



Quarterly Operations Report

Chief Executive's Office

Quarter 1

2006/07

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Version 1

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1. Introduction

This is the first Chief Executive's Office Quarterly Operations Report for 2006/07 and it provides information about the diverse work carried out over the period from the beginning of April 2006, to the end of June 2006.

Following the appointment of the new post of Assistant Chief Executive and other staff changes in the Office, various new appointments have been made. This includes the new Head of Performance & Scrutiny, who is due to take up his post on 21st August.

2. Progress during Previous Quarter

Town Centre

The principle focus has been the development agreement with the Bracknell Regeneration Partnership. Much of the detail is now in place and the discussions in the last quarter related to ensuring that the development agreement will help to deliver the adopted Master plan vision. In addition, work continued to co-ordinate the range of town centre regeneration work streams.

Civic Hub

The appointment of the new Director of Corporate Services prompted a refresh of the project to ensure the new accommodation will provide for the delivery of high quality services to the Council's customers.

Community Engagement

The spring round of Neighbourhood Forums was completed during May and June 2006. The supporting action planning process is in place with the latest round of Neighbourhood Action Groups completed in July 2006.

In response to some of the community issues raised, the Take Pride campaign was launched in May 2006 to support the community in tackling issues such as speeding, crime awareness, litter and graffiti. The Going Green event and Neighbourhood Forums were used to recruit volunteers with more than 70 people registered to date. Work undertaken so far includes a speed monitoring pilot in Owlsmoor and the clean up of Savernake Park.

Local Area Agreement

A workshop was held during March 2006 with the Bracknell Forest Partnership Executive Board to generate ideas for the content of the Local Area Agreement. Follow-up discussions and workshops were held with each of the theme partnerships to allow the ideas to be developed further. A shortlist of content was agreed by the Service Board in June 2006. The governance arrangements for the Bracknell Forest Partnership were reviewed to ensure they will be fit for purpose for the Local Area Agreement. Amended versions of the Partnership Protocol and Service Board Memorandum of Agreement were agreed by the Service Board in July 06. These will be put to individual organisations for endorsement.

The outline draft of the Local Area Agreement was submitted to GOSE on 30 June 2006.

CPA 2006

Time was spent during the quarter analysing the implications of a recently published consultation paper on CPA methodology changes. A report outlining the potential impact of the new methodology for Bracknell Forest was developed for review by the Council's Corporate Management Team as the basis for developing and submitting a formal consultation response.

Corporate Plan

The Corporate Plan has been renamed the 'Annual Report'. This was published in print and online in advance of 30 June in accordance with the Government deadline. The structure and style of the document has been updated to provide a clearer and

more joined up approach to reviewing annual performance and articulating future plans.

Community Cohesion

The main piece of work undertaken during the quarter is the preparation of the Annual Progress report for the third and final year of the strategy. This is currently being finalised.

Best Value Review of Emergency Response

During this period the project group on the Best Value Review of the Council's Emergency Response has focussed on service profiles and process mapping as well as undertaking further analysis of the challenge/consult workshop findings (looking at strengths, weaknesses, opportunities and threats for the service area) as well as further analysis of consultation responses from the Bracknell Forest 1500. A first draft report and improvement plan has now been produced.

Scrutiny

In addition to the annual meetings of the Overview & Scrutiny Commission and Panels, there have been 9 formal meetings as well as several working group meetings and visits during this period. The final report and recommendations of the School Exclusions Working Group (established by the then Lifelong Learning Scrutiny Panel) have been referred to the Executive. A new working group on provision for young people in Bracknell Forest has also been set up. Work has also continued with Slough Borough Council and the Royal Borough of Windsor & Maidenhead in making preparations for joint working on health scrutiny.

Communications Project Support

The communications and marketing team supported a number of high priority projects including:

Alternative Bin Collection (ABC) – the agreed communications plan has been delivered over the last three months. Over 20,000 orders for new recycling containers have already been placed by residents preparing for the new scheme. Public meetings and road shows have been received positively.

Your Homes – a media briefing was held to explain the decision by Executive and Council to recommend a transfer to tenants. Communications and consultation support has been procured for the next stage of the project, which must adhere to strict formal processes.

Take Pride launch/ neighbourhood forums – a launch for the Take Pride campaign was organised and linked with the promotion for the May round of neighbourhood forums.

Town Centre Regeneration – preparations have been made for the Planning and Highways meeting on July 27.

Civic Hub/ branding – an internal communications and consultation plan for the civic hub has been developed. Work is ongoing to develop the council's "values" as part of the branding project for the civic hub. Design work has now started looking at the council's existing corporate standards and the civic hub architects have been briefed on the branding research findings, to inform the design of the building.

Change for Children – the regular electronic newsletter was produced.

External Communications

Town & Country – the July edition was produced as scheduled.

Street Map – the updated street map has been produced and distributed

Councillors guide – has been updated and is now available

Media – a total of 231 media enquiries were answered in this quarter (April 76, May 75, June 80). A total of 91 news releases were sent to the media (April 30, May 26, June 35). Monthly Bracknell News columns were drafted for the Chief Executive and the Safer Communities Partnership.

Internal Communications

Forest Views – the staff newsletter was produced monthly.

Corporate Messages – these were drafted monthly for the Corporate Management Team

Theme Partnerships

Bracknell Forest Partnership

Bracknell Forest Partnership is concentrating on the development of the Local Area Agreement and the associated governance and performance management requirements. In addition during the last quarter the partnership boards have secured a new chairman for the Transport Partnership, developed a proposal for representatives from Parish and Town Councils to join the Executive Board and provided feedback on the Smoke Free Bracknell consultation. The Service Board continues to monitor the 68 short term actions within the Sustainable Community Plan. The last performance report showed 9 complete, 24 ahead of schedule, 28 on schedule and 7 behind schedule for completion.

Sustainable Community Plan Priorities

Promoting learning and training for all ages

- Initial planning and promotion of Grow Your Own project, Project logo produced
- Initial publicity work undertaken for Extended Schools plans.

Protecting and enhancing the environment

- Take Pride Savernake Park clean up
- Promotion of Going Green environment fair
- Going Green event Take Pride litter pledge

Improving health and well-being

- Smoke Free Bracknell, Bracknell Forest Partnership consultation

Providing decent and affordable housing

- Communication and information programme implemented for Your Homes project

Developing a town fit for the 21st century

- Implement town centre regeneration communications strategy

Promoting community safety

- Take Pride Car Crime awareness competition at Going Green event

Improving community engagement

- Neighbourhood Forums
- Take Pride volunteering campaign
- Publicity for the Neighbourhood Forums

3. Staffing

3.1 Detailed information on staffing issues, including staff turnover, vacancies and sickness levels etc

STAFFING LEVELS AS AT 30 June 2006.

(Table A)

	Establishment Posts	Staffing Full Time	Staffing Part Time	Total Posts FTE	Vacant Posts	Vacancy Rate
Chief Executive	2	2	0	2	0	0
Chief Exec's Office	16	13	3	14.93	3	15.79
Department Totals	18	15	3	16.93	3	14.29

Comments

3.2 Staff Turnover

For the quarter ending	30 June 2006	5.26%
For the year ending	30 June 2006	21.05%

2005/6 turnover for the Council: 13.6% (excluding schools)

2004/5 average turnover for local authorities in the South East, 15.6% (excluding schools)

Source: People Skills Scoreboard

Comments

Leavers this year include Mayuri Naker, Kieth Naylor, Karen Borrer, James Griffin.

3.3 Sickness Absence

	ALL EMPLOYEES, AVERAGE DAYS SICKNESS ABSENCE PER FTE
Bracknell Forest Borough Council 05/06	7.85 days
Employers Organisation for the South East 04/05 (Larger authorities)	10.5 days

3.4 Staff Sickness

(1 April – 30 June 2006)

(Table B)

Section	Total staff FTE	Number of days sickness	Average per employee (FTE)	Projected annual average per employee (FTE)
Chief Executive	2	0	0	0
Chief Exec's Office	16.93	8.5	0.5	2
Department Totals	16.93	8.5	0.50	2.00

Comments:

4. Budget

4.1 Revenue

Information is included in the Corporate Services & Resources QoR.

4.2 Capital

Information is included in the Corporate Services & Resources QoR.

5. Forward Look

Town Centre

- The town centre planning application will be reconsidered by the Planning & Highways Committee.
- In parallel the Council resolved in July to support the use of CPO powers to secure the necessary land to deliver the regenerated town centre
- The aim is to complete the development agreement with BRP over the coming quarter
- In terms of a resources, a new BRP funded Town Centre Regeneration Co-ordinator will start work for the Council.

Civic Hub

- Working with BRP and their design team to produce the design for the replacement accommodation

Community Engagement

- Next round of Neighbourhood Action Groups will take place in September 2006.
- Autumn round of Neighbourhood Forums begin on 9 October 2006, running through to 12 December 2006
- Take Pride events will continue throughout the year

Bracknell Forest Partnership Board

- Continue to develop the Local Area Agreement for the next submission due in September 2006.

Local Area Agreement

- Next draft of the Local Area Agreement to be submitted to GOSE on 29 September 2006.

CPA 2006

- The Council has a number of actions to undertake during the remainder of 2006/07 with regards to CPA. Forthcoming priorities include completing a Value for Money self-assessment refresh and 'Direction of Travel' self-assessment.

Community Cohesion

- Assess report from external consultants on new race equality legislation
- Finalise the annual report on progress against the strategy and the action plan.

5. Forward Look

Best Value Review on Council Emergency/ Out of hours services

- Further analysis of the information collected within the draft report to generate findings and recommendations to inform a draft improvement plan.

Scrutiny

- ♦ Finalise report of the Tree Policy Working Group (set up by the Environment & Leisure Overview & Scrutiny Panel) for submission to the Executive.
- ♦ Draft final report for Libraries Working Group (set up by the Lifelong Learning & Children's Services Overview & Scrutiny Panel)

External Communications

- Continue to implement the Communications Strategy
- Alternative Bin Collection (ABC) – the public information and awareness campaign will continue until after the implementation of the new scheme on October 2.
- Civic hub branding projects – designs will be developed to link in with the timetable for the interior designs of the civic hub.
- A-Z of services – will be produced and delivered in September
- Take Up campaign – a campaign will be launched in August/September to increase the use of online services

Internal Communications

- Continue to implement the internal communications strategy
- Civic hub staff consultation – a round of exhibitions for staff are being planned for September to get their input into the design of the civic hub building.
- Forest Views will be produced monthly as per schedule
- Corporate messages will be produced monthly as per schedule

