



NOTICE OF MEETING

Adult Social Care and Housing Overview & Scrutiny Panel
Tuesday 17 January 2017, 7.30 pm
Council Chamber, Easthampstead House, Town Square, Bracknell,
RG12 1AQ

**To: ADULT SOCIAL CARE AND HOUSING OVERVIEW & SCRUTINY
PANEL**

Councillor Harrison (Chairman), Councillor Allen (Vice-Chairman), Councillors Mrs Angell, Finch, Finnie, Mrs McKenzie, Ms Merry, Peacey and Mrs Temperton

cc: Substitute Members of the Panel

Councillors Brossard, Ms Hayes, Mrs Mattick, Thompson and One Vacancy

ALISON SANDERS
Director of Corporate Services

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Telephone: 01344 352044
Email: committee@bracknell-forest.gov.uk
Published: 4 January 2017



**Adult Social Care and Housing Overview & Scrutiny Panel
Tuesday 17 January 2017, 7.30 pm
Council Chamber, Easthampstead House, Town Square,
Bracknell, RG12 1AQ**

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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 Adult Social Care and Housing Overview and Scrutiny Panel meeting held on 19 October 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 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.

PERFORMANCE MONITORING

6. BRACKNELL FOREST SAFEGUARDING ADULTS PARTNERSHIP BOARD (BFSAPB) ANNUAL REPORT 2015/16

To consider the Bracknell Forest Safeguarding Adults Partnership Board Annual Report 2015/16. 11 - 66

7. QUARTERLY SERVICE REPORT (QSR)

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the QSR for the second quarter of 2016/17 (July to September 2016) relating to Adult Social Care and Housing. An overview of the third quarter of 2016/17 will also be provided. 67 - 88

Panel members are asked to give advance notice to the Overview and Scrutiny Team of any questions relating to the QSR where possible.

BUDGET CONSULTATION

8. 2017/18 DRAFT BUDGET PROPOSALS

To consider key themes and priorities for Adult Social Care and Housing as outlined in the Council's Draft Budget Proposals for 2017/18. 89 - 134

OVERVIEW AND POLICY DEVELOPMENT

9. WORKING GROUP UPDATE REPORT

To receive an update in respect of the Working Group of the Panel reviewing the Housing Strategy and an aspect of housing flowing from it. 135 - 136

10. WORK PROGRAMME 2017/18

To consider the Panel's Work Programme for 2017/18. 137 - 140

11. OVERVIEW & SCRUTINY PROGRESS REPORT

To note the Bi-Annual Progress Report of the Assistant Chief Executive. 141 - 154

HOLDING THE EXECUTIVE TO ACCOUNT

12. EXECUTIVE KEY AND NON-KEY DECISIONS

To consider scheduled Executive Key and Non-Key Decisions relating to Adult Social Care and Housing. 155 - 160

DATE OF NEXT MEETING

The next meeting of the Adult Social Care and Housing Overview and Scrutiny Panel has been scheduled for Tuesday 28 March 2017.

**ADULT SOCIAL CARE AND HOUSING
OVERVIEW & SCRUTINY PANEL
19 OCTOBER 2016
7.30 - 9.35 PM**



Present:

Councillors Harrison (Chairman), Allen (Vice-Chairman), Mrs McKenzie, Mrs Mattick, Ms Merry, Peacey, Mrs Temperton and Thompson

Also Present:

Councillor Tullett
Andrea Carr, Policy Officer (Overview and Scrutiny)
Neil Haddock, Chief Officer: Commissioning and Resources
Simon Hendey, Chief Officer: Housing
Gill Vickers, Director of Adult Social Care, Health & Housing

Apologies for absence were received from:

Councillors Mrs Angell, Finch, Finnie and D Birch

13. Apologies for Absence/Substitute Members

Councillor Mrs Mattick attended as substitute for Councillor Mrs Angell and Councillor Thompson attended as substitute for Councillor Finnie.

14. Minutes and Matters Arising

RESOLVED that the minutes of the meeting of the Panel held on 25 May 2016 be approved as a correct record and signed by the Chairman.

15. Declarations of Interest and Party Whip

There were no declarations of interest relating to any items on the agenda, nor any indication that members would be participating whilst under the party whip.

16. Urgent Items of Business

There were no items of urgent business.

17. Public Participation

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

18. Quarterly Service Report (QSR)

The Panel considered the latest trends, priorities and pressures in terms of departmental performance as reported in the QSR for the first quarter of 2016/17 (April to June 2016) relating to Adult Social Care and Housing.

The Director of Adult Social Care, Health and Housing highlighted a number of points from the report, including progress being made in quarter 2 of the year. The contract for the Falls Prevention Advisory Service was proving to be very successful and had been recognised by an award. The final assurance rating for the Bracknell Forest 2016 Better Care Fund (BCF) submission had now been confirmed as “Assured” by NHS England. The ongoing monitoring of the Better Care Fund Schemes had now been subsumed into work on the preparation of the Sustainability and Transformation Plan (STP). The Health Visiting procurement exercise had been completed. The Bracknell Forest Year of Self Care had been a great success, as had the introduction of the Kooth Service providing free online support for young people. Each had been nominated for an award.

Progress was being made against two key indicators showing red in the QSR, namely L178 (number of household nights in non self-contained accommodation) and L179 (percentage of homeless or potentially homeless customers who the Council keep in their home or find another one). This was against a background of a 29% increase in homeless customers presenting to the Council. A new online housing advice wizard was due to be launched in the next month which would help customers to self-serve or at least reduce the amount of officer time on face-to-face interviews. In order to mitigate the risk of provider failure, the Council was working with a number of care homes around support and contingency arrangements, although one care home had closed. This was having an adverse effect on budgets where the Council was currently supporting 20 residents moved as a result of the provider failing to meet CQC standards, at an average cost of £596 per week. New placements were now costing up to £1,200 per week.

Arising from questions and discussion, the Panel noted:

- The £1,200 per week cost of a care home placement was excessive, even compared to rates in London, and was in part due to the shortage of places available in Bracknell Forest.
- A balance needed to be struck between providing sufficient support and care to maintain independence for residents with dementia and the possible harm caused by moving them into a nursing home.
- The excellent smoking quit success rate had been achieved against a smaller targeted number. It would be possible to provide absolute numbers as well as percentage rates.
- There were some errors in the staff sickness totals shown which would be corrected for the next report/minutes.
- Forestcare had successfully registered with the Care Quality Commission (CQC) and would be introducing its emergency personal care service from November 2016.
- Complaints were regularly reviewed in order to learn lessons. The number of compliments received was declining as a result of more services being delivered by other providers.
- An explanation was given of the process for transferring recipients of housing benefit from the Council to the Department of Work and Pensions for payment of universal credit when this was applicable.

19. **Draft Housing Strategy 2016-36**

The Panel considered a report putting forward the draft Housing Strategy for Bracknell Forest 2016 – 2036, which had been approved by the Executive as a basis for consultation over the next six months. Consultation would be via the Council’s consultation portal, focus groups and meetings in the community as well as

consultation with key stakeholders such as developers, investors and registered providers.

The Chief Officer: Housing made a presentation to the Panel outlining the content of the draft Housing Strategy. The four strategic priorities outlined in the Council's previous 2009-2014 Housing Strategy were:

- supporting a vibrant housing market;
- providing affordable housing;
- providing the right homes for vulnerable people; and
- contributing to sustainable communities.

These remained central to the Council's thinking, despite the major national policy changes which have since occurred, and they would be aligned with the Council's emerging planning policies and the six strategic themes which underpin the Council Plan 2015-2019. The presentation detailed the performance record under the previous strategy and the issues and questions facing the Council arising from each strategic priority.

The Panel noted the following points which arose from questions and discussion:

- The total of 3178 homes completed during the last strategy (against a target of 5148) reflected the rate at which developers implemented the permissions granted and brought completed dwellings to the market.
- Despite the investment in affordable housing, affordability remained a challenge for many. Low cost home ownership was a more accessible and affordable tenure than private rented for many households.
- The Strategic Housing Market Assessment (SHMA) contained projections for the type and tenure of housing needed (for instance, it predicted a need for 1320 specialist homes for older people by 2036 – broadly equivalent to one scheme per year).
- The 'Freespace scheme', whereby older people's homes were leased to create an income which would allow them to be re-housed in more suitable accommodation, was recognised by the Panel to have great potential.
- The rise in homelessness in Bracknell Forest was above the national average but not out of line with that experienced in say Reading. Some 52% of homelessness cases arose from tenants given notice by their private sector landlord seeking either to sell the property or re-let it at a higher rent.
- The Landlord/tenant accreditation scheme was a useful mechanism enabling a tenant to obtain a certificate stating that he/she had been a good tenant for use in future applications for accommodation.

Members were reminded that the Housing Strategy had been earmarked as a topic for study by a Working Group and an invitation for the Group to meet would be issued shortly. This would provide an opportunity for further in depth study of and comment upon the draft Strategy.

20. **Changes to the Local Council Tax Discount Scheme**

The Panel considered a report presenting the proposed Local Council Tax Discount Scheme approved by the Executive as a basis for consultation.

The Council established its Local Council Tax Benefit / Reduction Scheme from 2013/14 and although revised in 2015/16, it still reflected the previous national Council Tax Benefit Scheme. The proposed new Local Council Tax Discount Scheme had been drawn up to target financial support to those who most need it

whilst encouraging and rewarding employment and households increasing their earnings as well as simplifying administration. This accorded with the aims of the Council's Annual Plan 2015-2019.

The proposed scheme placed household income into a pre-determined band which would generate a discount on the household Council Tax liability. The scheme would incentivise households to increase their income and would not reduce their discount while income remained within the same band. The report set out a table showing the structure of the new scheme which predicted that 340 households within the Borough would receive a higher discount compared to the current scheme while 1,429 households would receive a lower discount. The Panel noted that those households that had a disabled person which meant they were unable to work and increase their income would receive protection and be provided with the highest discount of 80% on their Council Tax.

The Council was currently consulting with the precepting authorities, Town and Parish Councils and existing scheme customers as well as the wider community and interested groups. 164 responses had been received to date.

The Panel noted the report, including the Appendix which contained an exemplification of households within in each income band comparing their benefit under the existing scheme with the discount they would receive under the proposed scheme. If following consultation the Council was minded to adopt the new scheme, it was estimated that expenditure on Council Tax discounts would reduce by £106,321 per year.

21. **Domiciliary Support Options**

The Panel considered a report detailing the progress made on developing a new model for the provision of Domiciliary Care.

Currently the Council commissioned approximately 5,000 hours of domiciliary support each week to deliver home based care to an average of 400 people. The current contracts were spot contracts, with 17 different providers, all paid at one agreed rate of £16.71 per hour. The total cost of this care had doubled to £4m over the last 5 years and was unsustainable.

It was proposed to move to a system entailing a framework agreement with selected providers which would:

- Allow individuals with Direct Payments to commission their own support with confidence
- Ensure a level of quality by providers on the framework
- Help ensure sustainability of providers as they will know the approximate level of business they will have and will be better able to recruit and retain staff
- Have the potential to enable care staff to earn a higher wage; and
- Reduce the total cost to the Council.

The Council was looking to produce an 'Outcomes Based' service specification for future delivery in conjunction with both the Domiciliary Care market and the voluntary sector and the initial reaction to these plans had been very positive. The framework agreement would provide for a smaller number of providers (say 6) who would receive financial incentives to reduce the needs of individuals over time and meet defined outcomes. The voluntary sector would be engaged in assisting with that part of the care package where a CQC registered provider was not required.

Arising from questions and comments the Panel noted:

- The Care Agencies payment to the voluntary sector would cover such matters as travelling costs and training of volunteers.
- The procurement exercise would include quality measures to ensure the agencies selected would have high standards as 'good employers' in terms of rates of pay, sick pay, training and development for staff etc.
- If Frimley Health wished to be a provider of care packages for people discharged from hospital, they could take part in bidding to be in the Domiciliary Care framework, in the same way as any other provider.

The Panel welcomed the approach being taken to re-model Domiciliary Care provision in Bracknell Forest but sounded a note of caution as regards the resources of the voluntary sector to contribute.

22. **Update on Care Homes**

As discussed under the Quarterly Service Report item above, the Panel was informed that a number of Care Homes in the Borough were experiencing financial pressure, with one home having ceased trading and closed. The Council was offering support to a number of care home operators to assist them to continue in business.

The Panel confirmed its support for this approach and expressed the view that it was important that families and relatives of residents in care homes should continue to play an ongoing support role. Also, the more support the Council could give to families to care for elderly relatives, the less pressure there would be on care home places.

23. **Vision for the Future of Health and Adult Social Care**

The Director of Adult Social Care, Health and Housing presented to the Panel a vision for the future of Adult Social Care, Health and Housing Services. The landscape for the delivery of these services had changed dramatically over the last few years and a radical approach to system transformation was required in order to achieve the scale of Adult Social Care savings and the sustainability of Health and Care services. While integration with health was key, the future sustainability of the system of care was dependent on people and their carers, families, networks, being properly equipped and supported to arrange and manage more of their care with less reliance on direct support from the Council.

The presentation outlined a range of ways in which the Council should set out to achieve wellbeing, good health and independence for people in the Borough. This could be delivered not only through operational changes within the Council and its partners but also through developing the local market.

Arising from questions and discussion, the Panel noted:

- The vision was entirely consistent with the Frimley Health Sustainability and Transformation Plan (STP). NHS England had stated the Frimley STP was one of the best that had been produced, due in part to the excellent co-operation and joint work between health and social care.
- The average time spent in residential care at the end of a person's life was discussed. There was still much scope to improve further the support for elderly people to remain independent and living in their own homes for longer. The importance of sufficient resources for disabled facilities grants was emphasised, which enabled, for instance, installations of wet rooms, and were a great enhancement to independent living.

The Panel thanked the Director for the informative presentation.

24. **Executive Key and Non-Key Decisions**

The Panel received and noted the scheduled Key and Non-Key Executive Decisions relating to Adult Social Care and Housing.

With reference to the procurement of drug and alcohol recovery services, this would need to be re-assessed since of the two bidders for the contract, one had withdrawn and the other had not met the required quality threshold.

With reference to Charging Options for Care and Support at Home, this was to be re-considered following investigation of further alternatives.

CHAIRMAN

**TO: ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL
17 JANUARY 2017**

**BRACKNELL FOREST SAFEGUARDING ADULTS PARTNERSHIP BOARD
ANNUAL REPORT 2015/16
Director of Adult Social Care, Health and Housing**

1 PURPOSE OF REPORT

- 1.1 The Bracknell Forest Safeguarding Adults Partnership Board (BFSAPB) Annual Report which explains the work of the Board during 2015/16 is provided to the Panel, together with the covering report to the Executive, primarily for information.

2 RECOMMENDATION(S)

- 2.1 **That the Adult Social Care and Housing Overview and Scrutiny Panel notes the attached BFSAPB Annual Report 2015/16 and the key messages arising from it.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To enable the Panel to receive and note the BFSAPB Annual Report 2015/16.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

**5 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES
IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES /
CONSULTATION**

- 5.1 Not applicable.

Background Papers

None.

Contact for further information

Jane Lawson, Independent Chair, Bracknell Forest Safeguarding Adult Partnership Board
e-mail: sjkslawson@btinternet.com

Dave Phillips, Board Manager, Bracknell Forest Safeguarding Adult Partnership Board
e-mail: dave.phillips@bracknell-forest.gov.uk

Andrea Carr, Policy Officer (Overview & Scrutiny) - 01344 352122
e-mail: andrea.carr@bracknell-forest.gov.uk

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**TO: EXECUTIVE
27 SEPTEMBER 2016**

**BRACKNELL FOREST SAFEGUARDING ADULTS PARTNERSHIP BOARD ANNUAL
REPORT**

Director of Adult Social Care, Health and Housing

1 PURPOSE OF REPORT

- 1.1 To inform the Executive of the work of the Bracknell Forest Safeguarding Adults Partnership Board during 2015-2016.

2 RECOMMENDATION

- 2.1 **That the Executive notes the report.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Care Act 2014 states that each the local Safeguarding Adults Partnership Board (SAPB) must publish an annual report detailing what the SAPB has done during the year to achieve its main objectives, and what each member organisation has done to implement the strategy as well as detailing the findings of any Safeguarding Adults Reviews (previously known as Serious Case Reviews) and subsequent action.
- 3.2 This report details the breadth of activity undertaken by Board members and identifies the achievements against the Boards development plan for the year.
- 3.3 The aims and objectives of the Board's 2016-2019 strategic plan are contained within the report as well as the planned developments by partner agencies for the coming 12 months. In line with the requirements set out in the Care Act the Board will continually develop its strategic objectives and consult/ take into account feedback from the public during the year.
- 3.4 Ensuring there is a local Safeguarding Adults Partnership Board and that the Board is effective is a statutory duty for the Council; as such it is important that the executive are sighted on the work of the Board.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable

5 SUPPORTING INFORMATION

- 5.1 The report highlights the achievements against development plans and the challenges identified during 2015/2016 along with the work developing for 2016/2017 and beyond. During 2015/2016 the board implemented all actions to address the areas for development identified in the peer review and reported in the previous annual report.

Contact for further information

Jane Lawson, Independent Chair, Bracknell Forest Safeguarding Adult Partnership Board
sjkslawson@btinternet.com

Abigail Simmons, Adult Social Care, Health and Housing - 01344 351609
Abigail.simmons@bracknell-forest.gov.uk

Dave Phillips, Board Manager, Bracknell Forest Safeguarding Adult Partnership Board
Dave.phillips@bracknell-forest.gov.uk



**Bracknell Forest Safeguarding
Adults Partnership Board**

Bracknell Forest Safeguarding Adults Partnership Board Annual Report

April 2015 – March 2016

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FOREWORD

As independent chair of the Board I am pleased to introduce the 2015/16 Safeguarding Adults Annual Report on behalf of the Bracknell Forest Safeguarding Adults Partnership Board. It sets out the local response to this complex and fast developing agenda. It provides an overview of progress against priorities set out in the 2014/15 Annual report as well as priorities over the coming three years.

The report evidences a great deal of achievement and an ongoing and significant commitment to continuous improvement in safeguarding adults. In this context the Board has a commitment from organisations in the statutory sector (Police; CCG and Bracknell Forest Council) to contribute to a partnership budget to support developments in safeguarding adults. This resource funds the Independent Chair; Board Manager and contributes towards carrying out Safeguarding Adults Reviews.

The Care Act is a significant catalyst for change in safeguarding adults. This change has been embraced by the Board and local development is taking place in the context of the definition, purpose and responsibilities set out in the statutory guidance. I include below some key aspects of the expectations set out in the guidance to ensure a common understanding of the Board's role and responsibilities.

The Safeguarding Adults Partnership Board (SAPB) does not deliver operational services nor does it have sole responsibility for safeguarding adults in Bracknell Forest. Its role, as set out in the Care and Support Statutory Guidance (March 2015), is one of seeking assurance of the effectiveness of local safeguarding arrangements. These arrangements are led and developed by organisations across the partnership (providers providing quality care and support; commissioners assuring themselves of safe and effective services; CQC ensuring compliance with regulatory standards; Police preventing and detecting crime). The statutory guidance reminds us that safeguarding is not a substitute for these. The SAPB is an important source of advice, supporting partners to improve their safeguarding mechanisms. There are clear overlaps with other key partnerships and the SAPB is taking steps to further develop these so that there is mutual support on key agendas.

"The SAPB has a strategic role that is greater than the sum of the operational duties of the core partners. It oversees and leads adult safeguarding across the locality and will be interested in a range of matters that contribute to the prevention of abuse and neglect. These will include the safety of patients in its local health services, quality of local care and support services.... It is important that SAPB partners feel able to challenge each other and other organisations where it believes that their actions or inactions are increasing the risk of abuse or neglect. This will include commissioners, as well as providers of services". (Care and Support Statutory Guidance, issued under the Care Act, March 2015).

The Board's direction and strategic plan support implementation of the Care and Support Statutory Guidance. Terms of Reference and the Strategy of the Board have been revised to reflect expectations of the Care Act. Most importantly we will continue

to ensure that the core principles set out in the Act in respect of safeguarding adults remain central to the way in which we work. Those principles are reflected in the Statutory Guidance within its definition of what safeguarding is and why it matters.

The guidance underlines that *“People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professionals and other staff should not be advocating “safety” measures that do not take account of individual well-being”*. This is at the heart of the central theme in the Care Act of *Making Safeguarding Personal*. Bracknell Forest Council has engaged in all available opportunities nationally over the past three years to develop this approach and this report sets out tangible and effective ways in which this is being progressed, not least in the case studies presented. The Board must now focus on supporting all organisations across the partnership in understanding and carrying out their role in ensuring that we make safeguarding personal in Bracknell Forest.

This report provides evidence of a great deal of hard work and significant progress both on objectives individual organisations set out in the development plan and on challenges presented by the peer review (reported in last year’s annual report). The detail of these wide ranging achievements is set out in the body of the report. Developments across and within organisations include: a range of organisations who have developed specific posts with a focus on safeguarding adults; further development of joint work on assuring the quality of service provision; a focus on developing practice in the context of the MCA; a recognition of a range of issues in which there is a joint responsibility and interest across partnerships (including Domestic Abuse; E-Safety; Prevent); addressing quality assurance issues including the need to generate both qualitative and quantitative information and for a focus on making a difference in people’s lives.

In 2015/16 action in Bracknell Forest has targeted a response to the peer review and significant progress on objectives that individual organisations set for themselves in a development plan (see section 8). Moving forward, whilst continuing to work on individual organisational objectives, a strengthened commitment to achieving shared objectives is required. The strategic plan is intended to facilitate this.

The Board and partners have demonstrated a willingness to learn lessons/to review where things have gone wrong, to develop and to understand strengths and weaknesses (The Board has begun two SARs during this year; worked on the findings of the peer review; engaged in a Board development day, discussing challenges and achievements openly; self-audits have begun in Health organisations). However in this context the report highlights the need for development of a quality assurance framework so that activity can be targeted on real improvement in safeguarding support in necessary areas. The Board intends to put in place a more robust quality assurance framework across organisations. It is intended that this will be a key part of the role of a new quality assurance subgroup with support from the new Board Manager. It is clear from the data presented that for example the Board needs to analyse and understand some of the trends so as to take appropriate action (including analysis of the reduction in the number of referrals made into safeguarding and the

significant numbers of safeguarding referrals involving neglect). This will be a priority over the next year and going forward.

The realisation of objectives set out in the strategic plan for 2016/19 will require significant contributions from all organisations. The Board will need to provide strong leadership in ensuring that subgroups are populated by those who are best placed to further these objectives.

Case studies illustrate that safeguarding support is making a significant difference to people's lives. The data indicates that this support is also effective in reducing or eliminating risk in the majority of cases. However Bracknell Forest Safeguarding Adults Board is not complacent and remains committed to continuous improvement and learning. There is a shared desire across the partnership to find effective approaches to complex and emerging issues.

I would like to thank all partner agencies for their support in this work.

Jane Lawson
Independent Chair of the Bracknell Forest Safeguarding Adults Partnership Board

1. INTRODUCTION

- 1.1 This is Bracknell Forest's Safeguarding Adult Partnership Board's (SAPB) first annual report since the introduction of the Care Act 2015. It represents a transition as it describes and takes account of the development of a new Board strategic plan which contains actions which will be reported on in future annual reports.
- 1.2 This report details the breadth of activity undertaken by the Board's members and identifies the achievements against the Boards development plan for 2015/16, as well as future challenges.
- 1.3 The aims and objectives of the Board's 2016-2019 strategic plan is contained within the report as well as the planned developments by partner agencies for the coming 12 months. In line with the requirements set out in the Care Act the Board will continually develop its strategic objectives and consult/ take into account feedback from with the public during the year.

2 EXECUTIVE SUMMARY AND KEY MESSAGES

Summary

- 2.1 The report highlights the achievements against development plans and the challenges identified during 2015/16 along with the work developing for 2016/17 and beyond. During 2015/6 the board implemented all actions to address the areas for development identified in the peer review and reported in the previous annual report.
- 2.2 Personalisation remains a focus for safeguarding within Bracknell Forest. The annual report highlights feedback from residents and views of practitioners that, along with the data provided, confirms that the approach to making safeguarding personal is ensuring that people are feeling safer as a result of enquiries they have been involved in.
- 2.3 The increase in concerns reported nationally is not replicated locally in Bracknell Forest where the number of concerns raised has reduced during 2015/16 compared to the 2014/15 period. Work is on-going to identify the reasons for this decrease however it is possible that the greater awareness amongst partners and organisations locally has had the effect of a better understanding about adult safeguarding in Bracknell Forest and therefore more appropriate concerns are being reported. The impact of the local training sessions conducted for practitioners and partners will be examined further to establish if this has a bearing on the figures reported. It is pleasing to note the number of substantiated or partially substantiated concerns is low (51), and lower than the previous year (80). As in 2014/15, the majority of cases where abuse was substantiated or partially substantiated during 2015/16 occurred in the home, and on the majority of occasions the type of abuse experienced was neglect. Further work will take place during 2016/17 to analyse data further and to identify preventative actions. Bracknell Forest has

seen a further increase in the number of Deprivation of Liberty Safeguards, an increase of over 3000% compared to 2013/14 and due to the landmark Supreme Court ruling regarding what constitutes a Deprivation of Liberty.

- 2.4 The report contains the aims and objectives of the board's new strategic plan covering 2016 – 2019. The aims, objectives and actions within the plan have been developed as a result of a board development day which considered: the requirements of the Care Act; lessons learned nationally from SARs/SCRs; analysis of data and discussions with partner agencies representatives which provided a picture of the challenges facing the board in the coming years. The progress in implementing the actions within the strategic plan will be reported in the 2016/17 annual report. It is set out in section 14.

3 THE BOARD

- 3.1 All partner organisations in Bracknell Forest prioritise safeguarding with an approach based on promoting dignity, rights, respect, helping all people to feel safe and making sure safeguarding is everyone's business. The Board leads adult safeguarding arrangements across its locality.
- 3.2 The main objective of the Board is to assure itself that local safeguarding arrangements and partners act to help and protect adults in the area (para 14.133 statutory guidance) who meet the criteria set out in the Act¹. That is, they:
- Have needs for care and support and
 - Are experiencing, or at risk of, abuse or neglect and;
 - As a result of those care and support needs are unable to protect themselves from risk of or experience of abuse
- 3.3 The SAPB has a role in overseeing and leading adult safeguarding across the locality. It has a role too as a source of advice and assistance. (para 14.134-135). This includes a focus on:
- Assuring itself that safeguarding practice is person-centred and outcome-focused
 - Working collaboratively to prevent abuse and neglect where possible
 - Seeking assurance that agencies and individuals give timely and proportionate responses when abuse or neglect have occurred
 - Assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.
- 3.4 The Board develops and actively promotes a culture with its members, partners and the local community that recognises the values and principles contained in 'Making Safeguarding Personal'. The Board has an independent chair and meets on a quarterly basis. The attendance record for the Board is set out in annex C. The Board's member organisations are currently:-

- Bracknell Forest Council

¹ Care and Support Statutory Guidance, March 2016

- Thames Valley Police
- Bracknell and Ascot Clinical Commissioning Group
- Berkshire Healthcare NHS Foundation Trust
- West London Mental Health Trust (Broadmoor Hospital)
- National Probation Service
- Berkshire Care Association
- Bracknell Forest Local Safeguarding Children's Board
- Frimley Health NHS Foundation Trust
- Royal Berkshire Fire and Rescue Service
- Involve (formally Bracknell Forest Voluntary Action)
- Bracknell Forest Healthwatch
- NHS England

4 NATIONAL AND LOCAL CONTEXT

NATIONAL

The Care Act

4.1 The Care Act legislation and guidance have had a significant impact on safeguarding adults practice and the role of the safeguarding adults' boards during since the introduction of the legislation. In summary, the changes that the Care Act 2014 introduced for Boards are:

- Safeguarding Adults Partnership Boards are now on statutory footing
- The objective of the Board is as set out in 3.3-3.4
- The Board has three core duties to
 - publish a strategic plan
 - publish an annual report
 - Conduct Safeguarding Adult Reviews
- Safeguarding Adults Partnership Boards must arrange a Safeguarding Adults Review (formerly serious case reviews) when someone with care and support needs dies as a result of neglect or abuse and there is a concern that the local authority or its partners could have worked more effectively to protect them.
- The SAPB must also arrange a Safeguarding Adults Review if they know or suspect an adult in its area has experienced serious abuse or neglect.
- Duties to co-operate over the supply of information on relevant agencies
- Local authorities must arrange for an independent advocate to represent and support a person who is the subject of a Safeguarding enquiry or review if the individual would experience substantial difficulty in participating.

Mental Capacity Act and the Deprivation of Liberty Safeguards

4.2 The Deprivation of Liberty Safeguards (DoLS) 2009 provide additional protection for the most vulnerable people living in residential homes, nursing homes, hospital environments and supported housing through the use of a rigorous, standardised assessment and authorisation process. They aim to protect those

who lack capacity to consent to arrangements made in relation to their care and/or treatment, but who need to be deprived of their liberty in their own best interest to protect them from harm. They also offer the person concerned the right:

- To challenge the decision to deprive them of their liberty;
- To have a representative to act on their behalf and protect their interests; and
- To have their status reviewed and monitored on a regular basis.

4.3 DoLS help to ensure that an institution only restricts liberty safely and correctly and only when all other less restrictive options have been explored. The Local Authority manages this process and reports to the local Safeguarding Adults Board.

The Care Act One Year On

National Challenges

4.4 The following organisations: Association of Directors of Adult Social Services (ADASS); the Local Government Association (LGA) and the Department of Health (DH) have been monitoring the progress of the Care Act reforms within local authorities. In November 2015 the figures collected suggest that there were 100,000 safeguarding enquiries undertaken in the six months after the Act came into force. This amounts to approximately the same number of cases in the 12 months from April 2014 to March 2015².

4.5 A combination of factors may have contributed to this increase such as: increased reporting, greater awareness of the need for safeguarding interventions for issues such as modern slavery, and the Care Act's statutory threshold may be broader than the local definitions previously used by councils.

Adult Safeguarding and the Care Act 2014 - Top Tips

4.6 LGA and ADASS have produced top tips for Adult Safeguarding and the Care Act 2014³. These tips have been incorporated into the development work of the board:

- 1 Ensure that the Care Act principles and the person centred approach is well understood by all partners. This should embed good social work practice in all aspects of the Care Act.
- 2 Ensure that partners resource the SAPB; the SAPB has a 3 year strategy and annual plan for 2015/16, as well as the capacity to deliver them.

² <http://www.communitycare.co.uk/2016/04/01/one-year-care-act-achieved/>

³ <http://www.local.gov.uk/documents/10180/5756320/Top+tips+for+DASSes+on+Adult+Safeguarding/1796e615-2759-4c9b-9ce0-edcb914a941b>

- 3 Ensure that Making Safeguarding Personal is being delivered in the local area; ensure that people are asked about the outcomes they want, that these shape actions taken and that the difference made by these actions is identified.
- 4 Ensure there are arrangements in place to deal with everyone who may need safeguarding as described in the Care Act in an effective and proportionate manner; ensure that local authority staff and staff of partner organisations have sound assessment processes, know how to make safeguarding enquiries and can make the right decision
- 5 Ensure that safeguarding is embedded in corporate and service strategies across the Council, partners and partnership arrangements.
- 6 Ensure that procedures enable practitioners to focus on making a difference in people's lives and that they emphasise user outcomes not process, and are easy to follow
- 7 Ensure the SAPB audits itself (with a self assessment tool) to drive business plans and adopt a performance framework that demonstrates how safeguarding interventions have made a difference.
- 8 Ensure that there is multi-agency safeguarding training available for all people working with adults and that practitioners have the tools (knowledge, skills, legal literacy etc.) to do their jobs.

Updated National Guidance

- 4.7 In March 2016 the Department of Health updated the Care and Support statutory guidance. This is available at <https://www.gov.uk/guidance/care-and-support-statutory-guidance>. The statutory guidance supports implementation of part 1 of the Care Act 2014 by local authorities, the NHS, the police and other partners. The new edition supersedes the version issued in October 2014. The eleven revisions to the Safeguarding chapter (14) have been made for reasons of accuracy or clarity. Some are more substantial, reflecting learning through the first period of implementation and feedback from stakeholders and partners. The changes have been set out by the LGA⁴.

Impact on DoLS

- 4.8 The increase in Deprivation of Liberty Safeguards cases (DoLS) as a result of the Supreme Court judgement in March 2014, has created a heavy demand on the Independent Mental Capacity Advocacy service; this has impacted on the ability of local authorities to provide Care Act advocacy.

LOCAL CONTEXT

Demographics

- 4.9 Demographic changes provide a focus for the board; nationally between 500,000 and 800,000 older people are subject to abuse and/or neglect in the UK each year and this number is set to rise by 1.6 million by 2050. By 2021, the number of people aged 65 and over in Bracknell Forest is projected to rise

⁴ http://www.local.gov.uk/care-support-reform/-/journal_content/56/10180/7740017/ARTICLE

to 19,673 people from a current population of 14,267 (ONS Mid-Year 2011 estimates). This, together with increasing numbers of people with disabilities reaching adulthood, places additional demands on adult services.

Local Challenges

4.10 The Board's main challenges identified during 2015/16 include

- Developing the partnership into a robust and committed alliance; this will consist of ensuring the specific measures required of the Care Act 2014 are in position and ensuring that all partner agencies understand their roles and responsibilities.
- Ensuring safeguarding practice across the partnership focuses on improving the safety and wellbeing of people and the fulfilment of the outcomes they want
- Improving the understanding of the Mental Capacity Act 2005 and ensuring its principles are appropriately applied in Making Safeguarding Personal
- Ensuring that risk is effectively managed across the partnership
- A focus on prevention

4.11 It is recognised that the board needs to work effectively with other partnership boards within Bracknell Forest and with other adult safeguarding boards in East Berkshire. In developing an effective partnership board and establishing sub groups, it is recognised that there are additional demands on partners who are represented on other adult safeguarding partnership boards. The board is committed to establishing an effective and meaningful process for people who may be in need of safeguarding services to engage with the board, and recognises that this will be a priority over coming years.

4.12 Local Best Practice seminars have identified the need for further support and information in relation to dealing with domestic abuse and self neglect. Practitioners have also highlighted the potential challenge of austerity measures as well as the implications and requirements of the Care Act, and the need for greater multi agency working.

Local Challenges highlighted by Partners

Main Challenges highlighted by partners during the 2014/15 development day were:

- How to measure effectiveness/success
- MSP roll out across partnership and including with providers
- Practicalities of working multiagency efficiently (more than one Board to work with)
- Work on domestic abuse in older population
- Sharing information issues
- Transition
- Targeting those most in need and promoting safeguarding referrals amongst the public.

- Resource implications
- Addressing the “new categories“ of abuse set out in the Care

5 COMMUNITY INVOLVEMENT

Safeguarding Adults Forum

- 5.1 The Safeguarding forum meets on a quarterly basis and is an information sharing and consultation forum, which supports local stakeholders to remain engaged in the safeguarding agenda.
- 5.2 Topics this year have included: Self Neglect, Sexual Exploitation, Financial Abuse and Awareness and Prevention of Scams. Presentations have been provided by representatives of Trading Standards, Health Watch and Royal Berkshire Fire and Rescue service.

Domiciliary Care Provider Forum

- 5.3 This forum meets on a quarterly basis and provides an opportunity for Domiciliary care providers (and relevant representatives from the Council) to share information, discuss developments, issues or concerns and any actions that need to be taken.

Community Engagement

- 5.4 The Safeguarding Development workers regularly engage with different community groups and organisations to raise awareness of safeguarding and the support that is available in Bracknell Forest. Examples include:
- Be Heard (self advocacy group for people with learning disabilities) recent production of a video explaining what safeguarding is
 - Health Watch - to share information and ensure peoples’ needs are being met in relation to safeguarding concerns.
 - ‘Safeguarding Awareness’ presentations to:
 - The Bracknell Macular Society
 - Police training College.
 - Heathlands Residential Home
 - Holly House - Younger Adults supported living.
 - Clement House – Older Adults supported living.
 - Bracknell licensed vehicles – Taxi Drivers/Community Transport
 - The Wayz – Younger Adults activities centre.
 - Waymead short term care
 - Cambridge House Care Home
 - Bracknell Open Learning Centre
 - Woodmancoats Older persons Day Centre
 - Park House Dentist Surgery.

6 PARTNERSHIP WORKING

6.1 The Bracknell Forest Safeguarding team supports the Board to gain assurance that adult safeguarding links to other parts of the system. During 2015/16 the team contributed to co-operation and collaboration between agencies, which in turn contributed to the aim of the prevention of abuse and neglect, through strong links with the following groups:

- MAPPA (Multi agency public protection Arrangements) – monthly meetings attended where arrangements to manage the risk posed by the most serious sexual and violent offenders have been discussed.
- Multi Agency police tasking group - monthly meetings attended enabling the resolution of crime matters in Bracknell Forest.
- Anti social behaviour group – multi agency monthly meetings attended contributing to the resolution of Anti-Social Behaviour matters in Bracknell Forest.
- SEMRAC (Sexual Exploitation & Missing Risk Assessment Conference) – multi agency meetings attended reviewing referred young people and considering their current level of risk.
- LSCB CSE strategy subgroup – meetings attended gaining awareness of those at risk of CSE in order to prevent children from becoming victims.
- MARAC (Multi Agency Risk Assessment Conference) – monthly risk management meetings attended where information on high risk cases of domestic violence and abuse has been shared and risk management plans implemented
- DASC (Domestic Abuse Service Coordination) - monthly risk management meetings attended where information on medium risk cases of domestic violence and abuse has been shared, risk management plans and actions implemented to prevent situations from escalating further.
- Domestic Abuse Forum – meetings attended to increase awareness of services to those affected by domestic abuse and identifying and promoting good practice.
- Domestic Abuse Executive Group – multi agency quarterly meetings attended developing strategy and overseeing the Domestic Abuse Form.
- FGM (Female Genital Mutilation) Task and Finish group – meetings attended ensuring systems are in place to raise awareness of those at risk of FGM, the referral processes and the support available.
- E –safety Group – meetings attended raising awareness and providing training within the community for anyone working with vulnerable groups of people. The group has also monitored and responded to specific incidents.

- 6.2 Over the next 3 years a review of forums and practice that have a focus on risk will take place as part of the Board strategic plan to maximise effectiveness.

7 KEY ACHIEVEMENTS

Progress against Board objectives from 2015/16 development plan

- 7.1 Both of the Boards key objectives in the 2015/16 development plan were achieved. An independent chair was appointed and started as chair in October 2015 and a board manager was appointed in March 2016.

Progress against Peer Review areas for consideration

- 7.2 The peer review identified many examples of good practice as well as areas for consideration. The actions taken to address areas for consideration are contained in detail in annex 2. The review identified four areas for consideration –

1 How the Board works including membership and attendance

Following the appointment of an independent chair a strategic plan and Board terms of reference have been developed to support an effective and focused board where board members are aware of their roles and responsibilities and contribute actively to achieving aims and objectives. Sub groups are being developed to support the board to identify and implement required actions.

2 Decision Making and Accountabilities

The board will receive performance reports to ensure that decision making to improve safeguarding practice is based on evidence. The board has developed a strategic plan with a proposal for a quality assurance sub group. This will establish a Quality Assurance framework so that the Board is assured of effective practice across the partnership. This includes audit and mutual challenge across the partner organisations.

3 Ownership and Leadership

In addition to the appointment of an independent chair, resourcing of the board is being addressed through meetings of statutory partners to secure funding. A communication task and finish group will be convened to ensure clear and consistent communications and that all partners and stakeholders are aware of and contribute to safeguarding.

4 Partnerships

The limited resources of some key partners who support SAPB's across Berkshire has been considered and taken account of in the development of proposals for sub groups to support the draft strategic plan. Meetings will take place with SAPB representatives of other east Berkshire boards in order to align work and sub groups where possible.

Approach to Making Safeguarding Personal - Case Studies

- 7.3 The overall approach to safeguarding within Bracknell Forest aims to promote independence, wellbeing, social inclusion and maximise choice in service provision and safeguarding support. The following case studies demonstrate this commitment to “making safeguarding personal” and include feedback from residents who confirm that their interests were the focus of the enquiries.

Case Study 1 - Mr and Mrs X

Safeguarding professionals at Bracknell Forest Council were made aware of domestic abuse between an older couple, Mr and Mrs X in 2014; domiciliary care workers reported physical and verbal aggression from Mrs X to Mr X when Mrs X was intoxicated through alcohol abuse.

Both people were contacted about the safeguarding referral and they agreed to the issue being followed up through the safeguarding procedures; both had the mental capacity to agree to proceed in this way. They were open about the fact that alcohol had always been a key social feature of their lifestyle and of their 54 year relationship. Mr X acknowledged that Mrs X could become aggressive after she had a drink and he felt that since moving nearer to their family and away from their social circle, her behaviour had worsened when she had been drinking. Mr X had also become more physically frail during this period of time. The couple were invited to a number of safeguarding meetings which either or both of them attended; practitioners worked with them about the risks to Mr X when Mrs X had been drinking. Although options for support were discussed with both of them Mr X did not feel that further intervention was necessary, although he did agree to a visit from a charity for victims of domestic abuse to discuss his situation. Safeguarding professionals remained concerned about them, as neither Mr nor Mrs X perceived any issues of risk; in particular Mr X felt he would be able to defend himself against Mrs X should she attack him, despite his increasing frailty. The safeguarding plan that the couple agreed to was that domiciliary care workers would continue to support them and would monitor the safety of Mr X at the time of their visits; care management would remain regularly involved with Mr X as a precaution.

Mrs X continued to drink; Mr X became frailer in physical health. The situation escalated in the summer of 2015 when Mrs X attempted to attack her husband with a kitchen knife whilst intoxicated. Mr X was unhurt but Mrs X was arrested and taken into custody; she was released the following day without any further charge. The safeguarding plan, to which Mr X agreed, was for a respite stay in a residential home as a protective measure, and Mrs X agreed to participate in a substance misuse treatment programme locally. Safeguarding professionals and the police worked to support Mr X with decisions about future risks that he faced should he return home; he retained mental capacity and he chose to return home to be with his wife believing that he would be able to defend himself if he needed to. Eventually in August 2015 Mr X made the decision that it was no longer safe for him to remain living at home with his wife, and he decided to move into a residential environment. Mrs X visited him weekly and there were no reported problems between them from the Home.

Case Study 2 - Mr T

T is a gentleman with learning disabilities who relies on staff to support him in all areas of personal care, accessing the community and keeping himself safe. T is unable to manage his own finances and support staff help him to spend his money as he wishes on a weekly basis whilst ensuring a system is in place to cover bills. A safeguarding referral was made by a support provider following their weekly audit process when they discovered that T's bank balance was less than it should be. Protective measures were put into place to ensure that no further money could be removed and a safeguarding meeting was arranged. As T was unable to attend the meeting himself, an advocate visited him prior to the meeting in order to ascertain his views and preferred outcomes. At the meeting, T's advocate was able to feedback his anxieties regarding the loss of his finances and how this had affected him in terms of his relationship with his staff team as he had trusted them all. T's advocate also highlighted the nature of T's limited budget and how this is already stretched out across the week in order to maximise his access to and enjoyment of the community.





Following discussion, additional measures were put into place to minimise the risk of any further incidents of financial abuse. The support provider agreed to reimburse T as they felt accountable for this incident. They also noted that the police were unable to take this case any further due to the lack of evidence but that their internal investigations were still ongoing. The support provider's responsibilities i.e. to refer to DBS should a particular member of staff be found guilty were discussed as were the rights of the staff member should the internal investigation prove inconclusive.

At the meeting, it was agreed that T's safeguarding outcomes had or would be met in terms of:





1. Keeping his money safe
2. Ensuring that he was reassured that we had listened to what was worrying him
3. Offering him the reassurance and support that he needs to help him to continue to trust the majority of staff supporting him.








As a result of good partnership working between all parties including an open and transparent approach combined with a strong desire to ensure that T remained central to the process even if he was unable to be present at the meeting, it was agreed that this safeguarding case could be closed. Following the meeting and with support from his advocate, T was able to inform the safeguarding team that he had felt listened to within the process and was happy with how things have turned out.






8 PROGRESS AGAINST THE DEVELOPMENT PLANS SET OUT IN THE 2015/2016 ANNUAL REPORT










Status Legend	
Where there may be delay in achieving the action.	
Where the action has started, is not yet completed, but is on schedule	
Where the action has been completed (regardless of whether this was on time or not)	
Where the action is no longer applicable for whatever reason	











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Developments	Year End Update	Status
Bracknell and Ascot Clinical Commissioning Group (CCG)		
New safeguarding lead to work with Deputy Director of Nursing (safeguarding) April 2015.	Safeguarding lead employed until November 2015. New appointment from March 2016.	
Agreement to make a financial contribution to the running of the Bracknell Forest Safeguarding Adult Board on behalf of local NHS organisations.	achieved	
To remain a key and active member of the Board and appropriate subgroups.	Achieved and on going	
Self-assessment tool adult safeguarding tool will be developed and rolled out to providers and analysed by the CCG safeguarding team for gap analysis/improvement planning.	Tool Developed and roll out from April 2016.	





Developments	Year End Update	Status
Led by the Deputy Director of Nursing, development of MCA train the trainers programme for health and social care providers; including ongoing support for the trainer pool.	Two successful MCA train the trainers programmes undertaken. Over 30 staff trained to deliver training across the health economy and partner agencies. Also production of MCA information cards for staff.	
Working with West Berkshire CCGs plan and implement a MCA cross Berkshire conference	Cross Berkshire MCA multiagency conference held September 2015.	
Ongoing monitoring of provider safeguarding activity at the CCG Quality Committee.	Provider performance of safeguarding compliance tabled at the CCG quality committee every 3 months.	
Primary care safeguarding BASE training with emphasis on the Care Act implications prevents training, MCA/DOLs and lessons from national and Berkshire serious case reviews.	Prevent awareness delivered to over 150 GPs and practice nurses at practice training session 1.12.15.	
Berkshire Care Association (BCA)		
This years annual Conference in Oct 2015 will have Safeguarding as major theme.	Achieved	
Berkshire Care Association has appointed a development officer to work with care providers in raising standards with particular emphasis on safeguarding issues.	Achieved	
Bracknell Forest Community Safety Partnership		
Maintain a programme of training around relevant community safety issues, such as Domestic Abuse (including MARAC and DASH, Stalking and Harassment Awareness and Honour Based Violence and Forced Marriage), E-Safety and Prevent.	Free multi agency workforce training has been delivered across all subject areas throughout the year. There has been representation from frontline practitioners working with vulnerable adults at each of these training sessions.	



Developments	Year End Update	Status
Develop a programme of E-Safety awareness raising sessions for community groups working with vulnerable adults	Awareness raising sessions have only been delivered to two organisations as take up has been low. However information and resources have been provided to organisations upon request.	
Implement actions from the MARAC Action Plan and learning from local and national Domestic Homicide Reviews.	The Domestic Abuse Executive Group continues to monitor the implementation of the MARAC Action Plan with a continuing plan of improvement in place	
Maintain and develop new publicity campaigns to raise awareness of Domestic Abuse and E-Safety.	The "Its Never Ok" website has been completely revamped and new publicity materials produced. There have been a number of publicity campaigns throughout the year, with particular use being made of social media	
Further develop the DASC project, taking in to account the recommendations made by Cambridge University.	Both recommendations from the initial Cambridge Evaluation have been implemented and a final evaluation of the project is due in late 2016	
Bracknell Forest Council Adults Social Care, Health and Housing		
Adult Social Care will review its operating model for responding to safeguarding concerns in light of the Care Act.	Ongoing. The Care Act 2014 does not specify how safeguarding systems in adult safeguarding work should be arranged. According to recent research in the UK several models of practice have been identified of which Bracknell operates a 'Dispersed Specialist' model. This entails senior safeguarding social workers, coordinating and managing all safeguarding referrals and investigations, whilst the locality social workers carry out the safeguarding enquiry alongside their normal duties. The research findings offer a basis for analysis and managerial considerations about the implications of different organisational models of adult safeguarding which can contribute to a review of the operating model.	


Developments	Year End Update	Status
To embed the making safeguarding personal approach across all services	Continuous Development on the status already achieved	
To review the safeguarding performance monitoring information to ensure that it captures both qualitative and quantitative information	Continuous Development on the status already achieved	
Bracknell Forest Council Learning and Development		
Review and update all safeguarding training to ensure they are commensurate with the Care Act and the associated statutory guidance.	Achieved	
Redesign the safer workforce training to reflect feedback from providers and ensure compliance with the Care Act.	Achieved	
Monitor and evaluate the success of the new approach to impact evaluation and review this again if necessary	Achieved	
Bracknell Forest Safeguarding Adults Partnership Board		
Recruit and Independent Chair and Business Manager.	Independent chair and business manager appointed	
Develop the board safeguarding strategy in consultation with Healthwatch	Strategy has been developed, and a draft strategic plan produced, in consultation with HealthWatch	
Berkshire Healthcare Foundation NHS Trust		
Continue to support the work of Bracknell SAPB working closely with all agencies to improve adult safeguarding practice.	BHFT have continued to support the SAPB with regular attendance at the Board and Sub Groups	
To ensure that staff targets for MCA/ DOLs and adult Safeguarding training are met. Develop a train the trainer course for MCA/DOLS to further support staff knowledge of the principles of the MCA and apply the principles in practice.	MCA/DoLS and safeguarding targets for 2015/16 were met. 6 Members of staff attended the MCA train the Trainer course arranged by the CCG's and a training plan is in place for 2016/17	

Developments	Year End Update	Status
Wrap training dates on the training slate of the intranet for staff to access for 2015	WRAP3 Training is in place and we have over 1500 members of staff trained in addition to 1100 who have completed Chanel Awareness	
Continue to chair the Adult Safeguarding Partnership Group	We continue to chair the Berkshire Partnership meeting	
Frimley Park NHS Foundation Trust		
Current safeguarding adults training to be reviewed to meet the needs of the new organisation, Frimley Health NHS Foundation Trust.	Achieved	
Training for level 1 and 2 are now in place and will continue to be delivered in order to reach the target of 95% over three years.	Achieved	
Level 3 training is now in place and has been opened up to include all trained professionals from band 6 and above.	Achieved	
Share good safeguarding adults practice across the whole of the new organisation to improve outcomes for patients	Achieved	
To facilitate further Prevent training Trust wide	Achieved	
To facilitate further Mental Capacity Act training for clinical staff.	Achieved	
Ensure the formal links between the safeguarding leads and the complaints team are effective in ensuring that all complaints that come in to the Trust are reviewed to see if there are any safeguarding concerns within the complaint	Achieved	
Develop effective partnership working between the two Safeguarding Adult Leads in the new organisation Frimley Health NHS Foundation Trust	Achieved	

Developments	Year End Update	Status
To implement the legislative guidance that will be mandated following the Care Act	Achieved	
To complete the Annual Safeguarding Adults Self Assessment and Assurance Framework Tool and monitor progress against the agreed actions.	Achieved	
Royal Berkshire Fire and Rescue Service (RBFR)		
Continue to develop stronger links with the Adult Safeguarding Partnership Board as a result of very good progress during 2014/15 with the aim of further improving awareness of services provided by RBFRS which can support the Boards objectives	Achieved and On going	
RBFRS intends to reduce the number of fire deaths and injury from fire and to work closely in partnership to learn where incidents do occur	On going	
Thames Valley Police		
To continue to be active participants in the Board	Achieved	
To continue the campaign to raise greater awareness of the support that is available and to encourage victims to report incidents of domestic abuse.	The "Its Never OK" campaign and website are up and running. They are managed by the Bracknell Forest Domestic Abuse Forum and continue to deliver and raise public awareness of domestic abuse and provide information on services available to the general public and professionals. A leaflet and Infographic have been produced to highlight the website and campaign. The last social media advertising campaign over the two weeks of Christmas 2015, generated 252,261 impressions and reached 42,169 users on Facebook. As well as 1307 website clicks.	

Developments	Year End Update	Status
West London Mental Health Trust (Broadmoor Hospital)		
Work will be progressed to embed the Care Act into practice.	With the implementation of the Care Act in April 2015, the mandatory Safeguarding Adults training package was completely revised in May 2015 to incorporate the Care Act requirements. The training packs were further updated to ensure full Care Act compliance. We have a current 96% staff completion rate for 2015-2016.	
The current safeguarding adult's guidance pack will be revised in the next three months to ensure that we have incorporated Care Act provisions and Duties and a more generic threshold definition	The Safeguarding Adults guidance packs known as the "grab pack" was fully revised in May 2015 to incorporate the new definitions of abuse and provide relevant information to all staff and patients in respect of The Care Act 2014. The Safeguarding Adults threshold definition was revised and was replaced by the generic Care Act definition, using the SCIE detailed definitions of abuse.	
The Safeguarding Adult training package which is delivered on a monthly basis will be updated throughout the year to ensure the training represents all recent developments, national and local, including PREVENT. Within 2014-2015 we had an overall 97% staff completion rate.	Four NHS England approved training slides on PREVENT were incorporated within the Safeguarding Adult induction and refresher training programmes. Since December 2015, we have implemented a mandatory PREVENT workshop, which takes the form of a two hour training session. Both the Head of Forensic Social Work and the Social Work Manager have completed the required NHS England PREVENT accreditation in order to deliver these sessions. To date 104 staff at Broadmoor Hospital have received this training and there will be monthly training sessions offered throughout 2016.	
The Trust is recruiting two Safeguarding Adult posts, the first being a Safeguarding Adult Development post and the second a Trainer	In May 2015, the Trust appointed a full time Named Professional Safeguarding Adult Lead. Although a full time	

Developments	Year End Update	Status
<p>position. These are full time posts and the functions will be able to support Broadmoor Hospital in continuing to develop its safeguarding procedures and ensure staff and patient awareness</p>	<p>training post was advertised, the central Trust Safeguarding team have been unable to recruit to this post at the time of writing.</p>	
<p>The hospital Social Workers are currently undertaking a modular programme on the Care Act 2014, which includes a full one day training session on the Care Act and Safeguarding</p>	<p>The substantive Social Workers at Broadmoor Hospital have completed the modular Care Act training sessions, commissioned by Ealing Council. Staff within the department have had further opportunities to attend other related training sessions and seminars in relation to The Care Act and Safeguarding Adults. The Social Workers have been furnished with information about the revised Statutory Guidance issued in March 2016, including the LGA table, which sets out the changes in respect of Safeguarding Adults.</p>	
<p>We are developing a short briefing session on the Mental Capacity Act, where the Social Workers will brief staff and patients within the structure of the wards' community meetings. Work will also progress to make the Mental Capacity Act training a mandatory training package. Training on mental capacity is also being delivered across the whole of West London Mental Health Trust</p> <p>Wall charts providing detailed process mapping on The Mental Capacity Act, Mental Health Act and Deprivation of Liberty Safeguards are being obtained to place in ward areas</p>	<p>Ward briefings have been undertaken by individual Social Workers in respect of the Mental Capacity Act. These have taken place with patients during community meetings. Registers of those in attendance have been taken. Additionally, a laminated "quick guide" to The Mental Capacity Act was produced and issued to all ward areas and is displayed on the ward notice boards.</p> <p>Detailed Mental Capacity Act and Deprivation of Liberty Safeguards wall charts were obtained as planned and distributed accordingly across the Trust. In addition, at Broadmoor Hospital, we have distributed brief information cards, produced by Bracknell Forest Council to staff and patients across the hospital about the Mental Capacity Act.</p> <p>The Mental Capacity Act training is not yet a mandatory course and this will be taken forward to be approved within the next period. A report is due to be submitted to the Trust Management</p>	

Developments	Year End Update	Status
	Team with a recommendation that this course becomes a mandatory requirement. Since March 2015, 43 staff have received this training as a non-mandatory course. West London Mental Health Trust also has an established E-learning training programme on The Mental Capacity Act and Deprivation of Liberty Safeguards.	
We are in the process of creating patient leaflets on safeguarding adults.	A Trust wide Safeguarding Adult patient leaflet has been produced. We are just awaiting hard copies to be published and these will then be distributed to patients at Broadmoor Hospital.	

9 PERFORMANCE SUMMARY

Performance Summary 2015/16

How many safeguarding concerns were recorded?

9.1 The table shows that there was a decrease in the number of concerns received during 2015/16 compared to the previous year. However the number of concerns was more than those received during 2013/14. There was an increase in the percentage of concerns that led to enquiries during 2015/16 compared to the previous year.

	2013/14	2014/15	2015/16
No of Concerns	452	738	632
No of Enquiries	181	118	173
% concerns leading to enquiry	40%	16%	27.4%

What was the source of the safeguarding concerns?

9.2 The table below shows the source of concerns which demonstrates the engagement within the partnership during 2015/16.

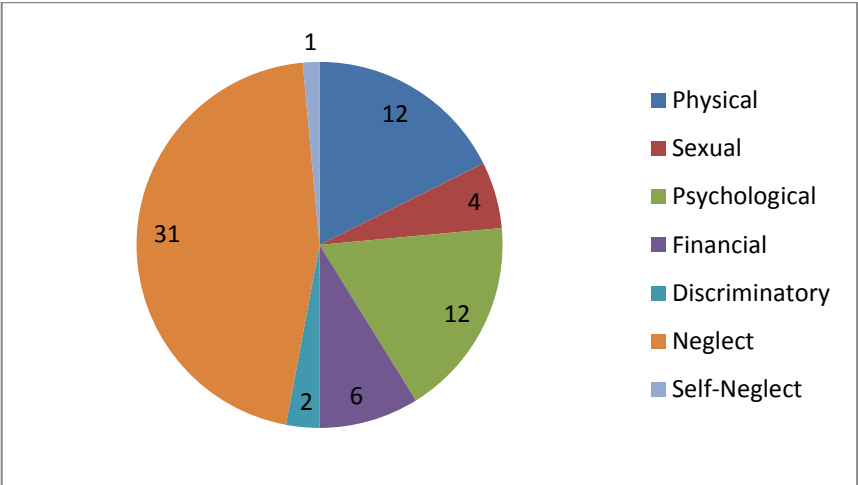
Organisation / Sector	Concerns	Enquiries	Percentage Progressed
Adult Social Care Staff	164	43	26.2%
Health Staff	219	21	9.6%
Self	31	12	38.7%
Family / Friend/ Neighbour	41	12	29.3%
Other Service Users	1	0	0%
CQC	2	1	50%
Housing	6	0	0%
Education / Training / Work	2	1	50%
Police	63	7	11.1%
Other	103	76	27.4%

Who was referred for a Safeguarding Enquiry?

9.2 Data from the enquiries carried out and that were closed shows that most enquiries in 2015/16 were for the over 65 age groups, although the percentage of enquiries completed involving the over 65 group dropped from 60% in 2014/15 to 51% in 2015/16. Similarly to the previous year, during 2015/6 more women (58%) were referred than men (42%) and the majority of referrals have continued to relate to adults at risk who are of white ethnic origin (86% during 2015/16)

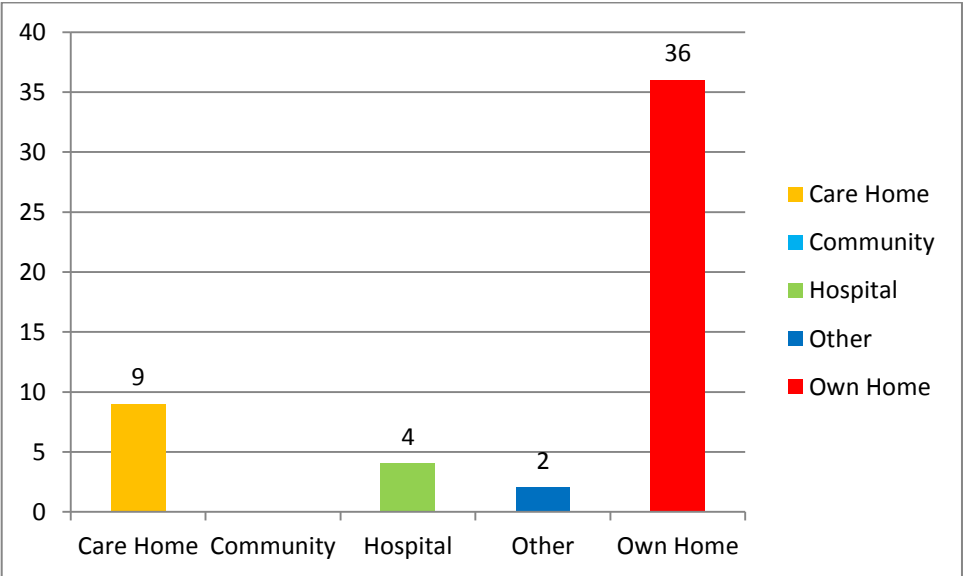
What type of abuse was alleged?

9.3 The diagram shows that, from the information for enquiries closed where the outcome was substantiated or partially substantiated, the most commonly alleged type of abuse in Bracknell Forest during 2015/16 was neglect. The other most common types of abuse were physical and psychological. This is similar to 2014/15 where the main categories of abuse were neglect followed by physical and financial.



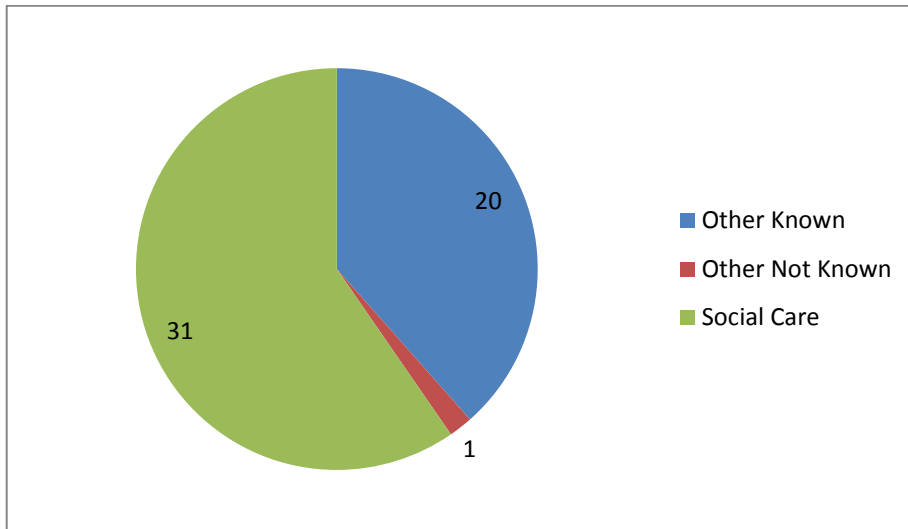
Where did the alleged abuse take place and what was the source of risk?

9.4 The chart shows that, for enquiries closed, where abuse was wholly or partially substantiated, as in previous years adults at risk are most likely to experience abuse in their own home (36 cases or 70% of cases in 2015/16 compared with 47 or 59% of cases in 2014/15).



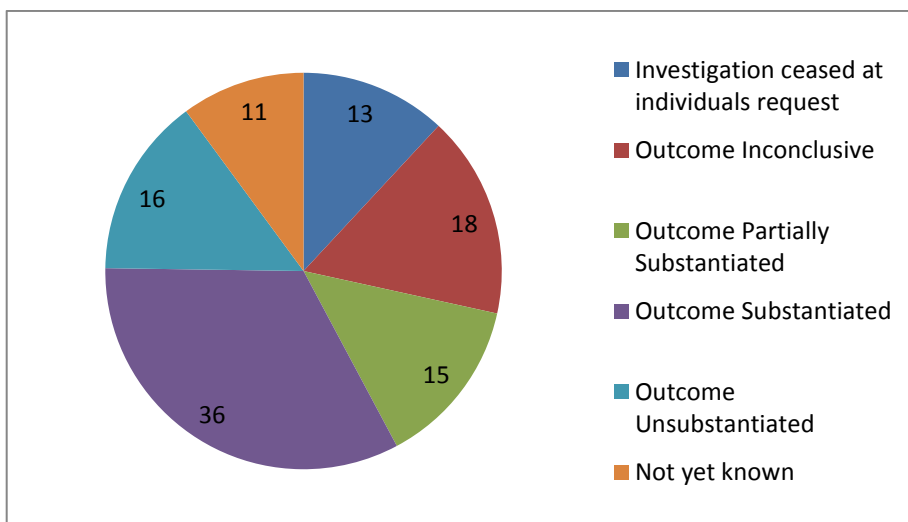
9.5 The diagram shows that, in term of the source of risk, on the majority of the enquiries that were closed where abuse was substantiated or partially

substantiated, the alleged perpetrator was known to the person. On 20 (38%) occasions the person who caused harm (where this was substantiated or partially substantiated) was either the partner, family member or neighbour / friend of the individual. This is roughly similar to the number recorded during 2014/15. On 31 (60%) of occasions the person who caused harm was a member of the health or social care workforce, this is a reduction from the 43 occasions in 2014/15. For the remaining 1 occasion where harm was substantiated or partially substantiated, the harm was caused by someone not known to the individual. This compares to 22 occasions during 2014/15 where harm was caused by someone not known.



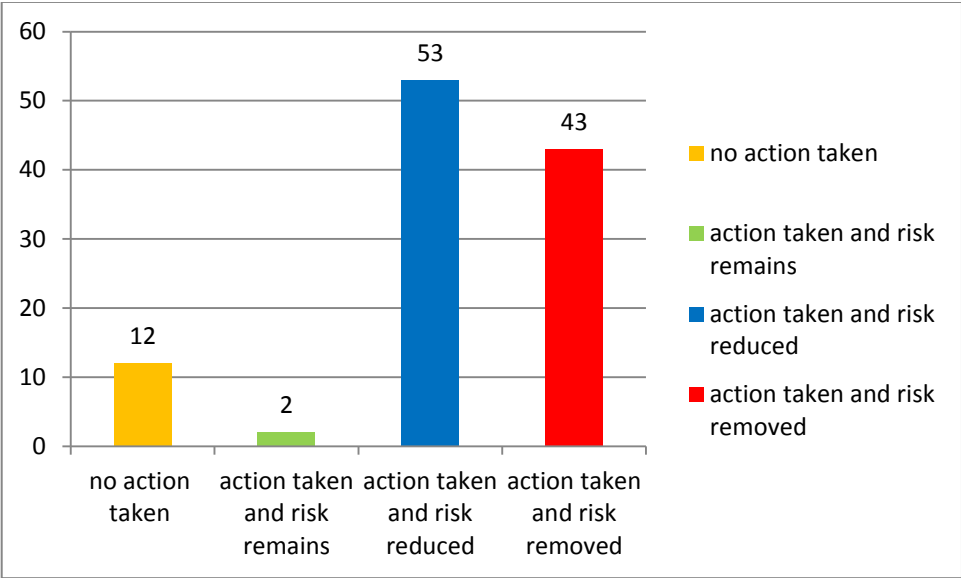
What was the outcome of our investigations?

9.6 The diagram shows that, for enquiries closed, the proportion of cases where abuse has been wholly or partially substantiated was 46% (51 cases). This compares to 68% (80 cases) of safeguarding assessments that concluded that abuse was wholly or partially substantiated in 2014/15. However during 2015/16 13 investigations ceased at the individuals request, compared to 4 in 2014/5, and 11 cases were awaiting conclusion.



What action has been taken to manage the risks people face?

9.7 The chart shows that, for enquiries closed, risk reduced and risk removed are the most common types of action taken to manage the risk that people face (87%). This compares closely to 2014/15 when 88% of enquiries closed resulted in the risk being reduced or removed. The small number where safeguarding action has been taken and the risk remains involves people who have capacity. These people receive ongoing support through care management processes which supports with managing the risks.



How safe do our service users feel now?

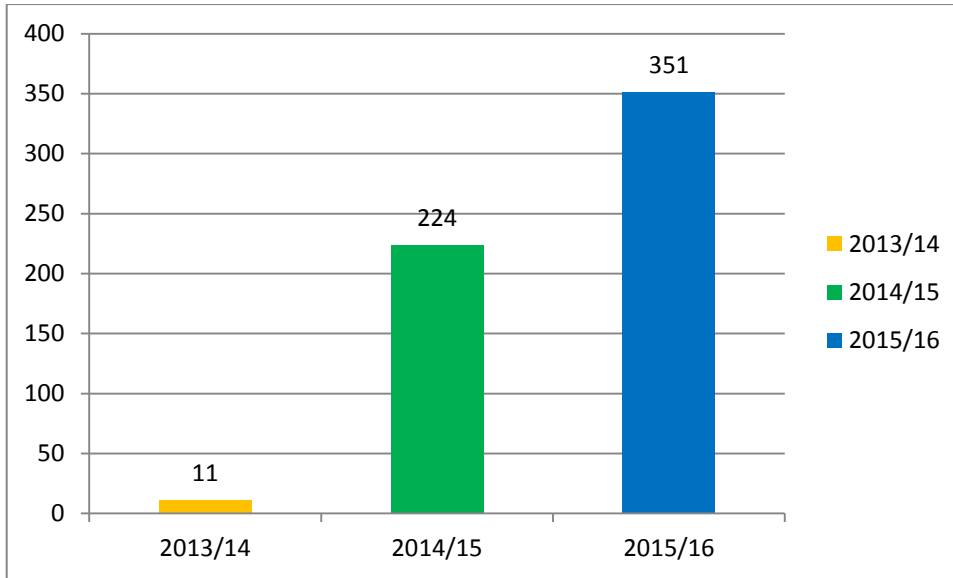
9.8 Local authorities conduct an annual survey for social care service users, including people who have been through the safeguarding process. The survey includes questions that aim to find out what proportion of people feel as safe as they want to be, and whether care and support services help people feel safe.

9.9 Information collected for enquiry closed during 2015/16 reveal that 69% of people who were subject of a safeguarding enquiry felt safer as a result of the enquiry. 11 people were unable to communicate their views and 2 people reported not feeling safer. This compares to 2014/15 where 83% of people who were subject of a safeguarding enquiry feeling safer as a result of the enquiry with 9 persons not able to communicate their views, and 1 person reporting that they did not feel safer.

Deprivation of Liberty Safeguards (DoLS)

Applications received

9.10 The chart shows that a total of 351 applications for authorisation of deprivation of liberty were received in 2015/16, which is a 56% increase on the number received during 2014/5 (224).

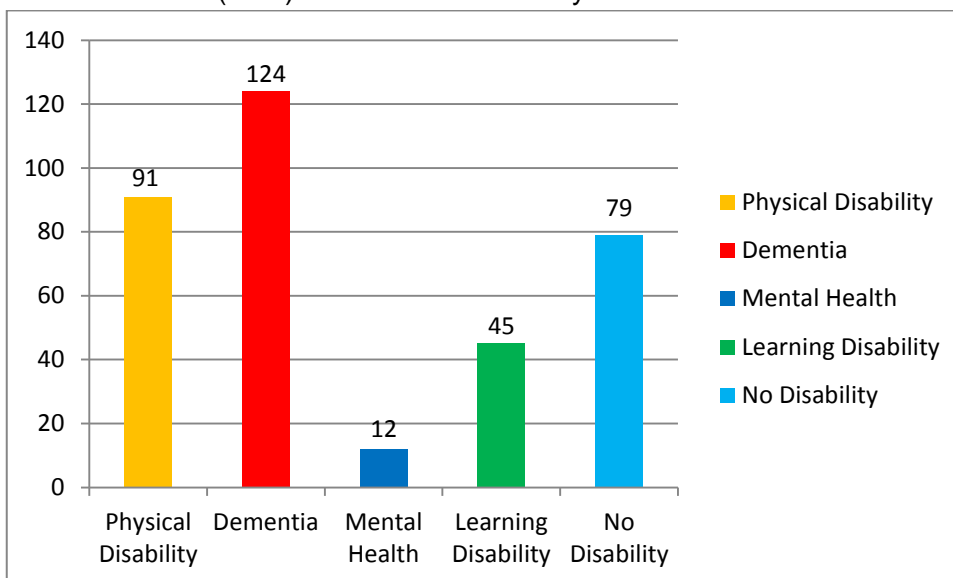


Applications Granted

9.11 During 2015/16, 261 of the applications (74%) were granted and 51 (14%) were not granted, with 34 application awaiting decision and 5 withdrawn. This compares to 183 applications (81%) being granted during 2014/15, with 22 (10%) not granted and 14 (6%) withdrawn.

Primary Reason for Support

9.12 The chart identifies that of the applications received, 124 (35%) related to people whose primary reason for support were related to dementia. 91 (30%) applications related to people whose primary support reason was physical disability, 45 (12%) related to learning disability, 12 (3%) related to mental health issues and 45 (13%) related to no disability.



10 SAFEGUARDING ADULT REVIEWS

- 10.1 Safeguarding Adults Partnership Boards must arrange a Safeguarding Adults Review (SAR) when someone with care and support needs dies as a result of neglect or abuse and there is a concern that the local authority or its partners could have worked more effectively to protect them. A SAR is also intended to ensure that lessons are learned, and is required to publish the outcomes in the SAPB annual report.
- 10.2 The Bracknell Forest Safeguarding Adult Partnership Board commissioned two Safeguarding Adult Reviews during 2015 – 16 which have not yet concluded. The outcomes will be reported in the Board's 2016/7 annual report.

11 QUALITY ASSURANCE

Care Governance

- 11.1 It is the responsibility of the Council to work with providers of adult social care to ensure continuous improvement. This is particularly important where services are not judged to meet appropriate standards. The Council's approach to Care Governance is one of working in partnership with care and support providers to ensure the safety and quality of services within the borough and to residents who have been placed in care settings outside the borough, where the Council retains a duty of care for those individuals. The main decision making body in relation to this is the Care Governance Board which has ultimate responsibility for ensuring the quality and safety of the support provided. The Board makes decisions on the 'flag status' of providers which has an impact on whether support will be commissioned from them. The Board also decides actions that need to be taken to improve the quality of support and may decide people receiving support need to be visited and welfare checks undertaken to ensure they are not being placed at risk. The purpose of Care Governance is to ensure there is effective monitoring and – where necessary – action to ensure that people are in receipt of good quality care and support to achieve their required outcomes. This action includes managing risk and providing assurance that the right things are being done in the right way and at the right time.
- 11.2 The Care Governance Board meets monthly to share, discuss and agree actions in relation to information received from internal and external sources regarding providers of services. The Board receives information from a range of sources including:
- CQC reports and regulatory letters/information
 - Other Local Authorities and NHS partners
 - Safeguarding Alerts and or referrals
 - Requests and authorisations for deprivation of liberty
 - Quality assurance visits completed by Adult Social Care Contracts team

- Reviews undertaken by Health and Social Care Practitioners
- Complaints, MP enquiries and Member enquiries
- Financial Checks and Insurance Checks
- Feedback from people receiving support and their families and informal carers

11.3 The Board considers each 'referral' on its own merits and what action, if any, is required. Where appropriate, the provider is supported to develop an action plan which identifies the actions required and timescales for completion. Where concerns have been identified regarding a provider, their commissioning status will be reviewed by the Care Governance Board on a monthly basis. The status is assessed as being red, (high risk – do not use), amber, (medium risk – use with caution) or green (low risk) from the information provided to the Board. A subgroup of the CGB meets once a month prior to Board meetings to share findings and update on actions requested at the last meeting.

Quality Assurance -Safeguarding Adults

11.4 In order to ensure that the safeguarding process is carried out consistently and to a high standard across the department, audits of the process are carried out at a number of levels:

- 1 Safeguarding questionnaires are completed for all safeguarding cases where the individual (or family member) agrees to this. Support with completing this is provided by either the Adult Safeguarding Development Worker or an advocate if the person was unable to attend the meeting. Family may be asked to complete the questionnaire if this is more appropriate.
- 2 An internal audit is carried out within LAS through completion of the safeguarding case on the database and approval must be gained at agreed points within the process.
- 3 Regular audits are held between safeguarding team and the 4 individual adult social care teams. These audits have been devised so that the following areas of practice can be monitored:
 - a. Compliance with the safeguarding procedures
 - b. Person centred practice
 - c. Quality of record keeping
 - d. Multi agency working

11.5 Learning gathered from any of the above processes can then be shared with other teams and through other forums as appropriate. Use of Adult Safeguarding Development Workers as Safeguarding Chairs also ensures a level of consistency across teams, enabling good practice to be shared, trends to be identified and monitoring to occur in a more informal and person-centred way. A range of other meetings and forums e.g. team meetings, departmental administrator meetings, Designated Safeguarding Manager Forum and Safeguarding Forum and best practice seminars also feed into the quality

assurance process by providing opportunities to share information, raise awareness, identify trends and ensure consistency.

Quality Assurance Sub Group

- 11.6 In order to ensure co-ordination of quality assurance a new sub group of the board will be instigated during 2016. The quality assurance sub group will support the achievement of objectives in the board's new strategic plan, for example by analysing safeguarding data to better understand the reasons that lie behind local data returns and use the information to improve the strategic plan and operational arrangements. The sub group will provide a report for the 2016/17 annual report.

12 TRAINING PROVIDED BY BRACKNELL FOREST COUNCIL

Course	Total Attendance (of which PIV)
A Safer Workforce for Providers of Social Care in Bracknell Forest	4 (3)
Adult Safeguarding Best Practice Seminar 1	29 (0)
Adult safeguarding Best Practice Seminar 2	40 (1)
Adult Safeguarding Best Practice Seminar 3	29 (0)
Adult Safeguarding Best Practice Seminar 4	42 (0)
Community Deprivation of Liberty Practice and Process	96 (1)
Introduction to the Mental Capacity Act	68 (41)
MCA & DoLS	14 (13)
Safeguarding Adults Level 1 - Introduction to Safeguarding	138 (82)
Safeguarding Adults Level 2 & 3	19 (0)
Safeguarding Adults Level 2 & MCA	32 (1)

- 12.1 The table above sets out the breadth of training opportunities made available to local stakeholders during 2015/2016. The Bracknell Adult Safeguarding team has also provided a number of safeguarding awareness sessions to prevent and neglect.

13 DEVELOPMENT PLANS FOR 2016 -2017

Agency	Actions
Berkshire Healthcare NHS Foundation Trust	<ul style="list-style-type: none"> ➤ Greater awareness of self neglect and safeguarding ➤ Maintaining compliance with training targets ➤ Closer working with the trust domestic abuse practitioner
Berkshire Care Association.	<ul style="list-style-type: none"> ➤ Appointment of development officer for one year post working directly with care providers to promote best practice in all areas including Safeguarding, with particular emphasis on hard to reach services ➤ Conference in Oct 2016 – Safeguarding one of the themes for presentation and workshop ➤ Care providers safeguarding event planned for June 2016 with BFC

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Agency	Actions
Bracknell and Ascot Clinical Commissioning Group	<ul style="list-style-type: none"> ➤ New Named Professional to work 30 hours per week to support Deputy Director of Nursing (Safeguarding) ➤ Increase support to lead GPs for adult safeguarding by: implementing 6 monthly lead GP meetings, implementing annual newsletters, improving communications to GPs where there is concern about a relevant provider and increasing access to supervision from CCG safeguarding team where there are concerns. In line with safeguarding team annual plan. ➤ CCG to continue to be actively represented at the SAPB and SAR subcommittee by the Deputy Director of Nursing (safeguarding) and the named professional safeguarding, with input from Director of Nursing. ➤ Annual primary care training to incorporate lessons learnt from local SARs and update in DoLs and MCA. ➤ Named Professional safeguarding to chair task and finish group to map safeguarding adult training with new intercollegiate guidance (2016) across the health economy and produce a safeguarding adult strategy in line with the guidance for primary care. ➤ Named Professional safeguarding to review guidance for modern day slavery and disseminate professional guidance across the health economy. ➤ CCG to request audit of quality of MCA assessments to be conducted by FPH and BHFT 2016/17. ➤ Primary care safeguarding self-assessment to be undertaken and reported to the SAPB Autumn 2016. ➤ Safeguarding self-assessment to be undertaken by BHFT and FPH and reported to the SAPB during 2016/17. ➤ Deputy Director of Nursing (safeguarding) to report to SAPB on SAR and DHR conducted in Slough and lessons learnt 2016/17.

Agency	Actions
Bracknell Forest Adult Social Care	<ul style="list-style-type: none"> ➤ To create an up-to-date current training programme linked to the necessary competencies. Once reviewed and developed, training will include the following stages: <ul style="list-style-type: none"> • Induction • Level 1 • level 2 & 3 (with separate courses for practitioners and external partners) Training will be delivered in a variety of mediums ranging from short e-learning courses to more intensive workshops. ➤ To review and update our current audit process to ensure each person going through the process receives a consistent service that is <ul style="list-style-type: none"> a. Care Act compliant b. Follows best practice guidance c. Ensures the person is at the centre of the process (Making Safeguarding Personal) ➤ To develop a strategy to support individuals who are going through the financial abuse process in order to ensure a more robust and consistent response. This will include raising awareness of the process internally as well as with partner agencies; involving financial institutions in the creation of a more responsive and accessible pathway and developing better links with support services.

Agency	Actions
Bracknell Forest Community Safety Partnership	<ul style="list-style-type: none"> ➤ Maintain a programme of training around relevant community safety issues, such as Domestic Abuse, E-Safety and Prevent. ➤ Expand the remit of the DASC project to include victims of familial abuse, with a particular focus on vulnerable adults. ➤ Renew the Strategic Assessment process to consider emerging threats and trends, including issues such as modern slavery and trafficking. ➤ Develop a new protocol for Closure Orders involving vulnerable drug users ensuring that appropriate support and safeguards against trafficking are in place. ➤
Bracknell Forest Council Learning and Development Team	<ul style="list-style-type: none"> ➤ Fully implement the electronic impact assessment process to identify how people have improved their practice as a result of undertaking learning opportunities. ➤ Ensure that any Best Interest Assessor standard and refresher training meets the needs of the Council and that an East Berkshire BIA Forum is developed to enable the sharing of best practice. ➤ Regularly update the contents of the Introduction to Safeguarding and the Mental Capacity Act training programmes

Agency	Actions
Frimley Health NHS Foundation Trust	<p>Learning and Development</p> <ul style="list-style-type: none"> ➤ There is an on-going work-stream around safer discharge from hospital which is resulting in a number of safeguarding alerts made back in to the hospital for a variety of reasons. ➤ There is on-going work to strengthen the identification of domestic abuse and use of the DASH risk assessments within the Emergency departments, EDOU's and the ward areas. There is also a piece of work linked to confidentiality and breaching this when the patient has asked specifically for their information not to be shared
National Probation Service	<ul style="list-style-type: none"> ➤ For the NPS to be aware of the complexities and sliding scale of the condition of Autism and other learning disabilities/difficulties; ➤ To work with other organisations involved in adult safeguarding to risk manage and support offenders with learning disabilities/difficulties. To understand the offender's needs and the links to their offending behaviour; ➤ To work with other organisations involved in adult safeguarding to support victims of serious sexual and violent offending, ensuring offenders do not commit further offences against the victim of the original serious offences.

Agency	Actions
Royal Berkshire Fire and Rescue service	<ul style="list-style-type: none"> ➤ Continue to develop stronger links with the Adult Safeguarding Partnership with the aim of further improving awareness of services provided by RBFRS which can support the Boards objectives ➤ Continue to reduce the number of fire deaths and injury from fire and to work closely in partnership to learn where incidents do occur ➤ Develop “making every contact count” and “safe and well” toolkits enhancing the home fire safety check programme further supporting the vulnerable in the community
Thames Valley Police	<ul style="list-style-type: none"> ➤ Domestic Abuse will continue to be a focus, with the learning from the local DASC project used to inform and improve local safeguarding outcomes. ➤ Crime reduction and safeguarding messages around fraud, both online and in person, will be developed. The particular risk to vulnerable adults from this sort of offending will be integral to those messages.

Agency	Actions
West London Mental Health Trust	<ul style="list-style-type: none"> ➤ At Broadmoor Hospital, we will strive for all staff within the hospital to have completed the mandatory PREVENT training and engage in the Mental Capacity Act Training as a mandatory course, either face to face or via the new E-Learning package. ➤ Patient leaflets will continue to be distributed and a revised MCA brief information card will be distributed across the hospital. An existing MCA “pocket guide” has already been distributed across the Hospital and the revised guide will be distributed shortly. ➤ There will be planned briefing and discussion sessions on Safeguarding and the MCA with Carers as part of the Carers Forum, a quarterly event for relatives and friends of Broadmoor Hospital patients, held on a Saturday. ➤ There will be an evaluation and analysis of closure forms and exit questionnaires to measure effective outcome data. ➤ The Hospital will remain committed to ensuring Care Act compliance with its safeguarding procedures. ➤ The Hospital will ensure that PREVENT referrals are made accordingly throughout this next year. ➤ A revised Tri-Partite agreement will be completed to reflect the changes required within The Care Act 2014 and the vision and strategy of the SAPB.

Agency	Actions
Involve	<ul style="list-style-type: none">➤ Proactive membership and involvement with the ASB➤ Disseminate important information regarding safeguarding adults to the Voluntary and Community Sector➤ Deliver level 1 adult safeguarding training for volunteers and the voluntary and community sector➤ Support charities and community groups within Bracknell Forest regarding their safeguarding policies and procedures (as required)

14 THE BOARD'S STRATEGY AND DRAFT STRATEGIC PLAN 2016/19

14.1 The Bracknell Forest Safeguarding Board's safeguarding strategy sets out the Board's ambitions for safeguarding in Bracknell Forest until 2019, focused on the difference all partner agencies can make for adults at risk. The strategy contains a vision that safeguarding should be about

- *Working together in partnership* with people who need safeguarding support, the broader community and across organisations
- *Transforming people's experience of safeguarding support*: informing them; putting them in control; ensuring that safeguarding responds to what they want
- *Supporting and empowering people* to manage risk of harm; enhancing resilience
- *Prevention as well as intervention*
- *Protection: outcomes that support wellbeing alongside making people safer*

14.2 A draft strategic plan has been developed for 2016 – 2019 to deliver the board's vision. In setting its aims and objectives, the strategic plan has taken account of national guidance and reviews, discussions between the independent chair and representatives of partner organisations represented on the board and the outputs of a development day which highlighted challenges faced by the board and partner organisations. The strategic plan aims and objectives for 2016 – 19 are as follows

- **AIM 1:** Establish a robust and committed partnership demonstrating clarity as to how the SAPB will hold partners to account and gain assurance of effectiveness of arrangements. This to include establishing a Quality Assurance framework and making effective links with other partnerships
 - **Objective 1** Ensure that the specific measures required of the Board by the Care Act are in place
 - **Objective 2** Partner organisations and board members are aware of their duties and responsibilities
 - **Objective 3** Implement an effective quality assurance framework
- **AIM 2:** Making Safeguarding Personal is embraced across organisations: the way in which people experience safeguarding support is personal and supports them in achieving the outcomes they want. People who may be in need of safeguarding support influence the development of safeguarding in Bracknell.
 - **Objective 1** Individuals are at the centre of the safeguarding process
 - **Objective 2** Ensure the board engages with people who may be in need of safeguarding services
 - **Objective 3** Support for the person centred approach
- **AIM 3** MCA and DoLS: The Board understands what the priority issues are that can support more confident and person-centred practice in safeguarding. The principles of the MCA are integrated into safeguarding support/practice so as to transform the experience of safeguarding support.
 - **Objective 1** The partnership promotes, and partner organisations demonstrate, a clear working understanding and competence in applying the core principles of the Mental Capacity Act. This promotes a Human Rights based approach and a

personalised approach to safeguarding support. It promotes a focus on wellbeing as well as safety.

- **Aim 4** Work alongside people to offer effective support in addressing risk in their lives: risk is effectively identified, assessed and managed and resilience is enhanced
 - **Objective 1** A partnership framework of principles is in place (and supported by L&D opportunities) that embraces the core safeguarding principles and supports service users in decision making. This to support all organisations/ staff/ professionals in effectively balancing choice, wellbeing and safety, alongside service users, with reference to the MCA. Integrate approach to self-neglect within this framework.
 - **Objective 2** Multiagency forums for managing risk support effective management of key areas of risk that are in the scope of safeguarding adults
 - **Objective 3** Seek assurance of partnership and public awareness of areas of risk including (those highlighted in Chapter 14 of the Care and Support Statutory guidance as requiring a focus within safeguarding support services): domestic abuse; human trafficking; radicalisation; FGM

- **Aim 5** Prevention:
 - **Objective 1** Assurance of effective transition
 - **Objective 2** Assurance of effective use of data and intelligence
 - **Objective 3** Assurance of quality and safeguarding in provider services

14.3 The draft strategic plan contains actions to achieve its aims and objectives and these action will be monitored throughout the year and progress reported in the 2016/17 annual report. Whilst developing the strategic plan the board has highlighted the importance of working in collaboration with neighbouring adult safeguarding boards, and with other partnership boards within Bracknell Forest, to share plans, actions and resources wherever possible. The 2016/17 annual report will provide evidence of how successful adult safeguarding is at linking with other parts of the system, for example children's safeguarding, domestic violence, community safety and how well agencies are co-operating and collaborating. The development work has also highlighted the need for the following sub groups of the board to ensure co-ordination and implementation of the strategic plans aims and objectives.

- Safeguarding Adult Review Sub Group
- Quality Assurance Sub Group
- Learning and Development Sub Group (East Berkshire)

14.4 In addition to the sub groups, a communications task and finish group and a task and finish group to focus on working with risk will be formed during 2016 in order to develop and implement actions to support the development of a new risk framework and support community engagement and communications amongst the community, practitioners, partners and the board in order increase community awareness of and engagement with adult abuse and neglect and how to respond.

Peer Review Progress

Area for Consideration	Action / Progress
1 How the Board works	
1.1 Overall	
The SAPB was seen, particularly by Bracknell Forest Council, as being under resourced in comparison to children’s safeguarding	Independent chair recruited Board Manager recruited Resources under constant review
Most people interviewed felt that some consideration should be given to balancing the resources provided by the statutory partners	Resourcing under review
There was a unanimous view that the current chairing was good, but meetings were dominated by the Council. This was compounded by the minutes which all appeared to have the Bracknell-Forest Council logo on them rather than the Board logo	Independent chair recruited Independent chair has met with all partners agencies represented on the board – feedback is being used to inform future agenda setting
A number of people saw that an independent or rotating chair was a way of ensuring that the Board not dominated by the Council “having someone completely independent would be better....independent chair would provide more challenge”. “My experience of an independent chair ...challenges, particularly the culture”. One person, however, questioned whether such arrangements would make a fundamental difference outcomes for people “ will it make a difference to the person...resident”	Independent chair recruited
Partners were concerned that they were required to sit on a number of Safeguarding Boards, and for statutory partners, provide resources. Statutory partners were concerned that they did not have the resources to do this, and would like to agree a way forward that	Geographical areas covered by partners requiring them to sit on a number of boards is being considered in developing the board’s strategic plan and corresponding structure (e.g number of sub groups).

reflects their agencies geographical spread.	
1.2 Membership and attendance	
The SAPB reflects those agencies working across Bracknell-Forest, but a number of people wanted to ensure that people attending should be decision makers within their own organisations	One of the priorities in the strategic plan is to ensure that the board continues to be Care Act Compliant and to ensure that all agencies represented at the board are aware of their responsibilities to both the board and their organisations
There are a number of notable exceptions to the membership GPs, Pharmacists and Dentists. This group are not represented either in their own right, through NHS England who currently commission these services or through an agreement between the CCGs and NHS England. Given Primary Care's crucial role in spotting and supporting people within the community, including in residential settings, it is suggested that this is addressed.	The CCG is represented on board
Bracknell Forest has good links with the voluntary sector and citizen groups. It is not clear how these groups input into safeguarding and it would be helpful to articulate this	The strategic plan includes work to develop the work of the voluntary sector in relation to adult safeguarding and to engage to a greater extent with people in the community to inform the development of safeguarding.
It would be helpful to establish clear links to the Royal Berkshire Fire Service who have in other areas become crucial to safeguarding in other areas	Royal Berkshire Fire and Rescue Service are members of the board, and will be providing regular reports to the board
Some commercial providers were not aware that they had a 'representative' on the SAPB. Where organisations represent a 'group' of others such as this, there needs to be clarity about how organisations carry out their 'representative role', feeding back issues to member organisations, raising sector wide issues etc.	The strategic plan contains a priority for the board to continue to be "Care Act compliant". The Board terms of reference clarify responsibilities of Board members. Actions within the strategic plan are aimed at supporting board members with consistent information for dissemination.

(again a memorandum of agreement could formalise expectations).	
1.3 Communications and campaigning	
The Board has a developing communication plan led by the Council. When the Board development is discussed this may be an area for more development, especially a campaigning plan about reducing adult abuse	This is to be taken forward through the strategic plan actions. A task and finish group will be formed to co-ordinate this.
1.4 Agenda setting and papers	
Many people felt that the agenda was dominated by ASC and would like to see the agenda reflect a more balanced approach. This would include regular updates from all partners about activity and actions	Independent chair has met with all partners agencies represented on the board – feedback is being used to inform future agenda setting. Partners are already participating in leading on agenda items.
There was a view that debate about more challenging issues should be encouraged more.	As a result of the feedback from partners, following meetings with the independent chair, the agenda will facilitate greater debate i.e. no information only items
Safeguarding performance data from individual partner organisations did not appear to be routinely shared e.g. SUIs	A quality assurance group is being formed to support the strategic plan priorities. This will involve ensuring safeguarding performance data is available and being used. Performance reporting is included in the board agenda
The Board's role in prevention was unclear to some and a discussion about the Board and partners roles could be clarified	Prevention is one of the priorities in the strategic plan actions associated with this will be developed over the three year period of the plan
Although the Board has four sub-groups, updates on activity are not routinely reported on and it did not appear that the groups undertake work determined by the Board. It may be helpful for the Board to consider how these groups report in and work on the Board's work plan.	The development of the new strategic plan has included a review of the sub groups to determine which sub groups should be in place to support delivery of the plan, and how they should operate. It is proposed that a quality assurance, learning and development and safeguarding adult review sub groups should support the board

1.5 Training, development and support	
One person was not clear about how the training for the voluntary sector could be accessed and it may be helpful to re-state how this can be accessed	The strategic plan includes work to develop the work of the voluntary sector in relation to adult safeguarding and also to ensure clear communications.
Some people would like to see safeguarding training to be accredited which would enable staff to have transferable qualifications.	A learning and development sub group covering east Berkshire is in place. Training development opportunities will be taken forward through this group
1.6 Governance	
It was unclear how partners are providing feedback on safeguarding issues to their 'home' organisations Boards. It might be helpful if an assurance system was put in place	A quality assurance sub group is to be formed which will support the board to gain assurance that partner agencies have safeguarding processes in place
The Chief Executive of the Council will from April have key responsibility for safeguarding. Again it would be helpful for there to be some consideration given to how this would work.	The independent chair reports directly to the chief executive. The annual report will be provided to the chief executive under the requirements of the Care Act
2 Decision Making Process	
2.1 Use of evidence	
To put in place an audit process that provides data and evidence before decisions are made and to ensure that that the SAPB can point to decisions that had improved practice.	A quality assurance sub group is being developed which will support the board to ensure that decisions are evidenced based and that they do improve practice
Performance information is key to improving services and provides a way for to improve understanding of partners issues. Section 11 provides this framework for Children's Safeguarding Boards and the Board might want to consider how it can replicate a similar process within adult services. This would also enable an independent view of activity to be made.	A quality assurance framework will be developed by the quality assurance sub group. Opportunities to replicate the section 11 audit for children's safeguarding boards are already under discussion.
2.2 Accountabilities	
There are clear links within the Council for	The board's strategic plan is being developed

decision making, but these arrangements need to be reconsidered in light of the Care Act and the CEOs new responsibilities	with consideration of other partnership plans, and particularly the Council's Plan.
The Lead Cllr would want to consider lines of accountability for any independent Chair, if appointed. Particularly how they would be held to account and would like there to be some consideration given to this being the Health and Wellbeing Board	The independent chair has been recruited and is accountable to the chief executive. The development of the strategic plan has confirmed the importance of linking the boards planning to the work of other partnerships including the health and well being board. The board's annual report will be sent to the chair of the health and well being board as required by the Care Act.
There is an aspiration that the Board should report into the HWBB as this could ensure that by working together it will "remove many of the impediments to working together	The development of the strategic plan has confirmed the importance of linking the boards planning to the work of other partnerships including the health and well being board
Partners have in place some procedures to 'go back' to their home organisations when decisions relation to policy or procedures were required. this links to both whether Board members are empowered to make decisions for their organisations and how these are fed back to their home agencies	Board terms of reference are in place. As part of this it is recognised that members of the board need to recognise their responsibilities to the board and to their organisations, and that representation is at sufficiently senior level.
Ensuring that all partners corporate governance structures have clear links to the Board	Terms of reference in place. As part of this it is recognised that members of the board need to recognise their responsibilities to the board and to their organisations, and that representation is at sufficiently senior level
3 Ownership and leadership	
3.1 Chairing and membership of the SAPB	
Clear view that it is time to appoint an Independent Chair, in partnership with another Council or solely for Bracknell-Forest. This was not seen as a reflection of the current chairing but an acknowledgement that partners are likely	An independent chair has been recruited. Funding arrangements are under constant review

<p>to feel that there is more responsibility on them to contribute if the SAPB is not led and chaired by ASC, however there was a strong view that “partners need to buy into and therefore fund any new arrangement”</p>	
<p>The introduction of an independent chair, if agreed could provide a catalyst to reviewing the Board membership and support arrangements</p>	<p>An independent chair has been recruited and has met with all board members to gain support and feedback on areas for improvement. The independent chair is overseeing the implementation of a new three year strategic plan</p>
<p>When reviewing membership and Board arrangements the following points might want to be considered</p> <ul style="list-style-type: none"> • how the voice of users and voluntary sector might be strengthened • How can the SAPB “add value (and) what would make a difference?” • ensuring that all participants have adequate authority to take decisions • ensure that there are up to date role descriptions for board members • agreement about who needs to attend from the different statutory partners • who needs to be a voting member and who is ‘in attendance’ • the Board is seen to be dominated by ASC staff and it is suggested that this could be reduce • ensure all partners are clear about how they are expected to link ‘back’ • ensure that the Board is a shared responsibility and each member is a champion for safeguarding • how to ensure that service users/carers 	<p>All considerations for improvement in terms of reviewing board membership is being taken into account, particularly through the strategic planning process where the priorities are being determined and the resources that will be required to achieve the boards desired outcomes</p>

<p>are represented, and how this links with the various other service users/carers groups</p> <ul style="list-style-type: none"> any changes to the Board needs to ensure that the authority of social care and its statutory requirements placed on it as part of the Care Act is not lost 	
3.2 Resources	
Statutory partners should be asked to make a contribution to the whole running of the Board.	Funding and resourcing is constantly reviewed with meetings of statutory partners taking place
Resourcing was not just seen as funding a Independent Chair and associated costs but also: <ul style="list-style-type: none"> joint training costs ensuring that board members took more of a leadership role and for example lead campaigns I 	Resourcing is being addressed through the strategic planning process
3.3 Communications	
Communications was seen as a key component of ensuring that safeguarding is everyone's responsibility'.	Communications has been highlighted within the boards strategic plan and a task and finish group is being developed to support the boards work
Partner communications arrangements could be used to ensure that all partners and stakeholders are aware of and contribute to safeguarding	Communications has been highlighted within the boards strategic plan and a task and finish group is being developed to support the boards work
4 Partnership working	
There is a need to recognise the limited resources of some key partners who are also supporting ASPBs across Berkshire and beyond – more use could be made of subgroups such as the Serious Case Review subgroup that could be run on a whole Berkshire or East Berkshire basis	The issue of geographical areas covered by partners requiring them to sit on a number of boards has been recognised in developing structures including sub groups. A learning and development sub groups covers the whole of East Berkshire. The independent chair and head of safeguarding meet with their counterparts for the two other East Berkshire safeguarding adult partnership boards.

BRACKNELL FOREST SAFEGUARDING ADULTS PARTNERSHIP BOARD ATTENDANCE
2015 - 2016

Organisation	2012/13 attendance	2013/14 attendance	2014/2015 attendance	2015/16 attendance
LSCB	50%	40%	80%	25%
South Central Ambulance Service	0%	0%	0%	0%
Bracknell Forest Council – Learning and Development	50%	80%	20%	75%
BFC - Housing Strategy & Needs	33%	100%	100%	50%
W. London Mental Health Trust (Broadmoor Hospital)	67%	40%	40%	75%
National Probation Trust (formally Thames Valley Probation Trust)	33%	40%	60%	75%
Berkshire Care Association	67%	60%	80%	75%
Berkshire Healthcare NHS Foundation Trust	83%	60%	80%	100%
Director of Adult Social Care, Health and Housing - BFC	67%	100%	80%	75%
Bracknell Forest Council - Community Safety Team	83%	100%	80%	100%
Thames Valley Police	67%	80%	40%	100%
Bracknell Forest Council – Legal Services	33%	60%	40%	25%
Bracknell Forest Council – Adult Social Care	100%	100%	100%	100%
Frimley Park Hospital	33%	80%	60%	50%
Bracknell and Ascot CCG	100%	80%	100%	100%
Royal Berkshire Fire & Rescue Service	-	-	-	50%

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QUARTERLY SERVICE REPORT

ADULT SOCIAL CARE, HEALTH & HOUSING

Q2 2016 - 17
July - September 2016

Executive Member:
Councillor Dale Birch

Director:
Gill Vickers






Date completed: 7/11/2016

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Key

Actions

	Action is on schedule		Action has been completed
	Action may fall behind schedule		Action is no longer applicable
	Action is behind schedule	-	Not yet updated

Performance indicators

	On, above or within 5% of target
	Between 5% and 10% of target
	More than 10% from target

Section 1: Where we are now

Director's overview

There was significant activity within the Department in quarter 2.

In outlining her 'Vision for the Future', the Director noted that the landscape for the delivery of Adult Social Care, Health & Housing services has changed dramatically over the past few years. Factors impacting on services include legislative changes, the World, UK and local economic situation resulting in significant financial challenges for Bracknell Forest Council, fragility in provider markets, an increase in demographic pressures and changing public expectations.

In order to meet the challenges of a whole system transformation, a much more radical approach is needed to achieve the scale of Adult Social Care savings required whilst sustaining Health and Care services. Integration with Health represents only part of the solution. Future sustainability of the system of care is dependent on people and their carers, families, networks, being properly equipped and supported to arrange and manage more of their care with less reliance on direct support from the Council.

Care services will need even greater focus and investment on prevention, enabling independence and reducing dependency. As part of Sustainable Transformation Planning (STP) with the NHS, there needs to be agreement with Health on the redistribution of whole systems savings/investment that recognizes the true value of social care in prevention and reducing the demand for acute hospital services.

Anticipated achievements will be:

Improved wellbeing, good health and independence through:

- Better co-ordination of care and a better experience for customers/patients
- People being healthier and more able to live independently in their own homes for longer and be involved in their local communities
- Improved advice, information and support provided for residents including carers and self-funders
- Staff being trusted and supported to use their judgment and to make decisions that are consistent and fair
- More efficient ways of working for staff and better use of technology
- More personalised support and choice for customers and patients
- Reduction in number and duration of care home placements and number and intensity of care packages
- Reduction in hospital attendances, admissions and lengths of stay

This will be delivered in the following ways:

Operational changes:

- Introduction of a more robust Resource Allocation System (RAS)
- Changing the internal culture to take an asset based approach to assessment, with more creative support planning
- Integration with primary care and community health

Developing the local market:

- Introduction of a domiciliary care framework
- Joint commissioning of care beds with East Berkshire CCGs and Local Authorities
- Alliance Commissioning
- Mapping and developing community groups and the 3rd sector

In Public Health, the service's individual professional assessment with a range of programmes is aimed at reducing the risk of falls, including the popular 'Well-Balanced' courses which help residents build core strength and postural stability in a fun and relaxed environment. The overall objective is to make falls prevention something which doesn't have to wait until we are very frail or have already suffered a fall.

At the time of writing, a total of 845 young people in Bracknell Forest had registered to use Kooth services, which include online information and advice, moderated chat rooms and on-line sessions with professional counsellors. The services have been consistently highly rated by young people using them (4.1 out of 5 on average) and 100% have said they would recommend the service to their friends. The rise in use of Kooth in Bracknell Forest was accompanied by a reduction in referrals to secondary CAMHS, suggesting that the gap in early, easily accessible mental health support for young people is starting to be addressed.

In Housing, a new lease of 306 Yorktown Road was entered into to provide 10 emergency housing units for homeless households in the borough. This will enable homeless households to receive emergency housing provision in the Borough. That will be better for those households than B&B outside Bracknell Forest and also cheaper for the Council than procuring B&B.

Highlights and remedial action

Good performance

Delivery against the actions in the Service Plan is looking strong. Of the 45 actions, 17 (or 38%) have been completed (Blue), 26 (or 58%) are on target (Green), and 2 (or 4%) are potentially delayed (Amber).

Of the 17 actions completed, 10 (or 59%) were delivered ahead of schedule.

In Public Health, work led by the Public Health team on both Falls Prevention and Children's Mental Health gained national recognition in Quarter 2. The Falls Free 4 Life Service, which offers advice and support to older residents on reducing their risk of falls, has been nominated for a Royal Society of Public Health Award. In relation to Children's Mental Health, the Kooth.com service has been nominated for a Positive Practice in Mental Health Award, a national award scheme normally reserved for NHS organisations.

The Public Health team won the national September Shakeup Challenge, a staff physical activity programme linked to the Workplace Physical Activity Challenge which was won last year. The prize of £100 of Decathlon vouchers will be donated to the Red Diamond Sports Club for the Disabled. An award was won in recognition of Self Care Week 2015, part of the successful Year of Self Care which aims to build a community where people are empowered to have control over their health throughout the year.

In Housing, Forestcare achieved registration with the Care Quality Commission to provide emergency personal care. The emergency personal care responder service will go live from the beginning of November. Before that date Forestcare will celebrate its 25th Birthday at the Shopmobility offices in Princess Square on the 7th October.

Areas for improvement

Actions

2 actions are potentially delayed in quarter 2.

1.7.01 (Implement savings as identified for 2016-17) is potentially delayed (Amber). Although progress has been made, and is continuing, on reducing the cost of care packages, these are challenging savings to make without the benefit of a robust framework in which to do so (the new FACE RAS will provide this). Also, the savings that have been achieved have been more than offset by the increase in prices in residential and nursing placements. As a result it is unlikely the required savings will be made by year end. However, one-off funding from the Better Care Fund has been negotiated with our Health partners to manage the social care pressures in-year. This will allow the department time to implement the transformation programme over the next 18 months which will deliver the savings targets.

4.6.02 (Review the effectiveness of the Breaking Free online element of the DAAT service by monitoring the number of people accessing the service in this way and the outcomes achieved) is potentially delayed (Amber). Breaking Free Online has launched a new module to the service offered so data is not yet available.

Indicators

3 indicators are not achieving their performance target.

Indicator NI181 (Time taken in number of actual days to process Housing Benefit or Council Tax Benefit new claims and change events) is narrowly missing target (Amber). Staff resources have been ring-fenced for a dedicated period of time to address the fact that this indicator is slightly below target at this point in the year.

Indicator L30 (Number of lifelines installed) is not achieving target (Red). A Forestcare adviser post has been recruited with the member of staff starting in post on the 31st October. This post will be dedicated to demonstrating Forest care products and undertaking installations and performance against target should improve during the rest of the year.

Indicator L179 (The percentage of homeless or potentially homeless customers who the council helped to keep their home or find another one) is not achieving target (Red). There has been a 27% increase in the amount of homeless prevention and advice work undertaken over the first two quarters of 2016/17 compared to the same time last year. Inevitably this has impacted on the level of successful prevention activity which has reduced by 5%. However, in November 'BFC My advice' will be launched which is a self service internet based housing advice/ options module which will allow customers to establish the housing options that are available to them. The module provides customers with a PDF summary of the options which can be printed and this will allow welfare and housing caseworkers to concentrate support on the most viable options for customers and in so doing generate additional staff capacity to address the increased demand without having to increase staff resources.

Audits and Risks

There were no significant audit findings in the audits carried out in the quarter.

Every quarter the department reviews its risks in the light of events. In the report it was noted that the risk of provider failure had increased, and that in fact a number of care homes had ceased to operate, which means the market is now very much supplier led. Adult Social Care, Health and Housing have been progressing plans to address supply in the market and reduce fees for people with complex needs. However this is not a quick process and the short-term outlook is still difficult. It was also noted that in last quarter's report that there was a risk of the Department's Resource Allocation System not being robust enough to enable the savings that are required to be made being made in a sustainable way and that alternative models were being explored. The Department has now commissioned the FACE RAS, which is a nationally recognised RAS model, and this will be introduced over the coming quarter. This will effectively address, not just mitigate, this risk, and is a key plank in the Director's transformation vision.

Budget position

Revenue Budget

The forecast is an overspend of £0.854 million as at Month 5. The most significant challenge to the department remains the saving required from the cost of adult social care packages in order to balance the budget. Although progress has been made in reducing the cost of some care packages, this has been more than offset by the increase in prices for residential and nursing placements. This is caused by the limited capacity in the market along with increasing demand for those places. This financial year potential one-off funding from the Better Care Fund of £0.75 million has been identified which should reduce the overspend if approved. However, this funding will not be available in future years and therefore implementation of the Adult Social Care, Health & Housing Transformation programme will need to be delivered in order to reduce the cost of care packages or a significant budget pressure will materialise in 2017/18.

Capital Budget

As at Month 5 the capital forecast is to budget, except for the £0.4 million for Dennis Pilcher House which will no longer proceed so the budget will be returned to Corporate. As this scheme is no longer proceeding, this has also freed up the Community Capacity Capital Grant which had been earmarked for the scheme. A key task for the department is to explore how this grant can now be used for the Older People Accommodation Strategy, possibly to help ease market pressures on unit prices referred to above under the revenue budget and plans to do this are in the formative stage.

Section 2: Strategic Themes













Value for money








Action	Due Date	Status	Comments
1.2 The cost, quality and delivery mechanism of all services will be reviewed by 2019			
1.2.03 Review the contract arrangements for Clement House support service	31/05/2016		The waiver extension to the contract has been agreed for a further 6 months
1.2.04 Review and retender the housing related support contract for single homeless people	31/03/2017		A project Plan for the retendering of the housing related support contract for single homeless people is in place. A Procurement Plan will be in place with the required authorisations by 1 March 2017
1.3 We charge appropriately for services and seek opportunities to generate additional income			
1.3.02 Revise local council tax reduction scheme to be based on income bands	30/11/2016		September Executive agreed to open consultation with residents on the introduction of a new Local Council Tax Discount Scheme for working age households. The public consultation launched 28th September
1.7 Spending is within budget			
1.7.01 Implement savings as identified for 2016-17	31/03/2017		Although progress has been made, and is continuing, on reducing the cost of care packages, the savings have been more than offset by the increase in prices in residential and nursing placements. As a result it is unlikely the required savings will be made by year end. However, one-off funding has been identified that should cover the resulting overspend, most notably from the Better Care Fund. This will allow the department further time to identify the savings
1.7.06 Agree financial plans with the CCG to submit to the Department of Health in respect of the Better Care Fund	31/04/2016		The 2016/17 Better Care Fund Plan has been agreed with the CCG and submitted and accepted by the Department of Health















People live active & healthy lifestyles

Action	Due Date	Status	Comments
4.3 Comprehensive Public Health programmes aimed at adults and young people, including smoking cessation, weight management and sexual health in place			
4.3.01 Enhance the emotional health and wellbeing of children and young people through the commissioning of online counselling, structured sessions in schools and interactive social media projects	31/03/2017		One year contract for online counselling by XenZone in place for 1st October. CCG contract also in place to provide match-funding. Successful bid to CCG to develop and provide a Building Resilience project in schools based on creative arts, and to continue anti-stigma social media campaign work
4.3.02 Develop a web-based self-care guide for adults and older people focusing on smoking, Falls Prevention Programme, a Strength & Balance Programme and Befriending Services	31/03/2017		The action has been completed ahead of schedule
4.3.03 Improve health outcomes for children and young people through the commissioning of school nursing, health visiting and targeted programmes on health related behaviour	31/03/2017		Contract for new health visiting service starts Jan, clinical handover of Family Partnership mums to health visiting service by Oct, Individual action plans for mums and joint visits to understand need carried out. Childrens services will enhance early years provision
4.4 Personal choices available to allow people to live at home are increased			
4.4.01 Review current provision and undertake tenders for the Advocacy service	31/10/2016		Action completed ahead of schedule. Contract aware and handover to new provider has been completed. New provider started their provision of the Advocacy service on 01/09/16
4.4.02 Review current provision and undertake tenders for the Support with Confidence service	31/10/2016		Action completed ahead of schedule. The existing provider was awarded the contract and performance will be monitored on an ongoing basis
4.4.03 Review current provision and undertake tenders for Intermediate Care Clinical service	31/12/2016		Draft specification has been provided. Operation teams across health and social care are currently developing a model of care. The draft models are due to be presented to the Better Care Fund in October 2016
4.4.04 Review current provision and undertake tenders for the Local Healthwatch	31/04/2017		The current contract ends 31st March 2017. Negotiations are currently underway with RBWM to see if the service can be delivered across both boroughs which would provide a potential saving for both councils
4.4.05 Register Forestcare with the Care Quality Commission to provide emergency personal care	30/06/2016		The service is now registered with the Care Quality Commission (CQC)
4.4.06 Promote the use of mobile lifeline technology through Forestcare	31/03/2017		Forestcare continue to attend key events
4.4.07 Work with partners to implement Carers Commissioning Strategy, in line with the	31/03/2017		The joint commissioning strategy continues to be worked on by the Carers Strategy Group and all actions are on target

Action	Due Date	Status	Comments
requirements of the Care Act			
4.4.08 Implement new ways of working that promote independence and wellbeing by transferring and integrating the short term and long term care teams to provide a co-ordinated response to individuals	31/03/2017		Action completed ahead of schedule. The Community Team for Older People and Long Term Conditions is now one integrated team
4.4.12 Forestcare responder service to be extended to provide emergency personal care	30/06/2016		The service is registered with the Care Quality Commission. The emergency personal care service will start on the 1st November 2016
4.5 Preventative activities such as falls prevention are increased			
4.5.01 Develop Falls Risk assessment service to be provided by Forestcare	31/07/2016		The service is able to offer falls risk assessments
4.5.02 Develop a department wide approach to prevention including primary care engagement, reablement and intermediate care	30/06/2016		The community Intermediate Care Services are currently under review with an aim to providing 7 day services. This will feed into the work being undertaken within the STP to deliver Integrated care services
4.6 Integration of council and health services care pathways for long term conditions is increased			
4.6.01 Review the model of providing DAAT services and implement any improvement identified	31/03/2017		The Tender process has been undertaken
4.6.02 Review the effectiveness of the Breaking Free online element of the DAAT service by monitoring the number of people accessing the service in this way and the outcomes achieved	31/03/2017		Breaking Free Online has launched a new module to the service offered so data is not yet available
4.6.03 Deliver a self-care programme raising awareness of self-care and self-management of long-term conditions and managing the use of A&E services	31/03/2017		In Q2, campaigns & projects included Re-hydrate Campaign, Bowel Cancer Screening Campaign, Atrial Fibrillation Campaign, Green Gym support and contract monitoring, Self-Care Week 2017, Digital Awareness Campaigns, Back to Fitness and Yoga Mindfulness Classes (Autism). In August, a Self Care Week success case study was requested by NHS England for publication
4.6.04 Develop and publish an Older People's Strategy	31/03/2017		The strategy is being drafted and feedback from older people will be used to inform the objectives
4.6.05 Host a peer review of the operational effectiveness of the Health and Wellbeing Board	31/03/2017		Health and Wellbeing Peer Review completed ahead of schedule
4.6.06 Contribute to the development of the outcomes set by the three Urgent Care Boards and support the delivery of services which promote independence, reduce delayed transfers of care and develop hospital avoidance schemes	31/03/2017		A further title change these groups now form the A&E Delivery Boards, the five workstreams remain as: Improving Discharge for Acute and Community Hospital Information sharing and technology using data and intelligence Surge and escalation planning Operational Resilience and Capacity Plan and schemes, The council has representation on all groups and are able to promote the local need

Action	Due Date	Status	Comments
4.6.07 Work with the Acute Trust and review the out of hours intermediate care services so that delays for people in hospital awaiting social care are minimised	31/03/2017		Work continues to minimise the delays of people in hospital awaiting discharge across the system with each of the hospitals we work with. The out of hours intermediate care service review is being addressed through the Intermediate Care remodelling to ensure that the future service model is seamless
4.6.08 Further develop the integrated care teams with the Clinical Commissioning Group and Bracknell Healthcare Foundation Trust to support people with complex care needs	31/03/2017		A review of the cluster work has been undertaken and evidences an improvement in supporting people with long term conditions. CCG's have agreed to continue to commission this area of work
4.6.09 Review the implemented winter pressures plans	31/03/2017		Work underway with each of the acute hospital sites to implement plans for the winter
4.7 Accessibility and availability of mental health services for young people and adults is improved			
4.7.01 Develop a strategy for providing information and advice on how carers and people in the community who may need support, can maximise their independence	31/03/2017		Signal have now been in place since April 2016 to deliver services in Bracknell, and have begun to establish links in Bracknell. The intake function with the Community Team for Older People and Long Term Conditions continues to provide entry and access for information and advice. The intake team also undertakes Carers Assessment in line with the departments Care Act 2014 duties
4.7.03 Expand and enhance the Early Intervention in Psychosis service for Mental Health, making access and assessment quicker	31/03/2017		Action completed ahead of schedule. The Early Intervention in Psychosis Team is now fully staffed and operational. The EIP Team in Berkshire have been able to evidence a high number of people accessing employment or education as part of their recovery. Targets are being met in terms of access to treatment within two weeks and access to Cognitive Behavioural Therapy and Family Interventions
4.7.04 Deliver a new service model in the Community Team for Mental Health for Older Adults to ensure a smoother journey through care, support and treatment based upon everyone having a single identified Support Co-ordinator	31/03/2017		Action completed ahead of schedule. The new service model has been implemented and people who use our service have an identified support coordinator
4.7.05 Undertake a review of the Mental Health Service and implement the findings	31/12/2016		The review is on-going and has identified some single points of failure in the current structure, so staffing structure now being reviewed

Ind Ref	Short Description	Previous Figure Q1 2016/17	Current figure Q2 2016/17	Current Target	Current Status
OF1c.1a	Percentage of people using social care who receive self directed support (Quarterly)	100.0%	100.0%	98.0%	
OF1c.1b	Percentage of carers who receive self directed support (Quarterly)	100.0%	100.0%	98.0%	
OF1c.2a	Percentage of people using social care who receive direct payments (Quarterly)	21.9%	21.9%	-	
OF1c.2b	Percentage of carers who receive direct payments (Quarterly)	100.0%	100.0%	-	
L030	Number of lifelines installed (Quarterly)	199	164	200	
L031	Percentage of lifeline calls handled in 60 seconds (Quarterly)	96.00%	95.08%	97.50%	
L217	Percentage of people who engaged with the Stop Smoking Service in the quarter who quit smoking for at least 4 weeks (Quarterly)	64.8%	N/A as the data is reported 1 quarter in arrears	60.0%	
L218	Number of people in the quarter who started the specialist weight management treatment programme (Quarterly)	245	204	100	
L277	Number of people who received Falls Risks Assessments in the quarter (Quarterly)	77	83	40	
L278	Percentage of adult social care records in the Adult Social Care IT System that contain the person's NHS number (Quarterly)	78.0%	97.4%	90.0%	
L279	Number of young people who actively engaged with KOOTH in the quarter (Quarterly)	236	N/A as the data is reported 1 quarter in arrears	115	
L280	Percentage of young people who engaged with KOOTH who received a response from KOOTH within 24 hours (Quarterly)	100%	N/A as the data is reported 1 quarter in arrears	95.0%	

Note: Where data is not available (for example where it is being reported one quarter in arrears), the status will refer to the previous quarter's data, where available



A clean, green, growing and sustainable place

Action	Due Date	Status	Comments
5.2 The right levels and types of housing are both approved and delivered			
5.2.01 Procure 31 units of accommodation to provide homes for care leavers, homeless households and people with learning disabilities	31/03/2017		17 properties have been purchased, and a further 3 properties are in the pipeline
5.2.04 Establish Downshire Homes as a viable company providing homes for rent for homeless families	31/03/2017		16 homeless households are living in properties purchased by Downshire Homes

Ind Ref	Short Description	Previous Figure Q1 2016/17	Current figure Q2 2016/17	Current Target	Current Status
NI155	Number of affordable homes delivered (gross) (Quarterly)	8	1	0	
NI181	Time taken in number of actual days to process Housing Benefit or Council Tax Benefit new claims and change events (Quarterly)	9	9.8	9	
L178	Number of household nights in non self contained accommodation (Quarterly)	1,019	800	793	
L179	The percentage of homeless or potentially homeless customers who the council helped to keep their home or find another one (Quarterly)	79.0%	70.0%	88.0%	











Note: Where data is not available (for example where it is being reported one quarter in arrears), the current status will refer to the previous quarter's data, where available



Strong, safe, supportive and self-reliant communities

Action	Due Date	Status	Comments
6.4 Safeguarding structures to safeguard children and vulnerable adults are well-established			
6.4.02 Lead the Bracknell Forest Safeguarding Adults Partnership Board's development plan taking into account the board's statutory footing	31/03/2017		Monitoring of the new strategic plan has commenced at Board meetings. Membership of the new sub groups and task and finish groups have been confirmed. Work is now progressing to establish the quality assurance framework, the risk framework and the communication strategy. Discussions with representatives of other Safeguarding Adult Partnership Boards in Berkshire are continuing to share resources and to ensure consistency in development plans and structures

Section 3: Operational Priorities

Sub-Action	Due Date	Status	Comments
7.1 Adult Social Care, Health & Housing			
7.1.01 Embed the new structure of the Older People & Long Term Conditions service, following the Workforce Development project	31/03/2019		Action has been completed ahead of schedule
7.1.02 Develop the Adult Safeguarding Programme following the appointment of an independent chair and business support for the board to enhance capacity all round	01/04/2019		Maintain a programme of training linked to the national competency framework for safeguarding adults which will include: • Induction • Level 1 • level 2 & 3 (with separate courses for practitioners and external partners)
7.1.03 Enhance the Intermediate Care at home service in order to facilitate less reliance in future on bed based services and allow more people to go directly home	02/04/2019		Project on track to present a model of intermediate care to the Better Care Fund in October 2016
7.1.04 Implement Homeless Strategy Action Plan	31/03/2017		There are a number of actions in the Homeless Strategy Action Plan to be completed during 2016/17. The actions for the second quarter have been completed.
7.1.05 Enter into new partnership agreement with Department of Work & Pensions to support households moving onto Universal Credit	30/04/2016		Partnership agreement signed for 2016/17
7.1.06 Commission and maintain a triage of high value health improvement services	03/04/2019		Year of Self Care (YOSC) and all subsequent health improvement services are functional and delivering at or above expectations
7.1.07 Commission a range of effective health improvement services aimed at improving outcomes such as smoking, obesity and physical activity	03/04/2019		All commissioned health improvement services are currently active and performing at or above target. This includes but is not limited to; smoking cessation (smoking), Weight Management (Obesity) & Back to Fitness (Physical activity)
7.1.08 Recover overpayment of housing benefit for those people no longer in receipt of benefit, to be achieved via attachment of earnings	31/05/2017		Action completed ahead of schedule. Policy implemented to recover overpaid housing benefit via attachment of earnings
7.1.09 Develop the Electronic Time Monitoring System (ETMS) by introducing new modules that will allow family members to track home care visits in real time, and provide key quality information on providers' performance	31/03/2017		Action completed ahead of schedule. The Family Portal is now live
7.1.10 Use monthly budget monitoring reports to identify and address any emerging overspends promptly	31/03/2019		Budget monitoring is on track

Section 4: People

Staffing levels as at 30 September 2016

	Establishment Posts	Staffing Full Time	Staffing Part Time	Total Posts FTE	Vacant Posts	Vacancy Rate
DMT / PAs	12	10	2	11	0	0
Adult Social Care	222	134	88	186.23	38	14.62
Commissioning & Resources	49	39	10	43.78	4	7.55
Housing	66	48	18	57.86	7	9.59
Public Health Shared	11	8	3	9.42	1	8.33
Public Health Local	5	5	0	5	1	16.67
Department Totals	365	244	121	313.29	51	12.26

Staff Turnover

For the quarter ending	30 September 2016	2.71%
For the last four quarters	1 October 2015 – 30 September 2016	10.86%

Comparator data	
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:

HR continues to work with managers to ensure that change polices including redeployment are used as effectively as possible in light of pending changes.

Staff Sickness

Section	Total staff	Number of days sickness	Quarter 2 average per employee	2016/17 annual average per employee
DMT / PAs	12	1	0.08	0.83
Adult Social Care	222	628	2.83	10.61
Commissioning & Resources	49	36	0.73	4.94
Housing	66	187.5	2.84	10.08
Public Health Shared	11	8	0.73	3.82
Public Health Local	5	1.5	0.30	2.60
Department Totals (Q2)	365	862	2.36	
Totals (16/17)	365	3,782		9.12

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

Comments:

Adult Social Care:

There were six cases of Long Term Sickness during Q2. Out of these cases, three have now returned to work, two cases are still to return, and one has been signed off by the Occupational Health Doctor for Tier 1 Ill Health Retirement. All cases have been reviewed by Occupational Health.

Housing:

There were two cases of Long Term Sickness during Q2, both have now returned to work and currently being monitored by Occupational Health.

Section 5: Complaints

Compliments Received

36 compliments were received by the Department during the quarter, which were distributed as follows:

Adult Social Care Compliments

26 compliments were received in Adult Social Care. 1 was for the Community Team for Older People and People with Long Term Conditions, 6 were for the Community Team for Autism Spectrum Disorder, 13 were for the Community Team for People with Learning Disabilities, 2 were for both the Autism and Learning Disability teams, 2 were for Waymead, 1 was for Breakthrough and 1 was for the Emergency Duty Service.

Housing Compliments

10 compliments were received by Housing. 3 were received for Forestcare and 7 for Housing.

Complaints Received

There were a total of 11 complaints received in the Department during the quarter, 2 in Housing and 9 in Adult Social Care. No complaints were received by Public Health.

Adult Social Care Statutory Complaints

9 complaints were received this quarter in Adult Social Care and all were dealt with using the statutory procedures. No complaints were dealt with using corporate procedures.

Stage	New complaints activity in Q2	Complaints activity year to date	Outcome of total complaints activity year to date
Statutory Procedure	9	14	7 complaints were not upheld 4 complaints were partially upheld 1 complaint was upheld 2 complaints were ongoing within timescales
Local Government Ombudsman	0	0	-

Nature of complaints, actions taken and lessons learnt:

Of the 9 complaints received in quarter 2, 1 was about the Learning Disability service, 5 were about the Older People and Long Term Conditions Team service and 3 were about Mental Health service. 6 complaints were about the standard of service, 2 were about communications and 1 was about a decision made.

There was a learning point in that a Care Manager accepted that they should have obtained more information about care and treatment prior to visiting. The Head of Service will review the Care Manager's training and identify any further training required to develop her knowledge and skills.

There are regular meetings within Adult Social Care so that learning from complaints is disseminated and acted on. The data is collated and as the year progresses and is reported annually within the Complaints Report for Adult Social Care.

Corporate Complaints

2 complaints were received in Housing this quarter for the Welfare and Housing Service.

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 Q2	Complaints activity year to date	Outcome of total complaints activity year to date
Stage 2	2	4	1 complaint was upheld 3 complaints were partially upheld
Stage 3	0	0	-
Local Government Ombudsman	0	0	-

Nature of complaints, actions taken and lessons learnt:

Both complaints received in quarter 2 related to the welfare service and speed of response to customers. Both complaints stem from the Fraud and error work that the service has agreed to undertake in relation to a Department of works and pensions sponsored programme. The work has been undertaken by one specific officer who writes to customers seeking information and despite requesting responses to the relevant caseworker claims have been suspended causing customers of their representatives the need to contact the service. This has been resolved by requiring all responses to go back to the worker who initiates the review.

Annex A: Financial information

ADULT SOCIAL CARE HEALTH & HOUSING BUDGET MONITORING - AUGUST 2016							
	Original Cash Budget	Virements & Budget C/fwds	Current approved cash budget	Spend to date %age	Department's Projected Outturn	Variance Over / (Under) Spend	Movement this quarter
	£000	£000	£000	%	£000	£000	£000
Director	(338)	974	636	28%	657	21	21
	(338)	974	636		657	21	21
Adult Social Care							
Community Mental Health Team	1,974	(35)	1,939	36%	2,127	188	(52)
Community Mental Health Team for Older Adults	3,695	(259)	3,436	75%	5,094	1,658	758
Internal Services: Glenfield	201	21	222	17%	279	57	57
Community Team for People with Learning Disabilities	13,431	(622)	12,809	29%	11,753	(1,056)	(269)
Internal Services: Waymead	761	(6)	755	36%	602	(153)	(153)
Older People and Long Term Conditions	6,419	(306)	6,113	61%	6,998	885	410
Assistive Equipment and Technology	343	0	343	43%	421	78	78
Internal Services: Heathlands	636	(464)	172	64%	134	(38)	(38)
Community, Response & Reablement	1,778	(790)	988	74%	972	(16)	107
Emergency Duty Service	58	6	64	43%	64	0	0
Safeguarding	254	9	263	59%	322	59	3
	29,550	(2,446)	27,104		28,766	1,662	901
Housing							
Housing Options	170	(2)	168	117%	165	(3)	23
Housing Strategy	224	4	228	-16%	171	(57)	0
Housing Management Services	(40)	0	(40)	78%	(55)	(15)	0
Supporting People	952	(69)	883	35%	753	(130)	0
Housing Benefits Administration	612	(12)	600	26%	717	117	117
Housing Benefits Payments	108	(102)	6	37%	(272)	(278)	(278)
Other Housing	18	0	18	6%	18	0	0
Forestcare	31	68	99	56%	38	(61)	(61)
	2,075	(113)	1,962		1,535	(427)	(199)
Commissioning & Resources							
Drug & Alcohol Action Team	3	2	5	37%	5	0	0
Joint Commissioning	562	425	987	35%	674	(313)	(313)
Information Technology Team	279	5	284	47%	275	(9)	(9)
Property	73	(7)	66	22%	66	0	0
Performance & Complaints	183	(5)	178	38%	141	(37)	0
Finance & Appointeeships	562	(8)	554	39%	511	(43)	(9)
Human Resources Team	192	(1)	191	43%	191	0	0
	1,854	411	2,265		1,863	-402	(331)
Public Health							
Bracknell Forest Local Team	(18)	2	(16)	27%	(16)	0	0
	(18)	2	(16)		(16)	0	0
TOTAL ASCHH	33,123	(1,172)	31,951		32,805	854	392
Memorandum item:							
Devolved Staffing Budget			14,037	46%	14,037	0	0
Non Cash Budgets							
Capital Charges	368	0	368		368	0	0
IAS19 Adjustments	1,194	0	1,194		1,194	0	0
Recharges	2,865	0	2,865		2,865	0	0
	4,427	0	4,427		4,427	0	0

Capital Budget

Cost Centre Description	Budget £'000	Expenditure to Date £'000	Estimated Outturn £'000	Carry forward to 2016/17 £'000	(Under) / Over Spend £'000	Current Status
HOUSING						
Enabling more affordable housing	2,340.5	1,730.2	2,340.5	0.0	0.0	Purchased six properties in 16/17.
Help to buy a home (cash incentive scheme)	240.0	2.0	240.0	0.0	0.0	Four cases to complete at £60k each
BFC My Home Buy	347.5	15.6	347.5	0.0	0.0	Two properties has been completed.
Waymead flats	580.0	12.8	580.0	0.0	0.0	
Downshire Homes	6,466.0	4,760.1	6,466.0	0.0	0.0	17 properties purchased to date
Tenterton Guest House	65.0	4.1	65.0	0.0	0.0	For works on roof
TOTAL HOUSING	10,039.0	6,524.8	10,039.0	0.0	0.0	
Percentages		65.0%	100.0%		0.0%	
ADULT SOCIAL CARE						
Care housing grant	15.4	0.0	15.4	0.0	0.0	
Community capacity grant	506.9	3.1	506.9	0.0	0.0	Monies to be spent on Bridgewell / Santa Catalina
Older person accommodation strategy	400.0	0.0	0.0	0.0	400.0	Budget to be returned to Corporate
Improving information for social care	39.2	0.0	39.2	0.0	0.0	Integrating health and social care IT
IT systems replacement	208.4	0.0	208.4	0.0	0.0	Plans for budget need to be determined
TOTAL ADULT SOCIAL CARE	1,169.9	3.1	769.9	0.0	400.0	
Percentages		0.3%	65.8%		34.2%	
TOTAL CAPITAL PROGRAMME	11,208.9	6,527.9	10,808.9	0.0	400.0	
Percentages		58.2%	96.4%		3.6%	

Annex B: Annual indicators not reported this quarter

Council Plan indicators

Ind. Ref.	Short Description	Quarter due
4. People live active and healthy lifestyles		
OF1e	The number of adults with learning disabilities in paid employment as a % of adults with learning disabilities who receive a long-term service	Q1 2017-18 (this is an annual indicator)
OF1f	The number of adults with a mental health problem in paid employment a % of adults in contact with secondary mental health services	Q2 2017-18 (this is an annual indicator). ¹

¹ Note that the Department does not have confidence in the accuracy of the NHS Digital data (previously the Health & Social Care Information Centre) for Of1f and communications with this organisation are ongoing to resolve this.

**TO: ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL
17 JANUARY 2017**

**DRAFT BUDGET PROPOSALS 2017/18
(Borough Treasurer)**

1 INTRODUCTION

- 1.1 The Executive agreed the Council's draft budget proposals for 2017/18 at its meeting on 13 December 2016 as the basis for consultation with the Overview and Scrutiny Commission, Overview and Scrutiny Panels and other interested parties. The consultation period runs until 24 January 2017, after which the Executive will consider the representations made at its meeting on 14 February 2017, before recommending the budget to Council.

2 SUGGESTED ACTION

- 2.1 **That the Overview and Scrutiny Panels comment on the Council's draft budget proposals for 2017/18.**

3 SUPPORTING INFORMATION

- 3.1 Attached to this report are extracts from the 2017/18 Revenue Budget and Capital Programme reports that are of relevance to each of the Overview and Scrutiny Panels. These extracts are for information and background to assist consideration of the Council's draft budget proposals and comprise:

- Revenue Budget Report
- Commitment Budget
- Draft Revenue Budget Pressures
- Draft Revenue Budget Savings Proposals
- Proposed Fees and Charges
- Capital Programme Report and Summary
- Proposed Capital Schemes

The full 2017/18 Revenue Budget and Capital Programme reports are available on the Council's public website as part of the wider budget consultation (<http://consult.bracknell-forest.gov.uk/portal>).

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

Background Papers

None

Contacts for further information

Stuart McKellar, Borough Treasurer – 01344 352180

e-mail: Stuart.mckellar@bracknell-forest.gov.uk

Arthur Parker, Chief Accountant – 01344 352158

e-mail: Arthur.parker@bracknell-forest.gov.uk

TO: THE EXECUTIVE
DATE: 13 DECEMBER 2016

GENERAL FUND REVENUE BUDGET 2017/18
(Chief Executive/Borough Treasurer)

1. PURPOSE OF REPORT

- 1.1 Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and any other interested parties or individuals for a period of at least six weeks. This report summarises the current position on the Council's budget preparations for 2017/18.
- 1.2 At the time the agenda was published the Provisional Local Government Financial Settlement had not been announced and is not expected until late December 2016. It is possible that this could change some of the assumptions in the report, however, as the Council accepted the offer of a four year financial settlement on 14 September, it is anticipated that funding will be in line with the indicative 2017/18 funding figures received on 8 February 2016.
- 1.3 All comments received on these budget proposals will be submitted to the Executive on 14 February 2017. This will allow the Executive to determine its final budget package and recommend the appropriate Council Tax level to Council, who will formally approve the 2017/18 budget and Council Tax on 1 March 2017.

2 RECOMMENDATIONS

That the Executive:

- 2.1 **Agree the draft budget proposals for 2017/18 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.**
- 2.2 **Agree the Treasury Management Strategy and associated documents at Annexe E and request that the Governance and Audit Committee review each of the key elements.**
- 2.3 **Agree that the 2017/18 Schools Budget be set at the eventual level of grant income plus any accumulated balances, with the Executive Member for Children, Young People and Learning authorised to make amendments and agree budgets for schools and services centrally managed by the Council.**
- 2.4 **Approve the virements relating to the 2016/17 budget as set out in Annexes F and G and recommend those that are over £0.100m for approval by Council.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The recommendations are designed to allow the Executive to consult on its draft budget proposals for 2017/18 as required by 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 COMMITMENT BUDGET 2017/18 – 2019/20

- 5.1 Initial preparations for the 2017/18 budget have focussed on the Council's Commitment Budget for 2017/18 – 2019/20. This brings together the Council's existing expenditure plans, taking account of approved commitments and the ongoing effects of service developments and efficiencies that were agreed when the 2016/17 budget was set.
- 5.2 A number of changes are proposed to the Commitment Budget since it was last considered by the Executive in July and are reflected in the summary in Table 1. The most significant are set out below:
- In-year savings agreed by the Council have now been incorporated (-£3.397m relating to 2016/17 and -£0.620m to 2017/18).
 - Additional Business Rates income from the regeneration of the Town Centre (-£0.750m)
 - The projection for the Minimum Revenue Provision now incorporates the latest forecast for capital spend and receipts and the use of an annuity basis rather than equal instalments basis for calculating the element of the charge based on asset life (-£0.371m – see paragraph 8.8(b)).
 - Updated Waste Disposal projections based on the latest tonnages and recycling data (-£0.357m).
 - Interest on external borrowing now reflects the latest information on cash balances (£0.400m). This is not a new item but was previously reflected under additional capital programme costs rather than the Commitment Budget in the budget model.

The overall impact of these changes is to decrease the Council's Commitment Budget by £5.107m compared to the position reported in July.

- 5.3 Taking account of these changes, Table 1 summarises the position and shows that base expenditure (excluding schools) is planned to decrease by £3.290m to £66.988m next year, before consideration is given to allowances for inflation and the budget proposals identified by individual Departments in 2017/18. The commitment budget is shown in more detail in Annexe A.

Table 1: Summary Commitment Budget 2017/18-2019/20

	Planned Expenditure		
	2017/18 £000	2018/19 £000	2019/20 £000
Base Budget	70,278	66,988	68,640
<i>Movements in Year:</i>			
Adult Social Care, Health and Housing	-1,958	0	18
Children, Young People and Learning (excluding schools)	855	128	-10
Corporate Services / Chief Executive's Office	-704	44	94
Environment, Culture & Communities	-2,146	71	-48
Non Departmental / Council Wide	663	1,409	581
<i>Total Movements</i>	-3,290	1,652	635
Adjusted Base	66,988	68,640	69,275

6 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2017/18

- 6.1 Following the General Election in May 2015, the Government published its Spending Review on 25 November 2015, setting out its economic plans for the next 4 years and provided a high-level overview of the Government's spending totals to 2019/20. The Local Government Finance Settlement (LGFS) for 2016/17 set out an indicative 4-year funding profile for local authorities which Councils could receive if they published an efficiency plan that was accepted by central government. Even though the indicative 4-year settlement reflected significant future cuts in the grant to be received by the sector, the Council considered it necessary to accept this funding profile given the alternative of potentially facing even larger reductions in the future (as made clear by the Secretary of State). Around 97% of local authorities accepted a similar approach and agreed the four year settlement.
- 6.2 Alongside this 4-year settlement the Government announced plans to reform other key features of the local government finance system, including the move to 100% retention of Business Rates by 2020, a major reduction in the funding available through the New Homes Bonus and the introduction of the Social Care Precept.
- 6.3 Initial consultation exercises have been undertaken on Business Rates and the New Homes Bonus, however these have not yet been concluded. To further complicate the position for 2017/18 the government completed the revaluation of Business Rates rateable values in the autumn which will have an impact on the detailed funding for individual local authorities. A technical consultation was carried out over the summer on the potential impact of the revaluation and the redistribution of the funds from the New Homes Bonus, the outcome of which is expected to be known when the Provisional Local Government Settlement is published in December.
- 6.4 Furthermore the result of the Brexit referendum has had a significant impact on the government's long term fiscal projections and the Autumn Statement to be released in late November 2016 is expected to mark a change in direction and pace in fiscal policy that may have an impact on all aspects of public expenditure. As such, whilst the Council has opted to accept the 4-year settlement announced this year, it

remains to be seen how these indicative figures will be impacted by the above. The estimates included in these budget projections assume that the indicative amounts published by the Department for Communities and Local Government (DCLG) will be adhered to.

6.5 Funding from central government is currently received through Revenue Support Grant (RSG) and Specific Grants. For planning purposes an estimate of the reduction in central government support has been incorporated within these Budget Projections reflecting a further cut of £4.2m in RSG for 2017/18. These figures will be refined when the provisional LGFS is received, which as usual is expected to be published in December.

6.6 The Council also receives substantial external funding through a number of specific grants for which the following assumptions have been included within the latest budget projections.

a) New Homes Bonus

The Government are consulting on reforms to the New Homes Bonus, including the means of sharpening the incentive to reward communities for additional homes and reducing the length of payments from 6 years to 4 years. This will include a preferred option for savings of at least £800 million, which will be used to fund social care. This would result in income tapering off at a faster rate than currently forecast. The Council has modelled the future stream of income based on the latest information available which reflects a reduction of £0.255m in 2017/18 followed by a much larger reduction of £1.4m in 2018/19 as the full effect of any transition is removed. However the Government have not given any further guidance since the initial consultation paper published alongside the 2016/17 LGFS, as such there is a risk that the final outcome may differ from our assumptions.

b) Education Services Grant

As part of the 2015 Spending Review the government announced that it was looking to make £600m of savings from this grant. Announcements and consultations published since the settlement now indicate the grant will be withdrawn almost completely and for the Council this represents a funding reduction of £1.242m in 2017/18, followed by a further £0.255m in 2018/19. Reductions of this level mean that services provided to schools cannot be maintained at their present level unless schools wish to pay the full cost of providing them. The grant reductions have been reflected in the Commitment Budget.

c) Other Specific Grants

Some of the largest specific grants received by the Council are the ring-fenced Public Health, NHS funding streams and Better Care Fund, totalling over £11m in 2016/17. The Government has confirmed that the ring-fence on Public Health spending will be maintained in 2017/18 and that a 3.9% cut in funding will be required. The Government will also consult on options to fully fund Public Health spending from retained Business Rates receipts, as part of the move towards 100% Business Rates retention. The 2016/17 LGFS also referred to additional social care funds being made available to local government from 2017/18, rising to £1.5 billion by 2019/20 and to be included as part of an improved Better Care Fund. Current information indicates that some of this funding would be front loaded. However based on the latest available information Bracknell Forest may not benefit from any additional funds

given the proposed distribution methodology outlined so far. This final distribution is expected to be announced as part of the Provisional 2017/18 LGFS.

It has been assumed that these funding streams will be used to support services and initiatives within the health and social care area and as such are financially neutral for planning purposes at this stage in the budget cycle.

- 6.7 A third important stream of income for the Council is Business Rates, a proportion of which is retained locally following the introduction of the Business Rates Retention reforms in April 2013. The level of Business Rates changes each year due to inflationary increases (set by central government), the impact of appeals and local growth or decline as local businesses and economic conditions expand or contract. The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government.
- 6.8 The Government has announced that by 2020, local government will be able to retain 100% of Business Rates, RSG will be phased out and local government will be expected to take on new responsibilities. The government will abolish the Uniform Business Rate and give councils the power to cut Business Rates to boost economic activity in their areas. The DCLG has embarked on consultation regarding changes to the local government finance system to pave the way for the implementation of the 100% Business Rates retention. Currently the Council collects significantly more Business Rates than it is allowed to keep and only receives approximately a quarter of any Business Rates growth.
- 6.9 It is known that any new system will include an assessment of need and that there will be a re-distribution of resources between authorities to reflect this. The Government has also stated that it will transfer more responsibilities to local authorities, to ensure that the new system is fiscally neutral across the public sector. Given the volatility from appeals and business movements that will continue to occur in any new system, arise as a consequence. All of these issues suggest that, until the finer details of the scheme are announced, any potential benefits need to be viewed with caution.
- 6.10 A Business Rates revaluation is currently underway for 2017 which the Government has promised will be cost neutral overall, however the impact is unlikely to be neutral at a local level. The initial impact will depend on the overall rateable value, the new Business Rate multipliers and any other changes required to the overall system. This should become clearer when the Provisional LGFS is published and the annual Business Rates forecast is completed in January. Longer term there are clearly likely to be risks and uncertainties linked to potential appeals.
- 6.11 During 2013/14 a large multi-national company transferred on to the Council's valuation list which materially increased the level of Business Rates collected locally. However, this company successfully appealed against the rateable value of its business and an allowance was made for the outcome of the appeal when the 2016/17 budget was set. The outcome of the appeal has now been confirmed by the Valuation Office. The refund required, and the ongoing reduction in Business Rates income, are significantly less than budgeted. This is the primary reason that a significant surplus is now expected on the Business Rates element of the Collection Fund (currently estimated at approximately £7.5m). This is in contrast to the significant deficit for 2015/16 which was met from a one-off transfer from the Business Rates Equalisation Reserve in 2016/17 which has been reversed in the budget proposals (£11.803m). A final projection of the surplus will need to be made by the 31 January which will be incorporated into the February budget report. While this surplus could potentially be used to support the 2017/18 budget, it would be inadvisable to do

so at this stage due to the uncertainty surrounding the impact of the 2017 valuation exercise, the level of Section 31 grant receivable, a request by the same multi-national company to re-join the Central Rating List and the general uncertainty regarding the introduction of 100% Business Rates retention.

- 6.12 At this stage, Business Rates income is forecast to grow in line with the Government's baseline assumptions. In addition to this the Council can expect to see a growth in Business Rates income once the new Town Centre opens. Initial forecasts suggest the additional income could be in the region of £1.5m per annum. The main uncertainty around this will be the timing with which this income is received as it is dependant on the Valuation Office agreeing rateable values over the coming months and the speed with which the remaining Town Centre units are let. The Commitment Budget assumes an additional -£0.750m of income in 2017/18 with a further -£0.750m being achieved in 2018/19.

7 COUNCIL TAX

- 7.1 Council Tax at present levels will generate total income of -£49.795m in 2017/18. An increase in the Council Tax Base arising from the occupation of new properties during 2017/18, is expected to contribute an additional -£0.495m. The Local Council Tax Benefit Support Scheme is treated as a discount i.e. a reduction in the calculation of the Council Tax Base. If the proposed changes to the Scheme, which are included elsewhere on the Executive agenda, are approved this will increase Council Tax income by approximately -£0.083m. Based on these provisional figures, Council Tax income is therefore expected to be -£50.373m for 2017/18. The latest information on the take-up of Council Tax support in the current year indicates that it will be significantly less than that budgeted for in 2016/17; however the impact on Council Tax income in 2017/18 has still to be assessed. All these figures will be updated when the Council Tax Base is finalised during December.
- 7.2 The budget model assumes that there will be a -£0.250m surplus on the Council Tax element of the Collection Fund in 2016/17 which can be used to support the 2017/18 budget. This figure has been incorporated into the draft budget proposals but will be refined in time for the February budget report.
- 7.3 The Government limits Council Tax increases by requiring councils to hold a local referendum for any increases in excess of a threshold percentage which is normally included in the Local Government Financial Settlement. In 2016/17 a referendum was required for Council Tax increases of 2% or more. Early indications are that the same level will be set in 2017/18 but this will not be confirmed until the Provisional LGFS is received. As a council with Social Care responsibilities, it should also be possible for Council Tax to be raised by a further 2% in 2017/18 to support Social Care pressures and the Council's Medium Term Financial Strategy and Efficiency Plan, agreed by Council in September, assumes that increase will be used. Each 1% increase in Council Tax would generate approximately -£0.5m of additional income.
- 7.3 The Executive at its meeting in February will recommend to Council the level of Council Tax in light of the Final Settlement, the results of the consultation and the final budget proposals.

8 BUDGET PROPOSALS 2017/18

Service Pressures and Developments

- 8.1 In the face of significant reductions in public expenditure in general and in grants to Local Government in particular the scope to invest in new service provision is self evidently severely restricted. Nevertheless, it is important to retain a clear focus to ensure that the Council continues to deliver its six strategic themes. In preparing the 2017/18 draft budget proposals each department has evaluated the potential pressures on its services and these are set out in Annexe B. Table 2 summarises the pressures by department.

Table 2: Service Pressures/Development

Department	£'000
Adult Social Care, Health and Housing	751
Children, Young People and Learning (excluding schools)	302
Corporate Services / Chief Executive's Office	35
Environment, Culture & Communities	387
Total Pressures/Developments	1,475

- 8.2 Many of the pressures are simply unavoidable as they relate to demographic trends or legislation changes. They do, however, also support the six strategic themes included in the new Council Plan in the following way:
- A strong and resilient economy (£0.025m)
 - people have the life skills and education opportunities they need to thrive (£0.044m);
 - people live active and healthy lifestyles (£0.659m);
 - a clean, green, growing and sustainable place (0.467m);
 - strong, safe, supportive and self-reliant communities (£0.272m)
 - provide value for money (£0.018m).
- 8.3 Service pressures will be kept under review throughout the budget consultation period. There is always the risk in Social Care in particular, that the numbers of people requiring care packages, the content of existing care packages and contract inflation will vary considerably from the assumptions included in these draft budget proposals. Any revisions to service pressures will be reported to the Executive in February.
- 8.4 In addition to these revenue proposals the Council continues to invest in its priorities through targeted capital expenditure. A substantial investment in the long term future of the Borough is planned, to secure the delivery of regeneration in Bracknell town centre, to ensure that there are sufficient school places for our children and young people, and to protect and enhance the Borough's outstanding leisure offer. Details of these major investments are contained in the capital programme report, but the cost of funding all potential commitments arising from these various proposals is included in these draft budget proposals.

Service Economies

- 8.5 Members and officers have held regular meetings to determine options for savings and a list of potential draft budget savings has been developed. This list totals

-£2.052m and is attached at Annexe C and summarised in Table 3. As in previous years, economies have focused as far as possible on increasing efficiency, income generation and reducing central and departmental support rather than on front line services. However, since it became a Unitary Authority the Council has successfully delivered savings of around £70m in total. As a result it is inevitable that there will be some impact on services, although this has been minimised. Additional economies identified by Adult Social Care, Health and Housing that result from changes to the Local Council Tax Benefit Support Scheme have now been incorporated into the Council Tax calculation as outlined in paragraph 7.1.

Table 3: Summary Service Economies

Department	£'000
Adult Social Care, Health and Housing	-710
Children, Young People and Learning (excluding schools)	-301
Corporate Services / Chief Executive's Office	-392
Environment, Culture & Communities	-649
Total Savings	-2,052

Transformation Programme and Efficiency Plan 2017/18

- 8.6 A Transformation Board was established in October 2015 to develop and deliver a programme of work that would review the focus and delivery of all Council Services. The Transformation Programme is critical to the achievement of balanced budgets going forwards. It is a continuous programme of work, aimed at transforming the services we provide and identifying significant savings that can be built into the budget proposals.
- 8.7 Each strategic review or project is led by a director or senior manager responsible for the service, 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 external challenge and a wider corporate ownership to the reviews. The Transformation Programme will not only deliver savings but fundamentally transform services and the way we work.
- 8.8 Full Council agreed an Efficiency Plan on 14 September 2016, as part of the process of accepting a four year financial settlement from the Government, which outlines how the budget can be balanced over the next three years. It incorporates assumptions about the level of savings the Transformation Programme can deliver along with other efficiency savings. The efficiency plan is not fixed and the service areas and savings targets will be reviewed and updated on a regular basis to ensure it remains current and deliverable.
- 8.9 The savings relating to 2017/18 have been incorporated into the budget proposals and are included in Table 4. The majority of the strategic reviews and projects concerned are still at an early stage where full Business Cases have yet to be finalised. These figures are therefore indicative and will be validated and refined over the coming months. Any changes to the figures highlighted through this continuing process will be incorporated into the February budget report.

Table 4: Transformation Programme and Efficiency Plan 2017/18

Department	£'000
Corporate Services / Chief Executive's Office	
Property Investment Strategy	-1,000
Environment, Culture & Communities	
Art Review (South Hill Park)	-100
Library Review	-250
Leisure Services Review	-300
Town Centre Car Parking (excluding the Lexicon)	-225
Council Wide	
Support Services review	-500
Citizen and Customer Contact Review	-400
Capital Financing (MRP calculation)	-400
Total Savings	-3,175

Significant Budget Decisions

- 8.10 Consideration and approval of the budget is a major policy decision. However, the budget, by its nature, includes a range of proposals, some of which in themselves represent important policy decisions. More details on each of the proposals are included in Annexe C.
- 8.11 As the budget report is a policy document and is subject to at least six weeks consultation, the identification of these issues within the budget report facilitates detailed consultation on a range of significant policy decisions.

Council Wide Issues

- 8.12 Apart from the specific departmental budget proposals contained in Annexes B and C there are some Council wide issues affecting all departments' budgets which need to be considered. The precise impact of these corporate budgets is likely to change before the final budget proposals are recommended, however the current view on these issues is outlined in the following paragraphs.

a) Capital Programme

As outlined above, the scale of the Council's Capital Programme for 2017/18 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts, government grants, developer contributions or borrowing. The proposed Council Funded Capital Programme of £48.531m and externally funded programme of £18.041m for 2017/18 features in a separate report on tonight's agenda. After allowing for projected receipts of approximately £12m in 2017/18 and carry forwards, the additional revenue costs will be £0.486m in 2017/18 and £1.542m in 2018/19. These figures include on-going costs associated with the maintenance and support of IT capital purchases, which will help enable the Council's transformational change.

b) Interest and Investments

Investment returns on any surplus cash are likely to remain relatively low during 2017/18 and for some time to come compared to historic averages rates. The immediate impact of the BREXIT vote was a further cut in interest rates to 0.25% in early August as the Monetary Policy Committee (MPC) took action to stimulate economic growth based on the risk of a sharp economic downturn. However, economic statistics since August have indicated stronger growth than the MPC expected in August; also, inflation forecasts have risen substantially as a result of the sharp fall in the value of sterling since early August. This reduces the possibility that Bank Rate may be cut again in December, though another cut cannot be ruled out. During the two-year period 2017 – 2019, when the UK is negotiating the terms for withdrawal from the EU, it is likely that the MPC will do nothing to dampen growth prospects already adversely impacted by the uncertainties of what form Brexit will eventually take.

Accordingly, a first increase to 0.50% is not tentatively pencilled in, as above, until quarter 2 of 2019, after those negotiations have been concluded, (though the period for negotiations could be extended). However, if strong domestically generated inflation, (e.g. from wage increases within the UK), were to emerge, then the pace and timing of increases in the Bank Rate could be brought forward.

The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. An eventual world economic recovery may also see investors switching from the safe haven of bonds to equities. The overall balance of risks to economic recovery in the UK remains to the downside. PWLB rates and gilt yields have been experiencing exceptional levels of volatility that are highly correlated to geo-political, sovereign debt crisis and emerging market developments.

Given the Council's approach to managing risk and keeping investments limited to a maximum of 6 months maturity with the exception of the part-nationalised UK Banks, the opportunity to achieve rates in excess of the Bank Rate is limited.

Given the significant capital investment programme embarked on by the Council in previous years (Binfield Learning Village, Coral Reef and Town Centre) the Council is likely to be borrowing externally before the end of 2016/17. As such the 2017/18 Programme will require external borrowing. This position has been exacerbated by the Business Rates revaluation appeal by a large multi-national company early in 2016/17, which saw a significant cash outflow of approximately £16m which had previously not been factored in to the forward looking cash flow projections. This has in effect reduced the ability of the Council to support the 2016/17 Capital Programme from internal borrowing and over the long-term will add to the borrowing costs of the Council. This has been reflected in the Council's Medium Term Financial Strategy and the 2017/18 Budget

With short-term investment rates expected to remain below 0.5% throughout 2017/18, any surplus cash due to the treasury management activities of the Council will earn a minimal return of approximately 0.3%. Maximum use of internal cash will be used in the first instance before going to the external market for borrowing, the timing of which will depend largely on the progress made on completing the major capital projects.

Long-term interest rates are at historical lows with 10-year and 25-year Public Works Loan Board rates in the region of 2.2% to 2.5% compared to an internal investment return of 0.3%. Short-term maturities are in the region of 1.5% offering a much smaller cost of carry (this being the difference between the cost of borrowing and the potential re-investment rates). As such, given a mix of borrowing maturities the average interest rate on borrowing assumed in the Council's 2017/18 revenue budget is 2%

With borrowing rates at historical lows, the borrowing strategy of the Council will be to minimise the impact on the revenue account by, in the first instance, borrowing at shorter maturities whilst recognising that any short-term benefit may be undone should longer-term interest rates begin to rise. As such the Council, in close co-ordination with its Treasury Management advisers, will monitor medium and long-term interest rates and take any necessary decisions based on the information available to effectively and efficiently fund the capital programme committed to by the Council.

The Council reviews the annual Treasury Management Strategy Statement under the requirement of the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Local Government Act 2003 required the Council to "have regard to the Prudential Code and to set Prudential Indicators for the next three years to ensure that the capital investment plans are affordable, prudent and sustainable". Annex E outlines the Council's prudential indicators for 2017/18 – 2019/20 and sets out the expected treasury management activities for this period. These take account of the Commercial Property Investment Strategy agreed by the Executive on 15 November 2016. It is recommended that the Executive agree the Treasury Management Strategy and associated documents and in line with the Code of Practice request that the Governance and Audit Committee review each of the key elements.

The Minimum Revenue Provision (MRP) Policy now reflects the Council's intention to move from the equal instalments method to the annuity method for calculating the annual charge where this is based on the life of the asset. This is still considered to be a prudent methodology but results in less of the amount borrowed being paid off in the early years of the asset's life. The impact of this change in policy on future borrowing is reflected in the Commitment Budget but it also has an impact on the revenue consequences of previous borrowing which is reflected in Table 4.

c) Provision for Inflation and Pay Awards

The Commitment Budget excludes the cost of inflation on both expenditure and income. In past years, the Council has restricted the provision for inflation on prices as a general economy measure, to help address the underlying budget gap, although pay awards have been fully funded. In the context of the Council's overall financial position, it is again prudent to consider where the provision for inflation on prices can be limited as an economy measure, although some exceptions will be necessary to reflect actual increases that will not be containable without real service reductions or to meet contractual commitments. In particular it will be important to have realistic discussions with key providers about what level of inflation is genuinely necessary on some contracts and placements.

At this stage the inflation provision is not finalised, although for planning purposes a sum of £1.200m (£0.765m 2016/17) has been added to the budget. This will be achieved by:

- Assuming pay awards of no more than 1%;
- Negotiating to minimise inflation on contracts;
- Reviewing the Bracknell Forest Supplement;
- Increasing fees and charges in line with the Council's income policy.

The Council will need to consider where it is appropriate and necessary to provide for inflation over the coming weeks so that the actual inflation provision can be added to the final budget report in February 2017.

d) Fees and Charges

Increases in fees and charges are determined by the overall economic conditions, the willingness of customers to pay the higher charges and continued demand for Council services. The Council policy for fees and charges requires each Department to consider the level of charges against the following criteria:

- fees and charges should aim, as a minimum, to cover the costs of delivering the service;
- where a service operates in free market conditions, fees and charges should at least be set at the market rate;
- fees and charges should not be levied where this is an ineffective use of resources, i.e. the cost of collection exceeds any income generated.

Certain other fees will attract the percentage determined by statute. The proposed fees and charges are included in Annexe D.

e) Corporate Contingency

The Council manages risks and uncertainties in the budget through the use of a general contingency added to the Council's budget. Every year the Council faces risks on its budget in relation to demand led services, Business Rates and the general economic climate. At this stage the budget proposals contain a Contingency of £2m, given the increased risks associated with the financial settlement and the need to deliver significant savings in year through the Transformation Programme.

The Executive will need to make a judgement on the appropriate level of contingency at its February meeting, taking advice from the Borough Treasurer who will need to certify the robustness of the overall budget proposals in the context of the continuing progress on the Transformation Programme and the Council's remaining general and earmarked reserves. All the reserves will be reviewed to ensure that they are sufficient to manage the financial risks facing the Council in the coming years.

Spending on Schools

- 8.13 Significant changes are proposed by the Department for Education (DfE) to the way schools and education in general are funded, and there will be a greatly reduced future role for local authorities. The Education Funding Agency (EFA), the executive agency of the DfE, intends to put in place a Schools National Funding Formula

(SNFF) to directly fund all schools with no involvement of local authorities. The main financial responsibilities remaining with local authorities would relate to ensuring the needs of vulnerable pupils are met, sufficient school places are available, working with schools to ensure they understand and discharge their safeguarding duties, ensuring fair access through admissions and promoting attendance.

- 8.14 In terms of funding provided to local authorities for education related services, the DfE is completely withdrawing the £600m funding source – the Education Services Grant (ESG) – on a phased basis from April 2017, which is expected to cost the Council around £1.5m when fully implemented. The Council's Efficiency Plan, which sets out the 4 year medium term budget position, includes the removal of ESG funding through the Commitment Budget and the expectation of reducing relevant costs by an equivalent amount. This means school support services will need to move to an affordable position over this period and this is intended to be managed through the School Support Services Transformation Project which will look at a range of additional income opportunities and removal of costs.
- 8.15 For the Schools Budget, the planned funding reforms have generally been postponed by the DfE for a year to April 2018. Therefore, local authorities will continue to operate their local School Funding Formulas and receive grant funding based on the current allocation method of 2016/17 spending levels, rather than moving to a new national formula.
- 8.16 Funding allocations to local authorities for their schools have been confirmed at the same per pupil amount as received in 2016/17, with changes in pupil numbers between Octobers 2015 and 2016 to be funded, which with an extra 519 pupils (3.34% increase) is expected to be around double the increase experienced in recent years. For high needs pupils, local authorities will receive at least the same cash allocation as received in the current year, with the possibility of increased funding levels once the DfE finalises its own budgets.
- 8.17 In respect of Early Years funding for 0-4 year olds, on 11 August, the DfE launched the consultation document An Early Years National Funding Formula outlining changes to funding for three and four year olds with a closing date of 22 September 2016. This set out the plans to implement the policy objective of enabling more families to work when they want to by extending the free entitlement to childcare for 3 and 4 year olds from 15 to 30 hours per week. The DfE will provide £1 billion additional funding by 2019/20 to increase provider funding rates to encourage the development of the additional places that will be required from increased take-up.
- 8.18 The DfE has yet to confirm final decisions from the consultation, but based on the original proposals, the expectation is that there will be an increase in per child funding for the Council of 14.1% in 2017/18, which is twice the national average increase. This amounts to £0.586m, with a further increase of £0.273m expected in 2019/20 once transitional funding arrangements end. The total increase in per child funding over the two year period is estimated at 20.1%. With the extension of the free entitlement to 30 hours for working families in September 2017, there is also expected to be a 21% increase in total number of free entitlement hours delivered. Proposals for local Early Years funding arrangements were published earlier this month, and seek comments from providers by 20 January 2017.
- 8.19 Taking account of this information, £87.9m of grant income is estimated to be available to the Council for 2017/18 through the specific ring-fenced Dedicated Schools Grant (DSG). This comprises £66.9m for the Schools Block, £15.3m for the High Needs Block and £5.7m for the Early Years Block.

- 8.20 Many of the financial difficulties faced by the Council on non-school services also impact on schools, with pressures arising on pay and other inflationary cost increases, including the Living Wage, the new Apprenticeship Levy and the Local Government Pension Fund deficit. Overall, based on their current spending profiles, schools are expected to face average unfunded cost pressures of 2.5% and these will need to be managed through their budget setting process, which could include reductions in staffing.
- 8.21 In the longer term, further cost pressures will arise from the school building programme which is responding to new housing developments. These new schools will generally open with relatively low pupil numbers and will need additional financial support until pupil numbers grow to a sustainable level. Provision will need to be made in the 2017/18 budget for start-up costs for Amen Corner North and the Binfield Learning Village, with diseconomy funding for the Woodhurst Park Primary School that opened in September 2016 as an expansion to Warfield CE Primary School.
- 8.22 The DfE requires councils to confirm the basis on which actual school budgets will be allocated, including per pupil and all other funding rates, by 20 January 2017 even though relevant information required to calculate budgets will not be supplied before 10 December 2016. To meet this requirement, 2017/18 school budgets will have to be set on the basis of the estimated level of DSG plus any other grants and accumulated balances. The draft budget proposals are prepared on this basis.
- 8.23 In addition to the DSG, schools also receive revenue funding from other specific grants including School Sixth Forms (currently -£4.643m), the Pupil Premium (-£3.345m), Primary PE and Sports Premium (-0.292m) and the Universal Infant Free School Meals Grant (-£1.487m). All of these amounts are subject to change in 2017/18.
- 8.24 Decisions around the final balance of the budget between spending by schools and that on services managed by the Council is the responsibility of the Executive Member for Children, Young People and Learning, although the Schools Forum must be consulted, and in certain circumstances, agree to budget proposals.

Summary

- 8.25 Adding the draft proposals to the Commitment Budget and taking account of the corporate issues identified above would result in total expenditure of £77.000m as shown in Table 5.

Table 5: Summary of proposals:

	£'000
Commitment Budget	66,988
Budget Pressures	1,475
Budget Economies	-2,052
Transformation Programme	-3,175
Capital Programme	486
Inflation Provision	1,200
Change in Contingency	1,000
Reversal of the one-off transfer from the Business Rates Equalisation Reserve used to meet the Collection Fund - Business Rates deficit in 2016/17	11,803
New Homes Bonus 2017/18	255
Draft Budget Requirement 2017/18	77,980

- 8.26 Without the Provisional Finance Settlement, assumptions have had to be made on the level of grant income. It has been assumed that the Council can anticipate income of up to -£73.411m. This arises from Revenue Support Grant and Business Rates baseline funding (-£22.788m), the Collection Fund – Council Tax surplus (-£0.250m) and Council Tax at the 2016/17 level (-£50.373m).
- 8.27 With the potential overall cost of the budget package being consulted on in the region of £77.980m, this leaves a potential gap of around £4.569m. Members can choose to adopt any or all of the following approaches in order to bridge the remaining gap:
- an increase in Council Tax;
 - an appropriate contribution from the Council's revenue reserves, bearing in mind the Medium Term Financial Strategy;
 - identifying further expenditure reductions.

9 RESERVES

- 9.1 The Council has an estimated £10.0m available in General Reserves at 31 March 2017. Details are contained in Table 6.

Table 6: General Reserves as at 31 March 2017

	£m
General Fund	12.7
Planned use (after in-year savings) in 2016/17	(1.8)
Estimated Balance as at 31 March 2017	10.9

- 9.2 The Council has, in the past, planned on maintaining a minimum prudential balance of £4m. This assessment is based on the financial risks which face the Council and the Borough Treasurer considers these in the February report to the Executive at which a final decision on the use of balances can be taken, taking account of the financial position likely to face the Council over the next five years.

10 CONCLUSION

- 10.1 The Council's constitution requires a consultation period of at least six week on the draft budget proposals. In this context, it is inevitable that, of the broad range of options proposed for consultation, not all will necessarily be included in the final budget package. It is also likely that some further issues with a financial impact will arise between now and February. When the Final Settlement is known, the Executive can consider the prudent use of revenue balances to support expenditure in line with the overall medium term financial strategy, along with any further expenditure reductions.
- 10.2 It is suggested, therefore, that the normal process whereby the Overview & Scrutiny Commission reviews the overall budget package and determines whether any specific issues should be considered further by the Overview and Scrutiny Panels at their meetings in January, is followed. The proposals will also be placed on the Council's website for public consultation.
- 10.3 All comments from the Overview & Scrutiny Commission, Overview and Scrutiny Panels and all others will then be submitted to the Executive on 14 February 2017. This will allow the Executive to determine the final budget package and recommend the appropriate Council Tax level to the Council on 1 March 2017.

11 BUDGET MONITORING 2016/17- VIREMENT REQUEST

- 11.1 A virement is the transfer of resources between two budgets but it does not increase the overall budget approved by the Council. Financial Regulations require formal approval by the Executive of any virement between £0.050m and £0.100m and of virements between departments of any amount. Full Council approval is required for virements over £0.100m. During 2016/17 a number of virements have been identified which require the approval of the Executive. These have been previously reported to the Corporate Management Team which recommends them to the Executive for approval. They have been included in the Quarterly Service Reports. Details of virements between departments are set out in Annexe F. Details of internal departmental virements exceeding £0.050m are set out in Annexe G.

12 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 12.1 Nothing to add to the report.

Borough Treasurer

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

Equalities Impact Assessment

- 12.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. A number of the budget proposals require specific equality impact assessments to be carried out and draft versions of these are attached in Annexe H. Consultation with equalities groups that are likely to be affected by the proposal is part of the assessment process.

Strategic Risk Management Issues

- 12.4 A sum of £1m is currently included in the draft proposals to meet the costs of unpredictable or unforeseen items that would represent in year budget risks. The Executive will need to make a judgement on the level of Contingency at its meeting in February.
- 12.5 The Borough Treasurer, as the Council's Chief Finance Officer (Section 151 Officer), must formally certify that the budget is sound. This will involve identifying and assessing the key risk areas in the budget to ensure the robustness of estimates and ensuring that appropriate arrangements are in place to manage those risks, including maintaining an appropriate level of reserves and Contingency. This formalises work that is normally undertaken each year during the budget preparation stages and in monthly monitoring after the budget is agreed. The Borough Treasurer will report his findings in February, when the final budget package is recommended for approval.

13 CONSULTATION

Principal Groups Consulted

- 13.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. 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.
- 13.2 The timetable for the approval of the 2017/18 Budget is as follows.

Executive agree proposals as basis for consultation	13 December 2016
Consultation period	14 December 2016 - 24 January 2017
Executive considers representations made and recommends budget.	14 February 2017
Council considers Executive budget proposals	01 March 2017

Background Papers

None

Contacts for further information

Timothy Wheadon – 01344 355601

Timothy.wheadon@bracknell-forest.gov.uk

Stuart McKellar – 01344 352180

Stuart.mckellar@bracknell-forest.gov.uk

Arthur Parker – 01344 352158

Arthur.parker@bracknell-forest.gov.uk

Commitment Budget 2017/18 to 2019/20

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Adult Social Care, Health and Housing				
Approved Budget	33,123	33,365	31,407	31,407
Support to former Independent Living Fund recipients		-256		18
Savings approved by Council on 13 July 2016 ¹		-1,702		
Net Inter Departmental Virements	242			
Adult Social Care and Health Adjusted Budget	33,365	31,407	31,407	31,425

Savings approved by Council on 13 July 2016¹

	2016/17 £'000	2017/18 £'000
Adult Social Care and Health	-1,202	-500

For management purposes budgets are controlled on a cash basis. The following figures which are used for public reports represent the cost of services including recharges and capital charges:

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Adult Social Care, Health and Housing	37,792	35,834	35,834	35,852

Description of Commitment Budget Items for 2017/18 to 2019/20

Department and Item	Description
Adult Social Care, Health and Housing	
Support to former Independent Living Fund recipients	The Independent Living Fund closed in 2015 resulting in additional costs for local authorities. A pressure was built into the 2016/17 budget to cover the costs but grant funding was subsequently received. Indicative grant figures have also been received for the next three financial years.
Savings approved by Council on 13 July 2016	Further savings approved after the 2016/17 budget was set to reduce the use of balances in 2016/17 and to contribute to the budget gap in future years.

ADULT SOCIAL CARE, HEALTH AND HOUSING

Description	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>Capacity in the local care home market</p> <p>The limited capacity in the local care home market is having a significant impact on the cost of residential and nursing placements. In particular, care home closures and poor CQC ratings have reduced the supply of beds, and there are examples of care homes handing back Council contracts so that spaces can be made available for self-funders.</p>	292		
<p>Demographic pressures</p> <p>Demand for adult social care services is expected to rise due to known carers who will no longer be able to provide care, known young people transferring to adult services, and rising demand from an ageing population.</p>	250		
<p>Deprivation of Liberty Safeguards (DoLS)</p> <p>There is a new statutory requirement from 2014/15 to perform DoLS assessments whenever a client may be deprived of their liberty. Grant funding was received in prior years but has now ended. Some funding has been secured from the Better Care Fund though not sufficient to cover all additional costs.</p>	60		
<p>Rental income from temporary accommodation</p> <p>It has been indicated by Government that the maximum housing benefit subsidy that can be claimed for Council temporary accommodation is to be set at Local Housing Association levels, which is lower than that currently charged. The Council will therefore receive less rental income as it will be unable to charge out-of-work homeless households.</p>	80		
<p>Adult Social Care Resource Allocation System (RAS)</p> <p>The RAS is a framework within which a person's social care needs are assessed and an estimate of the cost of meeting those needs is made. This estimate then informs the creation of the care package. The current internally developed RAS will be replaced by one widely used by other local authorities. Although there are licensing and maintenance costs, this will be a key element of achieving the savings required in Adult Social Care.</p>	37		

<p>Mobile working</p> <p>Adult Social Care staff will work in a more flexible manner, allowing for a more efficient use of office space and more effective time management. There will be ongoing IT costs to support this new way of working.</p>	18		
<p>Transport for education</p> <p>The new policy for Education transport means that travel to college for Adult Social Care recipients aged over 16 is no longer Council funded. However, for those recipients already in college the funding will be maintained until they have completed their courses.</p>	14		
<p>ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL</p>	751	0	0

ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
<p>NHS continuing healthcare funding</p> <p>Continuing healthcare funding is where the NHS funds a package of care provided to an individual as they have been assessed as having a primary health need. Where appropriate, the Council will be more proactive in applying for this funding from NHS commissioners.</p>	-250		
<p>Cost of Adult Social Care packages</p> <p>There will be a continuing focus on managing the cost of care packages. This includes seeking a cultural change within the department to providing a more personalised approach to care, including greater use of external partners where appropriate. The new Resource Allocation System will also be in place for the start of the financial year and will provide a more robust methodology for estimating the cost of a care package for care managers.</p>	-180		
<p>Drugs and Alcohol Service</p> <p>The service is currently being re-commissioned and is expected to yield savings on the current price.</p>	-80		
<p>Forestcare</p> <p>A new business plan for Forestcare is being implemented, which includes an emphasis on growing the business and generating additional income through more sales.</p>	-75		
<p>Clement House</p> <p>The contract for care provision at Clement House will be re-tendered so that one provider provides the care to residents, rather than multiple providers having to travel, enter and exit the building. This should result in cost savings.</p>	-60		
<p>Re-tender of supporting people contract</p> <p>The housing supporting people contract will be re-tendered. The specification will be amended and support to young people and homeless households will now be provided by existing welfare and housing caseworkers.</p>	-30		
<p>Management restructure of welfare and housing service</p> <p>Restructure of management within the housing service, reducing the number of management positions.</p>	-20		

Description Impact	2017/18 £'000	2018/19 £'000	2019/20 £'000
Blue badge applications Automation of Blue Badge applications and renewals using the UK Government website, thereby reducing staff costs.	-15		
ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL	-710	0	0

ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT

2017/18 PROPOSED FEES & CHARGES

Service : Adult Residential and Nursing Care - Contributions from people supported
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Purpose of the Charge: To contribute to the costs of accommodation

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	2,347	2,394

Are concessions available? Yes - The actual contribution will be assessed in accordance with the Care Act Guidance issued by the Department of Health (DoH).

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Residential and Nursing Care This includes permanent, respite and short term care. Where people are in accommodation funded by the Council, the maximum contribution they will be asked to make is the cost of the accommodation, but this will be subject to a financial assessment under DH charging guidance and so the actual contribution may be lower. Fee increases in 2017/18 will depend on each person's financial circumstances but for most people will be linked to the increase in pensions and benefits they receive.	Various	Various	2% (Estimate)
Deferred Payments Interest payable The Council will adhere to the maximum interest rate which is set twice-yearly (1 Jan - 30 Jun, 1 Jul - 31 Dec) by the Department of Health.	1.85%	1.85%	0.00%
Deferred Payment Arrangement Fee	900.00	900.00	0.00%
Deferred Payment Annual administration fee	300.00	300.00	0.00%
Arrangement of self funder social care Arrangement Fee * Annual Administration Fee *	300.00 200.00	300.00 200.00	0.00% 0.00%
Provider Failure Making arrangements for people who fund their own care, or people funded by Other Local Authorities, in the event of their current provider going out of business.	265.00	265.00	0.00%

2017/18 PROPOSED FEES & CHARGES

Service : Adult non residential services - Contributions from people supported

Purpose of the Charge: To contribute to the costs of support

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
Income the proposed fees will generate:	1,925	1,964

Are concessions available? Yes - The actual contribution will be assessed in accordance with the Council's Charging Policy issued which complies with national guidance issued by the DoH under the Care Act.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Non Residential Support This includes direct payments, homecare, day care and other support in the community. Where people are supported by the Council, the maximum contribution they will be asked to make is the cost of the support, but this will be subject to a financial assessment under the Council's Charging Policy and so the actual contribution may be lower. Fee increases in 2017/18 will depend on each person's financial circumstances but for most people will be linked to the increase in pensions and benefits they receive.	Various	Various	2% (Estimate)

Service : Adult Residential Care - Charges when the council is not responsible for funding

Purpose of the Charge: To recover the full cost of the service used

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
Income the proposed fees will generate:*	4	4

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Waymead Respite Charge per night	189.60	189.60	0.0%

2017/18 PROPOSED FEES & CHARGES

Service : Adult Day Care

Purpose of the Charge: To recover the costs of the service

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
Income the proposed fees will generate:	70	70

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Day Care			
Waymead Day Services			
Per hour	15.75	15.75	0.0%
Bracknell Day Centre			
Per day (CCG only, 2:1 high need support)*	123.62	124.36	0.6%
Per hour (new charge replacing previous day rate)**	n/a	15.75	n/a
Glenfield			
Hourly rate	15.89	15.99	0.6%

* A separate rate is charged in respect of one individual who is CHC funded and who received a higher level of support.

** An hourly charge will be introduced to replace a day rate, to reflect that users are choosing to use the service for part days.

Service : Blue Badge Scheme

Purpose of the Charge: To contribute to the cost of the service

	2016/17 Budget	Proposed 2017/18 Budget
	£'000	£'000
Income the proposed fees will generate:	1	1

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Blue Badge - Issues and Duplicate Badges	10.00	10.00	0.0%

2017/18 PROPOSED FEES & CHARGES

Service: Forestcare

Purpose of the Charge: To recover the costs of the service

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	984	997

Are concessions available? No

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Lifeline Rental and Monitoring					
- BFBC	4.46	3.71	4.45	3.71	0.0%
Per week					
Per month			19.30	16.08	
- Others	4.76	3.97	4.76	3.97	0.0%
Per week					
Per month			20.64	17.20	
Per quarter			61.93	51.61	
Lifeline Monitoring only					
- BFBC	3.53	2.94	3.53	2.94	0.0%
Per week					
Per month			15.29	12.74	
Per quarter			44.93	37.44	
- Others	4.19	3.49	4.19	3.49	0.0%
Per week					
Per month			18.14	15.12	
Per quarter			54.44	45.37	
GSM Lifeline			7.80	6.50	
Extra/Lost Pendants					
- Flat Charge	68.76	57.30	68.76	57.30	0.0%
- Lost ivi Pendants	96.00	80.00	96.00	80.00	0.0%
- Rental of additional pendant	0.89	0.74	1.20	1.00	35.1%
Sensors					
Smoke			2.16	1.80	
Carbon Monoxide			3.24	2.70	
Flood			2.76	2.30	
Temperature Extreme / Heat			2.16	1.80	
Universal			1.20	1.00	
PIR / Fast PIR			1.20	1.00	
Medication Dispenser			4.80	4.00	
Epilepsy sensor kit			12.00	10.00	
Chair & bed sensor kit			6.00	5.00	
Falls pendant			2.40	2.00	
Bogus Caller			1.20	1.00	
Minuet watch			2.40	2.00	
Arm/ Disarm Zoning Trigger			1.20	1.00	
Jellybean Switch			2.40	2.00	
Natural Gas Detector			4.20	3.50	
Wrist Worn Epilepsy Pendant			51.60	43.00	
Responder service for lifeline customers					
- up to 12 visits per year	7.56	6.30	10.44	8.70	38.1%
- up to 24 visits per year			18.00	15.00	
- extra visits (excluding bank holidays)	18.00	15.00	37.20	31.00	106.7%
- extra visits (including bank holidays)			55.80	46.50	
Responder service for commercial customers					
- up to 6 visits per year			7.56	6.30	
- per additional visit			54.00	45.00	
Key Safes					
Keysafe Supply and Fit	66.00	55.00	66.00	55.00	0.0%
Supply only					
Supply + fit	72.00	60.00	72.00	60.00	0.0%
Moving keysafe			54.00	45.00	
Supply+fit subsequent visit	90.00	75.00	90.00	75.00	0.0%
Monitoring of security diallers	12.54	10.45	12.54	10.45	0.0%
Monitoring of two security diallers	18.36	15.30	18.36	15.30	0.0%
Lone Workers					
Lone Workers	47.48	39.57	47.48	39.57	0.0%
Per person per year					
Lone Workers - with reports	49.50	41.25	49.50	41.25	0.0%
Per person per year					
GPS Lone Worker - BFC			238.80	199.00	
Per person per year					
GPS Lone Worker - External			330.00	275.00	
Per person per year					
Hourly charge for adhoc work	54.00	45.00	54.00	45.00	0.0%
Extension lead	7.20	6.00	7.20	6.00	0.0%
One telecare service / ivi falls pendant	0.98	0.82	0.98	0.82	0.0%
Per week					
Two telecare sensors			1.86	1.55	
Three telecare sensors			2.74	2.28	
Epilepsy bed sensor	3.00	2.50	3.00	2.50	0.0%
Per week					

2017/18 PROPOSED FEES & CHARGES

Service: Forestcare continued						
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	
	£.p	£.p	£.p	£.p	%	
Care calls						
- 1 care call per day	Per week	4.20	3.50	9.60	8.00	128.6%
- 2 care calls per day	Per week	7.20	6.00	18.00	15.00	150.0%
- 3 care calls per day	Per week	8.40	7.00	24.00	20.00	185.7%
- 3 care calls per day + 1 customer	Per week			36.00	30.00	
Pocket Pal						
GPS Device - customer buying device	Per device			114.00	95.00	
GPS Device - customer buying device (sim rental)	Monthly			15.00	12.50	
GPS Device - customer renting device (includes SIM and monitoring)	Weekly			7.80	6.50	

2017/18 PROPOSED FEES & CHARGES

Service: Homelessness					
Purpose of the Charge: To contribute to the costs of the service					
	2016/17 Budget	Proposed 2017/18 Budget			
	£'000	£'000			
Income the proposed fees will generate:	1,017	1,023			
Are concessions available? No					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Homelessness					
Bed and Breakfast					
- Current Tenancies	Per week	**		**	
10a Portman					
- Rent	Per week	**		**	
- Service Charge	Per week	18.31		18.42	0.6%
- Household	Per week	9.26		9.32	0.6%
- Fuel*	Per week	5.77		5.80	0.5%
- Water*	Per week	2.76		2.78	0.7%
Tenterden Lodge					
- Rent	Per week	**		**	
- Service Charge	Per week			12.47	
- Fuel*	Per week			3.18	
-Water*	Per week			2.78	
York Town Road					
- Rent	Per week			**	
- Service Charge	Per week			12.47	
- Fuel*	Per week			3.18	
-Water*	Per week			2.78	
* These charges will be uplifted in line with fee increases from utility companies, 0% is assumed based on current CPI					
** These rents will be set to accord to the Housing Benefit and Universal Credit Regulations for different household sizes.					
Small Landsales - Administration Fee					
Flat Charge	210.31	175.26	210.31	175.26	0.0%
Passport and Driving Licence Checking Service					
For landlords	24.00	20.00	24.00	20.00	0.0%
For employers	24.00	20.00	24.00	20.00	0.0%

2017/18 PROPOSED FEES & CHARGES

Service : Housing

Purpose of the Charge: To contribute to the costs of the service

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:	75	75

Are concessions available? No

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Rents - Learning Disability Accommodation			
151 Holbeck Per week per bedroom	**	**	
9 Portman Close Per week per bedroom	**	**	
Service Charges			
151 Holbeck, 9 Portman Per week per bedroom	13.51	13.59	0.6%
Waymead			
Rent Per week per bedroom	**	**	
Service Charge Per week per bedroom	27.57	27.76	0.7%
Fuel* Per week per bedroom	5.77	5.80	0.5%
Water* Per week per bedroom	6.76	6.80	0.6%
Easthampstead Mobile Home Park			
Water Charge*	23.38	23.52	0.6%
Site Rent	**		
* These charges will be uplifted in line with fee increases from utility companies, 0.6% is assumed based on current CPI			
** These rents will be set to accord to the Housing Benefit and Universal Credit Regulations for different household sizes.			

2017/18 PROPOSED FEES & CHARGES

Service : Housing Benefit Service

Purpose of the Charge: To set Council Tax Benefit (reduction scheme) annual uprating for working age people (people who have not reached the qualifying age for State Pension Credit).

	2016/17 Budget £'000	Proposed 2017/18 Budget £'000
Income the proposed fees will generate:*	0	0

* The budget is held corporately

Are concessions available? No

Description	Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT)	Increase %
Applicable amounts Personal allowances for people who have not reached the qualifying age for State Pension Credit.	Applicable amounts frozen to 2015/16 rates	Housing Benefit Circular: 2017-18 Uprating Subject to Executive decision Dec 2016, the Council proposals to introduce a new Local Council Tax Discount Scheme. Under the proposed scheme council tax discount would be based on household income bands with each band leading to a fixed discount.	
Premiums	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating Subject to Executive decision Dec 2016, the Council proposals to introduce a new Local Council Tax Discount Scheme. Under the proposed scheme council tax discount would be based on household income bands with each band leading to a fixed discount.	
Disregards* <i>*War Widows pensions and War disablement pensions are fully disregarded as income.</i>		Housing Benefit Circular: 2017-18 Uprating.	
Income-related social security benefits	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
Non income-related social security benefits	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
War pensions scheme benefits	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
Contributory and non-contributory social security rates	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
Non dependent deductions and bands	National prescribed regulations as set for the pensioner scheme, including whom should make housing cost contribution.	National prescribed regulations as set for the pensioner scheme, including whom should make housing cost contribution.	
Universal Credit Rates	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	
Non-social security payments and rates	Housing Benefit Circular: 2016-17 Uprating	Housing Benefit Circular: 2017-18 Uprating	

**TO: THE EXECUTIVE
13 DECEMBER 2016**

**CAPITAL PROGRAMME 2017/2018 - 2019/2020
(Borough Treasurer/Chief Executive)**

1 PURPOSE OF DECISION

- 1.1 Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and any other interested parties or individuals for a period of at least six weeks. This report summarises the current position on the Council's Capital Programme budget preparations for 2017/18.
- 1.2 This report draws together each department's proposals so that the Executive can agree a draft capital programme for 2017/18-2019/20 as the basis for consultation. In compiling the draft programme the main focus is inevitably on determining the requirements for 2017/18, although future year's schemes do also form an important part of the programme.
- 1.3 The financial implications of the recommendations in this report are reflected in the subsequent report on the Council's draft revenue budget. Any revisions to the proposals put forward by each service would also need to be reflected in that report which will also be published as the basis for consultation following the Executive's meeting.

2 RECOMMENDATIONS

That the Executive:

- 2.1 **Approves, for consultation, an initial Council funded capital programme of £48.531m for 2017/18 as set out in paragraph 5.23 and summarised in Annex A, including the new schemes listed in Annexes B – F.**
- 2.2 **Recommends to Council the release of £190,000 capital funding in 2016/17 from the 2017/18 Capital Programme to fund the investment required at South Hill Park**
- 2.3 **Approves, for consultation, the inclusion of an additional budget of £1m for Invest-to-Save schemes.**
- 2.4 **Approves, for consultation, the inclusion of £0.942m of expenditure to be funded from S106 as outlined in paragraph 5.24.**
- 2.5 **Approves, for consultation, the inclusion of £18.041m of expenditure to be externally funded as outlined in paragraph 5.24.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The reasons for the recommendations are set out in the report.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 The alternative options are considered in the report.

5 SUPPORTING INFORMATION

Capital Resources

5.1 Each year the Council agrees a programme of capital schemes. In the past these schemes have been funded from three main sources:

- the Council's accumulated capital receipts
- Government Grants
- other external contributions

5.2 The Local Government Act 2003 brought in radical changes to the financing of capital expenditure and from that date, the Government no longer issued borrowing approvals. Instead, under a new "prudential framework", Councils can set their own borrowing limits based on the affordability of the debt.

5.3 As the Council's accumulated capital receipts have been fully utilised, the Council returned to a position of internal borrowing in 2010 and as such a revenue contribution is required each year to repay this internal borrowing. Once the Council's current level of investments is exhausted, which is expected to be within the next 18 months the Council will need to borrow externally.

5.4 The Council's estimated total usable capital receipts at 31st March 2016 are zero. As a debt free authority the Council is partly reliant on capital receipts to fund its capital programme, although interest generated from capital receipts can also help support the revenue budget in the short term – however with investment rates at historic lows it makes more economic sense to defer borrowing. The Council still receives a share of any Right-To-Buy proceeds from Bracknell Forest Homes in addition to a share of capital receipts from the VAT Shelter scheme, however this is now coming close to the end of the 10-year agreement.

5.5 The proposed capital programme for 2017/18 has been developed, therefore, on the assumption that it will be funded by a combination of Government grants, other external contributions and borrowing in addition to capital receipts. Historically capital receipts have averaged around £5m per annum, however with the introduction of CIL and the forthcoming sale of the Sandy Lane land there is potential for a much larger level of capital receipts in 2017/18. However the exact value received will depend largely on the value of receipts from Sandy Lane and the timing of the sale. Even so with such a large programme there is a likelihood that the Council may need to borrow externally however this will depend largely on the progress made at Binfield Learning Village and at Coral Reef. Internal resources will be used in the first instance and borrowing from external sources (e.g. the PWLB) will be used when necessary. The financing costs associated with the General Fund Capital Programme have been provided for in the Council's revenue budget plans which also appear on tonight's agenda.

New Schemes

5.6 Within the general financial framework outlined above, Service Departments have considered new schemes for inclusion within the Council's Capital Programme for 2017/18 – 2019/20. Given that both capital and revenue resources are under pressure, each Department has evaluated and prioritised proposed schemes into broad categories in line with the Council's Asset Management Plan. Having done

this, only the very highest priority schemes and programmes are being recommended for inclusion in the Capital Programme.

Town Centre

- 5.7 Following the conclusion of the Development Agreement with Bracknell Regeneration Partnership (BRP) the Council set out its own planned investment on wider Town Centre infrastructure as part of the 2015/16 Capital Programme. These investment plans follow through into 2017/18.
- 5.8 Similarly in order to facilitate transport movements around the Borough, including the planned Town Centre redevelopment, it is necessary to continue to fund a number of infrastructure schemes. As such a funding need of £1.5m has been identified in the 2017/18 proposals (and a further £0.5m in 2018/19) to ensure that the regenerated town centre functions as a “whole centre” and not just as an isolated shopping outlet. As such spending levels of this magnitude are likely to be required until the new Northern Retail Quarter area is open and established for trading. This additional expenditure is aimed at maximising the positive experience of visiting the regenerated town centre.
- 5.9 All of these items have a much wider impact than the new development itself and will benefit the whole Borough. However the expenditure needs to be co-ordinated with the specific work that BRP are planning to carry out.

Commercial Investment Strategy

- 5.10 The Council’s Medium Term Financial Strategy forecasts a substantial budget gap over the next three financial years. This is a challenging target but the Efficiency Plan 2016 – 2020 approved by Full Council on 14 September 2016 demonstrates how the Council will achieve balanced and sustainable budgets throughout the period of the four year settlement. The Transformation Programme initiated during 2015 is critical to the achievement of our financial objectives.
- 5.11 A key project within the Transformation Programme is a Commercial Property Investment Strategy (as outlined in the Report to 16th November Executive) designed to deliver additional income of £1m in 2017/18 with a further £1m in 2018/19 and a further £1m in 2019/20. Assuming an average net yield of 5% per annum this will require the Council to invest £20m per annum in commercial property during 2016/17, 2017/18 and 2018/19.

South Hill Park

- 5.12 An investment of £190,000 has been identified in order to secure long-term reductions in the grant aid to South Hill Park. The investment will secure a £100,000 reduction in each of the following two years which meets the expectations in the Council’s efficiency plan. It will improve the building which ultimately belongs to the Council and the additional commercial revenue made possible by this investment will support the grant reduction by the Council. The investment will create a new wedding venue, refurbish all toilets and upgrade kitchens.

Other Unavoidable & Committed schemes

- 5.13 This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new legislation etc. Committed schemes also include those that have been started as part of the 2016/17 Capital Programme. Also included within this category are those schemes that were previously funded from the General Fund Revenue Account, but which by their nature could be legitimately capitalised, thereby reducing pressure on the revenue budget. Schemes in this category form the first call on the available capital resources.

Maintenance (Improvements and capitalised repairs)

- 5.14 An assessment has been made of the condition of the Council's property assets to arrive at an estimate of the outstanding maintenance works required. An assessment is made of the state of each building element and its repair priority with a condition rating and repair urgency.

Definition of Condition Categories:	
A:	Good – Performing as intended and operating efficiently.
B:	Satisfactory – Performing as intended but showing minor deterioration.
C:	Poor – Showing major defects and/or not operating as intended.
D:	Bad – Life expired and/or serious risk of imminent failure.
Priority:	
1	Urgent works that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of the occupants and/or remedy a serious breach of legislation.
2	Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health & safety of the occupants and/or a minor breach of the legislation.
3	Desirable work required within 3 to 5 years that will prevent deterioration of the fabric or services and/or address a low risk to the health & safety of the occupants and/or a minor breach of the legislation.
4	Long-term work required beyond a period of 5 years that will prevent deterioration of the fabric or services.

The figures below are based on the information held in the Construction and Maintenance Groups' property management system. They have been adjusted to exclude those works that are already budgeted for within existing 2016/17 schools and corporate planned maintenance programmes.

The priorities can be broken down as follows:

Maintenance Backlog

		£ (000)	£ (000)
Schools	Priority 1C & 1D	2,914	
	Priority 2C & 2D	8,539	
	Lower Priorities	26,237	37,690
Corporate Properties	Priority 1C & 1D	2,553	
	Priority 2C & 2D	2,758	
	Lower Priorities	11,574	16,885
Total			54,575

- 5.15 The overall maintenance liability has increased from £52.5m in 2016/17 to £54.58m. The last couple of years have seen large increases in building costs. As the Council is now running a five year programme of condition surveys, some of the older data was quickly becoming out-of-date and, as a consequence, adjustments have been

applied to that data to bring it in line with current costs. Secondly, the nature of the condition surveys has evolved such that more emphasis is now given to predicting the need for works further in advance than was previously the case. This is partly because of the five year programme approach mentioned above and partly because the asset management package that we now use to manage this data lends itself to better recording. As such much of the value attributed to lower priority works is for things that are likely to be required over the next several years.

Schools

- 5.16 Historically the Schools Maintenance Programme has been funded from the Capital Maintenance grant allocation from the Department for Education (DfE). The allocation from the DfE for 2017/18 of £1.931m will be used to tackle the highest priority items identified in the condition surveys indicated above.

Non-schools

- 5.17 From an initial analysis of the work required it is clear that some works, whilst urgent, cannot be legitimately capitalised and must be met from a revenue budget. An allowance of £200,000 is available in the 2017/18 Revenue Budget proposals to meet these liabilities.
- 5.18 In line with the policy adopted last year the Asset Management Group has considered only those works that fall within categories 1C and 1D. Given the financial constraints on both the revenue and capital budgets an allocation of £1.775m is recommended to address the most pressing 1C & 1D priorities.
- 5.19 The implications of failing to maintain Council buildings and to address the backlog will be a significant issue for the Council over the coming years and efforts will be focussed on ensuring that the highest priority items are tackled first, that efficiencies are maximised in the procurement of works and that maintenance which will result in energy efficiencies are undertaken through the invest-to-save programme.

Rolling programmes

- 5.20 These programmes cover more than one year and give a degree of certainty for forward planning schemes to improve service delivery. They make an important contribution towards the Council's established Asset Management Plans.

Other Desirable Schemes

- 5.21 In addition to the schemes identified in the above categories, each service has requested funding for other high priority schemes that meet the needs and objectives of their service. The net cost of schemes which attract partial external funding are included in the schemes put forward.

Invest-To-Save Schemes

- 5.22 These are schemes where the additional revenue income or savings arising from their implementation exceeds the Council's borrowing costs. In the past the Council has allocated £1m per annum to fund potential Invest-to-Save (ITS) schemes that may present themselves during the year

Capital Programme 2017/18 – 2019/20

- 5.23 A summary of the cost of new schemes proposed by Departments is set out in the table below and in Annex A. A detailed list of suggested schemes within the draft capital programme, together with a brief description of each project, for each service is included in Annexes B – F. Total Council funding amounts to £48.531m. However excluding the funding for Binfield Learning Village, Coral Reef, the Invest to Save Schemes, the Local Housing Company, the Town Centre Redevelopment and the

Commercial Property Investment strategy the total Council funding requested is £7.865m in 2017/18 and this is in line with previous programmes and the amount allowed for in the Revenue Budget proposals.

Capital Programme 2017/18-2019/20				
Annex	Service Area	2017/18 £000	2018/19 £000	2019/20 £000
B	Adult Social Care, Health & Housing	7,002	0	0
C	Children, Young People & Learning	20,540	19,067	1,574
D	Corporate Services	1,678	2,110	70
E	Council Wide	23,860	20,500	510
F	Environment Culture & Communities	13,492	5,724	3,400
	Total Capital Programme	66,572	47,401	5,554
	Externally Funded	18,041	19,221	4,209
	Total request for Council funding	48,531	27,730	1,345

Externally Funded Schemes

- 5.24 A number of external funding sources are also available to fund schemes within the capital programme. External support has been identified from two main sources:

Government Grants

A number of capital schemes attract specific grants. It is proposed that all such schemes should be included in the capital programme at the level of external funding that is available.

A significant element of the grant-funded capital programme relates to the planned investment in Schools. The schools investment programme included in this report reflects the highest priority schemes identified by the Department and the Education Capital Programme Board. Discussions are continuing with Sandhurst school regarding works to the adjoining sports centre. A total of £11.327m will be invested in schools from specific capital grants.

A second key constituent of capital grant funding relates to the Highway Maintenance, Integrated Transport Block and grants from the Local Enterprise Partnership. Grant approvals of £5.132m are currently anticipated for 2017/18.

Section 106 (£0.942m)

Each year the Council enters into a number of agreements under Section 106 of the Town & Country Planning Act 1990 by which developers make a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. Usually the monies are given for work in a particular area and/or for specific projects. The total money available at present, which is not financially committed to specific projects, is £3.8m, although conditions restricting its use will apply to almost all of this.

Officers have identified a number of schemes that could be funded from Section 106 funds in 2017/18, where funding becomes available. These are summarised below

Department	Schemes	Budget
		£000
CYPL	Various School Schemes	423
ECC	Leisure & Culture	169
ECC	Local Transport Plan	350
	Total	942

The level of new funding available through Section 106 is expected to reduce in the future following the introduction of the Community Infrastructure Levy (CIL). However the more flexible CIL funding should offset this reduction.

On-going Revenue Costs

- 5.25 Schemes may have associated on-going revenue costs and tend to become payable in the year after implementation. As such will be included within the Council's Commitment Budget for 2017/18. These total £69,000 and relate to the licence and maintenance contracts associated with the new IT hardware investment.

Funding Options

- 5.26 Following the transfer of the housing stock in 2008, the Council's capital receipts are limited to miscellaneous asset sales, the contribution from the VAT Shelter Scheme and Right-to-Buy claw back agreed as part of the transfer and the new Community Infrastructure Levy (CIL).
- 5.27 The Council introduced CIL in April 2015. It is difficult to estimate the potential amount of CIL that will be generated as this will depend on the delivery of additional housing development in the Borough, which is to a large extent outside of the control of the authority. However based on the most recent housing trajectory estimates and knowledge of development schemes that will come forward in the next 18 months, it is estimated that £2m is an appropriate assumption for 2017/18.
- 5.28 The proposed capital programme for 2017/18 has been developed, therefore, on the assumption that it will be funded by a combination of approximately £8m of capital receipts, Government grants, other external contributions and borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.
- 5.29 Given the level of investment proposed in 2017/18, in particular Binfield Learning Village and Coral Reef, it is inevitable that the Council will be required to borrow externally over the short-to-medium term. The timing of this will depend on the level of surplus cash held by the Council which will be used in the first instance to fund the Capital Programme commitments.
- 5.30 The use of these monies is known as internal borrowing and the Capital Finance regulations require the Council, through the General Fund, to set aside an amount, the Minimum Revenue Provision (MRP), which would be broadly equivalent to the amount the Council would need to re-pay if it borrowed externally. Any external borrowing will also require MRP in addition to an interest charge depending on the maturity of the loan.
- 5.31 If any amendments are made to the capital programme, the revenue consequences will need to be adjusted accordingly. Executive Members will therefore need to consider the impact of the capital programme as part of the final revenue budget decisions.

- 5.32 Following the introduction of the Prudential Borrowing regime local authorities are able to determine the level of their own capital expenditure with regard only to affordability on the revenue account. In practice this represents the amount of borrowing they can afford to finance, and will necessitate taking a medium-term view of revenue income streams and capital investment needs.
- 5.33 To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2017/18 to 2019/20 in March 2017, alongside its consideration of the specific budget proposals for 2017/18 and the Council's medium-term financial prospects.
- 5.34 Members will need to carefully balance the level of the Capital Programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2018/19 onwards, will need to be undertaken during next summer.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The authorisation for incurring capital expenditure by local authorities is contained in the legislation covering the service areas. Controls on capital expenditure are contained in the Local Government Act 2003 and regulations made thereunder.

Borough Treasurer

- 6.2 The financial implications are contained within the report.

Equalities Impact Assessment

- 6.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. Where necessary, impact assessments on specific schemes within the capital programme will be undertaken before work commences.

Strategic Risk Management Issues

- 6.4 The most significant risk facing the Council is the impact of the capital programme on the revenue budget. The scale of the Council's Capital Programme for 2017/18 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts or borrowing from internal resources. This effect is compounded by future year's capital programmes. As revenue resources are limited it is clear that a capital programme of this magnitude is not sustainable in the medium term without significant revenue economies. The generation of capital receipts in future years may mitigate the impact on the revenue budget, but as the timing and scale of these receipts is uncertain their impact is unlikely to be significant.
- 6.5 There are also a range of risks that are common to all capital projects which include:
- Tender prices exceeding the budget
 - Planning issues and potential delays
 - Uncertainty of external funding
 - Building delays due to unavailability of materials or inclement weather

- Availability of staff with appropriate skills to implement schemes

6.6 These can be managed through the use of appropriate professional officers and following best practice in project management techniques. The report also identifies the risk associated with the shortfall in maintenance expenditure compared to that identified by the latest condition surveys. With only those highest priorities receiving funding in 2017/18, there will be a further build up in the maintenance backlog and a risk that the deterioration in Council assets will hamper the ability to deliver good services.

7 CONSULTATION

7.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. 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.

7.2 The timetable for the approval of the 2017/18 Budget is as follows

Executive agree proposals as basis for consultation	13 December 2016
Consultation period	14 December 2016 - 24 January 2017
Executive considers representations made and recommends budget.	14 February 2017
Council considers Executive budget proposals	01 March 2017

Background Papers

None

Contact for further information

Alan Nash -01344 352180

alan.nash@bracknell-forest.gov.uk

Calvin Orr – 01344 352125

calvin.orr@bracknell-forest.gov.uk

CAPITAL PROGRAMME - BY CATEGORY

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
Committed	21,185	21,085	635	42,905
Unavoidable	170	125	100	395
Maintenance	2,007	505	150	2,662
Rolling Programme / Other Desirable	10,005	2,515	460	12,980
Town Centre Highway Works	1,500	500	0	2,000
Council Funding	34,867	24,730	1,345	60,942
Town Centre Improvements	850	0	0	850
Coral Reef	574	0	0	574
LED Streetlights	3,650	0	0	3,650
Binfield Learning Village	8,590	3,000	0	11,590
Total Council Funding	48,531	27,730	1,345	77,606
Total External Funding	18,041	19,221	4,209	41,471
Total Capital Programme	66,572	46,951	5,554	119,077

CAPITAL PROGRAMME - ALL DEPARTMENTS

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
ASCH	7,002	0	0	7,002
CYPL	20,540	19,067	1,574	41,181
Corporate Services	1,678	2,110	70	3,858
Council Wide	23,860	20,500	510	44,870
ECC	13,492	5,274	3,400	22,166
Total Capital Programme	66,572	46,951	5,554	119,077
External Funding	18,041	19,221	4,209	41,471
Council Funding	48,531	27,730	1,345	77,606

CAPITAL PROGRAMME - ADULT SOCIAL CARE, HEALTH & HOUSING

	2017/18 £000	2018/19 £000	2019/20 £000	TOTAL £000
Committed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Unavoidable	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Maintenance See Council Wide	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Rolling Programme / Other Desirable Downshire Homes	7,002	0	0	7,002
	<u>7,002</u>	<u>0</u>	<u>0</u>	<u>7,002</u>
TOTAL REQUEST FOR COUNCIL FUNDING	<u>7,002</u>	<u>0</u>	<u>0</u>	<u>7,002</u>
External Funding				
Community Capacity Grant	tba	tba	tba	tba
TOTAL EXTERNAL FUNDING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL PROGRAMME	<u>7,002</u>	<u>0</u>	<u>0</u>	<u>7,002</u>

Adult Social Care, Health and Housing

2017/18 Capital Programme Bids

1. Downshire Homes Ltd (DHL) – Local Housing Company Loan £7.002m

To increase the loan by £7.002m to Downshire Homes so that it can purchase 15 properties for homeless households and 5 properties for households with learning disabilities. The total amount to be lent is based on an average purchase price of £350,000, inclusive of taxes and any required works before letting. The company is wholly owned by the Council. The company can decide to pay a dividend to its shareholder from its post tax surplus in future years.

Alternatively the Council could continue with current policy approach of procuring bed and breakfast and temporary accommodation to provide homes for homeless households. Such an approach would not generate economies for the Council or benefit from equity growth of the properties it owns. The risks accrue to Downshire Homes, the Local Housing Company, albeit the company is a wholly owned subsidiary of the Council. The risks are that acquisition prices will increase faster than anticipated, preventing the purchase of the requisite number of properties but also any changes in the welfare regime that provides housing benefit or housing costs under universal credit for the households that are housed in the properties.

**TO: ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL
17 JANUARY 2017**

WORKING GROUP UPDATE REPORT Assistant Chief Executive

1 PURPOSE OF REPORT

- 1.1 This report summarises the progress achieved to date by the Working Group of the Panel reviewing the Council's draft Housing Strategy and housing Supply.

2 RECOMMENDATION(S)

- 2.1 **That the Panel notes the progress achieved to date by its Working Group reviewing the Council's draft Housing Strategy and housing supply.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To keep the Panel up to date regarding the activities of its Working Group reviewing the Council's draft Housing Strategy and Supply.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 A Working Group of the Panel, comprising Councillors Peacey (Lead Member), Mrs Angell, Finch, Mrs McCracken, Mrs McKenzie and Mrs Temperton, was established to respond to the consultation in respect of the Council's draft Housing Strategy 2016-2036 and to review a related theme, envisaged to be possibly the supply of accommodation for older people.

- 5.2 The Working Group commenced in November 2016 and has met on two occasions, to date. Issues covered have included:

- Receiving a briefing from senior housing officers on key aspects of the draft Housing Strategy, with particular reference to Affordable Housing.
- A discussion on the scope of the review, leading to an agreed scoping document. This has been sent to the Executive Member and Director for their information and comments. It has also been forwarded to the Chairman of the O&S Commission for his approval, as requested by him, as the proposed scope is wider than the supply of older people's accommodation.
- Receiving a briefing from the Chief Officer: Planning, Transport and Countryside on the Council's role in relation to housing supply and specifically Affordable Housing.

- 5.3 Some Members of the Working Group will be attending to observe the meeting of the Downshire Homes Board on 24 January. The next meeting of the Working Group has been arranged for 8 February, principally to have a discussion with the Chairman of

Downshire Homes. Further meetings will be arranged, and – subject to the availability of O&S officer support - the Group aims to complete its review by July 2017.

**6 **ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES
IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES /
CONSULTATION****

6.1 Not applicable.

Background Papers

None.

Contact for further information

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

**TO: ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL
17 JANUARY 2017**

2017/18 OVERVIEW AND SCRUTINY WORK PROGRAMME

1 PURPOSE OF REPORT

- 1.1 This report invites Members to propose items for inclusion in the Panel's Work Programme for 2017/18.

2 RECOMMENDATION(S)

- 2.1 **That the Panel proposes items for inclusion in its Work Programme for 2017/18.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To enable the Panel to propose items for inclusion in its Work Programme for 2017/18.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The Panel is invited to suggest items for inclusion in its 2017/18 Work Programme which will be developed in the coming months. The existing Work Programme for 2016/17 is attached at Appendix 1 for reference together with a list of topics previously reviewed by working groups of the Panel. Themes from the 2016/17 Work Programme may be carried forward to 2017/18.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES / CONSULTATION

- 6.1 Not applicable.

Background Papers

None.

Contact for further information

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

Andrea Carr – 01344 352122
e-mail: andrea.carr@bracknell-forest.gov.uk

OVERVIEW AND SCRUTINY WORK PROGRAMME 2016/17

The work programme for the Adult Social Care and Housing Overview and Scrutiny Panel in 2016/17 is shown on the following pages. The programme is aimed at maintaining a strategic and co-ordinated work programme based on major areas of Council and partner organisations' activity. The review topics take account of what is likely to be timely, relevant, and to add value. The programme incorporates the routine, on-going work of O&S and the completion of reviews currently underway. The work programme will necessarily be subject to continual refinement and updating. The 'future possible reviews' are those which are unlikely to be resourced until 2017/18 or later.

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL	
1.	<p>Monitoring the performance 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), 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> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>
3.	<p>2017/18 Budget Scrutiny</p> <p>To review the Council's Adult Social Care and Housing budget proposals for 2017/18, and plans for future years.</p>

2016/17 WORKING GROUPS	
Adult Social Care and Housing O&S Panel	<p>Housing Supply: Older People's Accommodation</p> <p>A review of an aspect of Housing Supply, possibly the implementation of the Older People's Accommodation Strategy (with the Clement House development as a possible case study).</p>

FUTURE POSSIBLE REVIEWS (Unlikely to be resourced until 2017/18 or later)	
<u>Adult Social Care and Housing</u>	
1.	Forestcare A review of the lifeline alarms and other services provided under Forestcare.
2.	Impact of the National Living Wage To review the likely impact of the National Living Wage on the capacity of the care home sector, and on day care.
3.	Housing Supply To review the Council's role relating to housing supply, particularly in regard to assisting home ownership, and the provision of affordable housing.

Completed Reviews (Since 2010)

Date Completed	Title
July 2010	Review of Housing and Council Tax Benefits Improvement Plan (Update)
October 2010	Safeguarding Vulnerable Adults in the Context of Personalisation
November 2012	Modernisation of Older People's Services
February 2013	Substance Misuse
October 2014	The Council's Role in Regulated Adult Social Care Services
November 2015	Draft Homelessness Strategy

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**TO: ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL
17 JANUARY 2017**

OVERVIEW AND SCRUTINY PROGRESS REPORT Assistant Chief Executive

1 PURPOSE OF REPORT

- 1.1 This report highlights Overview and Scrutiny (O&S) activity during the period June to November 2016.

2 RECOMMENDATION

- 2.1 **To note Overview and Scrutiny activity and developments over the period June to November 2016, set out in section 5 to 6, and Appendices 1 and 2.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Chief Executive has asked for a six monthly report on O&S activity to be submitted to the Corporate Management Team, before it is considered by O&S Members.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

Overview and Scrutiny Structure and Membership

- 5.1 There were no changes to the structure of the O&S Commission or Panels, and the only changes to the membership arose from the resignation of a councillor. Action continues to be taken periodically on the long-running vacancies for representatives of the Catholic Diocese and the Church of England on the O&S Commission and the Children, Young People and Learning O&S Panel.

Overview and Scrutiny Work Programme and Working Groups

- 5.2 The O&S work programme for 2016/17 is being delivered largely as planned, with a scaling back of Working Group activity in order to create space to engage with the Transformation Programme projects. A routine report has been submitted to each O&S Commission meeting, monitoring progress against the O&S Work Programme, using traffic light indicators.
- 5.3 The tables at Appendix 1 sets out the status of the O&S Working Groups currently underway, along with the list of completed reviews since 2010.

Overview and Scrutiny Commission

- 5.4 The O&S Commission met on 7 July, 22 September, and 17 November 2016. The main items included:
- Meeting representatives of the Community Safety Partnership and Thames Valley Police, to review performance in 2015-16; and the priorities in the Community Safety Plan for 2016-17.
 - Discussions with the Executive Member for Transformation & Finance and the Borough Treasurer on the current budgetary position and the Transformation Programme.
 - Receiving a presentation on the plans for office accommodation changes and the challenges being addressed.
 - Receiving updates on: discussions with the West London Mental Health Trust concerning the redevelopment of Broadmoor Hospital and the Trust's plans to decommission a number of the Hospital alert sirens; and the arrangements to notify alerts to schools.
 - An update on the work of the Economic and Skills Development Partnership.
 - A briefing about complaints made against the Council in 2015/16.
 - Reviewing the Quarterly Performance Reports (QSRs) for the Corporate Services Department, the Chief Executive's Office, and the Council as a whole.
 - Reviewing corporate decision items on the Executive Forward Plan.
 - The Bi-Annual O&S Progress Report, and progress reports from Panel Chairmen.
- 5.5 Some Members of the Commission visited the Broadmoor Hospital development site on 22 August. The plans for the redevelopment of the hospital were viewed, and discussions were held with the Trust's Director of Security, the Redevelopment Programme Director and the Construction Manager from Kier Construction. Members were then taken on a very informative tour of the new hospital, under construction.
- 5.6 The O&S Commission's next planned meeting is on 26 January 2017, when the main item is anticipated to be consideration of the Council's budget proposals for 2017/18.
- 5.7 Throughout the period, the work of O&S Members outside the programme of formal meetings has been dominated by making an input to the Council's Transformation Programme, both in the Core Groups on each Transformation project, and in participating in Gateway Reviews and other meetings.

Environment, Culture and Communities O&S Panel

- 5.8 Meetings of the Panel were held on 5 July and 20 September, 2016. During the meetings the Panel considered and commented on:
- Election of Chairman and appointment of Vice Chairman.
 - Preliminary Outcomes of the Residents' Parking Scheme.
 - Design Supplementary Planning Document.
 - Bracknell Forest Borough Local Plan Updates.
 - Executive response to the report of the O&S review of Procedures for Planning Applications and Enforcement.
 - Food Law Enforcement Plan 2016/17.
 - Coral Reef Update.
 - Review of the Council's Pre-Application Planning Advice Service.
 - Joint Regulatory Services Proposal.
 - Next working group review topic.
 - O&S Progress Report.
 - Scheduled Executive key and non-key decisions.

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- QSRs for the relevant quarters.
- 5.9 Further to issues raised and actions requested at Panel meetings, between meetings Members received clarification on the percentage of the average staff vacancy factor and received further information in respect of the new Coding Club commencing at Bracknell Library, the key project dates for the refurbishment of Coral Reef and the date of the switch on of the Met Office roundabout traffic lights. Members also requested regular updates on the refurbishment of Coral Reef at future Panel meetings until the project was completed and the Chairman sought a meeting with officers to discuss the costs and budget associated with the e+ Smartcard.
- 5.10 Having received the Executive's response to the report of the O&S review of the Council's Procedures for Planning Applications and Enforcement which accepted all but one of the recommendations, the Panel agreed that its next review topic would be houses in multiple occupation and it established a Working Group to undertake the review which is now proceeding (see Appendix 1).
- 5.11 Members of the Panel have joined O&S core review groups relating to the arts, libraries and leisure services as part of the Council's Transformation Programme and will continue taking part in these and the associated Gateway Reviews.
- 5.12 The Panel's next meeting will take place on 10 January 2017 and items under consideration will include the Council's budget proposals for 2017/18, Bracknell Forest Local Plan Update, six monthly O&S Progress Report and Quarter 2 QSR.

Health O&S Panel

- 5.13 The Panel met on 30 June and 29 September 2016. The main items considered at those meetings included:
- Electing a chairman and vice chairman.
 - Receiving a briefing from Frimley Health NHS Foundation Trust on the plans to redevelop Heatherwood Hospital.
 - The outcome of the inspection of the Berkshire Healthcare Trust by the Care Quality Commission
 - The results of the GP Patient Survey and other independent information on the performance of NHS organisations providing services to Bracknell Forest residents.
 - The bi-annual progress report of O&S.
 - The 2015-16 Annual report of Healthwatch Bracknell Forest.
 - Receiving updates on: the Joint Strategic Needs Assessment; progress in implementing the Health and Wellbeing Strategy; and the outcome of the Peer review of the Health and Wellbeing Board.
 - The quarterly service reports of the Adult Social Care, Health and Housing department, relating to health.
 - Scheduled Executive Key and Non-Key Decisions relating to Health.
 - Progress reports from the Panel's Working Group reviewing GP Capacity. The Panel adopted the Working Group's report, which was sent to the Executive and local NHS organisations for responses to its recommendations.
- 5.14 Between formal Panel meetings, much of the Panel Members' time was spent on the Working Group reviewing whether there is sufficient GP capacity to meet the Borough's future needs. The report has been received positively, with the Clinical Commissioning Group (CCG) commenting: *'The CCG sees this as a really important piece of work which has come at the right time to inform the local primary care strategy for the future.'*
- 5.15 Other Health O&S activities included:

- Responding to a consultation by the CCG in July, concerning moving the GP Out of Hours service for patients of the Sandhurst Group GP Practice.
- Responding to the Council's consultation on the Comprehensive Local Plan.
- Keeping abreast of significant events, including inspection reports issued by the Care Quality Commission.
- Attending the CCG's Annual General Meeting in September.

5.16 The Panel's next meeting is on 12 January 2017, when the main items are anticipated to include consideration of the Council's budget proposals for 2017/18.

Joint East Berkshire with Buckinghamshire Health O&S Committee

5.17 This Committee, formed jointly with Slough Borough Council, the Royal Borough of Windsor & Maidenhead, and Buckinghamshire County Council has remained suspended, the last meeting having been held in March 2013. The O&S Commission had previously decided to end the Council's involvement in the Joint Committee, unless there is a need to respond to a statutory consultation affecting health services in East Berkshire.

Children, Young People and Learning O&S Panel

5.18 Meetings of the Panel took place on 8 June and 7 September, 2016. During the meetings the Panel considered and commented on:

- Election of Chairman and appointment of Vice Chairman.
- The minutes of meetings of the Corporate Parenting Advisory Panel.
- QSRs for the relevant quarters, giving particular attention to matters including outcomes of Ofsted school inspections, Fixed Term Exclusions and school attendance, an update on the Multi Agency Safeguarding Hub and headline examination results.
- 2015/16 Annual Report of the Statutory Roles and Responsibilities of the Director and Lead Member for Children's Services.
- Family Focus Programme Update.
- Update on provision for young people not in education, employment or training.
- Update on the implementation of the O&S report recommendations concerning substance misuse involving children and young people.
- Families in a Strong Community Project.
- Update on the 'Staying Put' policy.
- O&S report on Child Sexual Exploitation (CSE).
- Next review topic / working group.
- Scheduled Executive key and non-key decisions.

5.19 In response to actions arising at Panel meetings, Members received information concerning matters including fixed term exclusion trend data for Bracknell Forest schools, the number of children Becoming Looked After in 2015-16, an on-line training course to enable newly qualified and established teachers to detect early signs of substance misuse and the number of recruited Newly Qualified Teachers who failed to take up their teaching posts in September. Also, the Panel suggested that the 2015/16 Annual Report of the Statutory Roles and Responsibilities of the Director and Lead Member for Children's Services be expanded to include reference to the work with young carers and home educated children.

5.20 Owing to concerns associated with the increasing level of awareness of CSE following recent high profile cases in areas such as Rotherham, Rochdale and Oxford, the Panel previously established a working group to undertake a review of CSE in the Borough. The

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Working Group has now completed its work and awaits the Executive's response to its related report and recommendations. In accordance with its work programme, the Panel has selected prevention and early intervention as its next review topic and has identified the need for a new working group to undertake that review (see Appendix 1).

- 5.21 As part of the Council's Transformation Programme, some Members of the Panel have joined core review groups relating to Children, Young People and Learning issues, and will attend meetings of the Groups as required and the associated Gateway Reviews.
- 5.22 The Panel next meets on 11 January 2017 when it will consider agenda items including the 2017/18 Budget Proposals, Quarter 2 QSR, six monthly O&S Progress Report and the 2015/16 Annual Reports of the Independent Reviewing Officer, of the Local Safeguarding Children Board and of Complaints, Compliments and Concerns relating to Children's Social Care.

Adult Social Care and Housing O&S Panel

- 5.23 The Panel met on 25 May and 19 October, 2016, when it considered and commented on:
- Election of Chairman and appointment of Vice Chairman.
 - QSRs for the relevant quarters.
 - Annual Complaints Reports 2015/16 for Adult Social Care and for Housing.
 - Housing Allocation Policy.
 - Heathlands Residential Home Update.
 - Draft Housing Strategy 2016-2036.
 - Changes to the Local Council Tax Discount Scheme.
 - Domiciliary Support Service Procurement Plan.
 - Update on local care home provision.
 - Vision for the future of Adult Social Care and Health.
 - Next review topic / working group.
 - Work Programme 2016/17.
 - Scheduled Executive key and non-key decisions.
- 5.24 As actions arising from the Panel meetings, Members:
- were advised that the local mental health Recovery College was modelled on the example of South London and Maudsley NHS Foundation Trust.
 - received clarification on the number of complaints received and staff sickness totals.
 - requested that a future Member training session on the Council's provision for people with Autistic Spectrum Disorder over the age of 18 including housing provision be provided.
 - were advised how many planning consents were given over the previous Housing Strategy period as a comparison against completions to establish whether the lack of completions was due to sites not coming forward or not being developed.
- 5.25 Having previously completed its contribution to the Council's Homelessness Strategy via one its working groups, the Panel established a new working group to respond to the consultation in respect of the Housing Strategy 2016-2036 and to review a strand flowing from the Strategy, namely, housing supply for older people (see Appendix 1).
- 5.26 Although there are no Transformation Programme review topics relating to Adult Social Care and Housing, Panel Members have been invited to join core review groups and attend Gateway Reviews relating to topics in other areas.
- 5.27 The next meeting of the Panel will be held on 17 January 2017 and items under consideration will include the 2017/18 Budget Proposals, the Quarter 2 QSR, the Bracknell

Forest Safeguarding Partnership Board Annual Report 2015/16, the finalised Domiciliary Support Service Procurement Plan and the six monthly O&S Progress Report.

Other Overview and Scrutiny Issues

- 5.28 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2, showing a high average score of 2.7 (90%).
- 5.29 Quarterly review and agenda setting meetings between O&S Chairmen, Vice-Chairmen, Executive Members and Directors are taking place regularly for the Panels (every two months for the O&S Commission).

6 DEVELOPMENTS IN OVERVIEW AND SCRUTINY

- 6.1 There were no notable developments in O&S nationally or locally in the period covered by this report.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Statutory Scrutiny Officer

- 7.1 The monitoring of this function is carried out by the Statutory Scrutiny Officer on a quarterly basis. Good progress is being made on the agreed programme of work by Overview and Scrutiny for 2016/17. Scrutiny Panels' planned reviews focus on areas of importance to local residents and their conclusions have been publicised well. Scrutiny members have very effectively contributed to the Transformation Programme gateway reviews to date.

Borough Solicitor

- 7.2 There are no legal implications arising from the recommendations in this report.

Borough Treasurer

- 7.3 There are no additional financial implications arising from the recommendations in this report.

Equalities Impact Assessment

- 7.4 Not applicable. The report does not contain any recommendations impacting on equalities issues.

Strategic Risk Management Issues

- 7.5 Not applicable. The report does not contain any recommendations impacting on strategic risk management issues.

Workforce Implications

- 7.6 Not applicable. The report does not contain any new recommendations impacting on workforce implications.

Other Officers

- 7.7 Directors and lead officers are consulted on the scope of each O&S review before its commencement, and on draft O&S reports before publication.

8 CONSULTATION

Principal Groups Consulted

8.1 None.

Method of Consultation

8.2 Not applicable.

Representations Received

8.3 None.

Background Papers

Minutes and papers of meetings of the Overview and Scrutiny Commission and Panels.

Contact for further information

Victor Nicholls, Assistant Chief Executive
Victor.nicholls@bracknell-forest.gov.uk
Tel: 01344 355604

Richard Beaumont, Head of Overview & Scrutiny
Richard.beaumont@bracknell-forest.gov.uk
Tel: 01344 352283

Doc. Ref

CXO\Overview and Scrutiny\2016-17\progress reports

OVERVIEW AND SCRUTINY CURRENT WORKING GROUPS – 2016/17

Position at 15 November 2016

Adult Social Care and Housing Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Housing Strategy and Supply of Older People's Accommodation	Cllrs Peacey (Lead Member), Mrs Angell, Finch, Harrison, Mrs McCracken, Mrs McKenzie, and Mrs Temperton	Simon Hendey	Richard Beaumont	In draft				Initial introductory and scoping meeting took place on 15 November 2016.

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Environment, Culture and Communities Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Houses in Multiple Occupation	Cllrs Brossard, (Lead Member), Angell, Finnie, Mrs Ingham and Mrs McKenzie-	Steve Loudoun	Andrea Carr	√	Commenced.			Initial introductory and scoping meeting took place on 31 October 2016.

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Children, Young People and Learning Overview and Scrutiny Panel

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Child Sexual Exploitation	Cllrs Mrs McCracken (Lead), Mrs Birch, Ms Gaw, Peacey and Mrs Temperton	Karen Roberts / Sonia Johnson	Andrea Carr	√	Completed.	√		The Executive response to the report and recommendations is awaited.
149 Early Intervention and Prevention	Cllrs Mrs Birch, Ms Gaw, Mrs Hamilton and Mrs Temperton.		Andrea Carr					The initial scoping meeting is to be arranged.

Health Overview and Scrutiny Panel

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
GP Capacity	Cllrs Peacey (Lead), Phillips, Mrs Mattick, Mrs Temperton, Tullett and	N/A	Richard Beaumont	√	Completed	√		Responses to recommendations awaited from the Executive.

	Virgo. Dr Norman							
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Transformation Programme - Overview and Scrutiny Core Groups Providing an input to Transformation Projects

CORE GROUP	MEMBERS	O&S LEAD OFFICER	SCOPING	CURRENT STATUS
Arts Review	Cllrs Leake (Chairman), Mrs Birch, King (to September), Peacey, Mrs Temperton, Thompson and Tullett.	Richard Beaumont	√	Three meetings held to date, and input made to two Gateway Review meetings.
Leisure Services Review	Cllrs Angell (Chairman), Mrs Angell, Mrs Birch, Mrs Ingham, King (to September), Mrs Mattick, Peacey, Mrs Temperton and Tullett.	Andrea Carr	√	First meeting held on 9 May. Input made to a Gateway Review meeting and a Member workshop.
Income Generation	Cllrs Angell (Chairman), Mrs Birch, King (to September), Leake, Peacey, Porter and Mrs Temperton	Richard Beaumont	√	First meeting held on 9 May. Core Group subsequently disbanded as project ceased.
Citizen and Customer Contact	Cllrs Leake (Chairman), Mrs Birch, D Birch, Finnie, Mrs Mattick and Thompson.	Richard Beaumont	√	Two meetings held to date, and input made to a Gateway Review meeting.
Early Intervention /Prevention	Cllrs Leake (Chairman), Mrs Birch, Mrs Ingham, Mrs Mattick, Peacey and Mrs Temperton.	Andrea Carr	√	First meeting held on 15 July.
Library Review	Cllrs Angell (Chairman), Mrs Birch, Mrs Ingham, King (to September), Mrs Mattick,	Andrea Carr	√	Two meetings held to date, and input made to a Gateway Review meeting and a workshop.

	Peacey, Mrs Temperton and Tullett.			
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Completed Reviews (Since 2011)

Date Completed	Title
January 2011	Safeguarding Children and Young People
March 2011	Review of the Bracknell Healthspace (Addendum)
April 2011	Overview and Scrutiny Annual Report 2010/11
June 2011	Office Accommodation Strategy
June 2011	Plans for Sustaining Economic Prosperity
July 2011	Review of Highway Maintenance (Interim report)
September 2011	Performance Management Framework
September 2011	Review of the Council's Medium Term Objectives
October 2011	Plans for Neighbourhood Engagement
October 2011	Regulation of Investigatory Powers
October 2011	Site Allocations Development Plan Document
January 2012	Common Assessment Framework
February 2012	Information and Communications Technology Strategy
April 2012	NHS Trusts Quality Accounts 2011/12 (letters submitted to five Trusts)
April 2012	Overview and Scrutiny Annual Report 2011/12
June 2012 & April 2015	Commercial Sponsorship
July 2012	Communications Strategy
November 2012	Proposed Reductions to Concessionary Fares Support and Public Transport Subsidies
November 2012	Modernisation of Older People's Services
January 2013	Preparations for the Community Infrastructure Levy
February 2013	Substance Misuse
February 2013	'Shaping the Future' of Health Services in East Berkshire
April 2013	Overview and Scrutiny Annual Report 2012/13
April 2013	NHS Trusts Quality Accounts 2011/12 (letters submitted to three Trusts)

Unrestricted

Date Completed	Title
July 2013	School Governance
September 2013	Delegated Authorities
October 2013	Bracknell Forest Bus Strategy
January 2014	Applying the Lessons of the Francis Report to Health Overview and Scrutiny
April 2014	Overview and Scrutiny Annual Report 2013/14
June 2014	Review of School Places
September 2014	Review of Cultural Services
October 2014	The Council's Role in Regulated Adult Social Care Services
February 2015	Business Rates and Discretionary Relief
April 2015	Substance Misuse Involving Children and Young People
April 2015	Overview and Scrutiny Annual Report 2014/15
August 2015	Draft Economic Strategy
September 2015	Draft Council Plan
November 2015	Draft Homelessness Strategy
March 2016	Procedures for Planning Applications and Enforcement
April 2016	Overview and Scrutiny Annual Report 2015/16
May 2016	NHS Trusts Quality Accounts 2015/16 (letters submitted to four Trusts)
September 2016	Child Sexual Exploitation
September 2016	General Practitioner Capacity

Results of Feedback Questionnaires on Overview and Scrutiny Reports

Note – Departmental Link officers on each major Overview and Scrutiny review are asked to score the key aspects of each substantive review on a scale of 0 (Unsatisfactory) to 3 (Excellent).

	Average score for previous 26 Reviews ¹
PLANNING Were you given sufficient notice of the review?	2.9
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	2.9
CONDUCT OF REVIEW Was the review carried out in a professional and objective manner with minimum disruption?	2.7
Was there adequate communication between O&S and the department throughout?	2.8
Did the review get to the heart of the issue?	2.6
REPORTING Did you have an opportunity to comment on the draft report?	2.8
Did the report give a clear and fair presentation of the facts?	2.6
Were the recommendations relevant and practical?	2.5
How useful was this review in terms of improving the Council's performance?	2.5
Overall average score	2.7 (90%)

¹ Road Traffic Casualties, Review of the Local Area Agreement, Support for Carers, Street Cleaning, Services for Adults with Learning Disabilities, English as an Additional Language in Schools, Children's Centres and Extended Services, Waste and Recycling, Older People's Strategy, Review of Housing and Council Tax Benefits Improvement Plan, 14-19 Education, Preparedness for Public Health Emergencies, Safeguarding Children, Safeguarding Adults, the Common Assessment Framework, Substance Misuse (Adults), Modernisation of Older People's Services, Community Infrastructure Levy, School Governance, Delegated Authorities, Applying the Lessons of the Francis Report, School Places, Cultural Services, Business Rates, Substance Misuse (Children and Young People), and Planning Procedures.

**TO: ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL
17 JANUARY 2017**

**EXECUTIVE KEY AND NON-KEY DECISIONS RELATING TO ADULT SOCIAL CARE
AND HOUSING**

Assistant Chief Executive

1 PURPOSE OF REPORT

- 1.1 This report presents scheduled Executive Key and Non-Key Decisions relating to Adult Social Care and Housing for the Panel's consideration.

2 RECOMMENDATION(S)

- 2.1 **That the Adult Social Care and Housing Overview and Scrutiny Panel considers the scheduled Executive Key and Non-Key Decisions relating to Adult Social Care and Housing appended to this report.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To invite the Panel 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 Panel 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 decision item prior to its consideration by the Executive.

7 CONSULTATION

None.

Background Papers

Local Government Act 2000

Contact for further information

Richard Beaumont – 01344 352283

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

Andrea Carr – 01344 352122

e-mail: andrea.carr@bracknell-forest.gov.uk

ADULT SOCIAL CARE & HOUSING OVERVIEW & SCRUTINY PANEL**EXECUTIVE WORK PROGRAMME**

REFERENCE:	I066214
TITLE:	Child Healthy Lifestyle and Weight Management Service (Let's Get Going)
PURPOSE OF REPORT:	It is the intention of the Public Health Team to go out to tender for an Adult Weight Management Service (Eat 4 Health) for 5 Local Authorities (Slough, RBWAM, Wokingham, West Berkshire and Reading as the present contract is coming to an end June 2017.
DECISION MAKER:	Executive Member for Adult Services, Health and Housing
DECISION DATE:	20 Jan 2017
FINANCIAL IMPACT:	Within existing budget for 2017/18.
CONSULTEES:	Stakeholders for each Local Authority (5)
CONSULTATION METHOD:	The procurement will be a single stage process, advertised on the South East Business portal and also on Contracts Finder with an Interview and Presentation required once evaluated, if required. The ITT will include 'Selection Questionnaire (SQ)' with an optional stepped evaluation depending on the number of responses explained within the ITT.

REFERENCE:	I064153
TITLE:	Charging Options for Care and Support at Home
PURPOSE OF REPORT:	To seek approval from the Executive to consult on possible options for charging for Adult Social Care.
DECISION MAKER:	Executive
DECISION DATE:	24 Jan 2017
FINANCIAL IMPACT:	Within existing budget; the costs of running the consultation will be met from within existing resources
CONSULTEES:	People in receipt of non residential adult social care support.
CONSULTATION METHOD:	Letter Public Notice

Unrestricted

REFERENCE:	I063292
TITLE:	Intermediate Care Commissioning
PURPOSE OF REPORT:	Consideration and approval of a business case on the future commissioning arrangements for Intermediate Care.
DECISION MAKER:	Executive
DECISION DATE:	14 Feb 2017
FINANCIAL IMPACT:	None at this time, a business case being developed for this decision will determine the financial impact
CONSULTEES:	CCG, Frimley Hospital, Voluntary Sector, Healthwatch, GPs
CONSULTATION METHOD:	Meetings with interested parties Staff if the Organisational Change Process needs to be utilised

REFERENCE:	I065842
TITLE:	Options for Joint Commissioning of EMI Care Home Beds
PURPOSE OF REPORT:	Development options for the provision of a new care home in Bracknell Forest.
DECISION MAKER:	Executive
DECISION DATE:	14 Feb 2017
FINANCIAL IMPACT:	None at this stage.
CONSULTEES:	CCG; Other Local Authorities
CONSULTATION METHOD:	Meetings

Unrestricted

REFERENCE:	I065555
TITLE:	Domiciliary Support Service Tender
PURPOSE OF REPORT:	To approve the recommendation to award a contract for the Domiciliary Care Service following a competitive tender.
DECISION MAKER:	Executive
DECISION DATE:	9 May 2017
FINANCIAL IMPACT:	To be incorporated into the report
CONSULTEES:	Internal teams within Adult Social Care, organisations who provide domiciliary support (both current providers and potential providers), voluntary & community organisations, people who use the service, and carers.
CONSULTATION METHOD:	Series of market shaping events Consultation with residents

REFERENCE:	I063143
TITLE:	Domiciliary Support Service Tender
PURPOSE OF REPORT:	To approve the Procurement Plan for the Domiciliary Support Service Tender.
DECISION MAKER:	Executive Member for Adult Services, Health and Housing, Director of Adult Social Care, Health & Housing
DECISION DATE:	9 May 2017
FINANCIAL IMPACT:	To be incorporated into the report
CONSULTEES:	Internal teams within Adult Social Care who are part of the project team, organisations who provide domiciliary support (both current providers and potential providers), voluntary organisations, people who use the service, and their carers.
CONSULTATION METHOD:	Series of market shaping Consultation with local residents

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