviewed as part of the final technical submission.

7. Consultation

Principal Groups Consulted

- 7.1. Council officers including the Head of Corporate Procurement, Borough Solicitor and Director: Resources were consulted in the drafting of this plan.

Background Papers

Appendix A – The Depot Strategic Procurement Plan
Appendix B – Initial Equalities Screen Record - Impact Assessment
Appendix C – The Depot Risk Register

Contact for further information

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Appendix B – Commercial Depot Contract - Initial Equalities Screening Record Form

Date of Screening: 10 th March 2021	Directorate: Delivery	Section: Property Services		
1. Activity to be assessed	Procurement and contract award of the construction project to redevelop the Commercial Depot			
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 type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening	Richard Payne			
5. Who are the members of the screening team?	Richard Payne & Stuart Green (Atkins Project Manager)			
6. What is the purpose of the activity?	To seek approval of the contract award for the redevelopment of the existing commercial depot site.			
7. Who is the activity designed to benefit/target?	The service is essential for meeting the Council's requirements and for ensuring employee and public safety and by providing a more sustainable long term base for the councils contracting team.			
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 The new depot will be a single storey & fully accessible building which will be designed to meet current statutory requirements for disabled access under Part M of the Building Regulations. At Selection Questionnaire stage, quality questions will be included which ensures that contractors provide their own equalities policies for the own internal workforce and sub-contractors.	Statutory consent for Building Regulation will ensure that the new facilities meet current statutory requirements for disable access. All tenders will be asked standard questions at selection questionnaire stage, including a request to submit any equalities policies they have in place. Organisations will only be carried forward to tender stage if the Council is satisfied with equalities obligations are able to be met be the contractor In the event that the organisation does not have their own policy, for any reason such as the size of the

				<p>organisation, then the contractor will need to acknowledge their equal opportunities responsibility by signing a document which confirms they will work in accordance with the Councils Policy.</p> <p>We will also use conditions of contract that clearly state the responsibility of the contractor to monitor their workforce and have up to date policies in place to ensure the promotion of equal opportunity</p>
9. Racial equality		N	No impact as the procurement of the contract is open to all contractors within the UK.	
10. Gender equality		N	No impact as the procurement of the contract is open to all contractors within the UK.	
11. Sexual orientation equality		N	No impact as the procurement of the contract is open to all contractors within the UK.	
12. Gender re-assignment		N	No impact as the procurement of the contract is open to all contractors within the UK.	
13. Age equality		N	No impact as the procurement of the contract is open to all contractors within the UK.	
14. Religion and belief equality		N	No impact as the procurement of the contract is open to all contractors within the UK.	
15. Pregnancy and maternity equality		N	No impact as the procurement of the contract is open to all contractors within the UK.	
16. Marriage and civil partnership equality		N	No impact as the procurement of the contract is open to all contractors within the UK.	
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 impact as the procurement will be through open tender.			

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	N/A
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/A		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No impact is expected as the procurement will be open to all contractors to submit an expression of interest at SQ stage.
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			
24. Which service, business or work plan will these actions be included in?	An action plan is not required but the evaluation team will ensure all requirements are made clear in the Specification of the Invitation to Tender documents, so the successful contractor will already have been made aware of any obligations.		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	N/A		

26. Assistant director's signature.



Signature:

Date 11/0/21



Client:	Bracknell Forest Council	Register Owner:	Stuart Green
Job Title:	The Commercial Centre Redevelopment Project	Revision:	0
Job Number:	5198632	Date:	13/08/2020
Reviewed by:	Amar Baines	Date:	14/08/2020

High Risk	R
Medium High Risk	A
Low Risk	G

Identification and Rating											Management and Tracking													
Risk ID	Risk Category							Description of Risk			Pre Mitigation		Risk Response Action	Chosen Action	Post Mitigation			Financial Allocation	Risk Owner	Target Date for Completion	Action Status	Open / Closed		
	Nr	Cost	Schedule	Quality	H&S	Environmental	Reputation	Security	Resourcing	Objective	Other	Likelihood	Impact		Risk Rating	(select from drop down)	(description)						Likelihood	Impact
1	x	x		x	x			x				4	4	Red	Reduce	Undertake a full R&D asbestos survey	3	4	Red	£5,000	Project	On-going		OPEN
2	x	x	x	x				x		x		2	3	Green	Reduce	Full and detailed review of O&M's and record drawings to be undertaken by MEP.	1	3	Green	£5,000	Project	On-going		OPEN
3				x								4	4	Red	Reduce	Early review of available areas to establish requirement and limitations. Requirements to be set out in the contract documents. Detailed review of contractor RAMS.	3	4	Red	£5,000	Project	On-going		OPEN
4	x	x						x				3	3	Yellow	Reduce	Close liaison with BFC throughout to ensure approvals are as quick as possible.	2	2	Green	TBC	BFC	Tender evaluation		OPEN
5		x										2	4	Yellow	Accept	BFC to advise as early as possible if award can be made by delegated powers.	1	1	Green	TBC	BFC	BFC to advise		OPEN
6				x								3	2	Green	Reduce	The site is advised on the impact of the contractors compound location	2	2	Green	-	Project	On-going		OPEN
7	x	x										2	4	Yellow	Reduce	1 week review sign off period allowed for in the programme.	2	3	Green	-	Project	RIBA B		OPEN
8	x	x								x	x	2	3	Green	Reduce	Design Team to review any proposed changes in legislation before progressing with design.	1	3	Green	£3,000	Project	On-going		OPEN
9								x		x		3	3	Yellow	Reduce	Feasibility to be reviewed by all stakeholders and acceptance of the proposals documented. Updates within Stage C signed off by stakeholders.	1	2	Green	£10,000	Project	RIBA D		OPEN
10	x	x	x					x				2	4	Yellow	Reduce	Client to carry out financial checks on all contractors prior to being invited to tender.	2	4	Yellow	£5,000	Project	Prior to tender		OPEN
11	x	x						x		x		2	3	Green	Reduce	Design to produce information required schedule with contractor to ensure all required information is made available.	2	2	Green	TBC	Project	RIBA K		OPEN
12	x	x						x		x		3	4	Red	Reduce	Detailed programme to be provided by the tendering Contractors to confirm programme period is achievable.	2	3	Green	£10,000	Project	RIBA K		OPEN
13		x	x							x		2	2	Green	Reduce	Review proposed subcontractors.	2	2	Green	-	Project	RIBA K		OPEN
14	x	x		x						x		1	3	Green	Reduce	Contractor to ensure site security.	1	2	Green	-	Project	RIBA K		OPEN
15	x	x		x						x		2	2	Green	Reduce	Good communications with the site and forward planning of disruptive works	3	3	Yellow	£4,000	Project	RIBA K		OPEN
16	x	x		x						x		2	2	Green	Reduce	Carry out measured surveys at an early stage	1	2	Green	£2,500	Project	On-Going		OPEN
17	x	x		x	x							4	3	Yellow	Transfer	Main contractor to allow for additional site inspections and testing during the construction phase.	2	2	Green	£20,000	Project	RIBA K		OPEN
18	x	x		x								3	3	Yellow	Reduce	BFC are managing this as a separate project.	2	2	Green	£0	BFC	RIBA A-D		OPEN
19	x	x										4	4	Red	Reduce	To be reviewed following more detailed design.	3	3	Yellow	£3,000	Main Contractor	RIBA K		OPEN
20	x	x								x		2	3	Green	Reduce	Sign off and agreement of key design stages to avoid changes and amendments during the construction phase	2	2	Green	£5,000	Project	RIBA K		OPEN
21	x	x										4	3	Yellow	Reduce	Ensure the SQ asks potential contractors to demonstrate their experience of complicated ground works.	3	3	Yellow	£2,500	Main Contractor	RIBA K		OPEN
22	x	x								x		3	3	Yellow	Transfer	Main contractor to monitor and question to be raised during tender review process.	2	3	Green	£5,000	Main Contractor	RIBA K		

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Initial Equalities Screening Record Form

Date of Screening: 31st March 2021	Directorate: People	Section: Strategic Commissioning	
1. Activity to be assessed	BFC is currently a member of a Children's Residential Care Framework with 16 other Local Authorities. The first 3 years of the framework expires on 31 st August 2021 and BFC are looking to continue its membership of the framework when it is extended for 3 years until September 2024. This EIA accompanies the Executive report which sets out why BFC should continue to be a member of the framework.		
2. What is the activity?	x <input type="checkbox"/> Policy/strategy <input 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	Helen Hunter, Senior Commissioner for Children's Services		
5. Who are the members of the screening team?	The EIA will be shared with Sam Morrison and Manjit Hogston from the Strategic Commissioning Team. The EIA will then be sent to DMT members.		
6. What is the purpose of the activity?	<p>Bracknell Forest Council prefers to utilise In House Foster Carer's where possible for Looked After Children. However, where a child has particularly complex needs which cannot be met by foster carer's, a residential placement may be required. BFC prefers to find residential placements using the CRC residential framework but also spot purchases residential placements. As a small Local Authority, being part of a Framework in partnership with other Local Authorities, increases Bracknell Forest Council's influence and power in a challenging residential Market.</p> <p>Southampton County Council is leading the procurement of the framework extension and contract management support will continue to be provided by Bournemouth, Christchurch and Poole.</p>		
7. Who is the activity designed to benefit/target?	By being part of this framework, our children and young people will have access to a wider pool of residential placements. Staff at these residential homes have been trained to support children with very complex needs which cannot be met in a family environment.		
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	Y	N	Neutral - Lot 6 of the framework is specifically for use by children with disabilities, recognising the additional Since November 2018, BFC have placed 2 CSST young people in Framework residential placements.


<p>includes conditions such as dementia as well as hearing or sight impairment.</p>			<p>physical/mental needs that they may have. Therefore, the framework provides specialised provision to meet the needs of children with disabilities.</p>	<p>The Framework contract specifies that:</p> <p>The Provider will comply with the Equality Act 2010 and all other anti-discriminatory Legislation, as amended or re-enacted from time to time, and operate an equal opportunities policy for as long as this Framework Agreement and any Call-off Contract is in force and provide the Lead Purchaser with a copy of the policy and updates as requested.</p> <p>The Provider will ensure that their recruitment, employment and equal opportunities policies comply with all statutory obligations.</p> <p>The Provider will notify the Lead Purchaser's Authorised Officer immediately in writing as soon as it becomes aware of any investigation of, or proceedings brought against the Provider under equal opportunities Legislation, and co-operate fully and promptly in every way required by the person or body conducting such investigation during the course of that investigation.</p>
<p>9. Racial equality</p>	<p>Y</p>	<p>N</p>	<p>Neutral - The Residential Framework is open to children of all ethnicities. Framework providers recruitment and employment policies complies with all statutory obligations and Equality Act legislation – care staff are not prevented from working for framework providers because of their ethnicity.</p>	<p>The Framework Contract specifies that:</p> <p>The Provider will comply with the Equality Act 2010 and all other anti-discriminatory Legislation, as amended or re-enacted from time to time, and operate an equal opportunities policy for as long as this Framework Agreement and any Call-off Contract is in force and provide the Lead Purchaser with a copy of the policy and updates as requested.</p> <p>The Provider will ensure that their recruitment, employment and equal opportunities policies comply with all statutory obligations.</p> <p>The Provider will notify the Lead Purchaser's Authorised Officer immediately in writing as soon as it becomes aware of any investigation of, or proceedings brought against the Provider under equal opportunities Legislation, and co-operate fully and promptly in every way required by the person or body conducting such investigation during the course of that investigation.</p>

<p>10. Gender equality</p>	<p>Y</p>	<p>N</p>	<p>Neutral - The Residential Framework is open to children of all genders. Framework providers recruitment and employment policies complies with all statutory obligations and Equality Act legislation – care staff are not prevented from working for framework providers because of their gender.</p>	<p>The Framework Contract Specifies that:</p> <p>The Provider will comply with the Equality Act 2010 and all other anti-discriminatory Legislation, as amended or re-enacted from time to time, and operate an equal opportunities policy for as long as this Framework Agreement and any Call-off Contract is in force and provide the Lead Purchaser with a copy of the policy and updates as requested.</p> <p>The Provider will ensure that their recruitment, employment and equal opportunities policies comply with all statutory obligations.</p> <p>The Provider will notify the Lead Purchaser's Authorised Officer immediately in writing as soon as it becomes aware of any investigation of, or proceedings brought against the Provider under equal opportunities Legislation, and co-operate fully and promptly in every way required by the person or body conducting such investigation during the course of that investigation.</p>
<p>11. Sexual orientation equality</p>	<p>Y</p>	<p>N</p>	<p>Neutral - The Residential Framework is open to children and young people of all sexual orientation. Framework providers recruitment and employment policies comply with all statutory obligations and Equality Act legislation – care staff are not prevented from working for framework providers because of their sexual orientation.</p>	<p>The Framework Contract specifies that:</p> <p>The Provider will comply with the Equality Act 2010 and all other anti-discriminatory Legislation, as amended or re-enacted from time to time, and operate an equal opportunities policy for as long as this Framework Agreement and any Call-off Contract is in force and provide the Lead Purchaser with a copy of the policy and updates as requested.</p> <p>The Provider will ensure that their recruitment, employment and equal opportunities policies comply with all statutory obligations.</p> <p>The Provider will notify the Lead Purchaser's Authorised Officer immediately in writing as soon as it becomes aware of any investigation of, or proceedings brought against the Provider under equal opportunities Legislation, and co-operate fully and promptly in every way required by the person or body conducting such investigation during the course of that investigation.</p>

<p>12. Gender re-assignment</p>	<p>Y</p>	<p>N</p>	<p>Neutral - The Residential Framework is open to children and young people of all sexual orientation. Framework providers recruitment and employment policies for care staff complies with all statutory obligations and Equality Act legislation – care staff are not prevented from working for framework providers because of their sexual orientation.</p>	<p>The Framework Contract specifies that:</p> <p>The Provider will comply with the Equality Act 2010 and all other anti-discriminatory Legislation, as amended or re-enacted from time to time, and operate an equal opportunities policy for as long as this Framework Agreement and any Call-off Contract is in force and provide the Lead Purchaser with a copy of the policy and updates as requested.</p> <p>The Provider will ensure that their recruitment, employment and equal opportunities policies comply with all statutory obligations.</p> <p>The Provider will notify the Lead Purchaser's Authorised Officer immediately in writing as soon as it becomes aware of any investigation of, or proceedings brought against the Provider under equal opportunities Legislation, and co-operate fully and promptly in every way required by the person or body conducting such investigation during the course of that investigation.</p>
<p>13. Age equality</p>	<p>Y</p>	<p>N</p>	<p>Neutral - In the residential Framework contract, a child or young person is defined as being aged between 0 and 19 whose care and where specified educational needs are the responsibility of the Purchaser. Framework providers recruitment and employment policies for care staff complies with all statutory obligations and Equality Act legislation.</p>	<p>The Framework Contract specifies that:</p> <p>The Provider will comply with the Equality Act 2010 and all other anti-discriminatory Legislation, as amended or re-enacted from time to time, and operate an equal opportunities policy for as long as this Framework Agreement and any Call-off Contract is in force and provide the Lead Purchaser with a copy of the policy and updates as requested.</p> <p>The Provider will ensure that their recruitment, employment and equal opportunities policies comply with all statutory obligations.</p> <p>The Provider will notify the Lead Purchaser's Authorised Officer immediately in writing as soon as it becomes aware of any investigation of, or proceedings brought against the Provider under equal opportunities Legislation, and co-operate fully and promptly in every</p>

				way required by the person or body conducting such investigation during the course of that investigation.
14. Religion and belief equality	Y	N	Neutral - The Residential Framework is open to children and young people of religions and beliefs. Framework providers recruitment and employment policies for care staff complies with all statutory obligations and Equality Act legislation – care staff are not prevented from working for framework providers because of their religious beliefs.	<p>The Framework Contract specifies that:</p> <p>The Provider will comply with the Equality Act 2010 and all other anti-discriminatory Legislation, as amended or re-enacted from time to time, and operate an equal opportunities policy for as long as this Framework Agreement and any Call-off Contract is in force and provide the Lead Purchaser with a copy of the policy and updates as requested.</p> <p>The Provider will ensure that their recruitment, employment and equal opportunities policies comply with all statutory obligations.</p> <p>The Provider will notify the Lead Purchaser's Authorised Officer immediately in writing as soon as it becomes aware of any investigation of, or proceedings brought against the Provider under equal opportunities Legislation, and co-operate fully and promptly in every way required by the person or body conducting such investigation during the course of that investigation.</p>
15. Pregnancy and maternity equality	Y	N	Neutral – LOT4 of the IFA Framework is for Residential Parenting assessment placements. Framework providers recruitment and employment policies for care staff complies with all statutory obligations and Equality Act legislation.	<p>The Framework Contract specifies that:</p> <p>The Provider will comply with the Equality Act 2010 and all other anti-discriminatory Legislation, as amended or re-enacted from time to time, and operate an equal opportunities policy for as long as this Framework Agreement and any Call-off Contract is in force and provide the Lead Purchaser with a copy of the policy and updates as requested.</p> <p>The Provider will ensure that their recruitment, employment and equal opportunities policies comply with all statutory obligations.</p> <p>The Provider will notify the Lead Purchaser's Authorised Officer immediately in writing as soon as it becomes aware of any investigation of, or proceedings brought</p>

				against the Provider under equal opportunities Legislation, and co-operate fully and promptly in every way required by the person or body conducting such investigation during the course of that investigation.
16. Marriage and civil partnership equality	Y	N	Neutral - This doesn't apply to children who are placed with a framework residential provider. Framework providers recruitment and employment policies for care staff complies with all statutory obligations and Equality Act legislation – care staff are not prevented from working for framework providers because they are married/not married/ are in a civil partnership.	<p>The Framework Contract specifies that:</p> <p>The Provider will comply with the Equality Act 2010 and all other anti-discriminatory Legislation, as amended or re-enacted from time to time, and operate an equal opportunities policy for as long as this Framework Agreement and any Call-off Contract is in force and provide the Lead Purchaser with a copy of the policy and updates as requested.</p> <p>The Provider will ensure that their recruitment, employment and equal opportunities policies comply with all statutory obligations.</p> <p>The Provider will notify the Lead Purchaser's Authorised Officer immediately in writing as soon as it becomes aware of any investigation of, or proceedings brought against the Provider under equal opportunities Legislation, and co-operate fully and promptly in every way required by the person or body conducting such investigation during the course of that investigation.</p>
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 N/A			
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 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?	Please explain N/A			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Please explain for each equality group N/A
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/A		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	No adverse impacts of continuing to use this framework have been identified. The framework fully complies with the Equality Act.
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
Strategic Commissioning are encouraging the framework to consider what further equality monitoring of providers they could include for the framework extension. Strategic Commissioning are also reviewing their own contract monitoring tool to identify whether it can be strengthened in this area.	May - July 2021	Manjit Hogston/Helen Hunter	To be able to provide more detailed, informative equality information for placements.
24. Which service, business or work plan will these actions be included in?	Strategic Commissioning		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Assistant director's signature.	Signature:  <div style="text-align: right;">Date: 27/4/2021</div>		

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