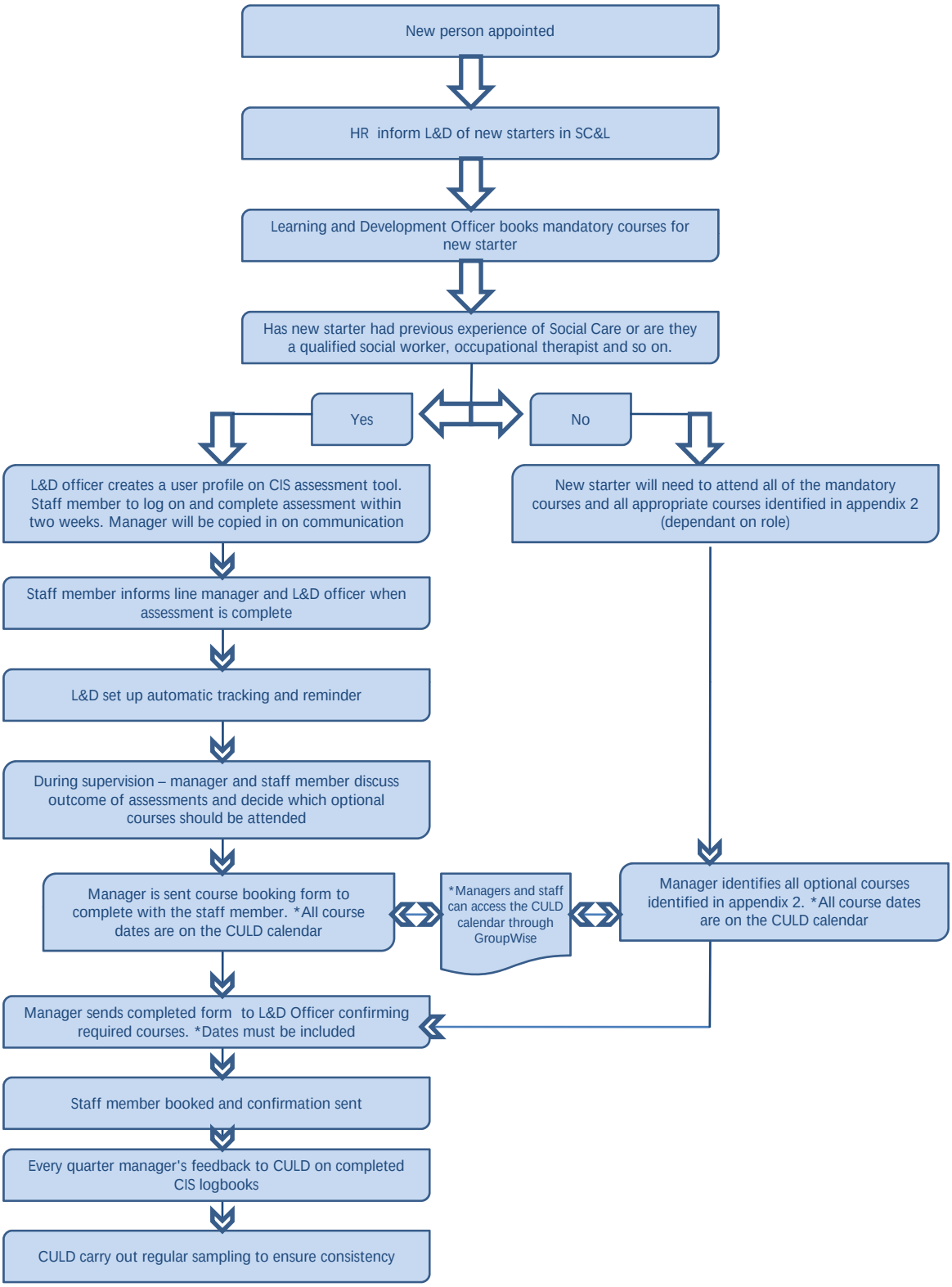Bracknell Forest Council adult social care CIS flowchart