



NOTICE OF MEETING

Overview and Scrutiny Commission

Thursday 10 March 2016, 7.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: OVERVIEW AND SCRUTINY COMMISSION

Councillor Leake (Chairman), Councillor Angell (Vice-Chairman), Councillors Allen, Mrs Angell, Mrs Birch, Brossard, Finnie, Harrison, Mrs McCracken, Mrs Mattick, Phillips, Porter and Mrs Temperton

Church Representative Members (Voting in respect of education matters only)

One Vacancy, (Church of England)

One Vacancy, (Roman Catholic)

Parent Governor Representative Members (Voting in respect of education matters only)

Mr R Briscoe and Mrs L Wellstead

cc: Substitute Members of the Commission

Councillors Dudley, King OBE, Tullett, Thompson and Worrall

ALISON SANDERS

Director of Corporate Services

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Published: 1 March 2016



Overview and Scrutiny Commission
Thursday 10 March 2016, 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. Those wishing to record proceedings at a meeting are however 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 any special arrangements can be made.

Note: There will be a private pre-meeting for members of the Commission at 6.45pm in Meeting Room 1,4th Floor, Easthampstead House

AGENDA

Page No

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 28 January 2016.

5 - 10

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.

6. The Council's Budget Consultation

To consider the Council's additional draft budget proposals for 2016/17. 11 - 32

7. Transformation Programme

To receive an information report on the Transformation Programme, and to consider the input to be made to the programme by the Overview and Scrutiny Commission and Panels. 33 - 40

PERFORMANCE MONITORING

8. Quarterly Service Reports (QSRs) 2015/16

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the QSRs for the third quarter of 2015/16 (October to December 2015) relating to: 41 - 74

- 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 or procedural questions arising from the Quarterly Service Reports should be referred to either the Assistant Chief Executive or Director of Corporate Services in advance. Except in cases of urgency, only issues of strategic importance or of wider implications should be raised at the meeting.

HOLDING THE EXECUTIVE TO ACCOUNT

9. Executive Forward Plan

Forthcoming items on the Executive Forward Plan of a corporate nature are attached for consideration. 75 - 82

OVERVIEW AND POLICY DEVELOPMENT

10. Work Programme and Panel Activity

To note the progress against the Overview and Scrutiny work programme for 2015-16, and the reports from Overview and Scrutiny Panel Chairmen on each Panel's progress against the work programme. 83 - 88

DATE OF NEXT MEETING

The next planned meeting of the Overview and Scrutiny Commission will be on 12 May 2016.

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**OVERVIEW AND SCRUTINY COMMISSION
28 JANUARY 2016
7.30 - 9.30 PM**



Present:

Councillors Leake (Chairman), Angell (Vice-Chairman), Allen, Mrs Angell, Brossard, Finnie, Harrison, Mrs McCracken, Mrs Mattick, Phillips, Porter and Mrs Temperton

Parent Governor Representative:

Mr R Briscoe

Executive Members:

Councillor Heydon, Executive Member for Transformation & Finance

Councillor McCracken, Executive Member for Culture, Corporate Services & Public Protection

Apologies for absence were received from:

Councillors Mrs Birch

In Attendance:

Richard Beaumont, Head of Overview & Scrutiny

Pat Keane, Chief Officer: Information Services

Alan Nash, Borough Treasurer

Victor Nicholls, Assistant Chief Executive

Helen Pennington, Group Accountant

Alison Sanders, Director of Corporate Services

38. Minutes and Matters Arising

RESOLVED that the minutes of the Overview and Scrutiny Commission meeting held on 19 November 2015 be approved as a correct record and signed by the Chairman.

39. Declarations of Interest and Party Whip

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

40. Urgent Items of Business

There were no urgent items of business.

41. Public Participation

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

42. The Council's Budget Consultation

The Commission considered a report that set out draft budget proposals for 2016/17. It was reported that the Executive would be considering all representations made at its meeting on 9 February 2016, before recommending the budget to Council.

The Borough Treasurer delivered a presentation and made the following points:

- He reported that the provisional local government settlement had been surprising and caught many local authorities off guard and was set to change the landscape of local government over the next four years. Whilst the Council had been told to expect a 25 to 40% cut in central government funding over the next four years, the ensuing cut in funding had been closer to 80%. Representations were being made to the Government both by officers and politically.
- Unlike previous years the Council's budget setting process would need to continue over a longer period to deal with this late addition to budget pressures.
- He stated that the draft budget proposals before Members would be important to deliver the Council's medium term financial plan.
- Capping of Council tax increases still applied.
- Resource allocation was now central to all Government decisions; in particular affluent areas would be expected to find more of their own resources. This contained some unrealistic assumptions, for example on the level of new house building.
- £2.4m additional savings would need to be made by the Council in the first year, followed by £1.7m in the following year.
- A precedent had been set by the Government as there had been no precursors to indicate that funding would be slashed this significantly. The Council would now need to develop a set of additional proposals to make more immediate savings. The Commission would have an opportunity to consider these additional proposals on 10 March 2016.

The Director of Corporate Services reported that her department had worked hard to ensure they did not have any budget pressures. Savings proposed amounted to £750,000, this was on the back of 20% of savings that had already been made by the Corporate Services Department and the Chief Executive's Office. This had been achieved through a combination of staff reductions and efficiencies.

In response to Members queries it was reported that:

- Home to School transport included the funding of adults who accompanied each young child to school.
- There may be opportunities where Business Rates could be increased and this would be considered where appropriate.
- The Assistant Chief Executive reported that the budget pressure in the Chief Executive's Office would be reduced as a result of additional budget proposals.
- The Borough Treasurer reported that National Insurance contributions had increased for both employees and employers.
- The Director of Corporate Services reported that the culture and climate of the organisation was currently one of austerity and reducing costs and making savings wherever possible.
- It was reported that printing leaflets externally had not been explored as the shared printing service had been working well and had reduced costs significantly across the Council. This service would be reviewed after a year.

- Building maintenance surveying work had been externalised as this was more cost-effective, but the alternative of in-house surveyers was kept under review.

The Chairman stated that he was surprised by the low rates charged by the Council's legal services team for their services and that this was in need of review as higher rates should be pursued. He stated that other charges should also be considered as well as those services that the Council did not currently charge for. The Borough Treasurer reported that the Transformation Programme would be considering all of these issues and income generation more generally. This would include a variety of options, such as, for example, investing in property to generate income.

In response to Members queries, it was reported that the Agresso system was coming to the end of its life and a new version would need to be installed.

The Commission endorsed the comments made in the minute extracts from Overview & Scrutiny Panels and the draft budget proposals before them with the caveat that further draft budget proposals would be put before them on 10 March 2016 for consideration.

43. **Information and Communications Technology Update**

The Chief Officer: Information Services delivered a presentation and covered the following areas:

- Corporate ICT Responsibilities
- Council-wide ICT Spend 2014/15
- Corporate ICT Budget 2015/16
- 2015 ICT Work Programme
- ICT Survey – satisfaction levels
- Socitm Benchmarking Summary – Key Performance Indicators
- ICT Strategy/Internal Digital Strategy

In response to members queries, it was reported:

- The ICT Helpdesk had received 21,000 calls in 2015, ICT services undertook trend analysis and considered emerging patterns of calls to decipher if training in any particular area may be required or beneficial to staff. It was reported that around 4,000 calls were around things that were not working properly, the remainder of the calls were for other services eg, access to various technology/services.
- It was reported that multi agency safeguarding used highly secure technology to carry out their work, in addition Forest Care were able to also use this technology.
- It was reported it wasn't seen as absolutely necessary to upgrade from Windows 7 to 10 at this time.
- The Chairman requested that the log/analysis of calls received by the ICT help desk be provided for him. The Chief Officer Information Services agreed to provide this.

44. **Corporate Performance Overview Report (CPOR) 2015/16**

The Commission noted the Chief Executive's Corporate Performance Overview Report for the second quarter of 2015/16.

45. Executive Forward Plan

The Commission noted the forthcoming items on the Executive Forward Plan of a corporate nature.

In response to Members queries, it was reported that the potential acquisition of the former Magistrates Court had not been included in the Capital budget, as it was at this stage still a proposal and no decisions had yet been taken.

46. Work Programme and Panel Activity Update

The Commission noted the progress against the Overview and Scrutiny work programme for 2015-16 and the reports from Overview and Scrutiny Panel Chairmen on each Panel's progress against the work programme.

The Chairman of the Adult Social Care & Housing Overview & Scrutiny Panel reported that the Panel had agreed at their meeting on 19 January, to include in their work programme the successfulness of housing delivery in the borough.

The Chairman of the Overview & Scrutiny Commission reported that the amber status on the Commission's work programme were due to financial information not being ready at the point the agenda was published.

Councillor Brossard agreed to consult the Chairman of the Children, Young People & Learning Overview & Scrutiny Panel on the amber status included in the Panel's work programme and to report back to the Commission.

47. Overview and Scrutiny Progress Report

The Commission noted the Overview and Scrutiny activity and developments over the period June to November 2015, set out in the report.

48. Overview and Scrutiny Work Programme and Annual Report

The Chairman reported that all Overview and Scrutiny Panels and the Commission would need to consider their work programmes for 2016/17. A proposed work programme for Overview and Scrutiny for 2016/17 would then be annexed to a report for the April 2016 Council meeting.

The Chairman also reported that it would be crucial to incorporate the Council's transformation process into the Overview & Scrutiny work programme and that he would discuss this with the Vice-Chairman and report back to the Commission on how best to achieve this.

CHAIRMAN

**INFORMATION REQUESTED: OVERVIEW AND SCRUTINY COMMISSION
MEETING – 28 JANUARY 2016**

<u>Agenda Item</u>	<u>Information Requested</u>	<u>Response</u>
6. The Council's Budget consultation	Supplementary 2016-17 budget proposals to be brought to the Commission at its meeting on 10 March	On agenda for 10 March meeting
7. ICT Update	Provide details of the types of calls to the ICT Helpdesk, split between councillors and officers	Information sent to Members 9 February 2016
10. Work programme and Panel activity update	Clarify reason for amber rating for budget scrutiny by the Children, Young People and Learning O&S Panel Chairman	Explanation sent to Members 9 February 2016

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**TO: THE EXECUTIVE
23 FEBRUARY 2016**

**GENERAL FUND REVENUE BUDGET 2016/17 – FURTHER SAVINGS PROPOSALS
Chief Executive/Borough Treasurer**

1 PURPOSE OF REPORT

- 1.1 To approve for consultation a range of further savings proposals that will contribute towards the delivery of a sustainable revenue budget for 2016/17 and beyond.

2 RECOMMENDATIONS

- 2.1 **That the Executive agree the further savings proposals set out in this report as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.**
- 2.2 **That authority be delegated to the Director of Environment, Culture and Communities and the Executive Member for Culture, Corporate Services and Public Protection to agree the annual grant to South Hill Park within the financial limits specified in this report.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The recommendation allows the Executive to consult on a range of further savings proposals that will contribute towards the delivery of a sustainable revenue budget for 2016/17 and beyond, as required by the Council's Constitution and the Local Government Act 2003.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The range of options being considered is included in the report and its annexes.

SUPPORTING INFORMATION

5 BACKGROUND

- 5.1 The Council published its initial budget proposals for consultation on 16 December 2015. The outcome of that consultation, together with recommendations for setting a balanced budget and council tax in 2016/17 are set out elsewhere on tonight's agenda.
- 5.2 The scale of the initial budget proposals was entirely consistent with the guidance provided by Government throughout the late summer and autumn of 2015. They included economies of approximately £4m which left a potential budget gap of around £6.044m. Members were advised that to bridge this remaining gap any, or all, of the following options were available:

- An increase in Council Tax

- An appropriate contribution from the Council's revenue reserves, bearing in mind the Medium Term Financial Strategy
- Identifying further economies.

5.3 With regards to identifying additional economies, the Council established a Transformation Board to take the lead on reviewing the way in which all Council services are delivered over the next four years. This represents a continuous programme of work, with the aim of identifying significant savings that can be incorporated into the 2016/17 budget and beyond, in line with the Council Plan that was adopted by Council on 25 November 2015. In December, it was anticipated that a significant proportion of the £6.044m budget gap would be met from the following five service areas:

- Adult social care commissioning
- Highways and transport
- Welfare and housing
- Cultural and leisure services, and
- Public health

5.4 The work of the Transformation Board has to date identified potential economies of £2.183m from these areas for 2016/17. These are set out in more detail later in this report.

5.5 The Council's initial budget proposals were published for consultation ahead of the Provisional Local Government Finance Settlement which was announced on 17 December 2015. The Provisional Settlement for 2016/17 included previously unannounced changes to the distribution of resources amongst authorities depending on the different sets of services provided by them and their relative ability to raise income through council tax locally. The intention is to recognise both the rising costs of adult social care and the differing relative abilities of local authorities to raise income. The impact of this is for the significant cuts already announced by the Government in the November 2015 Spending Review to fall greatest on those authorities with a perceived ability to raise more income from council tax, of which Bracknell Forest is one. The consequence is that Bracknell Forest's Revenue Support Grant will be cut by 80% over the four year period of the settlement. This is against a backdrop of Government announcements prior to 17 December that signalled real terms reductions of up to 40% should be expected.

5.6 Of course, in reality, Councils' ability to raise more income is constrained by the Government's rules that local referenda are necessary for any general increase in excess of 2%. In its response to the consultation on the Settlement, the Council, along with the other Berkshire Councils, has made strong and compelling arguments for treating Berkshire more favourably. This has been reinforced through a delegation of Berkshire Leaders, headed by the Leader, in a meeting with the Minister for Local Government, Marcus Jones, MP. The Government announced the outcome of its consultation on the Provisional Local Government Finance Settlement on 8 February. Whilst the Council's Revenue Support Grant remains unchanged a new transitional grant has been introduced to assist those authorities that have been affected most severely by the changes to the distribution of resources. As such, the Council will receive transitional grant of £0.9m in both 2016/17 and 2017/18.

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- 5.7 The following table sets out the impact of the Settlement on the Council over the four year period of the Spending Review.

Additional Loss of Grant

	2016/17	2017/18	2018/19	2019/20
	£m	£m	£m	£m
Anticipated Revenue Support Grant Loss	3.0	2.5	2.0	1.5
Actual Revenue Support Grant Loss	5.4	4.2	2.0	1.7
Additional Revenue Support Grant Loss	2.4	1.7	0.0	0.2
Transitional Grant	0.9	0.9	0.0	0.0
ADDITIONAL LOSS OF GRANT	1.5	0.8	0.0	0.2

In overall terms this represents a further £2.5m loss of grant. The original forecasts contained in the Council's Medium Term Financial Strategy anticipated a budget gap of £22m over four years. This has now become £24.5m over four years and has become heavily front loaded.

- 5.8 Given the short time available to deal with this additional financial challenge, there are very few options available to the Council to set a legal and balanced budget. The report elsewhere on tonight's agenda is recommending an increased use of balances (£5.161m) to enable the Council to set its budget and council tax on 24 February. Such a significant use of balances is not sustainable over the medium term and as a consequence a range of additional savings proposals are set out below which will enable the Council to put money back into balances during 2016/17 and deliver the Medium Term Financial Strategy.

6 TRANSFORMATION BOARD – WORK PROGRAMME AND ADDITIONAL SAVINGS PROPOSALS

- 6.1 The Transformation Board began its work in late 2015. Initial activity concentrated on the development of a work programme comprising both strategic reviews and other projects. In tandem with this there was a focus on the identification of additional savings that could be implemented relatively quickly during 2016/17, contributing towards the £6.044m budget gap referred to in paragraph 5.2 above. The overall shape of the emerging work programme is set out in the table below:

Strategic Reviews	Other Projects
Council wide support services	Major property reviews
Early intervention/prevention	One Public Estate
Library review	Devolution
Leisure services review	SEN transport policy
Arts review	School improvement
Citizen and customer contact	NHS integration
Generating additional income	

- 6.2 With regard to the identification of additional savings, a range of proposals have been developed for consultation which are set out in detail in Annex A and summarised in the table below:

	2016/17	2017/18
	£000	£000
Adult social care commissioning	500	500
Welfare and housing	202	0
Public health	367	0
Highways and transport	1,114	142
Total	2,183	642

- 6.3 Public health is funded through a ring fenced grant. In addition to the funding reductions outlined earlier in this report, public health funding has been subject to reductions of £0.237m (6.2%) in the current financial year, with a further reduction of 2.3% in 2016/17 beyond. As a consequence, the savings of £0.367m are likely to be needed to manage public health spending to within the overall ring fenced grant and, as such, cannot contribute towards the budget gap of £6.044m. However, this still leaves proposed savings of £1.816m that can contribute towards the budget gap.

7 ADDITIONAL SAVINGS PROPOSALS AS A CONSEQUENCE OF THE SETTLEMENT

- 7.1 As outlined above the 2016/17 budget and council tax is being set using an increased contribution from balances. As such an approach is unsustainable in the medium term an additional range of savings proposals have been developed, which are capable of implementation during 2016/17. These will enable the Council to return money to balances in 2016/17 and contribute towards the savings that will be required to balance the 2017/18 budget.
- 7.2 These additional savings proposals comprise both revenue and capital economies. Whilst economies arising from reductions in capital expenditure will have little impact on the 2016/17 budget position they are an important component of the overall package as they deliver savings through reduced financing costs in later years.

Additional Revenue Savings Proposals

- 7.3 The additional savings proposals are set out in Annex B and summarised in the table below:

	2016/17 £000	2017/18 £000	2018/19 £000
Adult social care commissioning	500	0	0
Children centres	75	15	0
Early help offer	217	43	0
Grants to voluntary sector organisations	28	10	
Corporate Services/Chief Executive's Office	112	0	0
Economic development	100	0	0
Community safety	50	0	0
Highway maintenance	200	-110	-90
Book fund	100	0	0
South Hill Park grant	44	0	0
Parish council tax reduction support (Further £0.040m included in the Commitment Budget 2016/17)	175	0	0
Total	1,601	-42	-90

- 7.4 The proposed reduction in grant to South Hill Park will leave £394,281 available in 2016/17. It is proposed that the award of grant up to this amount, together with revisions to the Service Level Agreement to reflect the reduced level of grant, be delegated to the Director of Environment, Culture and Communities and the Executive Member for Culture, Corporate Services and Public Protection. In addition the Transformation Board will undertake a finance driven review of arts provision in the Borough including the role that South Hill Park plays in this. This review will be given priority with a target date of the end of June for its conclusion. The Transformation Board will also be prioritising a finance led strategic review of the library service. Although no specific proposals have been developed there is an expectation and a need for both reviews to identify ways to provide the respective services at significantly less cost. In addition to these two finance driven reviews further work will also be undertaken to establish whether the car parking charges at The Look Out are set at the optimum level.

Additional Capital Savings Proposals

- 7.5 The overall council funded capital programme for 2016/17 is £59.983m. The most significant scheme within the overall programme is the construction of Binfield Learning Village, which is required to deliver statutory school places, meeting the needs of new housing and the provision of associated community facilities. In 2016/17 a budget of £23.3m has been allocated to this scheme. Similarly, a budget of £8.358m has been allocated for the replacement roof and flumes at Coral Reef. Tenders for the works to Coral Reef are due to be returned in early March. Given the magnitude of these schemes and their consequent impact on the revenue budget both will be reviewed in terms of their scale, timing and financing early in the next financial year, together with the proposed youth arts facility and housing development on the Coopers Hill site.
- 7.6 More immediately it would be possible, subject to consultation, to reduce expenditure on four schemes included within the current capital programme. These are set out in Annex C and summarised in the table below:

	£000
Harmanswater Community Centre	800
Buildings Planned Maintenance	800
IT Schemes	300
Dennis Pilcher House	800
Total	2,700

- 7.7 It is estimated that the removal of the above schemes from the capital programme, together with the review of the scope, timing and financing of the Binfield Learning Village and Coral Reef schemes will generate revenue savings in financing costs of more than £0.3m in 2017/18 and in each subsequent year.

8 CONSULTATION ARRANGEMENTS

8.1 In accordance with the Council's Constitution a six week consultation period is required on all budget proposals. However, a number of the proposals outlined above have the potential to impact upon groups with protected characteristics under Equalities legislation or involve the voluntary sector. In these cases a longer, twelve week consultation process will be undertaken to assess the impact of these proposals, concluding with the completion of a full Equalities Impact Assessment before any final decisions are taken. Those proposals requiring a longer consultation period include:

- Housing Related Support Service for Older People (already completed)
- Children Centres
- Early Help Offer (including youth service, Homestart grant and voluntary sector grant support)
- Voluntary Sector Grants (Chief Executive's Office budget)
- Community Safety
- South Hill Park grant

8.2 The timetable for those proposals not requiring a full Equality Impact Assessment is as follows:

Date	Action
23 February 2016	Executive agrees proposals as basis for consultation
24 February 2016 to 5 April 2016	Consultation period
10 March 2016	Overview and Scrutiny Commission reviews budget proposals
10 May 2016	Executive considers representations made and recommends proposals to Council
13 July 2016	Council considers Executive's recommended proposals

8.3 The timetable for those proposals requiring a full Equality Impact Assessment is as follows:

Date	Action
23 February 2016	Executive agrees proposals as basis for consultation
24 February 2016 to 17 May 2016	Consultation period
10 March 2016	Overview and Scrutiny Commission reviews budget proposals
14 June 2016	Executive considers representations made and recommends proposals to Council
13 July 2016	Council considers Executive's recommended proposals

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

Borough Solicitor

9.1 The report identifies a number of proposals to assist the Council in meeting its savings requirements for 2016/17 and beyond. The process of lawfully managing service reductions is a challenge for many local authorities in the current financial landscape. It is important that each of the proposals as well as the procedures underpinning the delivery of each is consistent with Public law principle of fairness. This requires appropriate levels of consultation for each proposal and compliance with the following principles;

- Consultation must be undertaken at a time when proposals are at a formative stage
- Sufficient for the proposal must be given to allow intelligent consideration and response
- Adequate time must be given for a response
- The product of the consultation must be conscientiously taken into account in finalising the proposals

The consultation process set out in paragraph 8 of the report sensibly envisages a differentiated approach between those processes requiring an Equality Impact Assessment (12 weeks) and those which do not (6 weeks).

In addition to the Public consultation, where staffing reductions are proposed these will need to be undertaken in compliance with Employment law and internal HR procedures and will be set out in a separate report to the Employment Committee at the appropriate time.

Borough Treasurer

- 9.2 The financial implications of this report are included in the supporting information.

Equalities Impact Assessment

- 9.3 The further savings proposals included in this report impact on a wide range of services. In addition to a detailed budget consultation on all of the proposals, initial equalities screenings have been completed and full Equalities Impact Assessments will be undertaken on those proposals that have the potential to impact upon groups with protected characteristics, including those set out in paragraph 8.1. The completed documents can be found on the Council's website at <http://www.bracknell-forest.gov.uk/equalitiesassessmentandconsultation>

Strategic Risk Management Issues

- 9.4 The delivery of the savings proposals outlined in this report are crucial to the setting of a sustainable budget in 2016/17 and the achievement of the Council's Medium Term Financial Strategy.

10 CONSULTATION

Principal Groups Consulted

- 10.1 The Overview & Scrutiny Commission will be consulted on the budget proposals. Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, town and parish councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council's web site at <http://consult.bracknell-forest.gov.uk/portal>. There will also be a dedicated mailbox to collect comments.

Method of Consultation

- 10.2 There will be three specific methods of consultation:
- Through consideration of this report by the Overview & Scrutiny Commission
 - A web based consultation with residents, and
 - Through letters sent to targeted groups

Representations Received

- 10.3 None at this stage.

Unrestricted

Background Papers

Provisional and Final Local Government Finance Settlements

Contact for further information

Timothy Wheadon - 01344 355609

Timothy.wheadon@bracknell-forest.gov.uk

Alan Nash – 01344 352180

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DRAFT REVENUE BUDGET SAVINGS PROPOSALS

Annex A

ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Adult Social Care Commissioning</p> <p>Review of adult social care packages to identify where the current care provided can be redefined to better meet recipients' eligible needs and provide better value for money for the Council.</p>	-500	-500	
ADULT SOCIAL CARE COMMISSIONING TOTAL	-500	-500	

<p>Housing Bad Debt Provision</p> <p>The current budget for Housing Benefit bad debt should not be required to the same level as old legacy debt has now been largely written off.</p>	-102		
<p>Housing Related Support for Older People</p> <p>Following consultation a contract to provide housing related support for older people to prevent homelessness will be let. The range of support provided will be reduced compared to previous contracts and thus a saving can be achieved whilst maintaining support to those older people most in need.</p>	-100		
WELFARE AND HOUSING TOTAL	-202		

<p>Public Health – Substance Misuse</p> <p>Renegotiation of the current service contract should result in reduced costs.</p>	-121		
<p>Public Health - Falls</p> <p>Reduction in funding for the falls prevention service. Some elements of the service will instead be delivered in-house by the Public Health team.</p>	-65		
<p>Public Health – Miscellaneous Projects</p> <p>Reduction in the funding for the oral health promotion services provided through Berkshire Healthcare NHS Trust.</p>	-15		

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DRAFT REVENUE BUDGET SAVINGS PROPOSALS

Annex A

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Public Health - Obesity Reduction in the funding for obesity services provided through Berkshire Healthcare NHS Trust.	-32		
Public Health – Sexual Health Reduction in the funding for Chlamydia screening provided through Berkshire Healthcare NHS Trust.	-66		
Public Health – Smoking Re-tender of the payment by results contract has put in place limits that the Council will pay in terms of stop smoking services.	-68		
PUBLIC HEALTH TOTAL	-367	0	0

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DRAFT REVENUE BUDGET SAVINGS PROPOSALS

Annex A

ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Highway Maintenance – There will be no wide scale resurfacing of footpath/cycleway on estate roads. Only £50k retained for urgent reactive and intervention work, patch repairs only on redefined lower intervention levels.	-200		
Highway Winter Service – Minimise budget provision, accept risk and potential need for contingency funding in exceptional years.	-100		
Highway Weedkilling – Cease all weeding killing on highways, footpaths and cycleways .Weeds will grow as detritus collects, street cleansing standards will be lowered and there is the potential of long term damage to surfaces.	-48		
Highway Maintenance – Continue with planned preventative maintenance using commuted sums received. Utilising commuted sums is a 2-3 year option only, further years planned maintenance would be funded from the integrated transport grant further and significantly delaying or completely deferring integrated transport measures.	-350		
Transport Capital Works – Continue with planned preventative maintenance by a significant reduction in highway improvement schemes, safe routes to school schemes and access improvements to employment areas. Part of the integrated transport grant will instead be used for planned preventative maintenance, allowing the equivalent revenue budget to be saved. This will lead to the reduction of 3 transport engineering posts, due to reduced capital works.	-200		
Transport Engineering – Cease work generated by public enquiries. £30K retained for 2 Traffic Regulation Orders (TRO's) per annum. Activity restricted to the provision of disabled parking bays, road safety related parking restrictions and unavoidable works linked to identifiable road safety issues. Significantly reduced level of response to any public/member enquiries unless considered to be serious health and safety issues.	-50		
Highway Drainage – Only urgent repairs to current drainage situation with no improvements. Minor local drainage improvement schemes intending to resolve local flooding issues will be scrapped, only £25k retained for critical works. Loss of 1 post (from 1) meaning no ability to respond on behalf of residents to both drainage and non drainage engineering queries.	-50	-40	
Road Safety Education – Remove Road Safety Officer post and reduce road safety education, training and publicity work. Retain financial support for “Safer Roads Berkshire” only (a Berkshire wide road safety partnership proving evidence led road safety initiatives) – from the end of this academic year..	-25	-35	

Unrestricted

DRAFT REVENUE BUDGET SAVINGS PROPOSALS

Annex A

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Highways Adoptions – Reduction of one adoptions supervisor. This means reducing supervision of works to be adopted giving rise to potential quality control issues through poor workmanship which will be passed on to the Council at adoption stage.	-12	-12	
Supported Bus Contracts – Reduce bus subsidy by reviewing the 157/158 route. This will not affect bus frequency, but may add to some journey times. A review of other subsidised routes will be undertaken if this change does not fully meet the proposed savings target. There will also be an overall reduction in public transport co-ordination.	-47	-47	
Concessionary Fares – Remove concessionary fares administrator, function to move to customer services.	-8	-8	
Town Centre – Switch off all fountains in the town centre and do not maintain them.	-12		
Town Centre – No BFC funded provision of Christmas lights in the town centre. BRP provision only.	-12		
ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL	-1,114	-142	0

Unrestricted

DRAFT REVENUE BUDGET SAVINGS PROPOSALS

Annex B

ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Adult Social Care Commissioning Review of adult social care packages to identify where the current care provided can be redefined to better meet recipients' eligible needs and provide better value for money for the Council.	-500		
ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL	-500	0	0

CHILDREN, YOUNG PEOPLE AND LEARNING

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Children's Centres</p> <p>There will be a reduction in universal service provision within the Alders & Chestnuts Children's Centre area. The focus will be on targeted services. Health services will still be delivered from this site. 2.7 FTE posts will be deleted.</p>	-75	-15	
<p>Early Help Offer</p> <p>A number of savings are proposed within the Early Help Offer:</p> <ul style="list-style-type: none"> • Support to early years providers will end in respect of training and staff development, a reduction in resource support for the Every Child a Talker programme and in the support for providers with sustainability issues (£37,000). • Deletion of 2.2 FTE Development Officer posts that support childminders, after school clubs, play schemes and wrap around provision (£78,000). • Removal of resources budget at the Family Information Service that will develop a reactive service delivery (£10,000). • Deletion of 1.9 FTE youth worker posts which will lead to a reduction in universal services for young people (£57,000). • 50% reduction in grant allocated to Homestart for the provision of trained volunteers to support families requiring early help (£30,000) • Deleting voluntary sector grant support: <ul style="list-style-type: none"> ○ REDZ- provides performing arts sessions to young people at The Spot in Sandhurst] (£4,500) ○ South Hill Park - provides arts based sessions to young people (£13,200) ○ KIDS Young Carers – develops and delivers a service to young carers and their families within Bracknell Forest (£30,000) 	-217	-43	
CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL	-292	-58	0

Unrestricted

DRAFT REVENUE BUDGET SAVINGS PROPOSALS

Annex B

CORPORATE SERVICES/CHIEF EXECUTIVE'S OFFICE

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Chief Executives Office</p> <p>Reduction in grants to voluntary sector organisations. The proposal is for a 10% reduction which will impact on the voluntary organisations' ability to deliver services.</p>	-28	-10	
<p>Chief Executives Office</p> <p>Re-grading of Communications Officer post and reallocation of work within the team.</p>	-7		
<p>Chief Executive's Office</p> <p>Town and Country publications reduced from 3 to 2 per annum and a reduction in the number of Forest Views issued in the year.</p>	-10		
<p>Revenue Services</p> <p>Reduction in council tax postage budget reflecting reduction in costs following changes in Council Tax billing.</p>	-10		
<p>Property Services</p> <p>Restructuring of Construction and Maintenance team requires a deletion of one post and redistribution of duties and responsibilities.</p>	-45		
<p>Human Resources</p> <p>Reduction in Occupational Health budget in line with current expenditure.</p>	-10		
<p>Property Services</p> <p>Less maintenance has been required on Time Square office following the refurbishment. Therefore a reduction will be made to the maintenance budgets for Civic buildings</p>	-30		
<p>CORPORATE SERVICES/CHIEF EXECUTIVE'S OFFICE/POLICY TOTAL</p>	-140	-10	0

Unrestricted

DRAFT REVENUE BUDGET SAVINGS PROPOSALS

Annex B

ECONOMIC DEVELOPMENT

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Chief Executives Office</p> <p>Reduction in proposed additional costs of providing the Business and Enterprise Team. This will be achieved through reducing the team to 1 FTE and a reduced programme of activities.</p>	-100		
ECONOMIC DEVELOPMENT TOTAL	-100	0	0

COMMUNITY SAFETY

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Chief Executives Office</p> <p>Removal of the CCTV budget. There will no longer be a budget available to support town centre CCTV cameras operated by BFC.</p>	-26		
<p>Chief Executive's Office</p> <p>Reduction in FTE of CADIS post from 1.00 FTE to 0.81 FTE. This post will now be fully funded from the PCC Community Safety grant and a saving can be made on the DSB budget which is currently supporting the non-grant funded element.</p>	-8		
<p>Chief Executive's Office</p> <p>Reduction in various supplies and services budgets within the Community Safety Team, the largest of which is CADIS software maintenance.</p>	-5		
<p>Chief Executive's Office</p> <p>Reduction in Domestic Abuse budget. The level of budget reduction will limit any additional work required around Domestic Abuse in the Borough with the Councils Partners.</p>	-11		
COMMUNITY SAFETY TOTAL	-50	0	0

Unrestricted

DRAFT REVENUE BUDGET SAVINGS PROPOSALS

Annex B

ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Highway Maintenance – Since a significant reduction has already been made from the highway budget it is considered possible to defer for one year only an additional £110k of works and capitalise £90k of salaries on the LED lighting scheme. This will mean that bridge and structure repairs will be deferred unless they are a serious risk to health. Only safety critical road marking replacements will be undertaken leading to potential driver confusion. Damaged fences and barriers would only be repaired if a serious risk to health.	-200	110	90
Library Service – Reduce the stock fund by £100k, which provides a whole range of lending materials. There is a legal duty to provide a comprehensive library service, which would still be met, but reducing the stock fund by 40% would severely reduce the availability of books and other material for the public and therefore significantly reduce the service available.	-100		
South Hill Park – Reduce annual grant by 10%. SHP will have to review the programme on offer and potentially cancel events that require subsidy or have an element of financial risk and in so doing reduce participation levels.	-44		
ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL	-344	110	90

Unrestricted

DRAFT REVENUE BUDGET SAVINGS PROPOSALS

Annex B

COUNCIL WIDE

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Council Tax Support to Parish and Town Councils Cancelling the payments to Parish and Town Councils which compensate them for the loss of precept income resulting from the introduction of the Local Council Tax Benefit Support Scheme.	-175		
COUNCIL WIDE TOTAL	-175	0	0

PROPOSED CAPITAL SAVINGS PROPOSALS

CAPITAL PROGRAMME

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Harmans Water Community Centre</p> <p>The scheme originally proposed for the 2015/16 capital programme has now been subject to detailed specification and costing and is currently estimated to cost considerably more than the budget available. Therefore the Council cannot proceed with the original scheme as envisaged and will be evaluating alternative options for use of the building which will safeguard the property.</p>	-800		
<p>Buildings Planned Maintenance</p> <p>The original building maintenance plan for 2016/17 was based on the most recent survey data and the highest priorities were identified as needing funding during 2016/17. It is possible to re-prioritise and re-phase work which may run the risk of contributing to a larger back-log to be addressed in future years but allow the assets to remain fully operational in 2016/17.</p>	-800		
<p>IT Schemes</p> <p>By extending the asset-life of the Council's IT infrastructure and re-phasing replacements it is possible to reduce expenditure in 2016/17 on hardware within the Server/Network Refresh and Desktop Estate programmes and reducing the upgrade in Microsoft Office licences and other smaller programme areas.</p>	-300		
<p>Older person accommodation and support services strategy - Dennis Pilcher House</p> <p>The Council proposed to acquire Denis Pilcher House via an asset swap. Capital works were planned to convert this building into a bed-based intermediate care facility to aid the timely discharge of people from hospital. However, recent experience and feedback from people who need support have shown that there is a need to move to a largely home-based intermediate care service, and procure a lower level of residentially based care to be determined over the next 12 months.</p>	-800		
CAPITAL PROGRAMME TOTAL	-2,700	0	0

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**TO: OVERVIEW AND SCRUTINY
10 MARCH 2016**

**TRANSFORMATION PROGRAMME
CHIEF EXECUTIVE**

1 INTRODUCTION

- 1.1 This paper provides an update on the Council's Transformation Programme and outlines ways for the Commission, Scrutiny Panels and all back bench members to engage in the programme's strategic reviews.

2 SUPPORTING INFORMATION

Background

- 2.1 A Transformation Board was established in October 2015 to develop and deliver a programme to fulfil the new Council Plan's commitments to; review the focus and delivery of all services over the next 4 years, charge appropriately for services, including reducing subsidy on some services, and seek opportunities for additional income. This was to be done in the context of the Council needing to find £25m of savings over the next 5 years. The Transformation Programme is a continuous programme of work, aimed at identifying significant savings that can be incorporated into the 2016/17 budget and beyond.
- 2.2 The Board is chaired by the Chief Executive with membership including the Leader of the Council, the Executive Member for Finance and Transformation and Corporate Management Team. Independent consultants from Activist and IESE have been contracted to support the Board in developing the programme, providing external challenge, specialist advice and quality assurance and additional temporary capacity to support some reviews. The membership and objectives of the Board are outlined further in the Board's Terms of Reference at Annex One.

Work programme

- 2.3 During autumn 2015 the Board moved quickly to develop a work programme comprising both strategic reviews and other projects. The services chosen for review represent some major areas of expenditure. The reviews commenced in early 2016 and will be delivered at pace through 2016/17 so that the outcomes can be implemented as soon as possible in the second half of the financial year to deliver savings for 2017/18. During autumn 2016 the work programme will be refreshed for 2017/18 and further service reviews and projects identified.
- 2.4 The overall shape of the work programme for 2016/17 is set out in Table One below:

Strategic Reviews	Other Projects
Council wide support services	Major property reviews
Early intervention/prevention	One Public Estate
Library review	Devolution

Leisure services review	SEN transport policy
Arts review	School improvement
Citizen and customer contact	NHS integration
Generating additional income	

2.5 Alongside this the Board focussed on the identification of additional savings that could be implemented relatively quickly during 2016/17. In December, it was anticipated that a significant proportion of the £6.044m budget gap would be met from the following five service areas:

- Adult social care commissioning
- Highways and transport
- Welfare and housing
- Cultural and leisure services, and
- Public health

The work to date has identified potential economies of £2.183m from these areas for 2016/17 and these have either been included in the Council's financial plans or are currently subject to consultation.

Local Government Finance Settlement

2.6 Advised by government to plan for a 25-40 per cent cut in revenue support grant over the period to 2019/20 and, having prepared for a 40 per cent cut, we were disappointed to learn of the proposed cut of 80 per cent in December. The Council now needs to make £24.5m savings over the next 4 years, compared to £22 million over 4 years before the settlement.

2.7 This means the Transformation Programme will need to deliver faster to achieve the savings needed for 2017/18. The programme will now review all services over 2-3 years rather than 4 years as set out in the Council plan aims. The Council will need to deliver differently in some areas to achieve the savings and the Transformation Board is working to identify and deliver significant savings as quickly as possible through the strategic reviews laid out in Table One. The new capital receipts flexibility announced as part of the Local Government Finance Settlement can be used to help fund and support the reviews, along with the existing transformation reserve.

Governance

2.8 Each of the Programme's strategic reviews and projects has been grouped in line with the new Council Plan's six strategic themes:

- Value for money
- A strong and resilient economy
- People have the life skills and education opportunities they need to thrive
- People live active and healthy lifestyles
- A clean, green, growing and sustainable place
- Strong, safe, supportive and self reliant communities.

- 2.9 Each group of projects will be scrutinised by a challenge director. The challenge director will be responsible for challenging the scope of the programmes/projects, ensuring synergies between those in that group are realised and bringing an external perspective. Each strategic review or project is led by a director or senior manager responsible for that service, reporting to an Executive Member lead and supported by a project manager. The director or senior manager chairs the project board, whose membership also includes some Chief Officers or Heads of Service who are not involved in that service area to bring some additional external challenge and a wider corporate ownership to the reviews. Annex Two provides a list of each of the strategic reviews and projects and those responsible for each review.
- 2.10 The Executive are regularly updated on the progress of the programme and the Executive Member for Finance and Transformation and the Leader of the Council are responsible for regularly updating and discussing the Programme with the Conservative group through group meetings. The Chairman of the Transformation Board will brief the Leader of the Opposition.

Delivering the reviews

- 2.11 Scoping documents for each review were developed before Christmas and the reviews commenced in January with the formation of project boards and production of detailed delivery plans. Each review is being planned in four stages; analyse, plan, do and review, using a commissioning mind set to ensure that fundamental questions are asked about why, what, who, how, when and how much. The reviews are starting by analysing needs and service information and project boards are beginning to explore ideas for the new approaches that will be needed.

Member engagement

- 2.12 There will be a 'Gateway' review process at key decision points in all significant service reviews including those relating to for the Arts, Leisure, Libraries and Citizen and Customer Contact to engage the Commission, relevant Overview and Scrutiny Panels and other interested members in contributing to and shaping the reviews. Member's efforts are being focussed on these reviews as they are the most politically sensitive and have the greatest potential for impact on the community. The 'Gateway' reviews will start in April, with reviews completed for the Arts (end of April), Leisure (end of May), Citizen and Customer Contact (mid July) and Libraries (end of July).
- 2.13 These initial 'Gateway' reviews will be at the end of the 'analyse' phase of the reviews asking questions like; do the findings from the 'analyse' phase appear sufficient and sound and have the right issues been addressed and researched and do the outcomes identified to be achieved through the review represent a sensible and realistic ambition for the future? Further 'Gateway' reviews will take place once options have been developed and once recommendations have been developed before a decision paper is taken to the Executive.
- 2.14 In addition to the initial 'Gateway' reviews, and in advance of them, member workshops will be organised for the Arts, Leisure, Libraries and Citizen and Customer Contact reviews in spring/summer. The purpose of these workshops is to:

- brief members on the scope and methodology being taken within the service review including the commissioning mind set and the analyse, plan, do and reviews phases
 - outline the project timescales, key milestones and provide an update on the work completed to date
 - outline the process for the Gateway review to prepare members for the meetings.
- 2.15 Time pressures imposed by the Local Government Finance Settlement means it is important that the Gateway reviews add to the decision making process without creating an administrative burden. We will look to set the dates with relevant Chairman in the near future and then fix these. Dates will focus on capacity of project teams to prepare work rather than committee cycles.
- 2.16 The detailed process for the 'Gateway' reviews is being developed by the Transformation Board and will be discussed with the Chairman of the Overview and Scrutiny Commission. Additionally a fuller briefing session will be organised for the Commission specifically on the Programme to allow time to go into more detail on the governance and delivery of the programme.

3 EQUALITIES IMPACT ASSESSMENT

- 3.1 All of the proposals coming out of the strategic reviews will be assessed for their impact on the community and staff.

4 STRATEGIC RISK MANAGEMENT ISSUES

- 4.1 Programme and project risk registers are in development and will be regularly monitored by the Programme and project boards. The Programme needs to deliver at pace in 2016/17 which will mean that resources need to be managed carefully to ensure that the Council has sufficient capacity to deliver the level of savings and service changes required, while still continuing to deliver its services effectively. External resources will need to be bought in to support the Programme with project management and specialist advice.

Contact for further information

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Annex One Transformation Board

Terms of Reference

Name of Group	Transformation Board	
Purpose of Group	Responsible for monitoring the progress of the programme and projects, ensuring the portfolio is suitably balanced and resolving issues which may compromise delivery and benefits.	
Authority	Corporate Management Team	
Commencement of group	October 2015	
Venue and Frequency	Easthampstead House, Monthly	
Termination of Group	Upon the decision of the Transformation Board	
Membership extent	Corporate Management Team, the Leader of the Council, the Portfolio Holder for Transformation and Finance with external and programme management support	
Chairman	Timothy Wheadon, Chief Executive	
Membership	Councillor Peter Heydon	Executive Member for Transformation & Finance
	Councillor Paul Bettison	Leader of the Council
	Timothy Wheadon	Chief Executive
	Alison Sanders	Director of Corporate Services
	Alan Nash	Borough Treasurer
	John Nawrockyi	Director of Adult Social Care, Health & Housing
	Victor Nicholls	Assistant Chief Executive
	Vincent Paliczka	Director of Environment, Culture & Communities
	Dr Janette Karklins	Director of Children, Young People & Learning
	Eric Bohl	Activist
	Genny Webb	Head of Performance and Partnerships
	Heather Lumby	iESE
	Caroline Stanger	Activist
	Nikki Gibbons	Chief Officer: Human Resources
Abby Thomas	Programme Manager	
Objectives of Group	<ol style="list-style-type: none"> 1. Agree the initial design of the portfolio and ensure that it is suitably balanced. 2. Monitor delivery of the portfolio including: <ol style="list-style-type: none"> a. Spend against profiled budget b. Resolution of issues 	

	<p>c. Management of risks and dependencies</p> <p>d. Monitoring approved changes</p> <p>3. Review recommendations from and to the Executive (as Member Reference Group)</p> <p>4. Ensure the effectiveness of the Challenge Directors and member Gateway Reviews.</p> <p>5. Approve additions or major changes to any programmes or projects in the portfolio.</p> <p>6. Ensure that any conflicts between the portfolio delivery and BAU that cannot be resolved at programme level are addressed.</p> <p>7. Where necessary make recommendations for resources to be moved from one programme/project to another to ensure that the portfolio remains balanced.</p> <p>8. Ensure that there are sufficient projects and programmes 'in the pipeline' to ensure that the portfolio remains on course to deliver the council's strategic objectives.</p>
Outcomes/Outputs of Group	<ul style="list-style-type: none"> • To make a significant contribution to the reduction of the Council's budget by £24.5 million while minimising and mitigating the impact on staff and communities • To review policies and services against the Council's new narrative which focusses on achieving outcomes for the most vulnerable, taking a commissioning approach wherever relevant • Ensuring opportunities to develop self reliant communities are maximised • Evidenced prevention and early intervention approaches are embedded into service delivery and the culture of the organisation
Decision Making Powers	Recommendations to the Executive
External Bodies & Forums	N/A
Dependent groups and/or meetings	Individual project boards
Dependent documents	<p>Programme plan</p> <p>Project scoping templates</p> <p>PIDS</p>
Administrative Arrangements	Democratic Services

Annex Two - Transformation Programme Programme/Project Summary

Group 1: Value for money

Challenge Director: Janette Karklins

Ref	Programmes/Projects	Executive Member Lead	Project Lead	Strategic Review - Y/N?
1.1	Generating additional income	Cllr Peter Heydon/Cllr Dorothy Hayes	Alan Nash	Yes
1.2	Council wide support services	Cllr Iain McCracken	Alison Sanders	Yes
1.3	Major property reviews	Cllr Peter Heydon	Alison Sanders	No
1.4	One Public Estate	Cllr Peter Heydon	Steve Caplan	No

Group 2: A strong and resilient economy

Challenge Director: John Nawrockyi

Ref	Programmes/Projects	Executive Member Lead	Project Lead	Strategic Review - Y/N?
2.1	Devolution	Cllr Paul Bettison	Victor Nicholls	No

Group 3: Life skills/education

Challenge Director: Alan Nash

Ref	Programmes/Projects	Executive Member Lead	Project Lead	Strategic Review - Y/N?
3.1	Early intervention/prevention	Cllr Gareth Barnard	Janette Karklins	Yes
3.2	SEN Transport Policy	Cllr Gareth Barnard	Janette Karklins	No
3.3	School Improvement	Cllr Gareth Barnard	Janette Karklins	No
3.4	Library review	Cllr Iain McCracken	Vincent Palickza	Yes

Group 4: Active and healthy lifestyles

Challenge Director: Alison Sanders

Ref	Programmes/Projects	Executive Member Lead	Project Lead	Strategic Review - Y/N?
4.1	Leisure services	Cllr Iain McCracken/Cllr Marc Brunel-Walker	Vincent Palickza	Yes
4.2	Arts review	Cllr Iain McCracken/Cllr Marc Brunel-Walker	Vincent Palickza	Yes
4.3	NHS integration	Cllr Dale Birch	John Nawrockyi	No
4.4	Further savings from public health	Cllr Dale Birch	John Nawrockyi	No
4.5	Better Care Fund	Cllr Dale Birch	John Nawrockyi	No

Group 5: Clean and green

Challenge Director: Victor Nicholls

Ref	Programmes/Projects	Executive Member Lead	Project Lead	Strategic Review - Y/N?
5.1	Further savings from highways	Cllr Chris Turrell	Vincent Palickza	No

Group 6: Safe and self reliant communities

Challenge Director: Vincent Palickza

Ref	Programmes/Projects	Executive Member Lead	Project Lead	Strategic Review - Y/N?
6.1	Citizen and Customer Contact	Cllr Iain McCracken	Alison Sanders	Yes
6.2	Further savings from welfare and housing	Cllr Dale Birch	Simon Hendey	No

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QUARTERLY SERVICE REPORT

CORPORATE SERVICES

Q3 2015 - 16
October - December 2015

Portfolio holders:
Councillor Paul Bettison
Councillor Peter Heydon
Councillor Iain McCracken

Director:
Alison Sanders

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Section 1: Director's Commentary

There has been good progress on the key objectives in the Directorate's Service Plan for the third quarter.

General Highlights for the quarter include

Performance highlights

Fifteen young people took part in the National Takeover Day Challenge in November, shadowing the Mayor, senior Council Officers and seven Members of the Executive. The Takeover Challenge is a hugely successful children and young people's project which sees organisations across the country open their doors to young people to gain an insight into the adult world. Organisations that take part benefit from hearing the young people's views and gain a fresh perspective about their work.

The 'Stronger Voices' European Integration Fund Project received a successful audit in October and the project's evaluation report praised the impact of the project on improving English language skills and supporting integration.

Collection for both Council Tax and Business Rates remains high and comparable to last year's performance despite the number of arrears cases increasing due to the Council Tax Support Scheme. The Executive has approved the new recovery policies for both Council Tax and Business Rates which allows more serious action to be taken against habitual non payers.

Other significant projects

Work with the Community

- Funding has been secured from The Bracknell Regeneration Partnership and the Council to continue to maintain and develop the Disabled Go online access guide for the next three years.
- A Community Events diary has been launched and promoted to voluntary and community groups across the borough; the diary, hosted on the All Services Hub, is a platform for promoting one off community activities taking place across the borough.

Property Services

- New centralised secure waste contract with Shred-it went live on 01/11/15. There are now 88 secure waste consoles on 29 sites throughout BFC being collected every 2, 4 or 8 weeks. This is being managed by Central Post Room.
- New Home to School contract for 2016 – Invitations to Tender went out to 6 operators in December. They will be evaluated in January 2016 and awards decided in the quarter 4.
- Surveys to be completed for surplus Garth Hill land and options for future sale to be considered.
- The new reactive maintenance contractor, Kier have now replaced Grahams.
- Small contractor framework being progressed for implementation for 2016.
- Support work on Coral Reef continues with extended programme for contractors to submit tenders.
- There were 7 capital projects questionnaires returned between 1 October and 31 December 2015. Of the 7 returned, the ratings were: 6 project excellent (85%) and 1 project good (25%).

- As from 1 October to 31 December 2015 there were 14 projects completed. Of the 14 projects completed 11 (79%) projects were completed on time and on budget.

Finance

- An initial package of budget proposals was agreed by the Executive on 15 December. These are currently out for consultation.

ICT

- Completed Members technology upgrade and deployment of new equipment.
- Begun deployment of new mobile technology to pilot teams.
- Technology support for Children's Social Care (CSC) work styles and plan set-up of the Multi-agency Safeguarding Hub (MASH).

Customer Services

- Waste and Recycling processes have been developed in the new CRM, providing 16 forms which customers can complete on line for these services. The number of customers with a Self account has increased to nearly 8,200 as at 1 December.

Human Resources

- Preparations have been put in place for the new Chief Officer: Human Resources who will commence employment at the start of Quarter 4.
- The Organisation Change process started in the quarter after the Executive agreed the draft budget for consultation. The consultation process for staff changes commenced in earnest.
- The Coral Reef staffing reduction programme continued during the period with redundancy notices served on 22 staff.
- A new group of staff volunteers began work in a cross-departmental group looking at employee "Reward & Recognition" in much the same approach adopted by the Good to Great staff engagement groups.
- A full review was carried out on the new digitised appraisal scheme and suggestions made to improve the way in which next year's cycle is enacted.

Legal Services

- 25 School Non Attendance Prosecutions
- £18,458.03 of debt recovered+ County Court Judgments entered in favour of BFC in respect of a further £4,551.08
- Completion of the Shepherds Meadow legal agreement with Surrey Heath BC securing significant financial contributions for the Council.
- Binfield Neighbourhood Plan - Examination successfully completed and decision statement with modifications report prepared following careful and productive negotiations with Binfield Parish Council
- Draft s106 for Binfield Learning Village completed and subject to negotiation

Democratic & Registration Services

- The annual voter registration canvass was completed on 18 November and the revised Register of Electors was published on 1 December. At the close of the canvass the number of confirmed electors was 85,611 which represented a marginal increase of 232 from the 2014 Register. The transition to Individual Electoral Registration (IER) also came to an end in December. As a result of the completion of the transition to IER the Council was required to delete any entries on the Register that could not be confirmed. 409 entries were deleted. It is important to note that nine separate personalised

communications were sent to these electors over a two year period, asking them to confirm their registration.

- On Thursday 3 December elections were held for 3 vacant seats on Binfield Parish Council and three people were duly elected.

Significant changes in service use and associated financial impact:

The number of Council Tax cases which are in arrears continues to grow despite the focus remaining strong on recovery of arrears and overall collection remaining high. 34% of the current arrears cases are Council Tax Support Claimants owing mainly small balances. It is expected that the number of accounts in arrears will increase in Q3 due to Christmas putting additional pressure on resident's finances.

Areas where performance has been more difficult are:

The Provisional Local Government Finance Settlement announced on 17 December has significantly changed the financial landscape for local government over the term of the current Parliament. For the Council, balancing the 2016/17 budget will be more challenging than expected. Further savings will be required and these are being developed through the work of the Transformation Board. This work will now need to be progressed more expeditiously in order to meet the new financial challenge.

Business Rates has seen large reductions in Rateable Value due to the town centre works. Delays within the Valuation Office Agency are continuing to cause concern. The Photographic Angle case is still ongoing with an initial judgement expected on 11 January 2016, after which a decision can be made as to the next appropriate steps.

Areas where risk is closely monitored:

The departmental risk register was reviewed by the Departmental Management Team on 22nd December 2015. The key changes made were:

- To re-focus the financial and economic risk to also include the pace at which savings are now required,
- To increase in the likelihood for legal challenge or prosecution to reflect the potential for legal challenge in respect of changes to service provision due to budget pressures;
- To remove the risk of failure to deliver electoral registration;
- To reduce the likelihood to managing the election process; and
- To remove the risks of remote working.

Limited Assurance Internal Audit Reports

There were no internal audit reports with a limited assurance opinion in quarter 3 for Corporate Services.

The audit of the Payment Card Industry Data Security Standards has been completed, resulting in a significant assurance outcome. This is a very substantial improvement, following a limited assurance assessment in the previous year.

Section 2: Department Indicator Performance

Ref	Short Description	Previous Figure Q2 2015/16	Current Figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
Corporate Property - Quarterly						
L059	Percentage of post sent second class (Quarterly)	93.20%	98.00%	95.00%		
L076	Planned maintenance spend (Quarterly)	32.90%	62.60%	50.00%		
L229	Number of clients with learning difficulties using the R-bus (Quarterly)	66	59	60		
Customer Services - Quarterly						
L051	Percentage of current year's Council tax collected in year (Quarterly)	56.93%	84.41%	85.00%		
L053	Percentage of current year's Business Rates collected in year (Quarterly)	57.59%	84.34%	80.50%		
L221	Satisfaction level expressed in survey of contact with Customer Services, across all channels (Quarterly)	86.0%	84.0%	75.0%		
L233	Percentage of abandoned calls to the main Council contact number (Quarterly)	3.7%	1.4%	5.0%		N/A
L234	Number of Council Tax cases in arrears (Quarterly)	4,765	5,588	N/A	N/A	N/A
Democratic and Registration Services - Quarterly						
L057	Percentage of agendas published 5 clear days prior to a meeting (Quarterly)	100.0%	100.0%	100.0%		
L058	Percentage of minutes published within 5 clear days of a meeting (Quarterly)	81.0%	94.0%	85.0%		
L182	Percentage of citizens completing the Tell Us Once service offered by Registration Services, excluding deaths by inquest (Quarterly)	92.5%	88.0%	80.0%		
L231	Number of entries on the Electoral Register (Quarterly)	87,054	86,068	N/A	N/A	N/A
Finance - Quarterly						
BV8	Percentage of invoices paid within 30 days (Quarterly)	96.5%	96.0%	95.0%		
L064	Debt outstanding as percentage of gross debt (Quarterly)	9.0%	6.6%	7.0%		
L065	Return on investments exceeds 7-day LA cash benchmark rate (Quarterly)	0.57%	0.55%	0.50%		
ICT - Quarterly						
L079	Resolution of reported ICT incidents (Quarterly)	95%	96%	95%		
L082	ICT service availability - percentage of time service is available for use (Quarterly)	97.7%	98.8%	99.0%		

Ref	Short Description	Previous Figure Q2 2015/16	Current Figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
L220	Number of ICT Helpdesk Calls (Quarterly)	5,310	4,808	N/A	N/A	
Legal Services - Quarterly						
L084	Number of section 106s completed (Quarterly)	5	8	N/A	N/A	
L085	Amount of money recovered in debt collection (Quarterly)	32,072.82	18,458.03	N/A	N/A	
L086.1	Number of Freedom of Information requests received (Quarterly)	266	260	N/A	N/A	
L086.2	Percentage of Freedom of Information requests dispatched (where 50% or more of the request) was refused as the information is already publically available (Quarterly)	9%	10%	N/A	N/A	
L086.3	Percentage of Freedom of Information requests dispatched which were refused because the time limit would be exceeded (Quarterly)	1%	0%	N/A	N/A	
L088	Number of leases completed (Quarterly)	18	23	N/A	N/A	

Traffic Lights		Comparison with same period in previous year	
Compares current performance to target		Identifies direction of travel compared to same point in previous quarter	
	Achieved target or within 5% of target		Performance has improved
	Between 5% and 10% away from target		Performance sustained
	More than 10% away from target		Performance has declined

The following are annual indicators that are not being reported this quarter:

Ind Ref	Short Description	Quarter due
BV 156	Buildings accessible to people with a disability	Q4
L052	Cumulative percentage of Council Tax collected for the previous year at 31 March	Q4
L054	Cumulative percentage of business rates collected for the previous year at 31 March	Q4
L066	Top 5% earners: women	Q4
L067	Top 5% earners: minority ethnic communities	Q4
L068	Top 5% earners: with disability	Q4
L070	Percentage of employees with a disability	Q4

UNRESTRICTED

Ind Ref	Short Description	Quarter due
L071	Percentage of black and ethnic minority employees	Q4
L072	Gender pay gap	Q4
L073	Average number of off the job training days per employee	Q4
L074	Average amount spent on training per employee	Q4
L075	Number of commercial property voids	Q4
L078	ICT User Satisfaction - service user survey	Q3 – 2016/17
L080	Project Management - 5 metrics (SOCITM)	Q4
L087	Percentage of time recorded as chargeable time	Q4
L130	Percentage staff turnover	Q4
L131	Percentage staff leaving within one year of starting	Q4
L174	Working days lost due to sickness absence	Q4
L222	An annual staff satisfaction survey for town centre buildings to be undertaken on facilities support and service	Q4
NI001	Percentage of people who believe people from different backgrounds get on well together in their local area (Biennially (every two years))	Q4 – 2016/17
NI004	Percentage of people who feel they can influence decisions in their locality (Biennially (every two years))	Q4 – 2016/17
NI006	Participation in regular volunteering (Biennially (every two years))	Q4 – 2016/17
NI023	Perceptions that people in the area don't treat one another with respect and consideration (Biennially (every two years))	Q4 – 2016/17

Section 3: Complaints

Corporate Complaints received

The following table excludes Stage 1 complaints and those complaints which are dealt with through separate appeals processes. It should also be noted that complaints which move through the different stages are recorded separately at each stage.

Stage	New complaints activity in quarter 3	Complaints activity year to date	Outcome of total complaints activity year to date
Stage 2	0	1	Upheld
Stage 3	0	0	N/A
Local Government Ombudsman	0	0	N/A
TOTAL	0	1	

Comments

The 1 complaint upheld in Q1 resulted in a partial refund for customer. The website information regarding bulky waste collection, fees and charges has now been clarified by ECC.

Section 4: People

Staffing Levels

	Establishment Posts	Staffing Full Time	Staffing Part Time	Total Posts FTE	Vacant Posts	Vacancy Rate
Directorate	2	2	0	2	0	0
Community Engagement	3	1	2	2.51	0	0
Customer Services	43	33	10	39.45	2	4.55
Democratic & Registration Services	18	11	7	15.82	3	14.29
Finance	34	24	10	31.27	3	8.11
Human Resources	20	14	6	17.59	0	0
ICT	39	36	3	37.85	1	2.5
Legal	13	8	5	11.24	0	0
Property Services	38	26	12	33.63	3	7.32
Department Totals	209	155	55	191.36	12	5.43

Staff Turnover

For the quarter ending	31 December 2015	3.29
For the last four quarters	1 January – 31 December 2015	8.88

Total voluntary turnover for BFC, 2014/15: 13.4%
 Average UK voluntary turnover 2014: 12.8%
 Average Local Government England voluntary turnover 2014: 12.7%

(Source: XPerHR Staff Turnover Rates and Cost Survey 2014 and LGA Workforce Survey 2013/14)

Comments:

7 members of staff left voluntarily during the last quarter. This is a marked increase on the previous quarter when 3 staff left voluntarily.

Of the vacancies in the Directorate, recruitment is underway for vacancies within Democratic Services, Customer Services and Finance.

Staff Sickness

Section	Total staff	Number of days sickness	Quarter 3 average per employee	2015/16 annual average per employee
Directorate	2	0	0	0
Community Engagement	3	0	0	2.89
Customer Services	43	54	1.29	8.71
Democratic & Registration Services	18	3	0.17	1.07
Finance	34	23	0.68	6
Human Resources	20	3.5	0.18	3.9
ICT	39	58	1.49	5.91
Legal	13	3	0.23	1.23
Property Services	38	108	2.84	5.84
Department Totals (Q3)	209	252.5	1.21	
Totals (15/16)				5.48

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 14/15	5.2 days
All local government employers 2014	7.9 days
All South East Employers 2014	N/A

(Source: Chartered Institute of Personnel and Development Absence Management survey 2014)

N.B. 20 working days or more is classed as Long Term Sick.

Comments:

Sickness for this quarter stands at 252.5 days which is significantly lower than last quarter, however there was a lower proportion of long term sick this quarter. There were 67 days attributable to long term sick this quarter. There is only one person off on long term absence as others have returned.

The projected annual average currently stands at 5.48 days which is higher than the overall authority figure for 14/15 of 5.2 days. This is also slightly higher than the Corporate Services figure for 2014/15 mainly because of the effect of the long term sickness days. The annual average excluding long term sick stands at 3.1 days per employee.

Section 5: Progress against Medium Term Objectives and Key Actions

Progress has been monitored against the sub-actions, supporting the Key actions contained in the Corporate Services Service Plan for 2015 - 16. This contains 59 actions to be completed in support of 8 Medium Term Objectives. Annex A provides detailed information on progress against each of these key actions.

Overall 10 actions were completed at the end of the quarter () , while 46 actions are on schedule () and 3 were causing concern ( and ).

The 3 actions that are causing concern are:

Ref	Action		Progress
6.7.2	Facilitate the development and opening of a new Community Centre and Library at Harmans Water		Options for the building are being explored.
6.7.3	Facilitate the development and opening of a new Community Centre and Library at Harmans Water		The future delivery options for this location are now part of a wider review with options to be considered over the next quarter.
11.8.5	Implement the Electronic Document Management Strategy to enhance and extend document scanning		EDRMS strategy development specification agreed and partner being sought to assist with the work. EDRMS is seen as a key technology for the Authority moving forward.

Section 6: Money

Revenue Budget

The original cash budget for the department was £14.243m. Net transfers of £0.142m have been made bringing the current approved cash budget to £14.385m. A detailed analysis of the budget changes in this quarter is available in Annex B.

The forecast outturn for the department is £0.003m under the current approved cash budget. A detailed analysis of the variances this quarter is available in Annex B

The department has identified the following as budgets that can pose a risk to the Council's overall financial position, principally because they are vulnerable to significant changes in demand for a service. The current position with regard to each of these is as follows:

Service Area	Budget £000	Forecast Outturn £000	Comments
Commercial Property	(1,879)	(1,879)	Increased voids and void periods, resulting in reduced income.

Although these budgets pose a risk to the Council, careful management has ensured that there is little adverse impact forecast at this point.

Capital Budget

The total approved capital budget for the year is £15,065.0m.

Expenditure to date is £6,040.0m representing 40% of the budget. The Department anticipates 62% of the total approved budget to be spent by the end of the financial year, and 37% to be carried forward to 2016-17. A detailed list of schemes together with their approved budget and forecast spend is available in Annex B.

Section 7: Forward Look

Town Centre

- Continue to work with principal developer to deliver town centre regeneration through providing financial, legal and property advice.
- Continue negotiations with third party site owners in the town centre.
- Process advance payment settlements for compulsory purchased interests.

Community Engagement & Equalities

- Develop the ownership and management arrangements for the new Community Hubs in the strategic housing areas including:
 - Producing options for the provision of the Blue Mountain community facility
 - Setting up a steering group to guide the development of the Crowthorne TRL community hub, working with the Parish Council.
 - Working with Warfield Parish Council and planning on the production of a feasibility study for 'neighbourhood facilities' on the Warfield SPD.
- Publish Equality Information reports to meet the legal deadline for publishing at the end of January.
- Plan and prepare for the development of a new Equality Scheme for 2016-19 and the delivery of the 2016 Residents Survey,

Customer Services

- Focus for Customer Services in the next quarter includes the move to the new Netcall Liberty product for telephony, which will allow integration between the telephony and CRM systems (this project is being managed by ICT).
- Development of the new CRM will continue with work on the Registration Service and the Council Tax module, which gives customers access to view their Council Tax account online. This will begin to be tested with a view to going live in Quarter 1 of the next financial year.
- Digital Services will be aiming to launch a beta version of the new public website in Q1 of the new financial year. Services will be added incrementally in beta to allow for user testing, rather than attempting to launch all services as a whole.
- The Revenues team will be looking to select the most appropriate cases to begin instigating the more stringent recovery methods that have now been approved. Revenue Services will also be preparing for and carrying out the 2016/17 annual billing process within the next quarter.

Democratic & Registration Services

- Preparation for and delivery of the Binfield Parish Neighbourhood Plan Referendum on 3 March 2016
- Targeted canvass of registered electors over 70 as a result of changes to the upper age limit for eligibility for jury service from 70 to 75 years of age
- Completion of the induction of the Democratic Services Assistant and Principal Registration Officer
- Recruitment of a Democratic & Registration Services Assistant to work across teams within the section and partly funded by external elections funding
- Respond to the recommendations of the Members Allowances and Expenses Audit
- Development of the 2016/17 Member Development Programme
- Naming ceremony in January 2016 for the competition winner
- Finalisation for the soft launch of the availability of on-line bookings for birth registration appointments

Corporate Property

- Support work continues for the delivery of Binfield Learning Village with particular emphasis around the future community facilities.
- A Property Review Group has been established to investigate a number of core property areas for improved service delivery or capital receipts to support the work of the Transformation Board and its sub groups.
- The East Lodge site is to go to public auction in Quarter 1 2016.
- Commercial advice and support work for the older person's strategy particularly around the future of Ladybank, Dennis Pilcher House and Heathlands.
- Options for housing delivery and possible partnership for the Garth Hill surplus land to be developed.
- Fixed electrical and emergency lighting contract to be awarded.
- Coral Reef flumes tender received and in line with budget. Main construction tendering period extended to assist contractors and tender outcome expected in March.
- A new mini framework for minor works to be established.
- The locating of the MASH in Easthampstead House will require the move of the Property Team to the first floor. This consolidates the team in one location.
- New Home to School Transport contract 2016 – Invitations to Tender are due back by 22.01.16. Evaluation will then take place with finalised award report due in March 2016.
- Further exploration of the use of Electric Vehicles will be conducted with various departments.

ICT Services

- Complete transfer of telephone call contract from Vodafone to BT Unicorn
- Complete major upgrades to Children's Service, Adult Services, and document management systems
- Complete roll-out of new mobile technology to pilot groups and begin phase 2 of the project
- Complete upgrade to Email on the Move product BlackBerry Enterprise Server(BES) to latest version and begin work on new contract
- Technology support for Children's Social Care (CSC) work styles and plan set-up of the Multi-agency Safeguarding Hub (MASH)
- Begin work on Public Services Network (PSN) and PCI DSS (Payment Card Industry Data Security Standards) compliance submissions for the coming year

Legal Services

- Binfield Learning Village s106 (planning application scheduled to be submitted in January).
- Three ongoing planning appeals due for conclusion in Q4
- Binfield Neighbourhood Plan - Referendum and all attendant reports and legal advice
- Advice on amendments to the Council's Community Infrastructure Levy charging schedule
- Advice on further school conversion to Academy status.
- Advice on disposal of surplus land adjacent to Garth Hill College
- Purchase of Magistrates court buildings and upcoming invest to save schemes
- Ongoing input on Blue Mountain development
- Commencement of reviews relating to corporate procedures including Councillor Code of Conduct, Whistleblowing Procedure and Council Constitution
- Continuing support to Downshire Homes Limited

Finance

- Following the announcement of the Provisional Local Government Finance Settlement the Council will need to develop and consult upon a further savings package in order to achieve a balanced budget in 2016/17 and beyond.
- Council will meet on 24 February to agree the budget and council tax for 2016/17.
- Preparations will begin for the closure of the 2015/16 accounts and the drafting of the Council's financial statements.
- The internal audit plan for 2016/17 will be developed and agreed by Governance and Audit Committee on 30 March.
- Following the successful go-live of the new HR and Payroll system further development work will be undertaken including web recruitment (which will go-live in February), electronic payslips and the introduction of self service for employees.
- Finance and Procurement support will continue for major capital projects (including tender evaluations) for Coral Reef and Binfield Learning Village.
- A new internal audit contract needs to be in place on 1 April 2016. The intention is to use an existing framework agreement set up by the London Borough of Croydon.
- Work with other Berkshire councils will continue on options for the future delivery of a sustainable and resilient finance function.

Human Resources

- The new Chief Officer: Human Resources will commence employment.
- The Organisational Change process will reach its conclusion with the Special Employment and Local Joint committees in Mid February.
- Coral Reef will close during the period
- Major development work around the iTrent HR module will be worked on including employee and manager self service. The new recruitment module will come into operation.
- The new cross-departmental group looking at employee "reward & recognition" will be reporting to CMT on suggested improvements to the way in which the Council approaches this area.
- A detailed report on the new digitised appraisal scheme will be discussed by CMT and improvements put in place.

Annex A: Progress on Key Actions

Sub-Action	Due Date	Owner	Status	Comments
MTO 1: Re-generate Bracknell Town Centre				
1.3 Deliver the framework which enables regeneration of Bracknell Town Centre				
1.3.4 Manage property transactions in accordance with the Town Centre Development Agreement to support town centre regeneration	31/03/2016	CS		Continue to monitor the final CPO's for the Town Centre. Conclude the property transfers to enable the regeneration. Working on strategic acquisition of any sites to support future areas of Town Centre regeneration.
1.3.5 Support the development of a strategy for deployment of technologies in the Public Realm to support the Town Centre	31/03/2016	CS		Specification for infrastructure in the Public Realm developed. Includes infrastructure for the deployment of CCTV and public Wi-Fi. Areas such as use of social media and interaction with the mesh network for digital signage and traffic light control being implemented. Discussions with BRP regarding potential ongoing.
1.9 Implement an Accommodation Strategy to rationalise the number of buildings used by the Council				
1.9.1 Surrender of the leases for temporary accommodation at Ocean House	31/08/2015	CS		Surrender of the lease has been completed.
MTO 2: Protect communities by strong planning policies				
Sub-Action	Due Date	Owner	Status	Comments
2.5 Take strong enforcement action against those that do not comply with planning law				
2.5.2 Provide effective legal support for planning enforcement including issuing of enforcement notices	31/03/2016	CS		The Legal Team received 6 Enforcement Notices for the period of 1 October - 31 December 2015. Four of these Notices have been served. The Planning Enforcement Team are preparing instructions for a number of matters to be served within the next few weeks. Legal is also to be instructed on a number of Proceeds of Crime Act Enforcement matters in the forthcoming months.
MTO 3: Keep Bracknell Forest clean and green				
Sub-Action	Due Date	Owner	Status	Comments
3.1 Maintain our open spaces to a high standard				
3.1.4 Improve access to information and ability to report issues about the environment through online citizen accounts	31/03/2016	CS		Waste and recycling services are now live through the online account. More than 8,500 residents have now registered for an online account.
MTO 4: Support our younger residents to maximise their potential				
4.3 Increase opportunities for young people in our youth clubs and community based schemes				

Sub-Action	Due Date	Owner	Status	Comments
4.3.3 Work with Thames Valley Housing to finalise plans for a residential development to underpin the modernisation of the Youth Service programme to develop a new Town Centre Youth hub.	31/03/2016	CS		Work is being undertaken on the viability of the project with recommendations to CMT and the Executive likely to be presented in the next quarter.
MTO 5: Work with schools and partners to educate and develop our children, young people and adults as lifelong learners				
Sub-Action	Due Date	Owner	Status	Comments
5.10 Encourage all residents to continue as learners, both in relation to future employment and recreation				
5.10.3 Coordinate a partnership approach to delivering opportunities for a digital inclusion programme	31/03/2016	CS		A range of digital inclusion activities continues to be run at the Open Learning Centre, by Age Concern and Bracknell Forest Homes. New activities will include a focus on helping residents to access public services online.
5.10.4 Oversee the management of the European Investment Fund (EIF) funded Stronger Voices project ensuring targets are met to support migrants to learn English and improve their well-being	31/03/2016	CS		The project has achieved all of its targets. A successful end of project celebration event has been held with project participants and a project evaluation is now being completed.
5.11 Ensure systems in place for effective pupil and school place planning				
5.11.2 Support CYPL in finding suitable sites for school extensions and new schools and supporting procurement activity around these	31/03/2016	CS		Property Services continue to support CYPL with the identification and delivery of expansion space for schools.
5.11.4 Provide advice & support in relation to land acquisition and community facilities for the Blue Mountain site for the provision of a Learning Village	31/05/2015	CS		A hybrid planning application is due to be submitted in January 2016 to progress the development.
MTO 6: Support Opportunities for Health and Wellbeing				
Sub-Action	Due Date	Owner	Status	Comments
6.7 Recognise the value libraries play in our communities				
6.7.1 Work with ECC to develop and implement the Good to Great programme theme of Community Empowerment in libraries	31/03/2016	CS		Volunteers have been used to enhance opening times at Great Hollands Library. The lessons learnt from the pilot are being collated.
6.7.2 Facilitate the development and opening of	31/03/2016	CS		Options for the building are being explored.

Sub-Action	Due Date	Owner	Status	Comments
a new Community Centre and Library at Harmans Water				
6.7.3 Facilitate the development and opening of a new Community Centre and Library at Harmans Water	31/03/2016	CS		The future delivery options for this location are now part of a wider review with options to be considered over the next quarter.
6.8 Support health and wellbeing through Public Health				
6.8.7 Promote healthy living by implementing employee health checks including school staff	31/03/2016	CS		During the quarter a session on stress was held at the regular Lunchtime Managers Forum. There were presentations from both Occupational Health and our counselling provider, Harmony counselling. This was received well by Managers that attended. Further work is being undertaken to see if there are any ways of promoting ways for employees to manage stress themselves.
6.9 Support people who misuse drugs and/or alcohol to recover by providing appropriate interventions				
6.9.7 Deliver alcohol and drug abuse website	31/03/2016	CS		Resourcing issues have meant a delay in delivering the content for this website, however an appointment has now been made, and it is anticipated that the site will be completed and handed over during Q4.
MTO 7: Support our older and vulnerable residents				
Sub-Action	Due Date	Owner	Status	Comments
7.4 Continue to modernise support and include new ways of enabling the delivery of that support				
7.4.8 Develop an easy-read version of key parts of the website	31/03/2016	CS		Accessibility is a key component of the development of the website, and the development of an easy-read version of key content will be part of the ongoing development.
7.4.9 Pilot sign language interpretation of parts of the website	31/03/2016	CS		Accessibility is a key component of the website development project, and different ways of presenting key information will be investigated as the project progresses.
7.5 Improve the range of specialist accommodation for older people which will enable more people to be supported outside residential and nursing care				
7.5.2 Complete the sale of Binfield Nursery site for residential use	31/05/2015	CS		The sale has completed, subject to the payment terms amended in accordance with the Executive Member for Transformation's & Finance agreement.
7.5.3 Work with partners to identify a suitable location to enable the relocation of the Bridgewell and Ladybank Centre	31/03/2016	CS		The delivery of care is being reviewed by Adult Social Care, Health & Housing. The outcome of which will have implications for the future use of these properties.
MTO 9: Sustain the economic prosperity of the Borough				
9.2 Support the work of the Economic and Skills Partnership to sustain the local				

Sub-Action	Due Date	Owner	Status	Comments
economy, in particular by co-ordinating the implementation of the Bracknell Forest Local Economic Development Strategy				
9.2.12 Deliver website for the Business and Enterprise Service	31/03/2016	CS		The Business and Enterprise website is now live.
9.2.13 Implement recommendations of the O&S Working Group on Business Rates	31/03/2016	CS		The Executive considered the discount scheme, and decided not to proceed at the present time.
MTO 10: Encourage the provision of a range of appropriate housing				
Sub-Action	Due Date	Owner	Status	Comments
10.1 Ensure a supply of affordable homes				
10.1.12 Commence disposal of surplus land adjacent to Garth Hill College	31/03/2016	CS		Surveys are currently being undertaken. Procurement routes are being investigated to find a development partner.
10.1.13 Support Housing and Planning for the off-site provision of affordable homes from the TRL site in Bracknell Town Centre	31/05/2015	CS		Contracts have exchanged for the purchase of Amber House. Completion anticipated December 2016. Planning application has been submitted by Thames Valley Housing.
10.1.6 Complete work with Thames Valley Housing Association on development of affordable homes on the Adastron / Byways site	31/05/2015	CS		The disposal of Adastron House and Byways has been completed
10.1.7 Dispose of Downside for affordable housing	31/05/2015	CS		Negotiations have been finalised. Legal documents being worked on. Completion planned within the next quarter.
10.2 Support people who wish to buy their own home				
10.2.1 Purchase properties for let to Housing Clients	31/03/2016	CS		Continue to identify properties for purchase as necessary. The first acquisitions for Downshire Homes should commence in April 2016.
MTO 11: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money				
Sub-Action	Due Date	Owner	Status	Comments
11.1 Ensure services use resources efficiently and ICT and other technologies to drive down costs				
11.1.1 Start to implement recommendations of the property review carried out by Vail Williams	31/03/2016	CS		A property review group (PRG) has been established reporting to CMT on a number of work streams to release assets and provide more efficient accommodation for a number of service areas. This work is now integrated into the Transformation Board work and focused on a number of key properties.
11.1.10 Review and deploy tablet technologies to support flexible and mobile working	31/03/2016	CS		Initial pilot phase nearing completion. Members' technology roll-out completed. Feedback from staff collated and deployment to Children's Services under way. Phase 2 projects being assessed.

Sub-Action	Due Date	Owner	Status	Comments
11.1.11 Move website to open source platform and content management system	31/03/2016	CS		A design agency has been appointed, hosting arrangements are in place and the technical build of the site is nearing completion. The first services to go live are currently being tested.
11.1.12 Roll out CRM system taking opportunities to rationalise use of third party systems and encouraging take-up of self-service by residents	31/03/2016	CS		Waste and recycling services are now live and managed end to end through the new CRM. The number of citizens holding an online account has increased to more than 8,500.
11.1.2 Further develop Frontline Property Management System to enable additional Council services to access and update their property data	31/03/2016	CS		Training of building managers is complete, this enables the building managers to raise their own requests for maintenance and repairs on the frontline system. The new process is now live.
11.1.3 Use Pan Berkshire/Surrey PSN contract (Unicorn) to provide telephone calls and inter-site broadband communications	31/05/2015	CS		Work underway to move telephone call traffic to Unicorn/BT service. Also re-negotiated inter-site links contract generating further savings. Work to transfer to the new service to be completed this quarter
11.1.5 Implement new Payroll and HR business processes in tandem with a replacement system	31/08/2015	CS		Work has continued on the implementation of the new iTrent system including various enhancements to the HR side of the system as well as work on the introduction of Employee Self Service and Recruitment Management.
11.1.6 Develop, implement and validate a new HR/Payroll System	31/08/2015	CS		Payroll/HR system in place. Development work underway on incident reporting, web recruitment and self service.
11.1.8 Develop use of Unique Property Reference Number (UPRN) and standard addressing format to improve information exchange with other organisations	31/03/2016	CS		Pilot with Revenues and Benefits as a proof of concept (poc) to test the business case agreed. Project plan, scope and terms of reference being developed.
11.1.9 Review provision of ICT for Members and implement new arrangements	31/05/2015	CS		All Members have made their equipment choices and most of those who opted for an iPad have received the device and attended training. A number of Members opted to retain a laptop and the older laptops are in the process of being replaced with a newer version.
11.2 Ensure staff and elected members have the opportunities to acquire the skills and knowledge they need				
11.2.1 Review the Member Development Strategy and deliver a comprehensive Member Development Programme	31/03/2016	CS		Three development sessions were attended by 49 Councillors; six training sessions were attended by 30 Councillors; six additional conferences were attended by seven Councillors; one approved conference was attended by three Councillors; and five briefing sessions were attended by 30 Councillors.
11.2.10 Implement and validate a new appraisal	31/05/2015	CS		A cross departmental group met during the quarter to review the appraisal scheme.

Sub-Action	Due Date	Owner	Status	Comments
scheme as part of a new performance management system				Various improvements were suggested and a report is going to CMT in Quarter 4 to review these suggestions.
11.2.2 Ensure the new Learning & Management System is in place to deliver the agreed corporate training plan	31/03/2016	CS		The Learning and Management System is now fully self service and staff have access to their own records and have the ability to book themselves onto courses or waiting lists.
11.2.3 Implement the Pay and Workforce Strategy Action Plan, relating to Organisational development, Leadership development, Skill development, Recruitment and retention, Pay and reward	31/03/2016	CS		The 16/17 Pay & Workforce Strategy has been completed and went to Employment Committee within the last quarter. It is due to go onto Council in Quarter 4 when actions arising from it will also commence.
11.2.5 Develop any of the Good to Great themes which are agreed following the 2014/15 staff survey	31/03/2016	CS		The reward and recognition group met during the quarter and various work-streams were set up to look into improving the annual awards ceremony, cultural change, and "hard" and "soft" recognition. A report will be going to CMT in Quarter 4 to up date them on progress within the group.
11.2.7 Develop and implement the Good to Great programme theme of community empowerment working with the voluntary sector	31/03/2016	CS		Prioritising working on actions to improve the Council's use of volunteers and support businesses to contribute to the community.
11.2.9 Deliver an induction programme for newly elected Members	31/03/2016	CS		The majority of the Induction Programme has been delivered and the remaining sessions are scheduled to the end of May 2016. The welcome pack and Induction Programme has been reviewed by the newly elected Members. The feedback has been positive and will inform the next induction programme.
11.4 Ensure residents have fair access to the services they need				
11.4.1 Raise public awareness of the democratic process through a series of activities throughout the year	31/03/2016	CS		Social media was used to raise awareness of the annual household canvass and the Binfield Parish By-elections. The Mayor visited Meadow Vale Primary School to talk about her role and pupils from Great Hollands Primary School visited the Council Chamber to talk to the Deputy Mayor about his role. The Mayor started the School Council elections at Crowthorne Church of England and Wildmoor Heath Primary Schools, and ballot boxes and booths were provided to all Crowthorne cluster schools to help make the council elections an authentic experience for the students.
11.4.2 Develop a new 'All of Us' Equality Scheme for 2016-20	31/03/2016	CS		The 'All of Us' Equality Scheme 2012-16 has been extended for a year to April 2017 to allow further time to develop a new Equality Scheme in 2016/17 once the Departmental Service Plans have been developed.

Sub-Action	Due Date	Owner	Status	Comments
11.4.3 Deliver the Equality Framework action plan working towards the Excellent level	31/03/2016	CS		On track
11.4.4 Deliver the Combined Parliamentary, Borough and Town/Parish Elections	31/05/2015	CS		All three elections delivered
11.4.5 Deliver the Cabinet Office Individual Electoral Registration Phase 2 Programme	31/08/2015	CS		The IER canvass has been completed and the revised Register of Electors was published on 1 December. The Secretary of State brought forward the end of the transition to IER by one year to 1 December 2015 therefore the Cabinet Office's IER Programme is complete and IER is now business as usual.
11.5 Develop appropriate and cost effective ways of accessing council services				
11.5.1 Extend use of automated telephony channel	31/03/2016	CS		The upgrade of the telephony system is still underway, and plans are being developed for the review of automated telephony.
11.5.2 Develop a Digital Strategy	31/03/2016	CS		The development of the Customer Contact Strategy will be a key outcome of the transformation review project looking at Citizen and Customer Contact.
11.5.3 Review and publish revised Customer Contact Strategy	31/03/2016	CS		The development of a new Customer Contact Strategy will be a key outcome of the transformation project looking at Customer and Citizen Contact.
11.5.4 Facilitate self-service monitoring of case progress by publishing open cases through website / on-line account	31/03/2016	CS		Customers are able to track progress of the majority of cases logged through their online account. Further work will be undertaken in the coming months to enable this with more types of service.
11.7 Work with partners and engage with local communities in shaping services				
11.7.1 Develop a new Community Engagement Strategy 2016-19	31/03/2016	CS		To be developed to compliment the new implementation of the new Council Plan Q4 in 2015/16
11.7.5 Facilitate the development of Community Hubs at Blue Mountain (Binfield); Warfield and Transport Research Laboratory (Crowthorne)	31/03/2016	CS		A feasibility study is underway to assess options for the delivery of the Blue Mountain community facility. A feasibility study will commence in Q4 on the development of a Warfield community hub.
11.8 Implement a programme of economies to reduce expenditure				
11.8.1 Redesign services using a digital first approach to encourage channel shift to more cost effective channels, where appropriate	31/03/2016	CS		We continue to take a 'digital first' approach to designing services, and have created new digital customer journeys for services that could previously only be accessed by telephone, such as booking bulky waste collections.
11.8.2 Update the Medium Term Financial Strategy to include changes to the local government finance regime, strategic policy changes and lead on the development of	31/03/2016	CS		Provisional Local Government Finance Settlement received on 17 December. The magnitude of the grant reductions was significantly more than anticipated in the Medium Term Financial Strategy. Intensive work now underway developing proposals to

Sub-Action	Due Date	Owner	Status	Comments
the Council's annual budget				balance the 2016/17 budget ahead of Full Council on 24 February.
11.8.5 Implement the Electronic Document Management Strategy to enhance and extend document scanning	31/03/2016	CS		EDRMS strategy development specification agreed and partner being sought to assist with the work. EDRMS is seen as a key technology for the Authority moving forward.
11.8.7 Implement Facilities Category Management Strategy	31/03/2016	CS		Recurring future year savings have been identified of around £60K per annum and work continues to deliver further consolidation and efficiencies in contract management.
11.8.9 Complete the Home to School and occasional transport services tendering process	31/05/2015	CS		Public consultation has been completed and the tendering process continues with the contract award due May 2016.

Annex B: Financial Information

	Original Cash Budget	Virements & Budget		Current Approved Cash Budget	Spend to Date %	Projected Outturn	Department's Over/(Under) Spend	Variance This Quarter	
	2015/2016	C/Fwds	NOTE						NOTE
	£000	£000		£000	%	£000	£000	£000	
Director of Corporate Services									
Director of Corporate Services	218	-8	D	210	64	210	0	0	
Community Engagement & Equalities	190	-3	D	187	68	187	0	0	
	408	-11		397	66	397	0	0	
Head of Democratic & Registration Services									
Committee Services	334	-26	D	308	65	308	0	0	
Member and Mayoral services	911	-8	D	903	63	894	-9	-9	
Registration of Births, Deaths & Marriages	-35	19	D	-16	300	-7	9	9	
Registration of Electors / Elections	268	12	D	280	104	280	0	0	
	1,478	-3		1,475	69	1,475	0	0	
Chief Officer: Customer Services									
Local Tax Collection incl Cashiers	382	0	D	382	57	412	30	0	
Customer Services	988	21	D	1,009	68	1,009	0	0	
	1,370	21		1,391	65	1,421	30	0	
Borough Solicitor									
Legal	594	16	D	610	65	610	0	0	
Chief Officer: Human Resources									
Human Resources	483	1	D	484	65	489	5	0	
Unified Training Unit	410	-21	D	389	31	389	0	0	
Health & Safety	58	1	D	59	49	59	0	0	
	951	-19		932	50	937	5	0	

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Borough Treasurer									
Finance	1,968	69	<i>D</i>	2,037	65	2,037	0	<i>0</i>	
Insurance	333	0		333	25	333	0	<i>0</i>	
	2,301	69		2,370	59	2,370	0	0	
Chief Officer: Property Services									
Property Services	392	-24	<i>D</i>	368	66	383	15	<i>15</i>	<i>1</i>
Industrial & Commercial Properties	-1,879	10	<i>D</i>	-1,869	110	-1,869	0	<i>0</i>	
Construction & Maintenance	498	-7	<i>D</i>	491	59	487	-4	<i>-4</i>	<i>2</i>
Operations Unit	3,839	-13	<i>D</i> <i>A,C</i>	3,826	59	3,777	-49	<i>-22</i>	<i>3</i>
	2,850	-34		2,816	26	2,778	-38	-11	
Chief Officer: Information Services									
ICT Services	2,443	149	<i>D</i>	2,592	72	2,592	0	<i>0</i>	
Chief Executive's Office									
Chief Executive	346	11	<i>D</i>	357	69	357	0	<i>0</i>	
Chief Executive's Office	790	-6	<i>D</i>	784	82	784	0	<i>0</i>	
Town Centre Redevelopment	53	0		53	123	53	0	<i>0</i>	
Voluntary Sector Grants	163	0		163	75	163	0	<i>0</i>	
N136-Grant Contributions to Shopmobility & CAB	219	0		219	75	219	0	<i>0</i>	
Community Safety	277	-51	<i>B,D</i>	226	42	226	0	<i>0</i>	
	1,848	-46		1,802	74	1,802	0	0	
TOTAL CS AND CX OFFICE									
	14,243	142		14,385	58	14,382	-3	-11	
Memorandum item									
Devolved Staffing Budget - CS and CX	9,388	164		9,552	73	9,552	0	<i>0</i>	
Non Cash Budgets									
Capital Charges	1,887	0		1,887		1,887	0	<i>0</i>	
IAS19 Adjs	635	0		635		635	0	<i>0</i>	
Recharges	-9,293	0		-9,293		-9,293	0	<i>0</i>	
	-6,771	0		-6,771		-6,771	0	0	

CORPORATE SERVICES / CX OFFICE QSR3 – SEPTEMBER TO NOVEMBER 2015

Note	Total	Explanation
	166	Virements reported in QSR2 Period
A	-7	<p>Operations Unit</p> <p>The gas and electricity budgets have been recalculated following the receipt of the Energy Managers projected volumes and price changes from the 1st April. This has resulted in budget reductions of £0.007m for the Civic Buildings.</p>
B	-19	<p>Community Safety</p> <p>Transfer of £0.019m from the Domestic Abuse budget to Adult Social Care Health Support for the Berkshire Womens Aid contract from 1st September.</p>
C	2	<p>Operations Unit</p> <p>A centralised secure shredding contract was approved by the PCI Group and Information Management Group, budget virements of £0.002m have been made from other Departments to the Operations Unit to cover the costs of the current contract.</p> <p>The new contract will be more expensive and a budget pressure of £0.008m is anticipated in 2016-17.</p>
D	0	<p>Departmental DSB</p> <p>The DSB budgets have then been realigned to reflect in year staff turnover and amendments to staffing structures.</p>
	-24	Virements reported in QSR3 Period
	142	Total Virements Reported To Date

CORPORATE SERVICES / CX OFFICE QSR3 – SEPTEMBER TO NOVEMBER 2015		
Note	Total £'000	Explanation
	8	Variiances reported in QSR2 Period
1	15	<p>Property Services Whilst work is underway to identify the council wide framework savings which formed part of the 2014/15 budget process, the savings will not be realised until 2016/17 resulting in a pressure of £0.040m.</p> <p>A review of budgets has been undertaken to identify underspends which will offset this pressure. A saving of £0.012m has been identified within Town Centre Management. In addition there are savings of £0.008m across various supplies and services budgets, and additional income of £0.005m from the right to buy scheme.</p>
2	-4	<p>Construction & Maintenance Construction and Maintenance have identified an underspend on licences</p>
3	-22	<p>Operations Unit The Operations Unit have identified additional income which will offset the framework pressure. BSOG grant £0.007m, increased minibus hire £0.010m and pool car income £0.005m.</p>
4	0	<p>Democratic & Registration Services The Registrars service are reporting a pressure of £0.009k for income that will not be achieved. This is however offset by underspends identified within Members and Mayoral Services against the equipment budget of £0.005k and mobile telephones budget of £0.004k</p>
	-11	Variiances reported in QSR3 Period
	3	Total Variiances Reported To Date

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Corporate Services & Chief Executive's Office Capital Monitoring as at 30th November 2015												
Cost	Project Description	2014/15	2015	Approved	Cash	Expenditure	Current	2015/16	Carry Forward	(Under) /	Target for	Current status of the project
Centre		brought forward	/2016 Budget	Budget	Budget	to date	Commitment	Cash Budget		Over	Completion	Notes
			Budget		2015/16			Unspent/ uncommitted	2016 /2017	Spend		
					(1)	(2)	(3)	(1)-(2+3)				
				(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)		
Prior Year Funded Schemes												
Prior Year Funded Schemes - Corporate Services & Chief Executive's												
YM245	Jennett's Park Community Centre	10.0	0.0	10.0	0.0	0.0	0.0	0.0	10.0	0.0	March 2016	Works to provide an office space at Jennetts Park Community Centre in development
YM248	The Parks Community Centre/Sports Pavilion	210.1	0.0	210.1	210.1	185.5	0.0	24.6	0.0	0.0	March 2016	The budget includes a virement of £0.025m from ECC towards the multi use games area.
YM259	North Ascot Community Centre	4.3	0.0	4.3	4.3	4.3	0.0	0.0	0.0	0.0	March 2016	All works completed.
YM293	Property & Asset Management System	36.1	0.0	36.1	26.1	11.1	3.9	11.1	10.0	0.0	March 2017	Training to roll the system out to Corporate building managers and Schools is largely complete.
YM312	On-Line Booking Systems	6.2	0.0	6.2	0.0	0.0	0.0	0.0	6.2	0.0	March 2017	We have used some of this budget to pay for consultancy to develop booking of bulky waste collections. The carry forward is to fund integration with Uniform, to facilitate booking of pest control and other appointments.
YM313	ICT Helpdesk Software Replacement	5.2	0.0	5.2	0.0	0.0	0.0	0.0	5.2	0.0	March 2017	V-fire module likely to need further configuration following full upgrade. More likely to be in new financial year.
YM315	Customer Relationship Management System (Invest To Save)	57.5	0.0	57.5	26.9	20.0	7.0	0.0	30.6	0.0	March 2017	The development of the telephony integration and upgrade to the Capita payment portal are required before new services can be developed. These are likely to be completed toward the end of the last quarter of 2015/16, and it is therefore necessary to carry forward some of this project budget to the next financial year.
Total of Prior Year Funded Schemes - Corporate Services & Chief Executive's		329.4	0.0	329.4	267.4	220.8	10.9	35.7	62.0	0.0		
Prior Year Funded Schemes - Council Wide												

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YM165	Server and Server Component Refresh	52.5	0.0	52.5	32.5	0.3	10.7	21.5	20.0	0.0	June 2016	Citrix server hardware and VMWare EOL replacements to take place throughout the coming year. Further Servers to be ordered for Citrix Farm upgrade however EOL not until April 16 so will only purchase towards year end. Some design work required for the Citrix Farm. Considering options with suppliers. Most spend will be in Feb/March 2016 but some likely into the new financial year 2016/17.
YM215	Replacement Revenue & Benefits System	32.1	0.0	32.1	11.0	0.0	11.0	0.0	21.1	0.0	March 2017	A purchase order for the Revenues module of the CRM has been placed, with a view to implementing this in Q4 of 2015/16. Investigations are underway to identify a suitable provider for the e-benefits requirements, but this is unlikely to be delivered before the end of 2015/16, and therefore it is necessary to carry the remaining budget forward.
YM239	Replacement Network Circuits (Invest to Save)	23.2	0.0	23.2	23.2	19.6	0.0	3.6	0.0	0.0	March 2016	Required for speeding up at remote sites. Delayed due to PSN. Some funds required for extension of wireless links and potential Bridgwell expansion. Work continues to replace these. Additional funds are required for unreliable and poor performance of remote connections (many currently use EPS8 circuits)
YM247	Market Street Properties	471.8	0.0	471.8	471.8	0.0	23.8	448.0	0.0	-348.0	March 2016	Following the settlement of the largest outstanding CPO claim, there are now 3 outstanding CPO's with an estimated value of £0.065m, which will be split 50/50 with BRP. Whilst the balance in the provision should be adequate to meet BFC costs a balance will be maintained within capital to ensure all CPO claims can be met.
YM252	IPT Migration Project (Invest To Save)	48.1	0.0	48.1	30.1	9.1	15.6	5.4	18.0	0.0	June 2016	Call Manager being installed in autumn now outstanding issues resolved. In progress but potentially more licences are required post upgrade once installation is embedded. Some consultancy required for the upgrade.
YM214	Electronic Documents Records Management System	115.0	40.0	155.0	78.0	27.0	40.3	10.7	77.0	0.0	October 2017	Some funds may be needed this financial year for consultancy. Decision regarding the future of EDRMS required.
YM253	Time Square Accommodation	32.2	0.0	32.2	32.2	8.9	0.0	23.3	0.0	-23.3	Complete	All works fully complete and all retention monies to both Contractor and the Consultant - FINAL REPORT.
YM304	Great Hollands Community Centre & Library	53.9	0.0	53.9	53.9	3.7	0.0	50.3	0.0	-50.3	Complete	All works fully complete and retention monies released - FINAL REPORT
YM307	CITRIX Licensing	72.0	0.0	72.0	72.0	0.0	0.0	72.0	0.0	-40.00	March 2016	Licence requirements to be confirmed. Changes to Citrix farm over coming year being reviewed. In process of determining licence numbers - to be ordered by March 2016.

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YM308	Phone System Replacement - Remote Sites	44.7	0.0	44.7	29.7	3.4	0.3	26.0	15.0	-20.0	June 2016	The Oaks and Rowans currently outstanding, being planned. Work anticipated to take place in the third quarter of the year where spend will occur. Any surplus at end of the year will be reported as an underspend.
YM309	Storage Area Networks	60.6	0.0	60.6	40.6	23.9	0.0	16.7	20.0	0.0	May 2016	Extended storage required for new backup solution
YM311	Phone System Replacement - Libraries	19.5	0.0	19.5	19.5	3.1	0.2	16.1	0.0	-10.0	March 2016	Ascot Heath outstanding. Work to move BT circuit needs to accommodate this are complete. Recharging by Colin Yerrington from other budget spends required. Project almost complete
YM317	Easthampstead House Accommodation	1.0	0	1.0	1.0	1.5	9.8	-10.3	0.0	10.3	Complete	All snagging works completed and all retention monies paid
YM318	Time Square Meeting Rooms - Display Screens	13.8	0.0	13.8	13.8	17.5	1.5	-5.3	0.0	5.3	Complete	Complete
YM322	Oracle 11 Upgrade	62.0	0.0	62.0	12.0	0.0	0.0	12.0	50.0	0.0	October 2016	Some server upgrades required during year to Oracle v11 for business systems. Some systems require v12. Some dates for applications being scheduled including Uniform, M3, Confirm and EDRMS. Budget requires a carry forward to 2016-17 when work is likely to be carried out.
YM323	Time Square – Easthampstead House Network Link	30.0	0.0	30.0	30.0	0.0	32.7	-2.7	0.0	2.7	Complete	Complete
YM324	IPS Firewall	30.0	0.0	30.0	0.0	0.0	0.0	0.0	30.0	0.0	August 2016	To be reviewed in autumn. Upgrades required as a result of PSN. Designs being considered, work not likely to start until April 2016
YM326	DNS-DHCP-IPAM System	20.0	0.0	20.0	20.0	0.0	0.0	20.0	0.0	0.0	March 2016	To install resilient system. Supplier visit took place, procurement to take place before year end. Only have enough funding for DHCP service. Not enough to cover DNS.
YM327	Wireless Expansion	20.0	0.0	20.0	7.0	1.7	0.0	5.3	13.0	0.0	July 2016	To include additional wiring, firewalls, hardware and access points to expansion in Easthampstead House and Time Square. Firewall ordered. Some work will be undertaken in the next financial year
YM328	Network Management Software	10.3	0.0	10.3	10.3	0.0	0.0	10.3	0.0	0.0	March 2016	Software to be procured to improve internal monitoring and reporting - Solarwinds - requires server patching and increased licensing. To be undertaken in January/February.
YM331	Pocket Park	187.3	0.0	187.3	59.3	50.3	9.0	0.0	128.0	0.0	March 2017	Pocket Park design services and demolition notice.

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YM334	Bracknell Bus Station	4,300.0	0.0	4,300.0	4,300.0	4,300.0	0.0	0.0	0.0	0.0	Complete	Purchase of Bracknell bus station
Total of Prior Year Funded Schemes - Council Wide		5,700.0	40.0	5,740.0	5,347.9	4,470.1	154.8	723.0	392.1	-473.3		
Total Prior Year Funded Schemes		6,029.3	40.0	6,069.3	5,615.2	4,690.9	165.7	758.6	454.1	-473.3		
Percentages						84%	3%	14%	7%	-8%		
Current Year Programme												
Current Year Programme - Corporate Services & Chief Executive's												
YM243	Community Centres - S106	141.5	0.0	141.5	0.0	0.0	0.0	0.0	141.5	0.0	Rolling programme	Total S106 funding anticipated for the scheme.
YM329	Replacement HR & Payroll System	95.6	50.0	145.6	145.6	165.8	22.2	-42.4	0.0	0.0	August 2015	System now live and further developments underway eg incident reporting, web recruitment and self service. Additional costs being funded from the Financial Systems Upgrade Reserve.
Total of Current Year Programme - Corporate Services & Chief Executive's		237.1	50.0	287.1	145.6	165.8	22.2	-42.4	141.5	0.0		
Current Year Programme - Council Wide												
YM002	Access Improvement Programme	93.7	100.0	193.7	143.7	49.7	73.2	20.8	50.0	0.0	Rolling programme	Work on this years programme is underway.
YM181	Capitalisation of Revenue (Budgets Only)	0.0	400.0	400.0	400.0	0.0	400.0	0.0	0.0	0.0	March 2016	Monies transferred as part of the final accounts process.
YM244	Improvements and Capitalised Repairs – Council Wide – Planned Maintenance	152.3	1,235.0	1,387.3	1,137.3	343.2	559.1	235.0	250.0	0.0	Rolling programme	Works on this years programme are underway . To date 25% of the budget has been spent with a further 40% committed.
YM320	Network Refresh	49.5	119.0	168.5	168.5	100.6	13.7	54.2	0.0	0.0	March 2016	Will spend on CUCM servers and EOL equipment throughout the year. In progress, to be completed in this financial year. Anticipate expenditure of £10k per month
YM325	Computer Estate Refresh	53.0	182.0	235.0	235.0	25.1	19.1	190.8	0.0	0.0	March 2016	To be used for replace on fail. Some budget may get used by mobile technology - tbc. Some screens require upgrades also
YM333	Harmanswater CC & Library	0.0	1,276.0	1,276.0	143.3	18.6	124.7	0.0	1,132.7	0.0	March 2016	Project on hold pending a library review
YM335	ALBACS Upgrade	0.0	35.0	35.0	35.0	24.2	0.0	10.8	0.0	0.0	March 2016	Current system went end of life in September 2015. New C-Series software installed. Initial set-up issues resolved and system live as of 30/06/2015. User review meeting held early August.

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YM336	Website Redevelopment 2015	0.0	35.0	35.0	35.0	0.0	0.0	35.0	0.0	0.0	March 2016	The redevelopment of the public website is progressing well. Procurement exercise is underway to appoint a Design Agency to support the development of the site, and we expect an appointment to be made shortly. This work will be completed before the end of Q4.
YM337	Netcall System Replacement	0.0	40.0	40.0	37.0	0.0	0.0	0.0	3.0	0.0	March 2017	The project to transfer to the new Liberty platform is underway, and we expect this to be completed in Q4, although some budget for additional administrator training will be required in Q1 of 2016/17
YM338	Data Centre Gas Canister 10 Year Renewal	0.0	10.0	10.0	10.0	9.3	0.0	0.7	0.0	-0.7	Complete	Complete
YM340	Server 2003 Upgrade	0.0	40.0	40.0	40.0	0.0	0.0	40.0	0.0	0.0	March 2016	In progress with services and being co-ordinated with application upgrades where possible. ~80 servers to upgrade. On target for end of financial year.
YM341	SQL Upgrade	44.0	98.0	142.0	142.0	89.1	0.0	52.9	0.0	0.0	March 2016	All SQL DBs need to be upgraded to SQL 2014. All SQL 2005 licences will no longer be supported by MS from 2015. Due to PSN requirements, unsupported software is not permissible on the BFC network. Servers in progress. Further licences are required - which will be ordered later in the year. Expected to spend prior to end of financial year
YM342	Server Hardware Replacement	0.0	107.0	107.0	107.0	0.0	0.0	107.0	0.0	0.0	March 2016	Planning commenced, work to be undertaken January-March for Citrix Upgrade. Orders to take place during the period.
YM343	Members ICT Equipment Refresh	0.0	20.0	20.0	20.0	2.6	1.4	16.0	0.0	0.0	March 2016	Options currently being trialled by Members. Anticipate rollout before end of year.
YM344	MFD – Printer Refresh	3.9	20.0	23.9	23.9	17.9	0.0	6.0	0.0	0.0	March 2016	Printers to be rolled out as per agreed schedule. Majority in this year replaced. Remainder of budget to be spent on break and fix.
YM345	Town Centre Redevelopment	0.0	3,600.0	3,600.0	0.0	0.0	0.0	0.0	3,600.0	0.0	March 2017	The Council will need to undertake its own planned investment on wider Town Centre infrastructure, in order to facilitate the Town Centre redevelopment works. All of these items have a much wider impact than the new development itself and will benefit the whole Borough

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YM346	Asbestos Control	0.0	30.0	30.0	30.0	0.0	0.0	30.0	0.0	0.0	March 2016	A budget is required to cover any asbestos removal or encapsulating works in Corporate properties that is identified in future Asbestos Management Surveys. The surveys will be phased over a number of years
YM347	Purchase of Shop 3-6 Wildridings Square - Invest to Save	0.0	334.8	334.8	334.8	334.8	0.0	0.0	0.0	0.0	Complete	Owning the additional shops gives advantages in the management of the whole parade as a coherent unit.
YM348	ITS New Back Up System	0.0	156.4	156.4	156.4	131.4	0.0	25.0	0.0	0.0	March 2016	New backup solution currently going through procurement. An Invest To Save bid was approved by CMT on the 2nd September. Some spend in Dec/Jan.

Total Current Year Programme - Council Wide	396.3	7,838.2	8,234.5	3,198.8	1,183.3	1,191.2	824.3	5,035.7	-0.7
Total Current Year Programme	633.5	7,888.1	8,521.6	3,344.4	1,349.2	1,213.4	781.9	5,177.2	-0.7
Percentages				40%	36%	23%	61%	-0%	

Total - Council Wide	6,096.3	7,878.2	13,974.5	8,546.7	5,653.4	1,346.0	1,547.3	5,427.8	-474.1
Total - Corporate Services & Chief Executives	566.4	50.0	616.4	412.9	386.6	33.1	-6.8	203.5	0.0
Total Capital Programme	6,662.7	7,928.2	14,590.9	8,959.6	6,040.0	1,379.1	1,540.5	5,631.3	-474.1
Percentages				68%	15%	17%	39%	-5%	

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**TO: OVERVIEW & SCRUTINY COMMISSION
10TH MARCH 2016**

**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(S)

- 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(S)

- 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.

7 CONSULTATION

None.

Background Papers

Local Government Act 2000

Contact for further information

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OVERVIEW & SCRUTINY COMMISSION**EXECUTIVE WORK PROGRAMME**

REFERENCE:	I057224
TITLE:	Bracknell Town Centre Regeneration Committee Update Report
PURPOSE OF REPORT:	To update the Committee on the regeneration of Bracknell town centre
DECISION MAKER:	Bracknell Town Centre Regeneration Committee
DECISION DATE:	9 May 2016
FINANCIAL IMPACT:	Contained within the report
CONSULTEES:	Not applicable
CONSULTATION METHOD:	Not applicable

REFERENCE:	I057223
TITLE:	Bracknell Town Centre Regeneration Committee Update Report
PURPOSE OF REPORT:	To update the Committee on the regeneration of Bracknell town centre
DECISION MAKER:	Bracknell Town Centre Regeneration Committee
DECISION DATE:	14 Mar 2016
FINANCIAL IMPACT:	Contained within report
CONSULTEES:	Not applicable
CONSULTATION METHOD:	Not applicable

Unrestricted

REFERENCE:	I057610
TITLE:	Community Safety Partnership Plan 2016-17
PURPOSE OF REPORT:	Executive are asked to endorse the 2016-17 refresh of the Community Safety Partnership Plan.
DECISION MAKER:	Executive
DECISION DATE:	12 Apr 2016
FINANCIAL IMPACT:	Contained within the report
CONSULTEES:	Public Elected Members Partnerships Stakeholders Business community
CONSULTATION METHOD:	Via email Online survey

REFERENCE:	I057611
TITLE:	Corporate Performance Overview Report
PURPOSE OF REPORT:	To inform the Executive of the Council's performance over the third quarter of 2015/16.
DECISION MAKER:	Executive
DECISION DATE:	12 Apr 2016
FINANCIAL IMPACT:	None
CONSULTEES:	None
CONSULTATION METHOD:	None

Unrestricted

REFERENCE:	I057529
TITLE:	Customer Contact Strategy 2016 - 2019
PURPOSE OF REPORT:	To outline the direction for customer contact for the coming three years. There will be an action plan to accompany the strategy, which will be updated annually.
DECISION MAKER:	Executive
DECISION DATE:	18 Oct 2016
FINANCIAL IMPACT:	The financial impact of each work package in the action plan will be assessed as it arises, and may be subject to capital bids.
CONSULTEES:	Internally - DMTs, Customer Contact Strategy Group, All Staff, Elected Members Externally - Partners, public
CONSULTATION METHOD:	Internally - surveys, meetings and workshops Externally - on-line questionnaire / survey

REFERENCE:	I056853
TITLE:	Corporate Asset Management Plan - Annual Update
PURPOSE OF REPORT:	The Executive Member to agree the Council's Corporate Asset Management Plan.
DECISION MAKER:	Executive Member for Transformation & Finance
DECISION DATE:	12 May 2016
FINANCIAL IMPACT:	No financial implications
CONSULTEES:	Corporate Asset Management Group
CONSULTATION METHOD:	Meetings

Unrestricted

REFERENCE:	I052927
TITLE:	Financial Reporting Process (Budget Book 2016/17)
PURPOSE OF REPORT:	To approve the Council's "Cash" Budget Book for 2016/17
DECISION MAKER:	Executive Member for Transformation & Finance
DECISION DATE:	31 Mar 2016
FINANCIAL IMPACT:	None at this time.
CONSULTEES:	Not applicable
CONSULTATION METHOD:	None

REFERENCE:	I056356
TITLE:	Home to School Transport and Occasional Transport Services
PURPOSE OF REPORT:	To approve the contract award for Home to School Transport and Occasional Transport Services.
DECISION MAKER:	Executive
DECISION DATE:	12 Apr 2016
FINANCIAL IMPACT:	Within existing budgets
CONSULTEES:	<p>Council Officers including the Head of Procurement, Borough Solicitor and the Borough Treasurer were consulted during the course of the project.</p> <p>Also included were parents of service users, prospective contractors and current contractors.</p>
CONSULTATION METHOD:	Engagement of key stakeholders was undertaken during the procurement process through meetings, tender surgeries and an online questionnaire.

Unrestricted

REFERENCE:	I058276
TITLE:	Voluntary Sector Grants Decision
PURPOSE OF REPORT:	Subject to Service Level Agreements being concluded between the Council and each grantee, to award grants to various voluntary bodies for 2016-17.
DECISION MAKER:	Executive Member for Culture, Corporate Services and Public Protection
DECISION DATE:	18 Mar 2016
FINANCIAL IMPACT:	Contained within report
CONSULTEES:	Chief Executive's Office Borough Treasurer Borough Solicitor
CONSULTATION METHOD:	Internal email

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**TO: OVERVIEW AND SCRUTINY COMMISSION
10 MARCH 2016**

**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 2015-16 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 Groups.**

3 SUPPORTING INFORMATION

O&S Work programme

- 3.1 The O&S Work Programme for 2015-16, incorporating each Chairman's assessment of progress, is at Appendix 1. As previously explained to the Commission, the Panels have seen the need to make some changes to the previously adopted work programme.

O&S Commission's Working Groups

- 3.2 As reported previously to the O&S Commission, the Commission's Working Groups on the Economic Strategy and the Draft Council Plan have completed their work and no further meetings are 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

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Monitoring Of Work Programme for Overview and Scrutiny in 2015/16

The Overview and Scrutiny (O&S) Chairmen's assessment of the progress on the work programme for O&S in 2015/16 is shown below, where the symbols represent:



Completed or on course for completion



Delayed or completion at risk



Will not be achieved in 2015/16

Comments by O&S Commission Chairman

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.	2016/17 Budget Scrutiny To review the Council's budget proposals for the Chief Executive's Office and the Corporate Services Department for 2016/17, and plans for future years. To include a discussion with the Borough Treasurer during 2015 on the evolving budgetary position. Overview and Scrutiny Panels will also scrutinise the budget proposals in their departmental areas.	
5.	Crime and Disorder Committee To include an annual meeting with representatives of the Community Safety Partnership.	
6.	The Council Plan (Formerly Medium Term Objectives) To contribute to the review of the Council's Plan (formerly Medium Term Objectives) following local government elections in May 2015.	

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

After the very busy budget and policy quarter just gone, there is nothing substantial for the Adult Social Care panel to discuss in this cycle so I have agreed that the March meeting will be cancelled and the June meeting brought forward to May.

This will bring the panel together to provide an opportunity to review the next QSR in a far more timely way. Rather than wait to look at the Executive Forward Plan, which by the time of the meeting will be a retrospective, details will be circulated by email and comments invited.

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL		Status / Comment
1.	<p>Monitoring the performance of the Adult Social Care, Health and Housing Department</p> <p>To receive an introductory briefing on the role of the Adult Social Care, Health and Housing Department.</p> <p>To include on-going review of the Quarterly Service Reports, 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 progress of any significant developments (such as the Care Act).</p>	
2.	<p>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</p>	
3.	<p>2016/17 Budget Scrutiny</p> <p>To review the Council's Adult Social Care and Housing budget proposals for 2016/17, and plans for future years.</p>	
4.	<p>Homelessness Strategy</p> <p>To form a Working Group to make an input to the preparation of the new Homelessness strategy</p>	

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

The next panel meeting is on Wednesday 13 th April and the working group for Child Sexual Exploitation has a meeting on March 1st. The working group have nearly finished gathering their evidence and I am confident that the finished review will come to the April panel meeting.

It has been an extremely interesting review and shows how well we are working with partners. This gives me the opportunity to record my thanks to all the panel members and officers who have given up so much of their time working so hard for the young people in our Borough to keep them safe.

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 receive an introductory briefing on the role of the Children, Young People and Learning Department.</p> <p>To include on-going review of the Quarterly Service Reports, 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 creation of the 'Learning Village' in Binfield • 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>2016/17 Budget Scrutiny</p> <p>To review the Council's Children, Young People and Learning budget proposals for 2016/17, and plans for future years.</p>	
4.	<p>Child Sexual Exploitation</p> <p>To form a Working Group to review the Council's response to the risks of Child Sexual Exploitation, delivered in concert with Community safety partner organisations.</p>	

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

The ECC panel last met on 12th January (report included in Commission Agenda for 28th January) it is next due to meet on 23rd March but the working group reviewing Planning Processes has completed it's draft report and sent it for comment to the Executive member and Director.

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 receive an introductory briefing on the role of the Environment, Culture and Communities Department.</p> <p>To include on-going review of the Quarterly Service Reports; the</p>	

	<p>performance of the Department, 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, particularly:</p> <ul style="list-style-type: none"> • The works at Coral Reef • The Local Development Framework • The potential extended uses of the Council's E+ Smartcard. 	
2.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan	
3.	<p>2016/17 Budget Scrutiny</p> <p>To review the Council's Environment, Culture and Communities budget proposals for 2016/17, and plans for future years.</p>	
4.	<p>The Council's Planning Function</p> <p>To form a Working Group to review the Council's Planning Function, including making an input to the draft Local Enforcement Plan.</p>	

Comments by Health Overview And Scrutiny Panel Chairman

The Health Overview and Scrutiny Panel continue to their yearly work plan and the working group on GP Capacity has recently sent out their questionnaire to all practice managers. This will be followed up by face to face information gathering.

HEALTH OVERVIEW AND SCRUTINY PANEL		Status / Comment
1.	<p>Monitoring the performance of the Local NHS Organisations and the Adult Social Care, Health and Housing Department in relation to health</p> <p>To receive an introductory briefing on the Council's role in relation to Health.</p> <p>To include on-going review of the Quarterly Service Reports and monitoring significant developments, particularly:</p> <ul style="list-style-type: none"> • The Better Care Fund • The Care Act • Improvements at Heatherwood and Wexham Park Hospitals following the acquisition by Frimley Park Hospital Trust <p>Provision of sufficient GP surgeries to match long-term growth in the Borough's population (see below)</p>	
2.	<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.</p>	

3.	<p>2016/17 Budget Scrutiny</p> <p>To review the Council's budget proposals for public health in 2016/17, and plans for future years.</p>	
4.	<p>Responding to NHS Quality Accounts and Consultations</p> <p>Under Department of Health guidance, the Health O&S Panel should provide comments on the annual Quality Accounts produced by the NHS Trusts nearby, and the Panel is a statutory consultee for any substantial variation in NHS services affecting the Borough.</p>	
5.	<p>GP Capacity</p> <p>To form a Working Group to review whether there is sufficient GP capacity to match the long-term growth in the Borough's population and other demands.</p>	