



NOTICE OF MEETING

Overview and Scrutiny Commission

Thursday 4 September 2014, 7.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: OVERVIEW AND SCRUTINY COMMISSION

Councillor Leake (Chairman), Councillor Angell (Vice-Chairman), Councillors Baily, Mrs Birch, Ms Brown, Finnie, Gbadebo, Harrison, Heydon, Mrs McCracken, McLean, Sargeant and Virgo

Co-optees:

Robin Briscoe, Parent Governor Representative
Reverend Nick Parish, Church of England (Oxford Diocese) Representative
Linda Wellsted, Parent Governor Representative
One Vacancy, Roman Catholic Representative

cc: Substitute Members of the Commission

Councillors Allen, Mrs Angell, Kensall, Ms Miller, Mrs Pile, Mrs Temperton and Worrall

ALISON SANDERS
Director of Corporate Services

EMERGENCY EVACUATION INSTRUCTIONS

- 1 If you hear the alarm, leave the building immediately.
- 2 Follow the green signs.
- 3 Use the stairs not the lifts.
- 4 Do not re-enter the building until told to do so.

If you require further information, please contact: Derek Morgan
Telephone: 01344 352044
Email: derek.morgan@bracknell-forest.gov.uk
Published: 21 August 2014



Overview and Scrutiny Commission
Thursday 4 September 2014, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted subject to the provisions of the Council's protocol for recording. Those wishing to record proceedings at a meeting are advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that arrangements can be discussed and the agreement of the Chairman can be sought.

Note: There will be a private pre-meeting for members of the Commission at 6.45pm in the Function Room, Easthampstead House

AGENDA

Page No

The next planned meeting of the Overview and Scrutiny Commission will be on 20 November 2014.

1. Apologies for Absence/Substitute Members

To receive apologies for absence and to note the attendance of any substitute members.

2. Minutes and Matters Arising

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Commission held on 10 July 2014.

1 - 8

3. Declarations of Interest and Party Whip

Members are requested to declare any disclosable pecuniary or affected interest, including the existence and nature of the Party Whip, in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest or an affected 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.

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.

5. Public Participation

To receive submissions from members of the public which have been submitted in advance in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.

Crime and Disorder Committee

6. Royal Berkshire Fire & Rescue Service

To meet representatives of Royal Berkshire Fire And Rescue Service (RBFRS), with reference to the implications for Bracknell Forest residents and businesses of:

9 - 30

- The context for RBFRS – including the budgetary position;
- The Service's new policy direction – including future plans and priorities; and
- The role and contribution of the Service to community safety locally

Performance Monitoring

7. Quarterly Service Reports (QSR) 2014/15

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the QSRs for the first quarter of 2014/15 (April to June) relating to

- The Chief Executive's Office
- The Corporate Services Department

Please bring the previously circulated Quarterly Service Reports to the meeting. Copies are available on request and attached to this agenda if viewed online.

The Chairman has asked that any detailed questions arising from the Quarterly Service Reports should be referred to either the Assistant Chief Executive or Director of Corporate Services in advance and only raised in the meeting if you consider the issue requires wider discussion.

Holding the Executive to Account

8. Executive Forward Plan

Forthcoming items on the Executive Forward Plan of a corporate nature are attached for consideration.

31 - 46

Overview and Policy Development

9. Work Programme and Panel Activity Update

To note the progress against the Overview and Scrutiny work programme for 2014-15, and the reports from Overview and Scrutiny Panel Chairmen on each Panel's progress against the work programme.

47 - 52

The next planned meeting of the Overview and Scrutiny Commission will be on 20 November 2014.

This page is intentionally left blank



**OVERVIEW AND SCRUTINY COMMISSION
10 JULY 2014
7.30 - 9.20 PM**

Present:

Councillors Leake (Chairman), Angell (Vice-Chairman), Baily, Ms Brown, Finnie, Gbadebo, Harrison, Mrs McCracken, McLean and Virgo

Mr R Briscoe, Parent Governor Representative
Ms L Wellsted, Parent Governor Representative

Executive Members:

Councillors McCracken

Apologies for absence were received from:

Councillors Mrs Birch, Heydon and Sargeant

In Attendance:

Richard Beaumont, Head of Overview & Scrutiny
Victor Nicholls, Assistant Chief Executive
Alison Sanders, Director of Corporate Services
Chief Inspector Dave Gilbert, Bracknell Local Police Area Commander, Thames Valley Police
John Hourihan, Director of Security, Broadmoor Hospital

4. Minutes and Matters Arising

RESOLVED that the Minutes of the Overview and Scrutiny Commission meetings held on 1 May 2014 and 14 May 2014 be approved as a correct record and signed by the Chairman.

Matters Arising

Further to the meeting held on 1 May 2014, it was reported that members of the Commission had visited Thames Valley Police Headquarters in Oxford on 13 June 2014. The Chairman stated that the visit had been very interesting and informative, and recorded the Commissions' thanks for Chief Inspector Dave Gilbert and his staff.

5. Declarations of Interest and Party Whip

Councillor Mrs McCracken declared an interest as the spouse of the Executive Member for Culture, Corporate Services and Public Protection.

6. Urgent Items of Business

There were no urgent items of business.

7. Public Participation

There were no submissions from members of the public in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.

8. **Broadmoor Hospital**

Meeting as the Crime and Disorder Committee, John Hourihan, Director of Security at Broadmoor Hospital, and Chief Inspector Dave Gilbert of Thames Valley Police, were welcomed to the meeting.

John Hourihan gave a presentation in respect of the effect of the re-development on the security arrangements at the hospital and a consultation on proposals to decommission a number of the Broadmoor alert sirens. Mr Hourihan said he had delivered the same presentation to seven other councils previously.

The alert sirens at Broadmoor Hospital had been installed in 1952, following an escape by a patient, with further sirens added during the 1960s. They were intended to provide a warning in the event of another escape, but there had not been an escape for more than 20 years. The sirens were tested weekly but this had highlighted a number of failures, and an independent review had concluded that they were no longer fit for purpose and the resources needed to undertake repairs were not always available. In addition, the environment surrounding the hospital had changed considerably since the sirens had been installed, and now contained areas of commercial as well as residential use. The number of patients had reduced from some 900 in 1952 to around 200 now. Some areas were not covered by the existing sirens. It was felt that there was a misconception amongst local residents that the sirens contributed to security at the site, but their role was purely for notification. However, it had been recognised that they played a role in making local residents feel secure and as a result it was proposed to keep those closest to the hospital, and it was proposed that six closest to the hospital, in Crowthorne, Sandhurst and Little Sandhurst, be replaced whilst those further away from the hospital would be decommissioned. A map was displayed at the meeting showing the area where the remaining sirens would be audible and the location of those that would be removed. An additional consideration for the hospital had been whether maintaining all the existing sirens would be an appropriate use of public money, and it had been concluded by the hospital that this would not be the case.

The presentation outlined the history of the hospital, and explained that it had undergone a number of significant changes during its history, most notably following the 2001 Tilt review. This had set the security standards for Broadmoor, Ashworth and Rampton Hospitals and recommended that security at the sites should comply with Category B prison standards. The security at Broadmoor included a secure perimeter with two alarmed fences, anti-climb measures, and the support of over 300 cameras. Annual audits of security at the hospital had resulted in outstanding scores for the last three years, of 99%, 99% and 97%. Security had been designed to prevent an escape ever happening again, and now covered three key areas – physical, procedural and relational. Staff at the hospital knew the patients, and the risks they posed, well. In addition, the hospital undertook regular contingency planning with Thames Valley Police and the Local Authority emergency planning groups. A schools' information cascade system involving over 100 schools was in place, and this was tested at the beginning of each term and on at least two other occasions throughout the year. Media, including the use of social media, was handled by the hospital's communications team.

Work on the new Broadmoor Hospital had started, and was due to be completed by December 2016 at a cost of £252 million, with patients moving to the new facilities in early 2017. At the current site security measures had been added to the building over time, but security had been designed into every element of the new hospital and it would be the most modern high-security hospital in the UK. The new hospital site would have a perimeter of 1.1 km, smaller than the 1.8km previously.

Arising from members' questions and comments the following points were noted:

- The hospital currently had just over 200 beds, and was an NHS facility treating patients with mental illnesses who needed secure care. Not all patients had committed crimes – some were just so unwell they needed to be treated in a secure environment. All patients would be a threat to the public if they were to escape. The number of patients at the hospital had decreased, but it was likely that twenty to thirty years ago a number of patients at Broadmoor would today be kept in medium security facilities. Female patients at the hospital had been transferred to Rampton Hospital or medium-secure hospitals eight years ago. The new hospital was being built as the existing Victorian buildings were no longer fit for purpose and patients could not be treated effectively. The new hospital would be funded for 234 beds, of 750 across the UK. It was likely that some patients currently in medium-security hospitals would move to the new hospital.
- The consultation was aiming to reach as many people as possible, including presentations to all the town and parish councils affected by the proposals, interviews on local radio stations and a public information video that was available online. The support of Councillors, for example by talking to their Ward members about the proposals, would be welcomed.
- Concern was expressed that the schools' cascade system would not be effective in the event of industrial action. This system had been devised in consultation with the emergency planning department, but would be reviewed as part of the proposals. In addition, in the unlikely event of an escape large numbers of police would immediately be sent to the area to help spread the warning.
- It was acknowledged that the sirens played a role in helping local residents feel safe, but the hospital was confident that the security measures in place meant that an escape would not happen. Mr Hourihan acknowledged that no facility could be 100% secure. The 1952 escapee had climbed an 11 foot high brick wall. When the last escape had occurred in 1993 the perimeter had been a single fence and the patient had been able to escape by climbing a lamppost and leaping over. The measures in place now, including the addition of a second perimeter fence and standards in relation to the siting of infrastructure such as buildings and lampposts within the site, meant that this type of escape could not happen now. Any attempt to break through the fence to facilitate the escape of a patient would be detected quickly by alarms and cameras, and internal procedures prevented staff facilitating an escape.
- The company undertaking the review of the sirens had quoted £384,000 to replace the sirens, and £126,000 to decommission them. The cost of maintaining or replacing the six closest to the hospital would be £183,000. It was acknowledged that the proposals could be seen as a cost-saving exercise, but public money had to be used in the most appropriate way.
- Concern was expressed that the proposals did not take account into local residents' feelings of well-being and safety, which a monetary value could not be attached to, and that the sirens were a part of the history and culture of the area that would be missed. There was also concern that the siren would be removed from the area with the largest population, Bracknell. Members also said they were not convinced by the adequacy of the schools cascade system

or the reliance on social media. It was reported that previous escapes had had a serious impact on local communities, and the sirens were the quickest way to get information to large numbers of people quickly. It was explained that Broadmoor was the only custodial facility with sirens. Prisons in the UK did not have them, while Rampton and Ashworth prisons had one siren each on the roof of the hospital. Investment into security measures at the hospital now would prevent an escape and decisions about spending public money had to be based on need, and it was not felt that the sirens were still needed.

- Some of the new security measures that would be available in the new hospital would include analytical cameras, that could monitor specific patients and identify behaviours, for example running or aggressive behaviours, as well as tracking movements of patients and staff so that their locations within the hospital could be identified at all times.
- Once the consultation was complete a phase of works would be devised, depending on the final decision taken. The priority would be to upgrade the six sirens closest to the hospital. If outlying sirens were then decommissioned this work would take place before the move to the new hospital was completed. It was not possible to delay this work until after the move as the siren at Finchampstead could not be repaired and new failures were being reported each week. Reactions to the consultation so far had been generally in favour of the proposals. In response to a member's question, Mr Hourihan said that Parish Councils for areas lacking a siren had not been consulted, and members suggested that this be reviewed.
- Members expressed the view that the cost of replacing all the sirens was negligible in view of the Trust's wider responsibility to the public who needed reassurance and understanding, and in the context of the cost of redeveloping Broadmoor.

The Commission thanked John Hourihan for his presentation, and noted that the Council would be kept informed of the final decision on the proposals. The Commission also expressed their positivity for the way patients were cared for at the hospital.

9. **Service Reports**

The Commission noted the latest trends, priorities and pressures in terms of departmental performance as reported in the Quarterly Service Reports for the fourth quarter of 2013 to 2014 (January to March) financial year for the Chief Executive's Office and the Corporate Services Department. The Assistant Chief Executive advised that the worsened performance on nuisance anti-social behaviour related to an increase in fly tipping.

10. **Corporate Performance Overview Report**

The Commission considered the Corporate Performance Overview Report detailing Council performance during the fourth quarter of the 2013/14 financial year (January to March 2014). Arising from Member's questions and comments the following points were noted:

- The Children and Young People's department had been asked to present to the Parish and Town Liaison Group on actions being taken in response to the survey of children in the borough to reduce incidences of bullying. It was reported that this would be presented to the next meeting of the Commission.

- The work on Branding was now integrated into the programme for the Business and Enterprise team, and Mr Nicholls offered a further briefing on this, on request.
- Clarification was requested on the definition of Indicator L160, Supply of Ready to Develop Housing Sites, particularly as this was a new indicator but already listed as being on target. It was reported that the details of this, also a note of the recent decision of the Planning Inspector, would be reported back to members separately.
- Concern was expressed at the increase in the percentage of the number of households becoming homeless. It was reported that this was being closely monitored.
- The technical definition of indicator L175 concerning road traffic accidents, would be circulated to members.

11. **Executive Forward Plan**

The Commission received and noted a report summarising forthcoming items on the Executive Forward Plan of a corporate nature.

In response to a query from the Commission it was report that the Bracknell Town Centre Development Agreement had been included to allow new agreements to be made, or existing agreements to be varied, as needed. These carried a date of 'not before 1 February 2014' because they had been added to the Forward Plan as early as possible and the date had been correct at the time. A Member expressed the view that communications on the regeneration of the town centre needed to be improved.

With regard to the Proposed Sale of Land to the North of Shorlands Oak, it was reported that an offer had been received from the landowner to the south of the site. This was currently being considered but the item would not be considered the Executive on 22 July 2014 but at a later date. Councillor McLean expressed concern that, as Ward Councillor, he had not been consulted about the proposals.

12. **Work Programme and Panel Activity Update**

The Commission received and noted a report providing an update on the Overview and Scrutiny Work Programme for 2014-15 and Panel activity, with particular reference to Working Groups of the Overview and Scrutiny Commission.

13. **Overview & Scrutiny Quarterly Progress Report**

The Commission received and noted a report on Overview and Scrutiny Activity during the period December 2013 to May 2014. The report set out details of the meetings that had taken and place and the items that had been considered for the Overview and Scrutiny Commission and Overview and Scrutiny Panels, as well as other overview and scrutiny issues.

CHAIRMAN

This page is intentionally left blank

ACTIONS TAKEN : OVERVIEW AND SCRUTINY COMMISSION MEETING
10 July 2014

<u>Minute Number</u>	<u>Action Required</u>	<u>Action Taken</u>
6. Broadmoor Hospital	Draft letter to West London mental Health Trust to set out Members' concerns regarding the proposed decommissioning of sirens	Letter drafted and later dispatched on 22 July. The Trust's response is under consideration.
8. Corporate Performance Overview report	Report to the Parish and Town Liaison Group on actions being taken to reduce incidences of bullying – to be presented to the next suitable O&S meeting.	Included in the agenda for the next meeting of the Children, Young People and Learning O&S Panel
	Notify members of the definition of Indicator L160, Supply of Ready to Develop Housing Sites, also a note of the recent decision of the Planning Inspector.	Sent to members 18.8.2014
	Send members the technical definition of indicator L175 concerning road traffic accidents.	See definition below

L175 - People killed or seriously injured in road traffic accidents in the preceding 12 months (percentage change). This is reported both quarterly and annually.

Definition: People killed or seriously injured in road traffic accidents in the preceding 12 months - expressed as a percentage change from the average for the period 2005-2009. Quarterly figures represent the rolling 12 month data available at that time. The figure includes all killed or seriously injured in road traffic accidents on the authority's area public roads, including those that are not the authority's direct responsibility, such as motorways and trunk roads. The definitions of 'Killed' and 'Seriously Injured' are provided by the Department for Transport.

This page is intentionally left blank

**OVERVIEW AND SCRUTINY COMMISSION (CRIME AND DISORDER COMMITTEE)
4 SEPTEMBER 2014**

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
Assistant Chief Executive**

1 PURPOSE OF REPORT

- 1.1 This report provides background information for the meeting of the Crime and Disorder Committee with the Chief Fire Officer of the Royal Berkshire Fire and Rescue Service (RBFRS).

2 RECOMMENDATIONS

- 2.1 **That the Overview and Scrutiny Commission meets Andy Fry (Chief Fire Officer and Chief Executive) and Julie Waterworth (Community Safety Co-ordinator) of the Royal Berkshire Fire And Rescue Service (RBFRS), with reference to the implications for Bracknell Forest residents and businesses of:**

- **The context for RBFRS – including the budgetary position;**
- **the Service’s new policy direction – including future plans and priorities;**
- **and**
- **the role and contribution of the Service to community safety locally.**

3 SUPPORTING INFORMATION

- 3.1 The Police and Justice Act 2006 requires every local authority to have a ‘Crime and Disorder Committee’ with the power to review and scrutinise, and make reports or recommendations, regarding the functioning of the responsible authorities of the local Crime and Disorder Reduction Partnership/Community Safety Partnership. Under the Council’s Constitution, the O&S Commission is designated as the Council’s Crime and Disorder Committee.
- 3.2 The RBFRS is a major partner organisation in the Community Safety Partnership and the Bracknell Forest Partnership, and has not previously attended a meeting of the Overview and Scrutiny Commission/Crime and Disorder Committee.
- 3.3 To assist the Commission’s deliberations, attached to this report are:
- RB Fire Authority’s stated commitments to the people of Berkshire
 - Extracts from the RB Fire Authority’s Annual Report 2013/14 and Action plan 2014/15
 - The RBFRS consultation document concerning the proposed removal of one of the fire engines at Bracknell fire station

4 ALTERNATIVE OPTIONS CONSIDERED/ ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS/ EQUALITIES IMPACT ASSESSMENT/ STRATEGIC RISK MANAGEMENT ISSUES / OTHER OFFICERS/ CONSULTATION

- 4.1 Not applicable.

Contact for further information

Richard Beaumont – 01344 352283

e-mail: richard.beaumont@bracknell-forest.gov.uk

ROYAL BERKSHIRE FIRE AUTHORITY

***Our Commitments
to the people of
Royal Berkshire***



Introduction

As Chairman of Royal Berkshire Fire Authority I am delighted to be introducing this important document.

My role, alongside the other twenty-four councillors on the Fire Authority, is to ensure that the people who have elected us benefit from having the best possible fire and rescue service in Royal Berkshire - a responsibility we take very seriously.

At a time when we continue to see our budgets reduce, it's more important than ever to be really clear about what we want to achieve. That's why the Authority decided earlier this year to review and reset its policy direction – to make certain we are concentrating on doing the most important things for the people we serve.



In this document we set out our priorities in the form of six Strategic Commitments. The Commitments aren't intended to cover everything we do or all the things that are important to us – such as, for example, operating in an environmentally sustainable way and promoting equality of opportunity. They have been developed and published to make clear to people outside Royal Berkshire Fire and Rescue Service what our key priorities are at this time and, also, to guide the work of our officer colleagues within the Service to ensure that the priorities are addressed.

Each of the Commitments is supported by a policy statement which explains in high-level terms: why the Commitment has been made; what it is intended to achieve; and how we are going to go about fulfilling it. Both the Commitments and the statements that support them will be reviewed on an annual basis by the Fire Authority, so that they remain current by being adapted to reflect changing circumstances.

Royal Berkshire Fire and Rescue Service has a proud history. Members of the Fire Authority are determined to ensure that it also has a bold, bright future and believe that the Commitments we are making in this document will provide a platform from which that can be achieved for the people of our county.

Councillor Colin Dudley
Chairman – Royal Berkshire Fire Authority

Commitment 1 - We will educate people on how to prevent fires and other emergencies, and what to do when they happen.

Members of Royal Berkshire Fire Authority have made this commitment to reflect a statutory responsibility. In making this our first Commitment we acknowledge that many people would say that our top priority should be having firefighters available to respond quickly to emergencies. That is essential, but we firmly believe in the 'prevention is better than cure' philosophy, and therefore see stopping emergencies happening in the first place as the best of all scenarios.

By fulfilling this commitment, we will achieve the following outcomes:

- 1. Minimise the risk to life from fires and other emergencies.*
- 2. Minimise the social, economic and environmental impact of fires and other emergencies.*

In order to fulfil this commitment, members of the Fire Authority will set challenging targets and carefully monitor progress on their delivery. We will also focus, alongside our officer colleagues, on the following priority areas for improvement:

- a. Effective information sharing with other organisations, to ensure that our resources are targeted effectively at those most at risk.*
- b. Joining-up prevention activity with other organisations, so that every professional contact with vulnerable people addresses as many risk factors as possible.*
- c. Increasing capacity for volunteers to deliver prevention services.*

Should proposals arise in connection with this Commitment that involve potentially significant changes to our community risk management arrangements, a full public consultation on the proposals in question will take place.

Commitment 2 - We will ensure a swift and effective response when called to emergencies.

Members of Royal Berkshire Fire Authority have made this commitment to reflect a statutory responsibility, and in recognition of the need to have well trained, well-equipped, fit and healthy firefighters available to immediately respond to emergencies when they do happen.

By fulfilling this commitment, we will achieve the following outcomes:

- 1. Minimise the risk to life from fires and other emergencies.*
- 2. Minimise the social, economic and environmental impact of fires and other emergencies.*

In order to fulfil this commitment, members of the Fire Authority will set evidence-based emergency response standards and monitor performance

against them. We will also focus, alongside our officer colleagues, on the following priority areas for improvement:

- a. Increasing the resilience of the Retained Duty System (a system involving part-time, on-call firefighters being paged to respond to emergencies from their homes or places of primary employment etc).*
- b. Employing flexible fire engine crewing arrangements.*
- c. Improving the fitness and health of firefighters.*
- d. Sharing emergency response resources with other fire and rescue services.*

Should proposals arise in connection with this Commitment that involve potentially significant changes to our community risk management arrangements, a full public consultation on the proposals in question will take place.

Commitment 3 - We will ensure appropriate fire safety standards in buildings.

Members of Royal Berkshire Fire Authority have made this commitment to reflect a statutory responsibility, and to demonstrate our recognition that, by combining the provision of sound professional advice and proportionate regulation of fire safety standards, Royal Berkshire Fire and Rescue Service will support responsible economic growth.

By fulfilling this commitment, we will achieve the following outcomes:

- 1. Minimise the risk to life from fires and other emergencies.*
- 2. Minimise the social, economic and environmental impact of fires and other emergencies.*
- 3. Support responsible economic growth in Royal Berkshire.*

In order to fulfil this commitment, members of Royal Berkshire Fire Authority will set targets for inspections of fire safety standards in buildings and monitor progress on their delivery. We will also focus, alongside our officer colleagues, on increasing the installation of sprinklers and other fire suppression systems in buildings.

Should proposals arise in connection with this Commitment that involve potentially significant changes to our community risk management arrangements, a full public consultation on the proposals in question will take place.

Commitment 4 - We will seek opportunities to contribute to a broader safety, health and wellbeing agenda.

Members of Royal Berkshire Fire Authority have made this commitment to reflect our view that Royal Berkshire Fire and Rescue Service should make its assets (its buildings, equipment, people and powerfully-positive brand) available to partners and commissioners in order to improve safety, health and wellbeing outcomes for people across the county.

By fulfilling this commitment, we intend to achieve a broad range of positive outcomes, including those associated with:

- 1. Public safety.*
- 2. Reductions in crime and disorder.*
- 3. Aspiration, attainment and employability of young people.*
- 4. Public health.*

In order to fulfil this commitment, members of the Fire Authority will, alongside officer colleagues, focus on the following priorities:

- a. Working with colleagues from South Central Ambulance Service to support improvements in arrangements for responding to medical emergencies in Royal Berkshire.*
- b. Working with councillors and officers from local authorities in Royal Berkshire, to maximise the contribution that RBFRS is able to make in achieving important safety, health and wellbeing outcomes associated with local government priorities.*
- c. Working with the Thames Valley Police and Crime Commissioner, to maximise the contribution that RBFRS is able to make in delivering elements of the Commissioner's Police and Crime Plan.*

Commitment 5 - We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.

Members of Royal Berkshire Fire Authority have made this commitment to acknowledge the importance of wisely investing public money.

By fulfilling this commitment, we will maximise the return on investment of available financial resources by making certain that they are used as efficiently as possible. In doing so, we will also ensure that Council Tax is set at a reasonable level.

In order to fulfil this commitment we will set budgets that are aligned to organisational priorities. We will scrutinise the way in which these budgets are spent, with a particular emphasis on successful delivery of projects and achievement of performance targets. We will also focus, alongside our officer colleagues, on the following priority areas for improvement:

- a. Developing shared service arrangements with partner organisations, to deliver capable support services at lower cost.
- b. Developing shared service arrangements with partner organisations, to deliver effective frontline services at lower cost.
- c. Developing arrangements for sharing buildings with partner organisations – with a particular emphasis on sharing with other blue-light services.
- d. Exploring opportunities to exploit advances in technology (such as the rollout of Super-Fast Broadband across Royal Berkshire) to support flexible working arrangements and improve service delivery.
- e. Increasing the profitability of our trading company.
- f. Seeking opportunities to charge for service we provide and facilities we offer, where it is appropriate to do so.
- g. Securing sponsorship.

Commitment 6 - We will work with Central Government to ensure a fair deal for Royal Berkshire.

Members of Royal Berkshire Fire Authority have made this commitment to reflect the importance of ensuring that the interests of residents and businesses in the county are taken into consideration by Central Government during the process of developing and setting fire policy – including that associated with funding arrangements.

By fulfilling this commitment we will ensure that Government Ministers and civil servants properly consider circumstances in Royal Berkshire when developing and setting policy.

In order to fulfil this commitment we will proactively and reactively lobby Central Government – both directly and through the Local Government Association – to influence fire policy decisions that will affect people in Royal Berkshire.

As an early example of this approach, with the support of our officer colleagues, we will prepare a submission to Government, setting out details of our experience having recently dealt with serious flooding in Royal Berkshire, to ensure that necessary lessons feed-in to future national and local flood response policy development.

Annual Report

2013/14

Action Plan

2014/15



**ROYAL BERKSHIRE
FIRE AUTHORITY**

making berkshire safer

Contents

Foreword	4
Your Fire and Rescue Service	6
Royal Berkshire Fire Authority	6
Royal Berkshire Fire and Rescue Service	6
Our vision, mission and strategic commitments	7
Corporate Strategy	7
Our Values	9
Communities and Equality	9
Financial Resources	10
Our Approach to Risk	11
Integrated Risk Management Planning	11
Understanding Risk	11
Resilience Arrangements	12
Protection	12
Prevention	13
Response	14
Other Projects	15
Projects for 2014/15	16
Annual Report	17
Introduction	19
Scale of Demand	20
Case Study - A Partnership Approach to Training	21
Added Value of our Service	22
Performance and Progress	23
Case Study - Major Incident Flooding in Berkshire	24
Performance against the Prevention Theme	32
Case Study - Prevention Pensioner	35
Performance against the Protection Theme	36
Performance against the Response Theme	37
Performance against the Use of Resources Theme	39
Performance against the People Theme	42
Case Study - Call Handlers (Spate Conditions)	46
Performance of Projects over 2013-14	47
Action Plan	55
Introduction	57
Target Summary	57
Prevention	64
Protection	68
Response	69
Use of Resources	72
People	74
Priority Projects for 2014/15	78
Appendices	81
Glossary	81
Background Information	85
Do you want to become a Retained Duty System Firefighter?	86

Foreword

Welcome to the Royal Berkshire Fire Authority Annual Report and Annual Action Plan which supports the delivery of our Corporate Plan.

We are very pleased to be jointly introducing this important document that looks back at what was achieved over the last 12 months, and also looks forward by setting out details of our plans for the year ahead. At a time when downward pressure on public sector finances continues to increase, it is really important that we are clear about how best to use the resources we do have available in keeping people across Royal Berkshire safe. The processes that support the preparation of this document are intended to achieve just that.

Last year (2013) was a busy one for Royal Berkshire's Fire and Rescue Service. As well as dealing with 'business as usual' and taking forward a number of major projects, the winter months saw firefighters working hard to protect communities from the effects of serious flooding. The year also marked the retirement of Chief Fire Officer Iain Cox – after over 30 years of dedicated service to the people of Royal Berkshire and the appointment of his successor (one of the authors of this Foreword!).

The year ahead promises to be one of the most significant in the history of Royal Berkshire Fire and Rescue Service. It is a year that will see several of the major projects we have been working on brought to fruition.

A new Headquarters will open in the Calcot area, close to Junction 12 of the M4. As well as providing a modern building from which Headquarters staff will be able to provide better support to those that deliver services to our communities, the building will become home to a new, state-of-the-art fire control service for the Thames Valley.

Fire control operators in the new facility will have very sophisticated technology at their disposal – technology that will assist them to do an even better job of supporting firefighters when dealing with emergencies across Royal Berkshire, Buckinghamshire and Oxfordshire. We will also be opening a new fire station in Windsor; enabling us to sell the previous fire station site and, in doing so, make finance available for investment in other building projects, one of which will involve replacing the existing fire station on our Dee Road, Headquarters site in Reading.

Finally, 2014 will be a year in which the Service prepares for the future. Alongside all other public sector organisations, the fire and rescue service in Royal Berkshire will face very significant challenges. In recognition of that fact, councillors on the Fire Authority have reviewed and revised their policy direction, to reflect the circumstances in which we find ourselves, and to set an agenda intended to ensure that our fire and rescue service contributes as broadly as possible to ensuring that people in Royal Berkshire are able to lead safe and fulfilling lives.

Your Fire and Rescue Service

Royal Berkshire Fire Authority

Royal Berkshire Fire Authority is responsible for the running of Royal Berkshire Fire and Rescue Service. It has a legal duty to ensure that an effective fire and rescue service is provided across Berkshire.

The Authority is known as a Combined Fire Authority, which means it is made up of twenty five elected councillors from the six Unitary Authorities in Berkshire (Bracknell Forest, Slough Borough, Reading Borough, Royal Borough of Windsor and Maidenhead, West Berkshire and Wokingham). The current Chairman is Councillor Colin Dudley, of Bracknell Forest Council.

The main duties of the Fire Authority are set out in the Fire and Rescue Services Act (2004) which requires it to provide, train and equip the Service for:

- Firefighting
- Protection of people and property
- Fire safety promotion
- Road traffic collision rescues
- Other emergency responses to civil emergencies.

The Authority also has roles and responsibilities under the Civil Contingencies Act 2004 to work in partnership to plan and respond to civil emergencies and, since 2010, there has been local agreement to promote the wider use of sprinklers.

The Authority has a number of committees which oversee the running of Royal Berkshire Fire and Rescue Service, ensuring it meets both statutory requirements and the needs of Berkshire's communities. Authority meetings take place every three months and are open to the public.

Find out more about the Fire Authority via this website link:

www.rbfrs.co.uk/fire_authority.asp

Royal Berkshire Fire and Rescue Service

The Service is responsible for providing 24-hour cover for the whole of Berkshire (125,914 hectares in size); from Langley and Slough in the east of the county to Lambourn and Hungerford in the west.

We have 18 fire stations and employ more than 626 staff. We currently have 385 wholetime uniform staff, 75 retained firefighters, 27 members of staff in our Control Room and 139 non-uniform staff who, together, serve a population of more than 860,000 people (note some of these are dual contract posts).

Berkshire includes one of Europe's busiest motorways, the M4, and heavily populated urban centres such as Reading and Slough. There are busy commercial and industrial centres, contrasted with less-densely-populated rural areas and a large number of lakes, rivers and canals. Last year, we answered around 14,169 emergency calls and attend around 5,925 emergencies, including 362 traffic collisions.

Our role is much broader than putting out fires and dealing with emergencies. We also work to prevent the need for emergency assistance, using a combination of public information and education linked to risk identification and analysis.



Proposed changes at Bracknell Fire Station Consultation Document Please tell us what you think

Royal Berkshire Fire and Rescue Service is considering the removal of one of the fire engines at Bracknell fire station.

This consultation document sets out the background to the proposals and invites you to comment.

PREVENTING PROTECTING RESPONDING

Introduction

Royal Berkshire Fire and Rescue Service (RBFRS) reviews its fire and rescue arrangements in Berkshire regularly, in order to respond to changing needs and plan future requirements. As part of this process, we believe it is necessary to make some changes in the Bracknell area.

Before we make any decisions, we would like to hear your opinion. Whether you are an individual resident, a business owner or work for one of our partner organisations, please read this consultation document and let us know what you think.

- You can **either** complete the questionnaire that accompanies this document and return it in the FREEPOST envelope
- **or** complete it online using the hyperlink on page 6 of this document

Background

Berkshire has 18 fire stations that provide cover 24-hours a day, 365 days a year. RBFRS has both Wholetime and On Cal (otherwise known as retained duty system) fire stations.

Wholetime stations are crewed 24/7 by firefighters working in four shifts, known as Watches. On Call stations are crewed by On Call firefighters, who are on-call from their nearby homes or jobs. On Call firefighters commit to a set number of weekly hours when they are available to crew a fire engine. When insufficient members of an On Call crew are available, then the station's fire engine cannot be used, so incidents are covered by adjacent stations.

Our standard response to dwelling fires is 10 minutes for the first fire engine and 12 minutes for the second, whilst the attendance standard for Road Traffic Collisions (RTCs) is 11 minutes.

Nationally, there has been a steady decline in the number of fire and rescue service incidents. The following graph shows this national trend reflected by falling incident numbers in Berkshire.



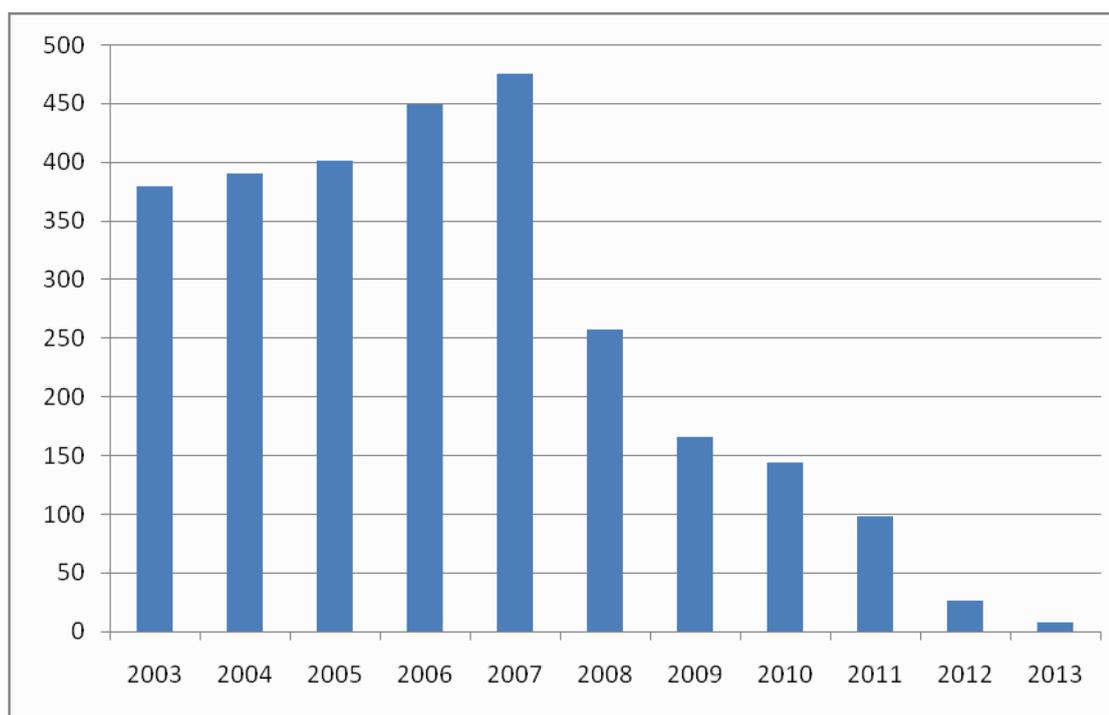
Over the last ten years, the number of fire and rescue incidents in Berkshire has reduced by over 50%.

Financial constraints - RBFRS is faced with annual reductions in central government grant funding of around 10% - and the reduction in incident numbers, mean that RBFRS must use its resources even more effectively, in terms of protecting the public and managing costs.

Bracknell

This review is about Bracknell fire station. Currently, Bracknell has both Wholetime and On Call firefighters and two fire engines (one Wholetime and one On Call). The Wholetime fire engine attended 691 incidents last year and the On Call fire engine attended five incidents.

Bracknell On Call Fire Engine – Attendance at Incidents



In 2011 we upgraded Wokingham’s fire engine to Wholetime status. As a result, Wokingham’s fire engine can get to most incidents in the Bracknell area more quickly than Bracknell’s On Call fire engine. This means that Bracknell’s On Call fire engine is required less often.

We have also struggled to recruit enough On Call firefighters in Bracknell. The number of On Call firefighters there has declined to the point where we now have significantly less than the full complement of 13. This situation is unsustainable because it means we cannot rely on the On Call fire engine being available (last year, it was unavailable for about 87% of the time). This means that we have been using fire engines from other fire stations, particularly the new Wholetime station in Wokingham but this has not adversely affected our incident response.

What have we done to recruit On Call firefighters?

Firefighters work with our recruitment team on recruitment campaigns for On Call firefighters. In addition to advertising on our website and in the local press, targeted leaflet drops and community posters, we run popular ‘Have A Go’ events, where people can try out firefighter-related activities and learn more about the role.

However, the campaigns have resulted in just two On Call firefighters joining Bracknell fire station in the last two years.

What do we propose?

Based on this situation, we are proposing that the On Call section at Bracknell ceases to operate. The Wholetime (24-hour) fire engine would remain at Bracknell.

Evidence and effects

We have calculated the potential effects of this proposal, using specialist mapping and our own operational data.

If agreed, the removal of the On Call fire engine from Bracknell would have a small effect on attendance times, although these would continue to meet the standard response times set by RBFRS:

- Our calculations show that the average response time for Bracknell's first fire engine would increase from six minutes and six seconds to six minutes 11 seconds (an increase of five seconds)
- The average response time for a second fire engine would increase from nine minutes 38 seconds to 10 minutes 24 seconds (an increase of 46 seconds).

Effect on other fire stations

Removal of the On Call fire engine would mean that incidents that they would have attended would be dealt with by other fire engines on a permanent basis, rather than the current temporary arrangement. Most of these would be dealt with by Wokingham fire station.

Effect on staff

There are currently six On Call firefighters employed at Bracknell. Two already work for RBFRS as Wholetime firefighters (on a dual contract basis). If the On Call unit at Bracknell were to be disbanded, then we would seek to offer the four remaining staff alternative employment within the service, as their posts would become redundant.

Where alternative employment in RBFRS is not wanted, or not available, then these four staff would face redundancy.

Financial Savings

Every year, RBFRS allocates £120,000 to run the On Call fire engine and crew at Bracknell. We believe that this money could be used more effectively elsewhere within the service. There would not be any savings associated with the cost of Bracknell fire station itself because the Wholetime fire engine would continue to be based there.

Proposed Timeline

June – Sept	Public and staff consultation
August	Public forums in Bracknell
October	Collation of feedback
November	Report to Fire Authority

You are invited to comment on our plans using any of the following methods:

Online to: www.opinionresearch.co.uk/rbfrs

In writing to:
Opinion Research Services
FREEPOST (SS1018)
PO Box 530
Swansea
SA1 1ZL
(Remember no stamp is required)

Email to: irmp@rbfrs.co.uk

Top tips



**Working
smoke alarms
save lives**

ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

103 Dee Road
Tilehurst
Reading
Berkshire
RG30 4FS

www.rbfrs.co.uk

© 2014 Royal Berkshire Fire and Rescue Service (RBFRS)
All rights reserved
Designed and Published by RBFRS

**TO: OVERVIEW & SCRUTINY COMMISSION
4 SEPTEMBER 2014**

**EXECUTIVE KEY AND NON-KEY DECISIONS RELATING TO
CORPORATE ISSUES
Assistant Chief Executive**

1 PURPOSE OF REPORT

- 1.1 This report presents scheduled Executive Key and Non-Key Decisions relating to corporate issues for the Commission's consideration.

2 RECOMMENDATION

- 2.1 **That the Overview and Scrutiny Commission considers the scheduled Executive Key and Non-Key Decisions relating to corporate issues appended to this report.**

3 REASONS FOR RECOMMENDATION

- 3.1 To invite the Commission to consider scheduled Executive Key and Non-Key Decisions.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 Consideration of Executive Key and Non-Key Decisions alerts the Commission to forthcoming Executive decisions and facilitates pre-decision scrutiny.
- 5.2 To achieve accountability and transparency of the decision making process, effective Overview and Scrutiny is essential. Overview and Scrutiny bodies are a key element of Executive arrangements and their roles include both developing and reviewing policy; and holding the Executive to account.
- 5.3 The power to hold the Executive to account is granted under Section 21 of the Local Government Act 2000 which states that Executive arrangements of a local authority must ensure that its Overview and Scrutiny bodies have power to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive. This includes the 'call in' power to review or scrutinise a decision made but not implemented and to recommend that the decision be reconsidered by the body / person that made it. This power does not relate solely to scrutiny of decisions and should therefore also be utilised to undertake pre-decision scrutiny.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues. Such advice will be sought in respect of each Executive Forward Plan item prior to its consideration by the Executive.

ALTERNATIVE OPTIONS CONSIDERED/ EQUALITIES IMPACT ASSESSMENT/ STRATEGIC RISK MANAGEMENT ISSUES / OTHER OFFICERS/ CONSULTATION – Not applicable

Contact for further information

Richard Beaumont – 01344 352283
e-mail: richard.beaumont@bracknell-forest.gov.uk

OVERVIEW & SCRUTINY COMMISSION**EXECUTIVE WORK PROGRAMME**

REFERENCE:	I048569
TITLE:	Contract Award for Human Resources/Payroll system
PURPOSE OF REPORT:	To approve the contract award for the replacement Human Resources/Payroll system.
DECISION MAKER:	Executive Member for Transformation & Finance
DECISION DATE:	14 Aug 2014
FINANCIAL IMPACT:	Within existing budget
CONSULTEES:	Human Resources/Payroll System Project Board and Project Team
CONSULTATION METHOD:	Meetings with interested parties Internal meetings and e-mails

REFERENCE:	I039026
TITLE:	Bracknell Town Centre Development Agreement
PURPOSE OF REPORT:	Variations to the existing Development Agreement to enable the regeneration of Bracknell town centre to come forward as soon as possible.
DECISION MAKER:	Chief Executive
DECISION DATE:	Not before 1 Sep 2014
FINANCIAL IMPACT:	Outlined in the report (exempt information)
CONSULTEES:	None
CONSULTATION METHOD:	None

Unrestricted

REFERENCE:	I042370
TITLE:	Town Centre Development Arrangements
PURPOSE OF REPORT:	To enter into an agreement to bring forward regeneration in Bracknell Town Centre.
DECISION MAKER:	Chief Executive
DECISION DATE:	Not before 1 Sep 2014
FINANCIAL IMPACT:	To be outlined in the body of the report by the Assistant Chief Executive but likely to contain commercially exempt information
CONSULTEES:	Executive Member for Economic Development and Regeneration and the Executive Member for the Environment
CONSULTATION METHOD:	With the relevant elected members

REFERENCE:	I046157
TITLE:	Bracknell Town Centre Regeneration - Update
PURPOSE OF REPORT:	To obtain endorsement and approval to the continuing approach to the Bracknell town centre regeneration.
DECISION MAKER:	Bracknell Town Centre Regeneration Committee
DECISION DATE:	8 Sep 2014
FINANCIAL IMPACT:	To be detailed in the Assistant Chief Executive's report (likely to contain exempt information).
CONSULTEES:	None.
CONSULTATION METHOD:	Not applicable.

Unrestricted

REFERENCE:	I046759
TITLE:	Business & Enterprise Work Programme
PURPOSE OF REPORT:	To endorse the draft Work Programme for the Business & Enterprise Team.
DECISION MAKER:	Executive
DECISION DATE:	23 Sep 2014
FINANCIAL IMPACT:	Proposals for a budget to support the work plan will be set out in the report.
CONSULTEES:	Key stakeholders involved in the Bracknell Forest economy and internal consultation across Council departments.
CONSULTATION METHOD:	In writing and in person

REFERENCE:	I048637
TITLE:	Community Hubs - Strategic Housing Areas
PURPOSE OF REPORT:	To seek endorsement for the provision of community hubs at new strategic housing sites.
DECISION MAKER:	Executive
DECISION DATE:	23 Sep 2014
FINANCIAL IMPACT:	The development of the Community Hubs will be funded by developers Section 106 contributions.
CONSULTEES:	Bracknell Forest Council Planning Officers, Corporate Management Team and Ward Councillors.
CONSULTATION METHOD:	Through meetings and by email

Unrestricted

REFERENCE:	I047846
TITLE:	Corporate Performance Overview Report
PURPOSE OF REPORT:	To inform the Executive of the Council's performance over the first quarter of 2014-15
DECISION MAKER:	Executive
DECISION DATE:	23 Sep 2014
FINANCIAL IMPACT:	No financial implications
CONSULTEES:	N/A
CONSULTATION METHOD:	N/A

REFERENCE:	I047843
TITLE:	ICT Strategy Annual Update
PURPOSE OF REPORT:	This is the final annual update for the ICT Strategy 2012-2015. This report will be the precursor to the ICT Strategy which will be reviewed in 2015.
DECISION MAKER:	Executive
DECISION DATE:	23 Sep 2014
FINANCIAL IMPACT:	Within existing budget.
CONSULTEES:	ICT Steering Group / Operations Group and the ICT Working Group.
CONSULTATION METHOD:	Meetings,

Unrestricted

REFERENCE:	I048963
TITLE:	Office Accommodation Strategy - Progress Report
PURPOSE OF REPORT:	To provide an update on phase 1 of the Council's Accommodation Strategy and seek endorsement of phase 2 of the Strategy.
DECISION MAKER:	Executive
DECISION DATE:	23 Sep 2014
FINANCIAL IMPACT:	The works completed to date have been within budget and Phase 2 works are expected to be met within existing budgets. The accommodation moves and adaptations are an essential part to delivering the long-term savings built into the Council's revenue budget.
CONSULTEES:	None.
CONSULTATION METHOD:	Not applicable.

REFERENCE:	I048540
TITLE:	Update on Customer Contact Strategy
PURPOSE OF REPORT:	Update report on Action Plan relating to the Customer Contact Strategy 2011-2014
DECISION MAKER:	Executive
DECISION DATE:	23 Sep 2014
FINANCIAL IMPACT:	Within existing budget.
CONSULTEES:	Departmental Management Teams and Corporate Management Team
CONSULTATION METHOD:	Internal consultation via presentations to interested parties

Unrestricted

REFERENCE:	I045468
TITLE:	Discretionary Rates Relief - New Applications
PURPOSE OF REPORT:	To consider new applications for discretionary rate relief and hardship relief.
DECISION MAKER:	Executive Member for Culture, Corporate Services and Public Protection
DECISION DATE:	30 Sep 2014
FINANCIAL IMPACT:	Within existing budget
CONSULTEES:	Not required
CONSULTATION METHOD:	Not required

REFERENCE:	I047943
TITLE:	Bracknell Forest Partnership Community Engagement Strategy 2013/16 - Annual Monitoring 2013/4
PURPOSE OF REPORT:	To report on the progress against actions in the Bracknell Forest Partnership Community Engagement Strategy 2013/16 during its first year of implementation, and to celebrate community engagement achievements during 2013/14
DECISION MAKER:	Executive Member for Council Strategy and Community Cohesion
DECISION DATE:	6 Oct 2014
FINANCIAL IMPACT:	All activity was supported by existing budgets.
CONSULTEES:	The Council's Community Cohesion and Engagement Partnership members.
CONSULTATION METHOD:	Through meetings and by email.

Unrestricted

REFERENCE:	I048962
TITLE:	LGA Equality Peer Review 2013/14 Action Plan
PURPOSE OF REPORT:	The Leader is asked to endorse the action plan which has been developed to implement the recommendations of the Local Government Association Equality Peer Review.
DECISION MAKER:	Executive Member for Council Strategy and Community Cohesion
DECISION DATE:	6 Oct 2014
FINANCIAL IMPACT:	All activity was supported by existing budgets.
CONSULTEES:	Equalities Sub Group
CONSULTATION METHOD:	Through meetings and by email.

REFERENCE:	I047848
TITLE:	Complaints against Bracknell Forest Council in 2013-14
PURPOSE OF REPORT:	To brief the Executive about complaints made against the Council in 2013-14.
DECISION MAKER:	Executive
DECISION DATE:	21 Oct 2014
FINANCIAL IMPACT:	Within existing budget.
CONSULTEES:	N/A
CONSULTATION METHOD:	N/A

Unrestricted

REFERENCE:	I049078
TITLE:	Polling District and Polling Places Review 2014
PURPOSE OF REPORT:	To consider the recommendations of the Electoral Review Steering Group for changes to Bracknell Forest's polling districts and polling places as part of a review carried out as required by the Electoral Registration and Administration Act 2013.
DECISION MAKER:	Executive
DECISION DATE:	21 Oct 2014
FINANCIAL IMPACT:	There are financial implications if additional polling districts/places are created of approximately £1,500 per polling station.
CONSULTEES:	All councillors, local MPs, local political parties, agents at recent elections and disabled groups were asked to comment and all electors were consulted via the website.
CONSULTATION METHOD:	Letters and emails to stakeholders and notices at the Council offices. All electors consulted via the website.

REFERENCE:	I045429
TITLE:	Review of Category Strategies: Food, Agency Workers & Construction
PURPOSE OF REPORT:	A review of progress on the implementation of Category Strategies for Food, Agency Staff and Capital Construction, originally approved by the Executive in Sept 2012
DECISION MAKER:	Executive Member for Transformation & Finance
DECISION DATE:	31 Oct 2014
FINANCIAL IMPACT:	Within existing budgets.
CONSULTEES:	Category Managers.
CONSULTATION METHOD:	Meetings.

Unrestricted

REFERENCE:	I046170
TITLE:	Bracknell Town Centre Regeneration - Update
PURPOSE OF REPORT:	To obtain endorsement and approval to the continuing approach to the Bracknell town centre regeneration.
DECISION MAKER:	Bracknell Town Centre Regeneration Committee
DECISION DATE:	3 Nov 2014
FINANCIAL IMPACT:	To be detailed in the Assistant Chief Executive's report (likely to contain exempt information).
CONSULTEES:	None.
CONSULTATION METHOD:	Not applicable.

REFERENCE:	I048159
TITLE:	"All of Us" Equality Scheme 2013/14
PURPOSE OF REPORT:	To report on the progress against actions in the "All of Us" Equality Scheme 2013/14
DECISION MAKER:	Executive Member for Council Strategy and Community Cohesion
DECISION DATE:	19 Nov 2014
FINANCIAL IMPACT:	All activity was supported by existing budgets.
CONSULTEES:	The Equality Scheme itself had extensive public consultation. The development of the Action Plan involved the Council's service managers, senior managers, and Corporate Management Team. The Council's Equality Group and the Partnership Equality Group including Thames Valley Police, Bracknell Forest Voluntary Action, Royal Berkshire Fire and Rescue Service, BFRS, Bracknell Forest Homes and Sandhurst Town Council.
CONSULTATION METHOD:	Through consultation meetings and by email.

Unrestricted

REFERENCE:	I047847
TITLE:	Corporate Performance Overview Report
PURPOSE OF REPORT:	To inform the Executive of the Council's performance over the second quarter of 2014-15
DECISION MAKER:	Executive
DECISION DATE:	16 Dec 2014
FINANCIAL IMPACT:	No financial implications
CONSULTEES:	N/A
CONSULTATION METHOD:	N/A

REFERENCE:	I046445
TITLE:	Draft Capital Budget 2015/16
PURPOSE OF REPORT:	To approve the Council's budget proposals for consultation.
DECISION MAKER:	Executive
DECISION DATE:	16 Dec 2014
FINANCIAL IMPACT:	Council's annual budget proposals
CONSULTEES:	Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, Parish Councils and voluntary organisations. In addition, this report and all the supporting information will be publicly available to any individual or group who wish to comment on any proposal included within it. Internal consultation is via officers, members and more specifically the Overview & Scrutiny Commission and its panels.
CONSULTATION METHOD:	The Council's web site, a dedicated mailbox and a letter to all business ratepayers.

Unrestricted

REFERENCE:	I046350
TITLE:	Draft Revenue Budget 2015/16
PURPOSE OF REPORT:	To approve the Council's budget proposals for consultation.
DECISION MAKER:	Executive
DECISION DATE:	16 Dec 2014
FINANCIAL IMPACT:	Council's annual budget proposals
CONSULTEES:	Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, Parish Councils and voluntary organisations. In addition, this report and all the supporting information will be publicly available to any individual or group who wish to comment on any proposal included within it. Internal consultation is via officers, members and more specifically the Overview & Scrutiny Commission and its panels.
CONSULTATION METHOD:	Method of Consultation: The Council's web site, a dedicated mailbox and a letter to all business ratepayers.

REFERENCE:	I045470
TITLE:	Discretionary Rates Relief - New Applications
PURPOSE OF REPORT:	To consider new applications for discretionary rate relief and hardship relief.
DECISION MAKER:	Executive Member for Culture, Corporate Services and Public Protection
DECISION DATE:	31 Dec 2014
FINANCIAL IMPACT:	Within existing budget
CONSULTEES:	Not required
CONSULTATION METHOD:	Not required

REFERENCE:	I048448
TITLE:	Equality Information Publishing 2013-14
PURPOSE OF REPORT:	<p>To seek approval to publish the workforce and service based equality information which the Council is required to produce annually to ensure that Bracknell Forest communities are able to monitor and challenge its performance on equalities - and how it is meeting the needs of those with the Equality Act's protected characteristics.</p> <p>The Council has a legal duty to publish this information by 31 January each year. The following individual services reports are produced:</p> <ol style="list-style-type: none"> 1. Adult Social Care 2. Housing Services and Benefits 3. Community Safety 4. Economic Development 5. Education (including adult & community learning) 6. Children's Social Care 7. Leisure 8. Libraries 9. Customer Services 10. Workforce <p>The Council also produces an overarching report which summarises the above and picks out salient points, as well as including other data which looks at how it is doing against other aspects of the Equalities Act.</p>
DECISION MAKER:	Executive Member for Council Strategy and Community Cohesion
DECISION DATE:	21 Jan 2015
FINANCIAL IMPACT:	Not applicable.
CONSULTEES:	Departmental Management Teams.
CONSULTATION METHOD:	Written report.

Unrestricted

REFERENCE:	I046447
TITLE:	Capital Budget 2015/16
PURPOSE OF REPORT:	To recommend to Council the annual budget.
DECISION MAKER:	Executive
DECISION DATE:	10 Feb 2015
FINANCIAL IMPACT:	Council's annual budget
CONSULTEES:	Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, Parish Councils and voluntary organisations. In addition, this report and all the supporting information will be publicly available to any individual or group who wish to comment on any proposal included within it. Internal consultation is via officers, members and more specifically the Overview & Scrutiny Commission and its panels.
CONSULTATION METHOD:	The Council's web site, a dedicated mailbox and a letter to all business ratepayers.

REFERENCE:	I049042
TITLE:	Casualty Insurance and Claims Handling Service Tender
PURPOSE OF REPORT:	Retender of the Council's casualty insurance (Employers' Liability, Public Liability, Libel and Slander, Officials' Indemnity and Professional Negligence) and claims handling agents
DECISION MAKER:	Executive
DECISION DATE:	10 Feb 2015
FINANCIAL IMPACT:	Dependent on the state of the insurance market
CONSULTEES:	Service Efficiency Group
CONSULTATION METHOD:	Meeting.

Unrestricted

REFERENCE:	I046352
TITLE:	Revenue Budget 2015/16
PURPOSE OF REPORT:	To recommend to Council the annual budget
DECISION MAKER:	Executive
DECISION DATE:	10 Feb 2015
FINANCIAL IMPACT:	Council's annual budget
CONSULTEES:	Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, Parish Councils and voluntary organisations. In addition, this report and all the supporting information will be publicly available to any individual or group who wish to comment on any proposal included within it. Internal consultation is via officers, members and more specifically the Overview & Scrutiny Commission and its panels.
CONSULTATION METHOD:	Method of Consultation: The Council's web site, a dedicated mailbox and a letter to all business ratepayers.

REFERENCE:	I045472
TITLE:	Discretionary Rates Relief - New Applications
PURPOSE OF REPORT:	To consider new applications for discretionary rate relief and hardship relief.
DECISION MAKER:	Executive Member for Culture, Corporate Services and Public Protection
DECISION DATE:	31 Mar 2015
FINANCIAL IMPACT:	Within existing budget
CONSULTEES:	Not required
CONSULTATION METHOD:	Not required

**TO: OVERVIEW AND SCRUTINY COMMISSION
4 SEPTEMBER 2014**

**WORK PROGRAMME AND PANEL ACTIVITY UPDATE REPORT
Assistant Chief Executive**

1 PURPOSE OF REPORT

- 1.1 This report provides an update on the Overview and Scrutiny (O&S) Work Programme for 2014-15 and Panel activity, with particular reference to Working Groups of the Overview and Scrutiny Commission.

2 RECOMMENDATION

That the Overview and Scrutiny Commission:

- 2.1 **Reviews the progress by the O&S Commission and the O&S Panels against the work programme**
- 2.2 **Notes the progress achieved to date by the Commission's Working Group.**

3 SUPPORTING INFORMATION

O&S Work programme

- 3.1 The O&S Work Programme for 2014-15, incorporating each Chairman's assessment of progress, is at Appendix 1.

Business Rates Working Group

- 3.2 This Working Group, comprising Councillors Angell (Lead Member), Leake, Heydon and Virgo, commenced on 19 May and has met on three occasions to date. Matters covered have included: a background briefing by officers; agreement on the purpose and scope of the Working Group; meeting Executive Members and officers to discuss their perspective, particularly on the prospective use of discretionary rates relief to bring unoccupied buildings into use, and to stimulate economic development; and reviewing information on rates avoidance schemes, appeals cases and the collection of arrears. Further meetings are in the course of being planned.

ALTERNATIVE OPTIONS CONSIDERED/ ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS/ EQUALITIES IMPACT ASSESSMENT/ STRATEGIC RISK MANAGEMENT ISSUES / OTHER OFFICERS/ CONSULTATION – Not applicable

Contact for further information

Richard Beaumont – 01344 352283
e-mail: richard.beaumont@bracknell-forest.gov.uk

Monitoring Of Work Programme for Overview and Scrutiny in 2014/15

The Overview and Scrutiny (O&S) Chairmen's assessment of the progress on the work programme for O&S in 2014/15 is shown below, where the symbols represent:



Completed or on course for completion



Delayed or completion at risk



Will not be achieved in 2014-15

Comments by O&S Commission Chairman

Work of the Commission is progressing steadily. The various working parties are mainly on programme and progressing well. The working group on business rates is taking a broad look at the subject and seeking the views and experiences of external bodies.

The principle item of interest at the July meeting related to the proposal by the West London Mental Health Trust to turn off some of the alarm sirens covering the greater part of the borough. Members generally found this unacceptable and the Chairman subsequently wrote to the CEO of the trust to express this view. The reply received was not helpful and seemed inaccurate in parts. The Chairman has sent a 'correcting letter' and a substantive response will follow in due course.

OVERVIEW AND SCRUTINY COMMISSION		Status / Comment
1.	Co-ordination of the work of the Overview and Scrutiny Panels	
2.	Routine monitoring of the performance of the Council's corporate functions	
3.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan	
4.	2015/16 Budget Scrutiny To review the Council's budget proposals for the Chief Executive's Office and the Corporate Services Department for 2015/16, and plans for future years. To include a discussion with the Borough Treasurer during 2014 on the evolving budgetary position.	
5.	Crime and Disorder Committee To include an annual meeting with representatives of the Community Safety Partnership.	
6.	Other Policy Development To make an input to the review of the <u>Economic Development Strategy</u> .	

7.	Business Rates To review the impact of Re-Localisation of Business Rates, and the connection with economic development initiatives.	
----	---	---

Comments by Adult Social Care and Housing Overview and Scrutiny Panel Chairman

At the time of preparation of the report, the Adult Social Care and Housing agenda had not been completed. The Chairman will give a verbal report at the meeting.

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL		Status / Comment
1.	Monitoring the performance of the Adult Social Care, Health and Housing Department To include receiving statutory plans and reports (such as the annual reports on complaints received), monitoring the action taken by the Executive to earlier reports by the Panel, and being briefed on the implications of new legislation, including the Government's Care Bill.	
2.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan	
3.	2015/16 Budget Scrutiny To review the Council's Adult Social Care and Housing budget proposals for 2015/16, and plans for future years.	
4.	The Council's Role In Regulated Adult Social Care Services To complete the review of the Council's role in regard to care governance and managing safeguarding in regulated services.	
5.	Forestcare A review of the lifeline alarms and other services provided under Forestcare.	

Comments by Children, Young People and Learning Overview and Scrutiny Panel Chairman

The panel has not met since the last Commission meeting , although there was an agenda setting meeting on August 11th where we planned to monitor the school results for 2014; how the building works have progressed in Garth College Six Form, Owlsmoor School, The Pines and Crown Wood at the next panel meeting on 10th September. Update on school governance due to the re-constitution of governing Bodies will be covered at that meeting.

The scoping meeting for the Substance Misuse working group is scheduled for the 1st September.

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL		Status / Comment
1.	<p>Monitoring the performance of the Children, Young People and Learning Department</p> <p>To include receiving statutory plans and reports (such as the annual reports of the Local Safeguarding Children Board, and on complaints received). Monitoring:</p> <ul style="list-style-type: none"> • The number of Looked After Children, and the implications for service delivery and resources; • Schools' performance, particularly secondary schools; • The action taken by the Executive to earlier reports by the Panel 	
2.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan	
3.	<p>2015/16 Budget Scrutiny</p> <p>To review the Council's Children, Young People and Learning budget proposals for 2015/16, and plans for future years.</p>	
4.	<p>The Provision of School Places</p> <p>To complete the review of the Council's arrangements for planning and providing places for children in Bracknell Forest's schools.</p>	 Completed. Executive response awaited
5.	<p>Substance Misuse</p> <p>Further to the 2012-13 review by the Adult Social Care and Housing O&S Panel, to review actions to minimise substance misuse by children and young people.</p>	

Comments by Environment, Culture and Communities Overview and Scrutiny Panel Chairman

Since the last meeting of the Commission the Panel has had one formal meeting when members discussed the following items –

Quarterly Service Report – members were pleased to note that the budget position remained strong – there were concerns with waste disposal as there was now an upward trend of landfill items being disposed of in the last two quarters and members were pleased to note that

officers were looking at ways to reverse this trend – three public realm contracts had been awarded – the site allocation plan had been agreed – improvement work to twin bridges roundabout were nearing completion – members were pleased to note that we had been able to give support to neighbouring authorities who had experienced severe weather problems.

Members were pleased to note that all members of staff had now moved to their long term office locations in Time Square and all sections of the department were now on one site.

Extra funding of £ 200.000 had been secured for the repair of potholes and further funding would be sourced,

A report on the required maintenance of Coral Reef would be prepared in the autumn.

Residents Parking Scheme – members noted the consultation carried out and the Final Scheme Proposal and how this will be monitored.

General Items – the panel noted and commented on Draft Supplementary Planning Documents, Bracknell Forest Borough Local Plan and Public Realm Services

Working Group on Cultural Services – the Panel noted that this Group were preparing a report on Cultural Services being provided in the Borough and on South Hill Park. This was planned for completion in the autumn.

ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL		Status / Comment
1.	<p>Monitoring the performance of the Environment, Culture and Communities Department</p> <p>To include the performance of the Leisure operations, review of any inspection reports or self-evaluations; monitoring the action taken by the Executive to earlier reports by the Panel, and monitoring significant departmental developments.</p>	
2.	<p>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</p>	
3.	<p>2015/16 Budget Scrutiny</p> <p>To review the Council's Environment, Culture and Communities budget proposals for 2015/16, and plans for future years.</p>	
4.	<p>Cultural Services</p> <p>To complete the review of the Council's cultural services offering, in the context of pressure on public finance, with particular reference to libraries and assistance for South Hill Park.</p>	

Comments by Health Overview and Scrutiny Panel Chairman

HEALTH OVERVIEW AND SCRUTINY PANEL		Status / Comment
1.	<p>Implementing the new Approach to Health Scrutiny</p> <p>To deliver the new approach to health scrutiny as recommended by the Panel's Working Group on the Francis report. This might in due course lead to a focussed review in 2014/15 or later years</p>	
2.	<p>2015/16 Budget Scrutiny</p> <p>To review the Council's budget proposals for public health in 2015/16, and plans for future years.</p>	