

**BRACKNELL FOREST BOROUGH COUNCIL**  
**LIST OF FORTHCOMING KEY DECISIONS (10 OCTOBER 2024)**

This document lists all key decisions due to be taken in the coming months in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012. A key decision in Bracknell Forest is one that involves income or expenditure of over £400k or affects more than one electoral ward. An updated list will be published on Friday each week.

The decision makers referred to throughout this document are as follows:

**Cabinet:**

Cabinet Member for Adults and Public Health - Megan Wright  
Cabinet Member for Children and Young People – Roy Bailey  
Cabinet Member for Council Strategy and Climate Change – Mary Temperton  
Cabinet Member for Economy and Regeneration – Paul Bidwell  
Cabinet Member for Environment, Community and Housing – Helen Purnell  
Cabinet Member for Finance and Corporate Improvement – Kathryn Neil  
Cabinet Member for Leisure, Culture, Public Protection and Democracy – Iskandar Jefferies  
Cabinet Member for Planning, Transport and Countryside – Guy Gillbe

Each individual cabinet member may also make decisions as too may the following officers:

Susan Halliwell, Chief Executive  
Kevin Gibbs, Executive Director: Communities  
Andrew Hunter, Executive Director: Place  
Stuart McKellar, Executive Director: Resources  
Grainne Siggins, Executive Director: People

All can be contacted at Time Square, Market Street, Bracknell, RG12 1JD

For any query regarding this document, please contact Derek Morgan in Democratic Services on (01344) 352044 or [derek.morgan@bracknell-forest.gov.uk](mailto:derek.morgan@bracknell-forest.gov.uk).

## LIST OF KEY DECISIONS

Reference	Title	Decision Maker and Date of Decision
I122697	ICT Connectivity Procurement	Executive Director: Communities, Cabinet Member for Leisure, Culture, Public Protection & Democracy 30 Aug 2024
I122698	Low Code CRM Procurement	Executive Director: Communities, Cabinet Member for Leisure, Culture, Public Protection & Democracy 11 Oct 2024
I123844	Budget Update	Cabinet 15 Oct 2024
I122152	Consultation on Draft Statement of Community Involvement on Planning Matters	Cabinet 15 Oct 2024
I123236	East Berkshire Stroke Support Service	Cabinet 15 Oct 2024
I123801	Household Support Fund - Phase 6	Cabinet 15 Oct 2024
I122984	Housing Development Sites	Cabinet 15 Oct 2024
I123559	Human Resources & Payroll Software Application & Hosting	Cabinet 15 Oct 2024
I122671	Sexual Health Review	Cabinet 15 Oct 2024
I123679	Warfield Community Hub	Cabinet 15 Oct 2024
I124134	Community tree planting through Trees for Streets	Executive Member for Planning, Transport and Countryside 24 Oct 2024
I124357	Carers Support Service	Executive Director: People 30 Oct 2024
I123635	Appropriation of Land at Downshire Golf Course	Cabinet 12 Nov 2024
I119911	Climate Change Strategy	Cabinet 12 Nov 2024
I123631	Draft Local Nature Recovery Strategy - Public Consultation	Cabinet 12 Nov 2024
I122459	Community Safety Plan 2024-27	Cabinet 12 Nov 2024
I124183	Draft Local Transport Plan 4 - Public Consultation	Cabinet 12 Nov 2024
I124011	Emergency Planning Guide for Members	Cabinet 12 Nov 2024
I124547	School Attendance Strategy - Request for Public Consultation	Cabinet 12 Nov 2024
I122460	Youth Justice Plan 2024 - 27	Cabinet 12 Nov 2024
I123921	New SEND Banding Tool	Cabinet Member for Children and Young People 28 Nov 2024
I122127	Capital Programme 2025/26	Cabinet 10 Dec 2024
I123560	Neutral Agency Vendor Procurement Award	Cabinet 10 Dec 2024
I122126	Revenue Budget 2025/26	Cabinet 10 Dec 2024
I122818	Thames Basin Heaths Special Protection Area Supplementary Planning Document	Cabinet 10 Dec 2024
I116118	Approval of the Definitive Map and Statement consolidation 2023	Executive Director: Place, Planning & Regeneration 16 Dec 2024

I124479	Warfield All Saints School Site - Create new 50 place SEMH School	Cabinet Member for Children and Young People, Executive Director: Communities 20 Jan 2025
I120265	Council Plan Overview Report Q2	Cabinet 21 Jan 2025
I123637	Extension of cemetery at Easthampstead Park Cemetery & Crematorium	Cabinet 21 Jan 2025
I122514	Local Development Scheme 2025 - 2028	Cabinet 21 Jan 2025
I124478	Edgbarrow Secondary School - Create a New Special Resource Provision (SRP)	Cabinet Member for Children and Young People, Executive Director: Communities 27 Jan 2025
I123990	School Admission Arrangements 2026-27	Executive Member for Children, Young People and Learning 6 Feb 2025
I122129	Capital Programme 2025/26	Cabinet 11 Feb 2025
I122128	Revenue Budget 2025/26	Cabinet 11 Feb 2025
I123989	Term Dates – community and voluntary controlled schools 2026-27	Executive Member for Children, Young People and Learning 13 Mar 2025
I124546	Approval of the School Attendance Strategy 2025 - 2028	Cabinet 18 Mar 2025
I120266	Council Plan Overview Report Q3	Cabinet 18 Mar 2025
I124028	Transport Policy and Procurement	Cabinet 18 Mar 2025
I124017	Quarterly update on SEND Improvement	

**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
(ENGLAND) REGULATIONS 2012**

**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** ICT Connectivity Procurement

**SERVICE AREA:** Communities

**DECISION MAKER:** Executive Director: Communities, Cabinet Member for Leisure, Culture, Public Protection & Democracy

**DATE OF DECISION:** 30 Aug 2024

**PURPOSE OF DECISION:**

Procurement of core connectivity infrastructure (Corporate)

**ISSUE REFERENCE:** I122697

**FIRST PUBLISHED:** 10 July 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Communities. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Elise Battison, Assistant Director: Digital, Customer Focus and IT, [elise.battison@bracknell-forest.gov.uk](mailto:elise.battison@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Low Code CRM Procurement

**SERVICE AREA:** Communities

**DECISION MAKER:** Executive Director: Communities, Cabinet Member for Leisure, Culture, Public Protection & Democracy

**DATE OF DECISION:** 11 Oct 2024

**PURPOSE OF DECISION:**

Procurement of Low Code Platform

**ISSUE REFERENCE:** I122698

**FIRST PUBLISHED:** 10 July 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Communities. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Elise Battison, Assistant Director: Digital, Customer Focus and IT, [elise.battison@bracknell-forest.gov.uk](mailto:elise.battison@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Budget Update

**SERVICE AREA:** Resources

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 15 Oct 2024

**PURPOSE OF DECISION:**

To provide the Executive with an update on the current year's predicted spending against budget and an outline of future financial prospects.

**ISSUE REFERENCE:** I123844

**FIRST PUBLISHED:** 6 September 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Stuart McKellar, Executive Director: Resources, [stuart.mckellar@bracknell-forest.gov.uk](mailto:stuart.mckellar@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Consultation on Draft Statement of Community Involvement on Planning Matters

**SERVICE AREA:** Place

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 15 Oct 2024

**PURPOSE OF DECISION:**

To agree the Draft Statement of Community Involvement for a period of consultation.

**ISSUE REFERENCE:** I122152

**FIRST PUBLISHED:** 13 June 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Place. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Andrew Hunter, Executive Director: Place, [andrew.hunter@bracknell-forest.gov.uk](mailto:andrew.hunter@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** East Berkshire Stroke Support Service

**SERVICE AREA:** People

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 15 Oct 2024

**PURPOSE OF DECISION:**

To seek approval to undertake the procurement of a support service for stroke survivors, their families and carers that reside in East Berkshire. Bracknell Forest Council to lead the commissioning process on behalf of the East Berkshire Specialist Commissioning Partnership.

**ISSUE REFERENCE:** I123236

**FIRST PUBLISHED:** 15 August 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Grainne Siggins, Executive Director People, [grainne.siggins@bracknell-forest.gov.uk](mailto:grainne.siggins@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Household Support Fund - Phase 6

**SERVICE AREA:** People

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 15 Oct 2024

**PURPOSE OF DECISION:**

To seek approval of the process to distribute additional grant funding received as part of the Household Support Fund.

**ISSUE REFERENCE:** I123801

**FIRST PUBLISHED:** 5 September 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Grainne Siggins, Executive Director People, [grainne.siggins@bracknell-forest.gov.uk](mailto:grainne.siggins@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Housing Development Sites

**SERVICE AREA:** People

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 15 Oct 2024

**PURPOSE OF DECISION:**

To update the Executive on Housing Development Sites across the borough

**ISSUE REFERENCE:** I122984

**FIRST PUBLISHED:** 26 July 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Grainne Siggins, Executive Director People, [grainne.siggins@bracknell-forest.gov.uk](mailto:grainne.siggins@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Human Resources & Payroll Software Application & Hosting

**SERVICE AREA:** Resources

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 15 Oct 2024

**PURPOSE OF DECISION:**

Procurement of a new HR & Payroll system to go live January 2027. Contract expected to run for 7 years.

**ISSUE REFERENCE:** I123559

**FIRST PUBLISHED:** 23 August 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Paul Young, Assistant Director: HR, OD and Payroll, paul.young@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Sexual Health Review

**SERVICE AREA:** Communities

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 15 Oct 2024

**PURPOSE OF DECISION:**

To present the Health and Care Overview and Scrutiny Panel's report to the Executive following the Panel's review into Sexual Health, and to seek approval of the Panel's recommendations.

**ISSUE REFERENCE:** I122671

**FIRST PUBLISHED:** 9 July 2024

A report on this issue is being prepared by or on behalf of the Statutory Scrutiny Officer. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Esther Pranglely, Overview and Scrutiny Officer, [esther.pranglely@bracknell-forest.gov.uk](mailto:esther.pranglely@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Warfield Community Hub

**SERVICE AREA:** Communities

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 15 Oct 2024

**PURPOSE OF DECISION:**

To update the Executive on the progress of the Warfield Community Hub project and to seek approval for the partnership agreement, funding, and delivery of the project. The project is being delivered by Bracknell Forest Council (BFC) in partnership with Warfield Parish Council (WPC).

**ISSUE REFERENCE:** I123679

**FIRST PUBLISHED:** 2 September 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Communities. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Rajesh Sinha, Programme Manager, Abby Thomas, Assistant Director: Communities and Policy, [rajesh.sinha@bracknell-forest.gov.uk](mailto:rajesh.sinha@bracknell-forest.gov.uk), [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk).

This item may be considered in private. The reason is that it could involve the disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

Commercially sensitive information is contained in the appendices of the report.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Community tree planting through Trees for Streets

**SERVICE AREA:** Place

**DECISION MAKER:** Executive Member for Planning, Transport and Countryside

**DATE OF DECISION:** 24 Oct 2024

**PURPOSE OF DECISION:**

To seek approval for the allocation of council capital funding (£12,000) to fund a community tree planting scheme, via Trees for Street. This national charity facilitates the sponsorship of tree planting through donations from business, groups and individuals. This will answer a demand from residents and creates a sense of ownership and neighbourhood connection. Exact terms and conditions vary from Council to Council to suit each individual councils position however general FAQ's are here [How it works - Trees for Streets](#)

**ISSUE REFERENCE:** I124134

**FIRST PUBLISHED:** 23 September 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Place. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Stephen Chown, Head of Natural Estates, [stephen.chown@bracknell-forest.gov.uk](mailto:stephen.chown@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Carers Support Service

**SERVICE AREA:** People

**DECISION MAKER:** Executive Director: People

**DATE OF DECISION:** 30 Oct 2024

**PURPOSE OF DECISION:**

To seek approval to award the Carers Support Service contract.

**ISSUE REFERENCE:** I124357

**FIRST PUBLISHED:** 2 October 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Grainne Siggins, Executive Director People, [grainne.siggins@bracknell-forest.gov.uk](mailto:grainne.siggins@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Appropriation of Land at Downshire Golf Course

**SERVICE AREA:** Communities

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 12 Nov 2024

**PURPOSE OF DECISION:**

To seek approval for the appropriation of land at Downshire Golf Course for planning purposes in line with an associated planning application

**ISSUE REFERENCE:** I123635

**FIRST PUBLISHED:** 30 August 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Communities. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Damian James, Assistant Director: Contract Services, [damian.james@bracknell-forest.gov.uk](mailto:damian.james@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.



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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Climate Change Strategy

**SERVICE AREA:** Communities

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 12 Nov 2024

**PURPOSE OF DECISION:**

Refresh the existing Council Climate Change Strategy

**ISSUE REFERENCE:** I119911

**FIRST PUBLISHED:** 9 February 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Delivery. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Damian James, Assistant Director: Contract Services, [damian.james@bracknell-forest.gov.uk](mailto:damian.james@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Draft Local Nature Recovery Strategy - Public Consultation

**SERVICE AREA:** Place

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 12 Nov 2024

**PURPOSE OF DECISION:**

To seek agreement to the content and public consultation on the Draft Local Nature Recovery Strategy. This is a Berkshire wide document being produced by the Royal Borough of Windsor and Maidenhead as the Responsible Authority, supported by Bracknell Forest, Reading Borough, Slough Borough, West Berkshire Council and Wokingham District with Natural England. It seeks to achieve a more coordinated, practical, and focussed approach, to help drive nature recovery.

**ISSUE REFERENCE:** I123631

**FIRST PUBLISHED:** 29 August 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Place. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Andrew Hunter, Executive Director: Place, [andrew.hunter@bracknell-forest.gov.uk](mailto:andrew.hunter@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Community Safety Plan 2024-27

**SERVICE AREA:** People

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 12 Nov 2024

**PURPOSE OF DECISION:**

To seek approval of the Community Safety Plan 2024–27. It is a statutory requirement to compile and implement a 3-year plan for combatting crime and disorder in the area and this has been developed following the recent stakeholder consultation and a strategic needs assessment.

**ISSUE REFERENCE:** I122459

**FIRST PUBLISHED:** 27 June 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Grainne Siggins, Executive Director People, [grainne.siggins@bracknell-forest.gov.uk](mailto:grainne.siggins@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Draft Local Transport Plan 4 - Public Consultation

**SERVICE AREA:** Place

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 12 Nov 2024

**PURPOSE OF DECISION:**

To seek approval to publicly consult on the Council's fourth Local Transport Plan (LTP4) covering the period 2025-2037.

**ISSUE REFERENCE:** I124183

**FIRST PUBLISHED:** 24 September 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Place. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Neil Mathews, Assistant Director: Highways and Transport, [neil.mathews@bracknell-forest.gov.uk](mailto:neil.mathews@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Emergency Planning Guide for Members

**SERVICE AREA:** Communities

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 12 Nov 2024

**PURPOSE OF DECISION:**

To approve an emergency planning guide outlining key roles and responsibilities for councillors during and after an emergency event.

**ISSUE REFERENCE:** I124011

**FIRST PUBLISHED:** 17 September 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Communities. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Damian James, Assistant Director: Contract Services, [damian.james@bracknell-forest.gov.uk](mailto:damian.james@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** School Attendance Strategy - Request for Public Consultation

**SERVICE AREA:** People

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 12 Nov 2024

**PURPOSE OF DECISION:**

Bracknell Forest Council and its partners recognise the need for a clear strategic vision to improve school attendance. This will ensure we are aligned with the Department of Education Guidance 'Working Together to Improve School Attendance' which was developed to help schools, trusts, governing bodies, and local authorities maintain high levels of school attendance and improve consistency of support and became statutory from August 2024.

**ISSUE REFERENCE:** I124547

**FIRST PUBLISHED:** 9 October 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Grainne Siggins, Executive Director People, [grainne.siggins@bracknell-forest.gov.uk](mailto:grainne.siggins@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Youth Justice Plan 2024 - 27

**SERVICE AREA:** People

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 12 Nov 2024

**PURPOSE OF DECISION:**

To seek approval for the Youth Justice Plan 2024 - 27. This is a statutory plan required under Section 40 of the Crime and Disorder Act 1998. The plan has been developed by following the prescribed content guidance from the national Youth Justice Board, and with approval from the Youth Justice Management Board and the Community Safety Partnership.

**ISSUE REFERENCE:** I122460

**FIRST PUBLISHED:** 27 June 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Grainne Siggins, Executive Director People, [grainne.siggins@bracknell-forest.gov.uk](mailto:grainne.siggins@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** New SEND Banding Tool

**SERVICE AREA:** People

**DECISION MAKER:** Cabinet Member for Children and Young People

**DATE OF DECISION:** 28 Nov 2024

**PURPOSE OF DECISION:**

To approve the new SEND banding tool.

**ISSUE REFERENCE:** I123921

**FIRST PUBLISHED:** 10 September 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Grainne Siggins, Executive Director People, [grainne.siggins@bracknell-forest.gov.uk](mailto:grainne.siggins@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Capital Programme 2025/26

**SERVICE AREA:** Resources

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 10 Dec 2024

**PURPOSE OF DECISION:**

To approve the Council's budget proposals for budget consultation.

**ISSUE REFERENCE:** I122127

**FIRST PUBLISHED:** 12 June 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Calvin Orr, Head of Finance & Business Services, [calvin.orr@bracknell-forest.gov.uk](mailto:calvin.orr@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Neutral Agency Vendor Procurement Award

**SERVICE AREA:** Resources

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 10 Dec 2024

**PURPOSE OF DECISION:**

To agree the award of a neutral agency vendor to supply agency workers to Bracknell Forest Council.

**ISSUE REFERENCE:** I123560

**FIRST PUBLISHED:** 27 August 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Paul Young, Assistant Director: HR, OD and Payroll, paul.young@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Revenue Budget 2025/26

**SERVICE AREA:** Resources

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 10 Dec 2024

**PURPOSE OF DECISION:**

To approve the Council's budget proposals for consultation.

**ISSUE REFERENCE:** I122126

**FIRST PUBLISHED:** 12 June 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Arthur Parker, Chief Accountant, [arthur.parker@bracknell-forest.gov.uk](mailto:arthur.parker@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Thames Basin Heaths Special Protection Area Supplementary Planning Document

**SERVICE AREA:** Place

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 10 Dec 2024

**PURPOSE OF DECISION:**

To gain approval for a 4 week public consultation

**ISSUE REFERENCE:** I122818

**FIRST PUBLISHED:** 19 July 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Place. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Julie Gil, Principal Environmental Policy Officer, [julie.gil@bracknell-forest.gov.uk](mailto:julie.gil@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Approval of the Definitive Map and Statement consolidation 2023

**SERVICE AREA:** Place

**DECISION MAKER:** Executive Director: Place, Planning & Regeneration

**DATE OF DECISION:** 16 Dec 2024

**PURPOSE OF DECISION:**

To seek approval for the validity of the decision-making process and the resulting conclusions from the third consolidation of the Bracknell Forest Definitive Map and Statement of public rights of way.

**ISSUE REFERENCE:** I116118

**FIRST PUBLISHED:** 26 July 2023

A report on this issue is being prepared by or on behalf of the Executive Director: Place, Planning & Regeneration. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Stephen Chown, Head of Natural Estates, [stephen.chown@bracknell-forest.gov.uk](mailto:stephen.chown@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Warfield All Saints School Site - Create new 50 place SEMH School

**SERVICE AREA:** Communities

**DECISION MAKER:** Cabinet Member for Children and Young People, Executive Director:  
Communities

**DATE OF DECISION:** 20 Jan 2025

**PURPOSE OF DECISION:**

To award the construction works to create a new 50 place new school following the tender process.

**ISSUE REFERENCE:** I124479

**FIRST PUBLISHED:** 7 October 2024

A report on this issue is being prepared by or on behalf of the Executive Director:  
Communities. A copy of the report and any other documents will be available for inspection  
at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Kamay Toor, Programme Director: Schools'  
Capital and Property, [kamay.toor@bracknell-forest.gov.uk](mailto:kamay.toor@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain  
exempt information) will be available for inspection 5 clear days before the decision is  
taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or  
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**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Council Plan Overview Report Q2

**SERVICE AREA:** Communities

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 21 Jan 2025

**PURPOSE OF DECISION:**

To report on the progress of the council in delivering the commitments within the Council Plan from July to September. This includes performance information and highlights.

**ISSUE REFERENCE:** I120265

**FIRST PUBLISHED:** 22 February 2024

A report on this issue is being prepared by or on behalf of the Chief Executive. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Katie Flint, Policy and Performance Lead, [katie.flint@bracknell-forest.gov.uk](mailto:katie.flint@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
(ENGLAND) REGULATIONS 2012**

**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Extension of cemetery at Easthampstead Park Cemetery & Crematorium

**SERVICE AREA:** Communities

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 21 Jan 2025

**PURPOSE OF DECISION:**

To seek approval to proceed with a proposed cemetery extension following planning approval and pending challenges to appropriation

**ISSUE REFERENCE:** I123637

**FIRST PUBLISHED:** 30 August 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Communities. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Damian James, Assistant Director: Contract Services, [damian.james@bracknell-forest.gov.uk](mailto:damian.james@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.



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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Local Development Scheme 2025 - 2028

**SERVICE AREA:** Place

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 21 Jan 2025

**PURPOSE OF DECISION:**

To seek agreement to the content of a revised Local Development Scheme covering the period 2025 to 2028 including other documents providing planning guidance in Bracknell Forest

**ISSUE REFERENCE:** I122514

**FIRST PUBLISHED:** 28 June 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Place. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Sue Scott, Team Manager - Development Plan, [sue.scott@bracknell-forest.gov.uk](mailto:sue.scott@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Edgbarrow Secondary School - Create a New Special Resource Provision (SRP)

**SERVICE AREA:** Communities

**DECISION MAKER:** Cabinet Member for Children and Young People, Executive Director:  
Communities

**DATE OF DECISION:** 27 Jan 2025

**PURPOSE OF DECISION:**

To award the works contract to create a new SRP following the tender process

**ISSUE REFERENCE:** I124478

**FIRST PUBLISHED:** 7 October 2024

A report on this issue is being prepared by or on behalf of the Executive Director:  
Communities. A copy of the report and any other documents will be available for inspection  
at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Kamay Toor, Programme Director: Schools'  
Capital and Property, [kamay.toor@bracknell-forest.gov.uk](mailto:kamay.toor@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** School Admission Arrangements 2026-27

**SERVICE AREA:** People

**DECISION MAKER:** Executive Member for Children, Young People and Learning

**DATE OF DECISION:** 6 Feb 2025

**PURPOSE OF DECISION:**

To agree the admission arrangements for the 2026/27 academic year for community and voluntary controlled primary and secondary schools

**ISSUE REFERENCE:** I123990

**FIRST PUBLISHED:** 13 September 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Zoe Livingstone, Head of Standards,  
[zoe.livingstone@bracknell-forest.gov.uk](mailto:zoe.livingstone@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Capital Programme 2025/26

**SERVICE AREA:** Resources

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 11 Feb 2025

**PURPOSE OF DECISION:**

To recommend to Council the annual budget.

**ISSUE REFERENCE:** I122129

**FIRST PUBLISHED:** 12 June 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Calvin Orr, Head of Finance & Business Services, [calvin.orr@bracknell-forest.gov.uk](mailto:calvin.orr@bracknell-forest.gov.uk).

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**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Revenue Budget 2025/26

**SERVICE AREA:** Resources

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 11 Feb 2025

**PURPOSE OF DECISION:**

To recommend to Council the annual budget.

**ISSUE REFERENCE:** I122128

**FIRST PUBLISHED:** 12 June 2024

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Arthur Parker, Chief Accountant, [arthur.parker@bracknell-forest.gov.uk](mailto:arthur.parker@bracknell-forest.gov.uk).

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**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Term Dates – community and voluntary controlled schools 2026-27

**SERVICE AREA:** People

**DECISION MAKER:** Executive Member for Children, Young People and Learning

**DATE OF DECISION:** 13 Mar 2025

**PURPOSE OF DECISION:**

To agree the Term Dates 2026-27

**ISSUE REFERENCE:** I123989

**FIRST PUBLISHED:** 15 September 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Zoe Livingstone, Head of Standards,  
[zoe.livingstone@bracknell-forest.gov.uk](mailto:zoe.livingstone@bracknell-forest.gov.uk).

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Approval of the School Attendance Strategy 2025 - 2028

**SERVICE AREA:** People

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 18 Mar 2025

**PURPOSE OF DECISION:**

The strategy sets out the Council's vision to improve school attendance across Bracknell Forest schools and ensure that children and young people receive support at earliest opportunity, with the right people involved, at the right time.

The new School Attendance strategy will support the council plan by ensuring all children and young people within Bracknell Forest have access to quality education and opportunities to enable them to fulfil their potential.

**ISSUE REFERENCE:** I124546

**FIRST PUBLISHED:** 9 October 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Grainne Siggins, Executive Director People, [grainne.siggins@bracknell-forest.gov.uk](mailto:grainne.siggins@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Council Plan Overview Report Q3

**SERVICE AREA:** Communities

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 18 Mar 2025

**PURPOSE OF DECISION:**

To report on the progress of the council in delivering the commitments within the Council Plan from October to December. This includes performance information and highlights.

**ISSUE REFERENCE:** I120266

**FIRST PUBLISHED:** 22 February 2024

A report on this issue is being prepared by or on behalf of the Chief Executive. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Katie Flint, Policy and Performance Lead, [katie.flint@bracknell-forest.gov.uk](mailto:katie.flint@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.



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(ENGLAND) REGULATIONS 2012**

**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Transport Policy and Procurement

**SERVICE AREA:** People

**DECISION MAKER:** Cabinet

**DATE OF DECISION:** 18 Mar 2025

**PURPOSE OF DECISION:**

For the consideration of and decision for the 2025/26 Transport policy for age 0-25 home to school and fleet, including proposed procurement plans.

**ISSUE REFERENCE:** I124028

**FIRST PUBLISHED:** 18 September 2024

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Tina Bushell, Transport Support Services Manager, Education and Learning, Lisa Jewell, Business Change Partner, Tina.Bushell@bracknell-forest.gov.uk, lisa.jewell@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

## QUARTERLY UPDATE ON SEND IMPROVEMENT