



AGENDA

For the Council meeting to be held on
Wednesday 26 April 2017.

Timothy Wheadon, Chief Executive



NOTICE OF MEETING

Council

Wednesday 26 April 2017, 7.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: The Council

Councillor Virgo (Mayor), Councillor Mrs McKenzie-Boyle (Deputy Mayor),
Councillors Allen, Mrs Angell, Angell, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, G Birch,
Brossard, Brunel-Walker, Dudley, Finch, Finnie, Ms Gaw, Mrs Hamilton, Harrison,
Mrs Hayes MBE, Ms Hayes, Heydon, Hill, Mrs Ingham, Kennedy, Leake, McCracken,
Mrs McCracken, Mrs McKenzie, McLean, Mrs Mattick, Ms Merry, Ms Miller, Peacey, Phillips,
Porter, Skinner, Mrs Temperton, Thompson, Tullett, Turrell, Wade and Worrall



TIMOTHY WHEADON
Chief Executive

Council

Wednesday 26 April 2017, 7.30 pm

**Council Chamber, Fourth Floor, Easthampstead House,
Bracknell**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made.

AGENDA

Page No

The meeting will be opened with prayers by the Mayor's Chaplain

1. **Apologies for Absence**

2. **Minutes of Previous Meeting**

To approve as a correct record the minutes of the meeting of the Council held on 1 March 2017.

7 - 18

3. **Declarations of Interest**

Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting and must not participate in discussion of the matter or vote on the matter unless granted a dispensation by the Monitoring officer or by the Governance and Audit Committee. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

4. **Mayor's Announcements**

To include a presentation from representatives of Honda UK.

5. **Petition Submitted Under Council Procedure Rule 9**

Petition against Residents' Parking Permit Charges Zone D

In accordance with Council Procedure Rule 9 (Public Participation), a petition has been submitted by Mr S Chubb resident of Fielden Place, Bullbrook on behalf of residents of Zone D with regard to their concern about the Residents' parking permit charges. The petition will be presented by Mr J Cochrane of Fielden Place, Bullbrook.

The full text of the petition is set out below:

*Parking permit charges to be implemented on 1st April 2017 deemed **unfair** to residents. **Penalising residents** living in Deepfield Road, Fielden Place, Smith Square, Forest Green and North Green – Bracknell, Berkshire RG12.*

*We, the undersigned, are concerned citizens who urge Bracknell Forest Council to act now to **abolish all parking charges** planned for the above roads. To increase the Residents Permit Parking Only restrictions on these roads and parking bays to be increased to 24 hours a day seven days a week.*

The procedure for dealing with submissions is explained in the Council's scheme for public participation which is viewable as part of the Constitution. The overall time allowed at a meeting to deal with all submissions by the public will not normally exceed 30 minutes.

6. **Executive Report**

To receive the Leader's report on the work of the Executive since the Council meeting held on 1 March 2017. 19 - 26

7. **Review of Constitution**

To receive the Borough Solicitors' report regarding proposed changes to the Constitution. 27 - 36

8. **Establishment of an Appointment Committee - Chief Officer: ICT**

To appoint an Appointment Committee for the position of Chief Officer: ICT 37 - 40

9. **Establishment of an Appointment Committee - Head of Overview and Scrutiny**

To appoint an Appointment Committee for the position of Head of Overview and Scrutiny. 41 - 44

10. **Annual Report of Overview and Scrutiny**

To consider and adopt the 2016/17 Annual Report of the Overview and Scrutiny Commission. 45 - 90

11. **Member Development Annual Report** 91 - 122
To approve the Member Development Strategy 2016 – 2020, and to note the Member Development Annual Report 2016-17.
12. **Champions' Annual Report** 123 - 134
To receive and note the Champions' Annual Report 2016/17.
13. **Annual Standards Report** 135 - 140
To receive and note the Annual Standards Report for 2016/17.
14. **Local Government Ombudsman Finding** 141 - 168
To receive a report from the Monitoring Officer appraising the Council of a finding of maladministration with no injustice by the Local Government Ombudsman.
15. **Questions Submitted Under Council Procedure Rule 10**
- (i) By Councillor Mrs Temperton to Councillor Turrell, Executive Member for Planning and Transport
- Does the Council support the expansion of Heathrow airport and what is its response to the current consultation on the third runway?*

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COUNCIL
1 MARCH 2017
7.30 - 9.21 PM

Present:

The Mayor (Councillor Tony Virgo), Councillors Mrs McKenzie-Boyle (Deputy Mayor), Allen, Mrs Angell, Angell, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, Brossard, Brunel-Walker, Dudley, Finch, Finnie, Ms Gaw, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes (present for part of the meeting), Heydon, Hill, Mrs Ingham, Kennedy, Leake, McCracken, Mrs McCracken, Mrs McKenzie, McLean, Mrs Mattick, Ms Merry, Ms Miller, Peacey, Phillips, Porter, Mrs Temperton, Thompson, Tullett, Turrell, Wade and Worrall

Apologies for absence were received from:

Councillors G Birch and Skinner

The Council observed a minute's silence to mark the sad death of Phillip King OBE. He was the Ward representative for Central Sandhurst from 2015 until the end of 2016.

40. Minutes of Previous Meeting

RESOLVED that the minutes of the Council meeting held on 18 January 2017 be approved and signed by the Mayor as a correct record.

41. Declarations of Interest

Following clarifying advice from both the Chief Executive and Borough Solicitor the following declarations were made:

Councillors Angell and Virgo declared an affected interest in item 7, Financial Plans and Revenue Budgets, by virtue of being Trustees at South Hill Park Trust.

Councillors Mrs Angell and Mrs McKenzie-Boyle declared an affected interest in item 7, Financial Plans and Revenue Budgets, by virtue of their spouses' being Trustees at South Hill Park Trust.

42. Presentation from Royal Berkshire Fire and Rescue Service

Chief Fire Officer, Andy Fry and representatives from Royal Berkshire Fire and Rescue Service were welcomed to the meeting to deliver a presentation on the public consultation running until 13 March 2017 on the future shape and priorities for Berkshire. Further information about the consultation could be found at www.rbfrs.co.uk/consultation

Area Manager, Jim Powell delivered the presentation and highlighted that the key outcomes for the consultation were maximising their contribution to enabling people to lead safe and fulfilling lives; balancing the Fire Authority's budget and, where possible, align any changes made to the aspirations of their staff. It was noted that there were seven options within the service redesign which included changing crewing arrangements and fire engine removal. Both mainstream media and social

media had been used to promote participation and twice as many people as usual had contributed their views to the consultation.

In response to a query regarding call centre management the Members were reassured by Deputy Chief Fire Officer, Trevor Ferguson that the ability to handle calls had been preserved and protected when the system became hosted in Reading.

In response to an enquiry about how the Fire Service was supporting safeguarding priorities Chief Fire Officer, Andy Fry explained that this had started with juvenile fire starters. This group had responded well on projects to encourage good choices by providing positive role models. The power of the Fire Service's branding was realised when they starting completing Home Safety Visits to encourage residents to install smoke detectors and create evacuation plans. Those vulnerable to fire were also those most at risk of other issues and being able to access the most vulnerable residents' homes meant that firefighters were able to advise not only on fire prevention but assess the risk of complex issues such as fall risk and dementia awareness and alert social care teams as appropriate.

In response to a question about readiness for the next forest fire Area Manager, Simon Jefferies responded that the service had invested in staff training and off-road vehicles. The Service was also able to call upon specialist advice, a fleet of 4 x 4 pumps and off-road vehicles through national co-ordination arrangements.

The Mayor thanked all of the officers for the service provided to borough residents and for attending the meeting.

43. **Mayor's Announcements**

Departure of Head of Overview and Scrutiny

Members joined the Mayor in thanking Richard Beaumont for his time as Head of Overview and Scrutiny. It was noted that he had made a significant contribution to the work of Overview and Scrutiny and the Mayor wished him well in his retirement.

Charity Burn's Night Supper

The Mayor announced that his Charity Burn's Night Supper had raised £3,000 and he had been pleased to see many of his fellow Councillors supporting his charity, Sebastian's Actions Trust.

Charity Quiz Night

The Mayor was pleased to share with Members that his Grease themed Charity Quiz Night hosted by the Easthampstead Park Conference Centre had been a success. He thanked Gill Cannell and the other staff at the Conference Centre for organising a fantastic event.

Executive Member for Regeneration

Councillor Brunel-Walker was pleased to announce to the Members present that it was six months and one week until the opening of the Lexicon. He advised Members that the new paving in the Town Centre equated to a granite walkway a metre wide and 11 miles long. A time capsule would soon be buried which would be opened in 50 years time. New lettings had been announced including Kiko Milano, Pandora and New Look.

Councillor Brunel-Walker advised that the Lexicon would need to employ 3.5K people which significantly exceeded those currently unemployed and the 18-24 year olds who were not in employment or training. Information on upcoming job fairs were on the Lexicon website.

He was proud to announce that three dementia friendly car parking spaces had been designated in the High Street Car park.

He reminded Members that time was running out to view the regeneration from the top of the tower.

Executive Member for Finance and Transformation

Councillor Heydon had attended the 5th annual Get Berkshire Active Awards on 10 February 2017 recognising the people that have excelled in a sport or physical activity setting during the previous year. He was pleased to announce that Bracknell Gymnastics Senior Men's Team were recognised for their team performance of the year.

Charity Gala Dinner

The Mayor encouraged Members to attend his James Bond themed event which was being held on 22 April at the Coppid Beech Hotel. Tickets could be purchased through Customer Services.

44. **Executive Report**

The Leader of the Council, Councillor Bettison, presented his report on the work of the Executive since that reported at the Council meeting on 18 January 2017. The Executive had met twice on 24 January and 14 February 2017.

The Leader highlighted the following things which had been considered:

- Procurement plan for outsourcing of Bracknell Sports & Leisure Centre, Coral Reef and Downshire Golf Course as part of the Leisure Services Transformation Project had been agreed. Either all three sites would be offered as a package or Downshire Golf Course would be offered separately from a combined package of the other two sites.
- One Public Estate pan Berkshire governance had been agreed.
- It had been agreed to develop a business case for jointly commissioned Elderly Mental Infirm Care Home with the Royal Borough of Windsor and Maidenhead and the Clinical Commissioning Group.
- The Executive gave approval to pursue the making of a non-immediate Article 4 Direction to remove the permitted development rights in Bracknell Western; Eastern and Southern Business Areas. This responded to concerns of major employers at potential changes to the nature of key business areas but the implementation of the change had been delayed by one year to avoid potential compensation claims.
- A new Learning and Improvement Strategy had been agreed which gave a "harder edge" to improvement work with schools and had been welcomed by schools.

- The School capacity and places plan had been agreed which outlined how the Council was going to respond to 20% and 27% increases in the primary and secondary aged population within the borough.
- The Executive agreed High Needs Block Funding arrangements.
- A Council Tax exemption would be granted to Care Leavers aged 18-21 as an important statement of the Council's role as corporate parent.
- The Local Flood Risk Management Strategy 2017 – 2020 had been agreed.
- A consultation on the charging options for care and support at home had been agreed. There was a strong preventative focus to the charging proposals which included developing a role for Forestcare to offer a paid for "pop in" when needed as opposed to "live in" care. It was acknowledged that a gap in night time in-home support could increase the likelihood of residential or hospital care.

In response to a query about the Learning Improvement Strategy Framework Councillor Dr Barnard responded that although there would be a wider consultation, the authority was clear about how it would fulfil its statutory duties. The Framework showed a clear change to intent and achieving wider buy-in would take time but it had been developed with Head Teachers and explained the stages of intervention when a school's performance caused concern.

In response to a query on the anticipated cuts to High Needs Funding and how this would be consulted upon Councillor Dr Barnard responded that the changes would affect all schools and specialist providers in the area. It was proposed for young people with additional needs to be supported within the borough and discussions would involve all schools, Kennel Lane School, College Hall as well as out of area providers and additional resource centres. The Schools Forum was only one part of the consultation.

45. **Financial Plans and Revenue Budgets**

The Council considered the report by the Borough Treasurer which set out the financial plans and revenue budgets for the financial year 2017/18 and the supporting information which presented the Council's spending plans for 2017/18 and detailed budgets for the General Fund and Capital Programme.

Councillors Angell, Mrs Angell, Mrs McKenzie-Boyle and Virgo had declared an affected interest in this item and therefore did not take part in the discussion or the vote.

Councillor Heydon gave a comprehensive presentation placing a particular focus on:

- Following the approval of the 2016/17 budget further savings proposals of almost £4m, in addition to the savings in the main budget, were considered and endorsed by Full Council on 13 July 2016. The Council was on track to deliver these savings and replenish the Council's reserves.
- The Council would be delivering a balanced budget, as Bracknell Forest had every year since it became a Unitary Authority in 1998.
- He thanked his Executive colleagues, fellow Councillors, the Chief Executive, the Treasurer and their senior teams for all their hard work.

- The Council's initial budget plans were published for consultation on 13 December and the provisional financial settlement was announced two days later which included the Government's plans for the New Homes Bonus.
- The changes to the New Homes Bonus would significantly impact Bracknell Forest. Initially some of the reduction in the New Homes Bonus would be used to fund a new grant for Adult Social Care but the local allocation would not match the reduction. This loss would become greater over the next three years as the New Homes Bonus itself tapered down.
- The predicted loss of £1.5m due to the complete withdrawal of the Education Support Grant was mitigated by changes to other Education grant arrangements, including that to the Dedicated Schools Grant.
- The Council was set to lose an additional £1.3m in funding than anticipated by 2019/20.
- There had been very few responses to the Budget consultation and Councillor Heydon thanked everyone who had taken the time to do so, including Councillor Mrs Temperton on behalf of the Labour Party.
- It was proposed that Council Tax would increase by 4.99%. 3% would be spent entirely on adult social care functions (commonly known as the adult social care precept).
- It was noted that the Government's calculation of the grant received by Bracknell Forest assumed that council tax would be increased each year by the amount permitted, including applying the social care precept.
- For the average Band D Council Tax payer this would be an increase of just over £50 for the year, around £1 per week.
- The Council was facing pressures totalling £11m from a combination of grant reductions, increasing costs of service delivery and rising demand.
- The Council's Transformation Programme would be delivering savings of £7m and £2m efficiency measures were being implemented. The proposal was to also draw £2.5m from balances, using them to prevent the need for more significant service changes.
- There were no proposals to close current facilities anywhere in the Borough.
- He listed some examples of how the Council was investing in the Borough's assets to fulfil on-going service responsibilities in more sustainable ways :
 - Schools, £43m on Binfield Learning Village
 - £13m on Coral Reef
 - Investment of over £0.5m in self-service technology in Libraries to allow facilities to be open for longer
 - £0.2m capital funding for South Hill Park to help generate additional income
- He was pleased to report that the Council would be spending more on older people and on the Council's looked after children than in the current year.
- The full amount received from the Government of almost £90m would be spent on Education.

On the proposition of Councillor Heydon, Executive Member for Transformation and Finance, seconded by Councillor Bettison the recommendations as set out in the agenda report were moved.

As required by legislation a recorded vote was taken on the substantive motion and the voting was as follows:

FOR (34) Councillors Allen, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, Brossard, Brunel-Walker, Dudley, Finch, Finnie, Ms Gaw, Mrs Hamilton, Harrison, Mrs Hayes MBE, Heydon, Hill, Mrs Ingham, Kennedy, Leake, McCracken, Mrs McCracken, Mrs McKenzie, McLean, Mrs Mattick, Ms Merry, Ms Miller, Peacey, Phillips, Porter, Thompson, Tullett, Turrell, Wade and Worrall

ABSTAIN (1) Councillor Mrs Temperton

NON VOTING (5) Councillors Angell, Mrs Angell, Ms Hayes (not present for this item), Mrs McKenzie-Boyle and Virgo

It was therefore **RESOLVED** that:

1 Capital Programme 2017/18 - 2019/20

- i) General Fund capital funding of £69.083m for 2017/18 in respect of those schemes listed on pages 174 to 178 of the supporting information be approved;
- ii) The inclusion of an additional budget of £1m for 'Invest to Save' schemes be approved;
- iii) The inclusion of £0.942m of expenditure be funded from S106 as outlined in the supporting information for Council;
- iv) That those schemes that attract external grant funding be approved for inclusion within the 2017/18 capital programme at the level of funding received;
- v) That funding of £0.473m be released through a supplementary capital approval in 2016/17 for the schemes included in paragraph 5.30 of the Executive Report (available at <https://democratic.bracknell-forest.gov.uk/ieListDocuments.aspx?CId=102&MId=6691&Ver=4>)

2 Revenue Budget 2017/18

- i) The budget proposals set out in Table 1 (page 4) of the supporting information, subject to the changes identified in sections 3.2 (page 5), 3.3 (pages 6 and 7), 3.5 (page 7), 3.7 (page 8), 3.8 (pages 8 to 10) and 7.2 (page 19) of the supporting information, be agreed;
- ii) Fees and charges as set out on pages 79 to 158 of the supporting information be approved;
- iii) A provision for inflation of £1.553m be approved;
- iv) The commitment budget as set out in Annexe A be approved (pages 21 to 22 of the supporting information);
- v) The Schools Budget be funded at the level set out in section 4.1 of the supporting information, subject to any amendments agreed by the Executive Member for Children, Young People and Learning;
- vi) A contingency of £2.000m be included, use of which is authorised by the Chief Executive in consultation with the Borough Treasurer in accordance with the delegations included in the Council's constitution;
- vii) Subject to the above recommendations the revised draft budget proposals be agreed;
- viii) A contribution of £2.568m (after allowing for additional interest from the use of balances of £0.026m) be made from revenue balances to support revenue expenditure;
- ix) Total net expenditure (after use of balances) of £85.773m, be approved;
- x) The Council's Council Tax requirement, excluding Parish Council precepts, be set at £53.247m;

- xi) The Council Tax for the Council's services for each Valuation Band be set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	796.26
B	7/9	928.97
C	8/9	1,061.68
D	9/9	1,194.39
E	11/9	1,459.81
F	13/9	1,725.23
G	15/9	1,990.65
H	18/9	2,388.78

- xii) The Council approved the following indicators, limits, strategies and policies included in Annexe E (pages 49 to 70) of the supporting information:
- The Prudential Indicators and Limits for 2017/18 to 2019/20 contained within Annexe E(i);
 - The Minimum Revenue Provision (MRP) Policy contained within Annexe E(ii);
 - The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annexe E(iii);
 - The Authorised Limit Prudential Indicator in Annexe E(iii);
 - The Investment Strategy 2017/18 to 2019/20 and Treasury Management Limits on Activity contained in Annexe E(iv);
- xiii) The formal Council Tax Resolution contained in section 3 be approved

3 COUNCIL TAX RESOLUTION

- 3.1 That the recommendations of the Executive outlined in sections 2.1 and 2.2 be agreed;
- 3.2 That it be noted that the amounts calculated for the year 2017/18 in accordance with Section 67 of the Local Government Finance Act 1992 are :-

a) **44,581 TAX BASE FOR THE WHOLE COUNCIL AREA**

being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended, as its council tax base for the year

b) **TAX BASE FOR PART OF THE COUNCIL'S AREA**

EACH PARISH AREA

Binfield	3,796
Bracknell	19,006
Crowthorne	2,689
Sandhurst	7,788
Warfield	4,643
Winkfield	6,659

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as amended, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate

3.3 That the following amounts be now calculated by the Council for the year 2017/18 in accordance with Sections 31 to 36 of the Local Government and Finance Act 1992 as amended (the Act), noting that Bracknell Town Council's (BTC) precept is subject to confirmation by BTC on 21 February:-

- (a) £273,435,227 **TOTAL EXPENDITURE INCLUDING GENERAL FUND, PARISH PRECEPTS AND THE COUNCIL'S SHARE OF ANY DEFICIT ON THE COLLECTION FUND**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act

- (b) £217,030,632 **TOTAL INCOME INCLUDING GOVERNMENT SUPPORT AND THE COUNCIL'S SHARE OF ANY SURPLUS ON THE COLLECTION FUND**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act

- (c) £56,404,595 **BOROUGH AND PARISH PRECEPTS NET EXPENDITURE TO BE FINANCED FROM COUNCIL TAX**

being the amount by which the aggregate at 3.3(a) above exceeds the aggregate at 3.3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year

- (d) £1,265.22 **AVERAGE BAND "D" COUNCIL TAX FOR WHOLE BOROUGH**

being the amount at 3.3(c) above, divided by the amount at 3.2(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its council tax for the year (including Parish precepts)

- (e) £3,157,494 **PARISH PRECEPTS**

being the aggregate amount of all special items referred to in Section 34(1) of the Act

- (f) £1,194.39 **BOROUGH COUNCIL TAX FOR BAND "D" PROPERTIES**

being the amount at 3.3(d) above less the result given by dividing the amount at 3.3(e) above by the amount at 3.2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year if there were an area of the Borough to which no special item relates

(g)	Part of the Council's area	BOROUGH AND PARISH COUNCIL TAX FOR EACH PARISH FOR BAND "D"
		Binfield £1,240.81
		Bracknell £1,278.05
		Crowthorne £1,267.24
		Sandhurst £1,267.68
		Warfield £1,230.00
		Winkfield £1,263.35

being the amounts given by adding to the amount at 3.3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 3.2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate

(h)	Part of the Council's area	BOROUGH AND PARISH COUNCIL TAX IN EACH PARISH FOR EACH VALUATION BAND						
Parish	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Binfield	827.21	965.07	1,102.94	1,240.81	1,516.55	1,792.28	2,068.02	2,481.62
Bracknell	852.03	994.04	1,136.04	1,278.05	1,562.06	1,846.07	2,130.08	2,556.10
Crowthorne	844.83	985.63	1,126.44	1,267.24	1,548.85	1,830.46	2,112.07	2,534.48
Sandhurst	845.12	985.97	1,126.83	1,267.68	1,549.39	1,831.09	2,112.80	2,535.36
Warfield	820.00	956.67	1,093.33	1,230.00	1,503.33	1,776.67	2,050.00	2,460.00
Winkfield	842.23	982.61	1,122.98	1,263.35	1,544.09	1,824.84	2,105.58	2,526.70

being the amounts given by multiplying the amounts at 3.3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands

3.4 That it be noted that for the year 2017/18 the Police and Crime Panel have stated the following amounts in precepts issued to the Council regarding the Police and Crime Commissioner for the Thames Valley, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:-

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Police and Crime Commissioner for the Thames Valley	113.52	132.44	151.36	170.28	208.12	245.96	283.80	340.56

3.5 That it be noted that for the year 2017/18 the Royal Berkshire Fire Authority have stated the following amounts in precepts issued to the Council, subject to confirmation by the Fire Authority on 27 February, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:-

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Royal Berkshire Fire Authority	41.66	48.60	55.55	62.49	76.38	90.26	104.15	124.98

3.6 That, having calculated the aggregate in each case of the amounts at 3.3(H), 3.4, and 3.5 above, the Council, in accordance with Section 30(2) of the Act, hereby sets the following amounts as the amounts of Council Tax for the year 2017/18 for each of the categories of dwellings shown below:-

(a) Part of the Council's area	TOTAL COUNCIL TAX FOR EACH VALUATION BAND							
Parish	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Binfield	982.39	1,146.11	1,309.85	1,473.58	1,801.05	2,128.50	2,455.97	2,947.16
Bracknell	1,007.21	1,175.08	1,342.95	1,510.82	1,846.56	2,182.29	2,518.03	3,021.64
Crowthorne	1,000.01	1,166.67	1,333.35	1,500.01	1,833.35	2,166.68	2,500.02	3,000.02
Sandhurst	1,000.30	1,167.01	1,333.74	1,500.45	1,833.89	2,167.31	2,500.75	3,000.90
Warfield	975.18	1,137.71	1,300.24	1,462.77	1,787.83	2,112.89	2,437.95	2,925.54
Winkfield	997.41	1,163.65	1,329.89	1,496.12	1,828.59	2,161.06	2,493.53	2,992.24

46. **Recommendation of the Governance and Audit Committee**

The Council considered the report regarding the recommendations by the Governance & Audit Committee at its meeting on 25 January 2017 relating to the External Auditor appointment.

On the proposition of Councillor Allen, Chairman of the Governance and Audit Committee seconded by Councillor Heydon it was

RESOLVED that the Borough Treasurer be authorised, on behalf of the Council, to opt in to the Public Sector Auditor Appointments collective procurement arrangement to appoint an External Auditor from the 2018/19 financial year, on the grounds that this approach is most likely to achieve best value.

47. **Membership of Committees**

The Council considered the report regarding the appointment of Members to the substitute vacancy on the Governance and Audit Committee.

On the proposition of Councillor Bettison OBE, Leader of the Council seconded by Councillor Birch, it was

RESOLVED that Councillor Peacey be appointed as the substitute member vacancy on the Governance & Audit Committee.

MAYOR

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To: **COUNCIL**
26 APRIL 2017

EXECUTIVE REPORT TO COUNCIL
The Leader

1 PURPOSE OF REPORT

- 1.1 Since the Council meeting on 1 March 2017, the Executive has met twice on 14 March 2017 and 11 April 2017. This report summarises decisions taken at those meetings by reference to the relevant portfolio within which they fall.
- 1.2 Updated Forward Plans are published every Friday and are available for public inspection at Easthampstead House in the usual way and online at www.bracknell-forest.gov.uk. Full details on the decisions taken by individual portfolio holders can also be accessed online through the Council's website.

2 RECOMMENDATION

- 2.1 Council is asked to note the Executive decisions detailed in this report taken since the last Council meeting on 1 March 2017.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The reasons for recommendations are set out in the supporting information and in the reports considered by the Executive.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Alternative options are discussed in the relevant individual reports considered by the Executive.

5 SUPPORTING INFORMATION

Transformation and Finance

5.1 Customer Contact Strategy 2016-2019

- 5.1.1 The Executive agreed the new Customer Contact Strategy including action plans for delivery. This strategy will provide a clear direction of travel for the way the Council manages customer contact through to December 2020, following on from the good progress achieved in the delivery of the Customer Contact and Channel Strategies, since their introduction in 2011.
- 5.1.2 The 'new narrative' published in the Council Plan, acknowledges the significant financial pressures faced by the Council. It is vital that the new Customer Contact Strategy reflects this new narrative. Significant developments in the digital world since the previous strategy was agreed give an opportunity to rethink how we enable customers to interact with the Council.

- 5.1.3 This has resulted in a strong focus on delivering more digitally, and on developing a whole systems approach to dealing with customers with high level and complex needs. An important element in this is providing a common approach to all contact that also allows those requiring specialist support to access that support easily and quickly. The current approach was recently endorsed by a Transformation Programme Gateway Review.

5.2 Council Wide Support Services Transformation Project

- 5.2.1 The Executive endorsed the business case and agreed the implementation plan for the 'Do' phase of the Council Wide Support Services Review. Effective support services are essential to effective service delivery. However, to minimise the impact of financial constraints on front line services, the cost of support services need to be minimised.
- 5.2.2 The review covers: Finance (including Procurement), HR (including Learning and Development and Health and Safety), Property, ICT and Legal. Performance Management and Business Intelligence are subject to a separate review which is currently in the "Analyse" Phase.
- 5.2.3 There are 196 (176 fte) staff in scope. The project aims to achieve savings of at least 10% (£800,000) during the first two years of implementation (2017/18 and 2018/19). It is hoped that a further 20% saving can be achieved during years 3-5 when the Transformation programme is bedded in across the Council. A Target Operating Model has been developed which focusses on strategic enabling and support hubs with business partners ensuring service needs are central to the model.
- 5.2.4 Self service will be the default mode for managers and staff enabled by improved ICT systems and intranet support pages which formed a key part of the ICT strategy agreed in March. Staff for each function will be centralised and co-located. Functional centralisation is the most appropriate model to facilitate future shared services with other partners.
- 5.2.5 The new model has a number of benefits: it delivers savings now with further savings possible after two years; it's scalable with the changing size and shape of the Council to meet our changing requirements; it improves resilience by aggregating resource; it supports increased professionalism as staff can provide their expertise where it is needed across the Council; it delivers a consistent service across the Council; and it challenges existing ways of doing things and simplifies processes.

5.3 Civic Accommodation

- 5.3.1 The Executive approved the procurement plan for the contract to refurbish/remodel Time Square. This project will enable the Council to consolidate its property portfolio and to vacate its current base in Easthampstead House generating a significant annual saving. It is expected that construction work will take place throughout the autumn and winter so that the Council can consolidate its office accommodation in Time Square during 2018.

Council Strategy and Community Cohesion

5.4 Council Plan Overview Report

- 5.4.1 The Executive received the Chief Executive's latest Council Plan Overview Report covering the third quarter of 2016/17 (October–December 2016). At the end of the

quarter, 166 actions (74.1%) were on target to complete within the timescales set; 18 actions (8.0%) were at risk of falling behind schedule, 1 action (0.4%) had fallen behind schedule and 36 actions had been completed (15.6%). Overall, good progress has been made against the actions in the departmental service plans.

- 5.4.2 Progress against key performance indicators across the Council was also strong, with 36 (50.7%) green – i.e. on, above or within 5% of target; 3 (4.2%) were amber – i.e. between 5% and 10% of target; and only 8 (11.3%) were red – i.e. more than 10% from target. 24 further indicators had no set target.

Children, Young People & Learning

5.5 Response to the Children, Young People & Learning Overview and Scrutiny Report on Child Sexual Exploitation (CSE)

- 5.5.1 The Executive noted the recommendations of the Working Group “Safeguarding is everyone’s business: A Review of Child Sexual Exploitation”. A total of 14 recommendations were proposed by the working group, of which the Executive accepted seven in full and six in part. With regards to the partially accepted recommendations, the Executive were concerned that they would place additional burdens on already stretched resources. However, progress will be made towards them from within existing resources. The one recommendation that is outstanding is awaiting confirmation and acceptance from the NHS.
- 5.5.2 The Executive thanked the Working Group for their helpful and well informed report which recognised the work being completed in this area and would enable further improvement in this area as well as help the Council to develop services.

5.6 Family Safeguarding Model – Outcome of Innovation Bid

- 5.6.1 The Executive were pleased to note the successful outcome from an innovation bid, securing funding to implement a Family Safeguarding Model within social work teams within Children Social Care.
- 5.6.2 In the summer of 2014, the Department for Education (DfE) announced it had set aside £30m to fund innovative projects to transform ‘edge of care’ and child protection services in England. Expressions of Interest were invited from local authorities and the voluntary sector. Hertfordshire County Council were successful and rolled out a family Safeguarding Model of practice.
- 5.6.3 The Family Safeguarding (FS) is a whole system change to how child protection services are delivered in Hertfordshire. It includes creating multi-disciplinary teams with additional specialists, recruiting staff to reduce workloads, training staff in Motivational Interviewing, as well as a structured approach to risk assessment.
- 5.6.4 In April 2016, the DfE announced further funding of £100m over the next four years, to support the development of new approaches to Children’s Social Care. An Expression of Interest was submitted in May 2016 by Hertfordshire to scale up the model to cover a further four local authorities – Luton, Peterborough, West Berkshire and Bracknell Forest. A full bid was worked up and submitted in September 2016 and approved by the Minister Edward Timpson on 23 February 2017. Bracknell Forest will received £1.9m over the next two years to develop the models.

5.6.5 There are four key elements to the proposed Family Safeguarding model:

- multi-disciplinary Family Safeguarding Teams;
- a core skills set with Motivational Interviewing at its heart;
- a structured 'workbook' approach to assessing parent's 'capacity for change';
- an outcomes based performance framework.

5.7 Summary Report on Examination and Test Performance in Bracknell Forest Schools: Academic Year 2015-16

5.7.1 The Executive noted school results for the academic year 2015-16 and endorsed recent policy developments and priorities for the School Improvement Service for the academic year 2016-17.

5.7.2 The Executive noted that outcomes were broadly in line or above national benchmarks across all key stages. However, the gap for disadvantaged pupils across all key stages remained a key focus area for schools in Bracknell Forest.

5.7.3 Diminishing the gap for disadvantaged pupils across all key stages has been highlighted by Ofsted within the South East region as an area for focus during Ofsted inspections, particularly for most able disadvantaged pupils. A whole council strategy and approach has been developed in order to address the areas that require improvement in the borough's schools. The School Improvement team is being restructured and is developing service plans to tackle the key areas of weakness identified by the internal analysis.

Culture, Corporate Services and Public Protection

5.8 ICT and Digital Strategy 2017-20

5.8.1 The Executive approved the ICT and Digital Strategy for the period 2017-2020. The ICT and Digital Strategy maps out the proposed direction for the Council, in terms of the development of its ICT infrastructure, applications and devices, and in particular recommends a way ahead in terms of the adoption of digital technology, for both customer-facing and internal administrative processes. This approach provides the essential technological underpinning that will enable the transformation agenda, the Customer Contact Strategy, the Accommodation Strategy, the changes in Council-Wide Support Services and changes in care and health.

5.9 Proposed Shared Emergency Planning Service for Berkshire

5.9.1 The Executive agreed to be part of a pan-Berkshire Emergency Planning Service governed through the Berkshire Chief Executive's Group. Subject to the approval of all six unitary authorities, the shared service will commence on 1 October 2017. The service will provide Emergency Planning and Business Continuity Planning to all six unitary authorities, with West Berkshire acting as the lead authority.

5.9.2 The budget for the service is set in the first year at £371k and apportioned to each unitary authority as an annual payment as follows:

Unrestricted

Bracknell Forest -	£45k
Reading -	£65k
RBWM -	£71k
Slough -	£48k
West Berkshire -	£82k
Wokingham -	£60k

Permanent staff will TUPE to the lead authority on their existing terms and conditions and will be slotted into the staffing structure where appropriate. Vacancies will be filled through internal/external recruitment where required.

5.10 Library I.T Procurement Plan

5.10.1 The Executive agreed the procurement plan to introduce new technology in all Bracknell Forest libraries to support the recent Transformation Review.

5.10.2 The transformation project has reviewed the Council's approach to library service provision. The fundamental principles of the new strategic plan for libraries revolves around three main areas: significant savings in the management of stock by automating and involving local staff in stock selection; revenue savings and an increase in opening hours of the library service through technology enabled opening and self service; and further service remodelling requiring the support of local volunteers. The savings envisaged are summarised in the table below:

Savings initiative £000	Totals	Year 1 2017/18	Year 2 2018/19
1. Stock management transformation	110	90	20
2. Technology enabled transformation	131		131
3. Service remodelling and single staffing	149	131	14
Totals	390	225	165

5.11 Complaint Against the Council – Local Government Ombudsman Decision

5.11.1 The Executive noted the Local Government Ombudsman's finding of maladministration with injustice in response to a complaint against the Council from a Miss X with regard to the conduct of the Council's care assessment of her child AB. The Executive agreed that no further action needed be taken in relation to this matter and that the report be approved, in compliance with the requirements of the Local Government and Housing Act 1989.

5.11.2 The Ombudsman accepted that the Council had investigated the safeguarding concerns without fault. With regard to its assessment of AB's care needs in 2014, the Council had already accepted the findings of its own Stage 2 report as part of its own complaints procedure. This had found fault in the way that the assessment of AB had been conducted. As a result the Council offered to amend the assessment or complete a new assessment. However, Miss X did not take up this offer.

5.11.3 Any finding against the Council is disappointing. However, perhaps most important in this case is the Ombudsman's conclusion that officers acted "without fault" in reviewing safeguarding concerns relating Miss X's care of AB. This, of course, must always be the Council's primary focus.

5.12 Equality Scheme 2017-20

5.12.1 The Executive approved the Council's Equality Scheme 2017-20. The Council is required by the Equality Act 2010 Public Sector Equality Duty Regulations to publish equality objectives at least every four years. The Scheme highlights the Council's equality objectives including those to promote good community relations. Through its normal service planning, the Council will ensure that the objectives are achievable, measurable and outcome focused with actions identified in the Council's service plans.

Planning and Transport

5.13 Adoption of the Design Supplementary Planning Document

5.13.1 The Executive approved the adoption of the Design Supplementary Planning Document (SPD), as a material consideration in the determination of all planning applications validated from the date of its adoption.

5.13.2 The Design SPD is a new document which sets out design principles and best practice to guide the design quality of developments proposals in the borough. It:

- Incorporates information for householders on extending their homes as currently set out in the design leaflet entitled "Extending your Home: A Householders Guide". The design leaflet will therefore cease to have effect from the date of the adoption of the Design SPD:
- Builds on the design guidance set out within the National Planning Policy Framework (NPPF): and
- Builds upon the Council's own policies as set out in the Core Strategy Development Plan Document 2007; the saved policies of the Bracknell Forest Borough Local Plan 2002 and the current Streetscene SPD and Character Area Assessment.

5.13.3 A Draft SPD was subject to public consultation between 17 October 2016 and 27 November 2016. A total of 26 responses from the public and professionals were received during the consultation period. All responses were considered in producing the final version of the Design SPD.

5.14 Capital Programme 2017-18 Integrated Transport

5.14.1 The Executive approved the Capital Programme for Integrated Transport for 2017/18 and its implementation. This programme supports the adopted Local Transport Plan which sets out the key challenges facing Bracknell Forest through the period 2011-2026. Schemes are developed taking account of the wider policy goals and issues such as deliverability and public impact/acceptability.

5.14.2 Historically, funding for the programme has been funded by an Integrated Transport Grant from Central Government, alongside developer contributions (S106) for transport mitigation measures. However, in addition to grant allocation of (£520k) and S106 funds (£350k), the Council has also been successful in securing additional funds from Central Government through the Local Growth Fund towards implementing transport measures linked to economic growth and carbon reduction

with a focus on unlocking the Town Centre regeneration and housing development. This work began with Warfield Link Road and Coral Reef Junction improvements in 2015/16 along with Town Centre accessibility improvements which will continue into 2017/18.

- 5.14.3 Further Local Growth funds of £2.9m have now also been secured for the A329 London Road Corridor improvements which are due to start in 2017/18 and continue into 2018/19. The total cost of the project is £3.8m with the funding gap of £900k coming from the Council's own resources.

5.15 Highway Maintenance Works Programme 2017-18

- 5.15.1 The Executive agreed that the budget for 2017-2018 be targeted at the four year indicative Highway Maintenance Works Programme, having due regard to the priority, availability of road space and available budget.
- 5.15.2 The 2017/18 budget includes £1.637m for the non-routine highway maintenance schemes. This is the level of funding provided via the Department for Transport's (DfT) Highway Maintenance Capital Funding which is a reduction on last year.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The Borough Solicitor's comments have been addressed in the reports to the Executive.

Borough Treasurer

- 6.2 The Borough Treasurer's comments have been addressed in the reports to the Executive.

Equalities Impact Assessment

- 6.3 Equalities issues, where appropriate, have been addressed in the reports to the Executive.

Strategic Risk Management Issues

- 6.4 Any strategic risks have been identified in the reports to the Executive.

Background Papers

Executive Agenda – 14 March 2017 and 11 April 2017

Contact for further information

Priya Patel, Corporate Services - 01344 352233

priya.patel@bracknell-forest.gov.uk

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TO: **COUNCIL**
26 APRIL 2017

REVIEW OF CONSTITUTION
Director of Corporate Services –Borough Solicitor

1 PURPOSE OF REPORT

1.1 The report recommends changes to the Constitution for approval by Council.

2 It is **RECOMMENDED that** Council:

2.1 Adopt the changes to the Delegations of Chief Officer: Property set out in **Appendices A and B** to this report.

2.2 Adopt the changes to the Protocol for Members in Dealing with Planning Matters set out in the **Appendix C** to this report.

2.3 Delegate to the Borough Solicitor the authority to make minor consequential changes to the Constitution from time to time to reflect legislative amendments, minor alterations in post titles and such amendments as may be required to clarify the meaning and/or effect of constitutional provisions. Such authority to be exercised following consultation with, and prior approval of, the Chair of Governance & Audit Committee in each instance.

3 REASONS FOR RECOMMENDATIONS

3.1 Part 7 of the Constitution requires the Monitoring Officer to monitor and review the operation of the Constitution to ensure that its aims and principles are given full effect. Any changes considered necessary are subject to approval by Council.

3.2 The amendments proposed should also be read in the light of the Council's transformation programme with particular regard to the need for simplification of processes to achieve efficiencies. The enhanced delegations to the Chief Officer: Property are intended to reflect the need for officers to act swiftly in the property market when dealing with acquisitions and disposals in order to secure the best outcomes for the Council. The Chief Officer: Planning delegations provide clarity to constitutional changes introduced in 2016 increasing the threshold for the number of objections to planning applications that would be required to trigger a Planning Committee determination. Finally, a delegation to the Borough Solicitor to make minor consequential changes of the type set out in the report will reduce the burden on the Council's formal decision making structures which currently require the drafting and presentation of reports through Corporate Management Team, Governance & Audit Committee and Council.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None. Section 37 of the Local Government Act requires the Council to keep its Constitution under review.

5 SUPPORTING INFORMATION

- 5.1 The report covers proposed changes to Chief Officer delegations.

A Chief Officer: Property Delegations

These are shown in **Appendices A and B** to this report.

- 5.2 The context of the proposed changes is essentially four fold.
- The existing delegations are no longer considered operationally fit for purpose. Property transactions are generally a consequence of strategic decisions previously taken by Members, which must then follow both policy and law.
 - The reasons why the delegations are considered no longer fit for purpose are that the rent and land value levels themselves have moved on considerably in the Borough since the existing levels were set in the Council's constitution.
 - Consequently, the ability for the Chief Officer: Property ("COP") and the Property Services team to manage the property estate is fettered in their every day duties. Some recent examples of this are listed below. The new delegation levels will make the operational performance and management of the investment and operational estate more efficient and serviceable for the Council and tenants alike. This will also link into the Commercial Property Investment Strategy as part of the overall transformation programme.
 - Commercial Property investment decisions have recently been vested in the Executive Committee and this change needs to be reflected in the COP delegations accordingly so they can work together in the management of that increasing portfolio.
- 5.3 Examples of where the existing delegations are not operationally functioning are below. They are not that frequent, but they can be material and time delaying for external bodies affected by the Council's decision making processes.

Example 1

- 5.3.1 The Housing Service required a short term property to accommodate homeless families to alleviate financial pressures on the use of B&B accommodation. This necessitated a short term lease being taken, but the rent is above the delegation levels of COP. Time was of the essence and so an emergency powers application to the Leader to delegate the authority had to be requested as there was not time to take the decision to the Executive in the next cycle of meetings. This is purely a financial and operational decision to save the Council revenue expenditure and should not require these additional decision making arrangements.

Example 2

- 5.3.2 Within the current commercial portfolio there are 7 tenants currently paying rent at either more or close to the delegation levels which means even agreeing rent reviews would require an Executive decision to follow the legal obligations contained in existing contracts. Some of those tenants may seek lease renewals or new terms to improve the income or security of income to the authority and accordingly the delegations need to reflect the ability to manage the current and expanding property commercial portfolio.
- 5.4 The delegation levels proposed broadly reflect the Contract Standing Order thresholds for the approval of Contract awards. They will require the approval of a higher authority than the Chief Officer Property in isolation where sums in excess of £400,000 are involved. (£200k in the case of Freehold or Long Leasehold disposals)
- 5.5 Furthermore, all property transactions have to go via some legal due diligence providing an extra layer of assurance. Commercial Investment acquisitions are delegated exclusively to the Executive Committee
- 5.6 The statutory requirement to obtain best consideration for property disposals remains and all transactions will be subject to scrutiny and external audit as well as public law challenge if appropriate.

B Chief Officer: Planning Transport & Countryside

- 5.7 A marked version of the proposed delegations highlighting amendments for ease of reference is set out in **Appendix C** to this report.
- 5.8 Following changes to the Constitution made in response to the overview and scrutiny review of planning in 2016, it has become apparent that one area of the Chief Officer: Planning Transport and Countryside delegations needs to be updated. This is in relation to the 3-5 objection procedure where officers seek the Chairman and the ward members to agree to a decision either to be delegated or to be considered by the Planning Committee where between 3-5 objections have been received. As currently written this procedure is not explicit and is ambiguous. **Appendix C** sets out the existing and the suggested changes to the delegations of the Chief Officer: Planning Transport and Countryside.

C Monitoring Officer

- 5.9 The Constitution is a living document and as such to remain up to date, relatively minor amendments are frequently required to give effect to changes in the law, job titles as well as to clarify the meaning and/or effect of existing provisions. It is not always expedient for such minor consequential amendments to be referred to Council particularly in light of the forward planning process involving constitutional amendment reports having to be agreed in the first instance by CMT and Governance & Audit Committee prior to agreement by Council. A recommendation is therefore brought forward for the Borough Solicitor to be authorised to make any such amendments as necessary in further satisfaction of his existing duty to ensure that the aims and principles of the Constitution are given full effect.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The Borough Solicitor is the author of this report.

Borough Treasurer

- 6.2 There are no financial implications arising from this report.

Equalities Impact Assessment

- 6.3 N/A

7 CONSULTATION

Principal Groups Consulted

- 7.1 Corporate Management Team,
Governance and Audit Committee

Background Papers

Executive response to the report of the Overview & Scrutiny Review of Procedures for Planning Applications and Enforcement (ECC O&S Panel : 5 July 2016)

Contact for further information

Sanjay Prashar, Corporate Services - 01344 355607
sanjay.prashar@bracknell-forest.gov.uk

Appendix AProposed delegation levels for Property Transactions

1	To authorise the acquisition of a freehold purchase in accordance with the Council approved release of funding, pursuant to that objective. (Except for all commercial investment based property acquisitions which are delegated to the Executive Committee)	<u>Up to £400,000</u> Chief Officer: Property		<u>£400,001-£1m</u> Director: Corporate Services and Executive Member with advice from Chief Officer: Property	<u>Over £1M</u> Executive Member with advice from Chief Officer: Property and Director: Corporate Services
2	To authorise the disposal of a freehold or long leasehold (a lease of more than 21 years at commencement) subject to: i) the property being declared surplus by the Directorate responsible for the asset and ii) Asset Management Group having no alternative use to recommend	<u>Up to £200,000</u> Chief Officer: Property	<u>£200,001-£400,000</u> Executive Member with advice from Chief Officer: Property and Director: Corporate Services	<u>£400,001- £1m</u> Reserved to Executive	<u>Over £1M</u> Reserved to Executive
3	To authorise the grant of leases, agreements for leases or tenancy agreements, or options for any term at a rent or a licence fee up to £100k per annum.	Chief Officer: Property following agreement with the Director of Corporate Services			
4	To authorise the grant of leases, agreements for leases or tenancy agreements, or options for any term at a rent or a licence fee above £100k per annum.	Chief Officer: Property following agreement with the Director of Corporate Services and Executive Member			
5	To negotiate and complete consents, rent reviews and lease renewals (whatever the	Chief Officer: Property Chief Officer: Property where terms are provided for in statute or within the provisions of the Lease. Otherwise following agreement with the Director of Corporate Services and Executive Member			

Unrestricted

	term) and give and receive statutory notices under all Landlord and Tenant legislation.	
6	To grant a wayleave or easement to statutory undertakers at the best terms reasonably available.	Chief Officer: Property following agreement with the Director of Corporate Services
7	To grant or take a grant of any Licence or Tenancy At Will: (a) up to £100,000 p.a. (b) over £100,000 p.a.	Chief Officer: Property Chief Officer: Property following agreement with the Director of Corporate Services

In addition the following delegations to the Chief Officer Property are proposed to replace existing delegations:

- Agree all payments in connection with the acquisition of land under Compulsory Purchase Powers, including home loss and disturbance payments.
- Authorise the service of Notices under Landlord and Tenant legislation and other Agreements in respect of land.
- To negotiate and enter into any necessary arrangements for the surrender of leasehold interests to or by the Council on the best terms available.
- To take any action under the terms of a transfer of land to or by the Council, lease or licence, relating to the use, ownership or the occupation of land.
- To maintain the Council's terrier land records and other related property information.

Appendix B

Existing Chief Officer: Property Delegations as set out in Council Constitution

1. Subject to the exceptions and limitations in Paragraph 2 below, the Chief Officer:
Property is authorised to:

- 1.1 Grant disposal, create or acquire land or interest in land (including wayleaves and easements).
- 1.2 Grant land disposals which are contractually required of the Council.
- 1.3 Grant or secure licences relating to the occupation and use of land.
- 1.4 Determine rent reviews and grant consents and/or take any other action under the terms of a transfer of land to, or by the Council, lease or licence relating to the use, ownership, and/or occupation of land
- 1.5 Agree all payments in connection with the acquisition of land under Compulsory Purchase Powers, including home loss and disturbance payments.
- 1.6 Authorise the service of Notices under Landlord and Tenant legislation and other Agreements in respect of land.

2. Exceptions and Limitations

2.1 The authority to grant any lease, licence, wayleave or easement does not apply if:

- (a) the consideration includes a premium of £50,000 or more, or
- (b) the consideration includes a rental or other consideration of more than £50,000 per annum

Rent reviews providing for a rental of £50,000 or more shall be reported to the relevant Executive Member.

2.2 The authority to take any lease, tenancy, licence, wayleave or easement by the Council does not apply to those cases where:-

- (a) the consideration includes a premium of £50,000 or more, or
- (b) the consideration includes a rental or other consideration of more than £10,000 per annum, or
- (c) the duration of the interest will exceed five years.

2.3 The acquisition of any freehold interest in the land is subject to the acquisition having been previously agreed, in principle, by, or on behalf of, the Executive and the consideration not exceeding £100,000.

2.4 Authority to dispose of amenity land is limited to land not exceeding 0.1 hectares.

- 2.5 Authority to dispose of the Council's interest in surplus land is limited to land not exceeding 0.2 hectares and to the disposal having been previously agreed, in principle, by, or on behalf of, the Executive.

J. CHIEF OFFICER: PLANNING, AND TRANSPORT AND COUNTRYSIDE

1. Subject to the exceptions and reservations set out in paragraph 2 below the Chief Officer: Planning, and Transport and Countryside is authorised to exercise the functions of the Council as Local Planning Authority and contained in all other legislation relating to Town and Country Planning (including Listed Buildings and Conservation Areas) save for functions in respect of Tree Preservation Orders and hedgerows.

2. Exceptions and Limitations

(a) ~~applications (including applications to vary planning obligations or for a building to be listed but not including applications for Certificate of Lawful Use) which any single Member of the Council expressly requests should be determined by the Planning Committee, provided that the request is supported, in writing, by a valid planning reason. This exception does not apply to determination of Prior Approvals under paragraph A4 of Part 1 Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 1995 (or any order revoking or re-enacting that Order with or without modification).~~

(b) applications (including applications to vary planning obligations but not including applications for Certificate of Lawful Use) attracting more than five valid planning objections from different households or other organisations before a delegated decision is made, may not be allowed by the Chief Officer: Planning, Transport and Countryside. This exception does not apply to determination of Prior Approvals under paragraph A4 of Part 1 Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking or re-enacting that Order with or without modification).

(c) applications (including applications to vary planning obligations or for a building to be listed but not including applications for Certificate of Lawful Use) attracting between three and five valid planning objections from different households or other organisations before a delegated decision is made, where valid planning objections arise from not more than five households and/or organisations, may only be allowed by the Chief Officer: Planning, Transport and Countryside. Where there are between three and five valid planning objections from households and/or organisations, applications may only be allowed by the Chief Officer: Planning, Transport and Countryside if he^[MB1] considers it appropriate to do so following reference^[BP2] to the Chairman of the Planning Committee and Ward Councillors. This exception does not apply to determination of Prior Approvals under paragraph A4 of Part 1 Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 1995 (or any order revoking or re-enacting that Order with or without modification).

(de) Determination of whether an application under 2 (a) or (b) above from a member of Council staff whose role involves working directly with the Planning division should be referred to the Planning Committee. (Refer to Protocol for Members dealing with Planning matters for consideration of Applications from any Council Chief Officer)

(ed) vary or release agreements made pursuant to Section 52 of the Town & Country Planning Act 1971 (whether made pursuant to other legislation or not) which either any single Member requests should not be determined by the Chief Officer or objections arise from more than three^[BP3] households and/or organisations

(fe) applications which, if approved, would be contrary to the Development Plan.
(f) applications for buildings to be listed where there is significant public interest.

(gg) applications for schemes which the Chief Officer – Planning, ~~and~~ Transport and Countryside is responsible for promoting.

(hh) authority to authorise the Borough Solicitor to issue/withdraw/waive or relax Enforcement Notices, Stop Notices and Listed Building Enforcement Notices shall only be given following consultation with the Chairman of the Planning Committee.

(ii) the final approval of Local Development Documents and in respect of Development Plan Document approval for submission for examination in public.

(jj) the designation of Conservation Areas.

(kk) the revocation of planning permission.

(ll) the approval of a Supplementary Planning Document for public inspection.

(mm) decisions to modify a planning permission under Section 97 of the 1990 Act are not delegated, and

(nn) non-material amendments to a planning permission or approved plans should not be approved other than pursuant to an application under Section 96A of the 1990 Act.

(oo) confirmation of decisions to remove or restrict Permitted Development rights.

TO: COUNCIL
26 APRIL 2017

**ESTABLISHMENT OF AN APPOINTMENT COMMITTEE
Chief Executive**

1 PURPOSE OF DECISION

- 1.1 The Chief Officer: ICT left the organisation late last year. An interim Chief Officer was engaged, with a brief to refresh the ICT strategy, develop an implementation plan and align the Councils ICT approach with the Transformation Programme; however, it was not intended that this would be a long term appointment. It is now necessary to agree a recruitment process to fill the vacancy of Chief Officer on a permanent basis. The Officer Employment Procedure Rules (Part 4, Section 12 of the Council's Constitution) are relevant to such appointments and this report invites the Council to establish an Appointment Committee for the post.

2 RECOMMENDATIONS

- 2.1 **That a Committee of the Council of five members (4:1), including at least one Member of the Executive (plus up to three substitute members per group) be appointed, with the following terms of reference:**

“To interview and appoint on behalf of the Council to the post of Chief Officer: ICT.”

- 2.2 **That nominated Members are appointed in accordance with political group wishes,**
- 2.3 **That three substitute Members are appointed in accordance with political group wishes.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that the appointment process is in accordance with the Council's Constitution.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

Appointment Committee

- 5.1 A close examination of the need for the post has been carried out. The Chief Officer: ICT has a vital role in taking the Council forward, particularly given the pivotal role of ICT as an enabler of transformation, the major role of ICT in supporting an agile workforce, and of moving customer transactions to digital channels. Fully exploiting the potential of ICT is a key element of the transformation programme and is vital to ensuring that the Council's operations are properly developed and supported.

- 5.2 Therefore there is a clear requirement to recruit to the post to ensure this crucial Council function is properly managed and led, and that the function continues to maximise the possibilities of emerging technology in order to effectively support the delivery of the Council's services, which will be changing in response to the changing environment for local government.
- 5.3 The Council's Officer Employment Procedure Rules, which form Part 4, Section 12 of the Constitution, deal with the arrangements for the appointment of officers at director and chief officer level. Those rules dictate that if it is proposed that an appointment to a post at this level is not made exclusively from within the Council's existing staff, it must be advertised externally. This is the case with the Chief Officer: ICT.
- 5.4 It is proposed that the Committee should comprise five Members and in order to reflect the political balance on the Council four of these Members should be drawn from the Conservative Group and the fifth seat should be taken by the Labour councillor, Councillor Mrs Temperton. In addition the Officer Employment Procedure Rules require that where a committee is to be established for the purposes of making an appointment it should include at least one Member of the Executive. Whilst it is a matter for political groups to make nominations, in this instance it would be appropriate for the Executive Member for Culture, Corporate Services and Public Protection and the Chairman of the Employment Committee to sit on the Committee. Nominations have been sought from the Conservative Group and will be tabled at the Council meeting.
- 5.5 In accordance with standard practice for post which requires a member panel, the Committee will be responsible for approving the shortlist of candidates prepared by officers, for interviewing those candidates and for making the final appointment.
- 5.6 It is anticipated that interviews for the post will be held in June following advertising and a preliminary shortlisting process.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Treasurer

- 6.1 There are no financial implications arising from the establishment of the Appointment Committee.

Borough Solicitor

- 6.2 The Appointment Committee process accords with the Council's constitution particularly Section 12 Part 4.

Equalities Impact Assessment

- 6.3 The recruitment process will be conducted in accordance with the Council's employment policies.

Strategic Risk Management

- 6.4 Not to recruit to the post would expose the Council to risk as the functions identified in paragraph 5.1 could not be carried out effectively.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Group Leaders regarding composition of the Committee.

Method of Consultation

- 7.2 Discussion and email.

Representations Received

- 7.3 Not applicable

Background Papers

None

Contact for further information

Timothy Wheadon, Chief Executive - 01344 355601

timothy.wheadon@bracknell-forest.gov.uk

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TO: COUNCIL
26 APRIL 2017

**ESTABLISHMENT OF AN APPOINTMENT COMMITTEE
Chief Executive**

1 PURPOSE OF DECISION

- 1.1 The Head of Overview and Scrutiny retired in March this year. It is now necessary to agree a recruitment process to fill the vacancy. The Officer Employment Procedure Rules (Part 4, Section 12 of the Council's Constitution) are relevant to such appointments and this report invites the Council to establish an Appointment Committee for the post.

2 RECOMMENDATIONS

- 2.1 **That a Committee of the Council of five members (4:1), including at least one Member of the Executive (plus up to three substitute members per group) be appointed, with the following terms of reference:**

“To interview and appoint on behalf of the Council to the post of Head of Overview and Scrutiny.”

- 2.2 **That nominated Members are appointed in accordance with political group wishes,**
- 2.3 **That three substitute Members are appointed in accordance with political group wishes.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that the appointment process is in accordance with the Council's Constitution.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

Appointment Committee

- 5.1 A close examination of the need for the post has been carried out. The post is important in coordinating overview and scrutiny activities, discharging the council's statutory duties under the Local Government Act 2000, and consolidated in the Localism Act 2011.
- 5.2 The post involves supporting councillors in seeking to improve public services and quality of life for local residents. A principal part of the role is helping members to hold the Council and other service providers to account, rigorously monitor

performance and influence the actions of the Council and its partners. Overview and scrutiny allows councillors to examine, question and evaluate various functions of the Council and other providers of public services on behalf of the public in an open and effective way.

- 5.2 Therefore there is a clear requirement to recruit to the post to ensure these crucial Council functions are properly resourced and managed.
- 5.3 The Council's Officer Employment Procedure Rules, which form Part 4, Section 12 of the Constitution, deal with the arrangements for the appointment of officers at director and chief officer level, but also cover the appointment of the Head of Overview and Scrutiny. Those rules dictate that if it is proposed that an appointment to a post at this level is not made exclusively from within the Council's existing staff, it must be advertised externally. This is the case with the Head of Overview and Scrutiny.
- 5.4 It is proposed that the Committee should comprise five Members and in order to reflect the political balance on the Council four of these Members should be drawn from the Conservative Group and the fifth seat should be taken by the Labour councillor, Councillor Mrs Temperton. Whilst it is a matter for political groups to make nominations, in this instance it would be appropriate for the Chairman of the Overview and Scrutiny Commission and the Chairman of the Employment Committee to sit on the Committee. In addition the Officer Employment Procedure Rules require that where a committee is to be established for the purposes of making an appointment it should include at least one Member of the Executive. Nominations have been sought from the Conservative Group and will be tabled at the Council meeting.
- 5.5 In accordance with standard practice for posts which requires a member panel, the Committee will be responsible for approving the shortlist of candidates prepared by officers, for interviewing those candidates and for making the final appointment.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Treasurer

- 6.1 There are no financial implications arising from the establishment of the Appointment Committee.

Borough Solicitor

- 6.2 The Appointment Committee process accords with the Council's constitution particularly section 12 part 4 and S151 Local Government Act 1972.

Equalities Impact Assessment

- 6.3 The recruitment process will be conducted in accordance with the Council's employment policies.

Strategic Risk Management

- 6.4 Not to recruit to the post would expose the Council to risk as the functions identified in paragraph 5.1 could not be carried out effectively.

7 CONSULTATION

Principal Groups Consulted

7.1 Group Leaders regarding composition of the Committee.

Method of Consultation

7.2 Discussion and email.

Representations Received

7.3 Not applicable

Background Papers

None

Contact for further information

Timothy Wheadon, Chief Executive - 01344 355601

timothy.wheadon@bracknell-forest.gov.uk

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TO: COUNCIL
26 APRIL 2017

2016/17 ANNUAL REPORT OF OVERVIEW AND SCRUTINY
Chairman of the Overview and Scrutiny Commission

1. PURPOSE OF REPORT

- 1.1 The Council's Constitution requires the Overview and Scrutiny Commission to submit an annual report to the Council on overview and scrutiny activities and their outcomes. The attached report informs Members of progress made in respect of the operation and development of Overview and Scrutiny in Bracknell Forest during 2016/17 and outlines proposed future activities. The Commission recommends that Council adopts the report.

2 RECOMMENDATIONS

- 2.1 **That the 2016/17 Annual Report of the Overview and Scrutiny Commission be adopted; and**
- 2.2 **That the commitment, role and value of the Overview and Scrutiny function be acknowledged and that non-executive Members continue to be supported in their role.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To meet the requirements of the Constitution.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

5.1 Structure of Overview and Scrutiny

The structure of Overview and Scrutiny was unchanged in 2016/17.

5.2 Activities

The activities of Overview and Scrutiny in 2016/17 are summarised in the Annual Report. The Commission and the four Panels have all met regularly. Much of the detailed Overview and Scrutiny work was conducted in Working Groups.

5.3 Outcomes

The main outcomes in 2016/17 are summarised in the Annual Report and have covered a wide range of reviews, leading to recommendations to the Executive and the NHS, contributing to policy development and performance improvement. In addition, the Commission and Panels have maintained a rolling coverage of various matters including budget scrutiny and rigorously monitoring the performance of all Council Departments.

Future Developments

- 5.4 The Annual Report includes a programme of Overview and Scrutiny work for the 2017/18 municipal year, which has been the subject of consultation with the Corporate Management Team and the Executive.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Statutory Scrutiny Officer

- 6.1 The Annual Report demonstrates the depth and breadth of the work of the Council's Overview and Scrutiny Commission and Panels and highlights the outcomes of this work. Overview and Scrutiny has exercised its functions in order to support the development of policy within the Council; to scrutinise the Council's financial proposals; and to improve services the Council and its partners provide with the overarching objective of seeking to benefit local communities.

Borough Solicitor

- 6.2 The Scrutiny function has an important role to play in providing local accountability and transparency in decision-making. It was introduced by the Local Government Act 2000 primarily to serve as a check and balance on Executive powers. Subsequent legislation has conferred on Councils the responsibility for scrutinising local NHS Trusts, the work of Crime and Disorder Reduction Partnerships, and other partners, such as the Environment Agency. It sits alongside the Council's Standards regime in delivering the accountability that constitutes one of the Seven Principles of Public Life.

Borough Treasurer

- 6.3 There are no additional financial implications arising from the recommendations in this report. The finally agreed work programme will need to be managed within the existing resources.

Equalities Impact Assessment

- 6.4 This report has no impact on equalities issues.

Strategic Risk Management Issues

- 6.5 This report has no impact on strategic risk management issues.

Other Officers

- 6.6 Not applicable.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Overview and Scrutiny Commission and Corporate Management Team.

Method of Consultation

7.2 Through correspondence and at meetings to consider the draft report.

Representations Received

7.3 None.

Background Papers

Agendas, Minutes and papers of meetings of the Overview and Scrutiny Commission, and Panels in 2016/17.

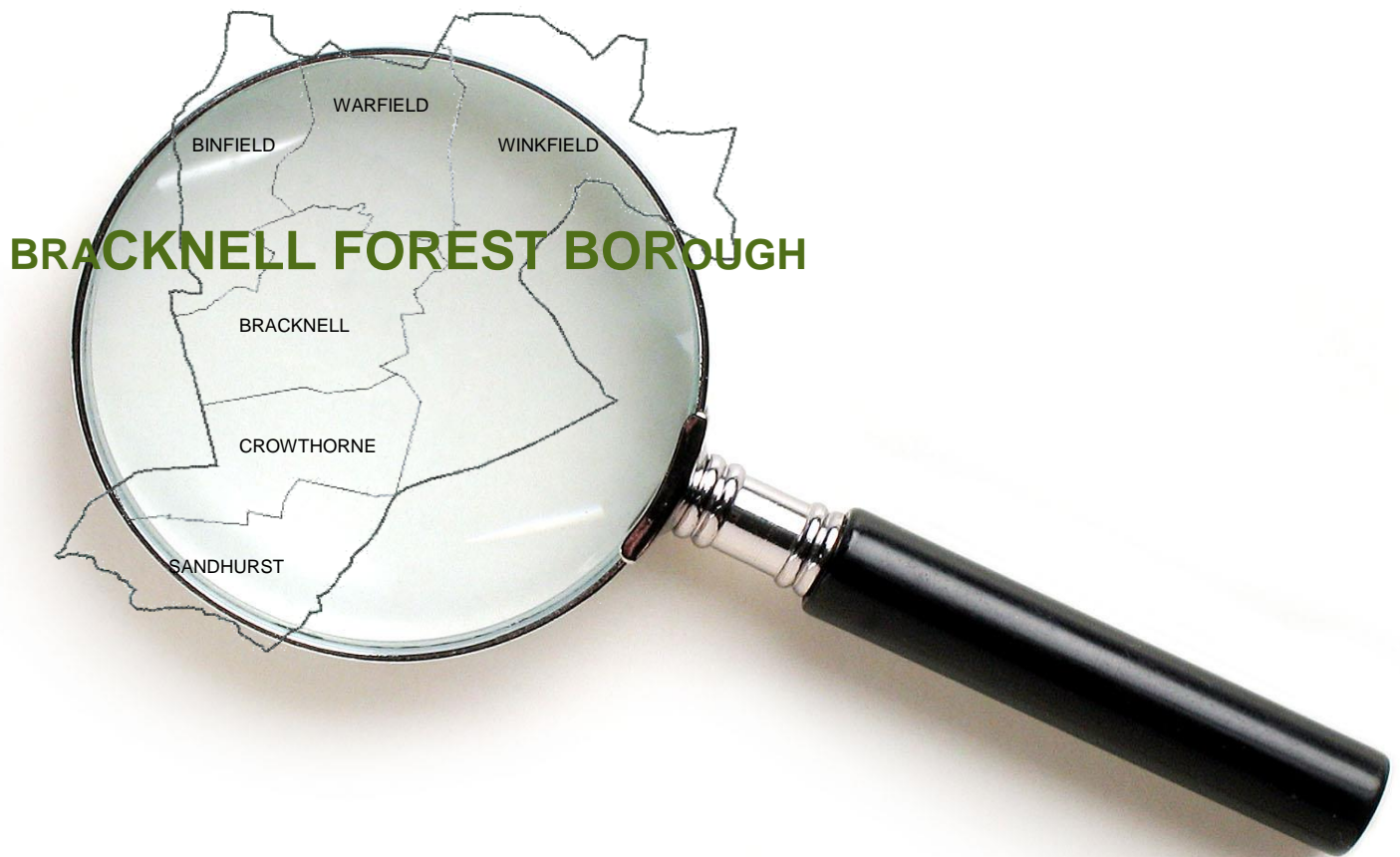
Contact for further information

Councillor Ian Leake
Chairman, Overview and Scrutiny Commission
ian.leake@Bracknell-Forest.gov.uk
01344 426628

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

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OVERVIEW AND SCRUTINY ANNUAL REPORT 2016/17



April 2017

**Helping to make Bracknell Forest a place where all people can thrive: living,
learning and working in a clean, safe and healthy environment**

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FOREWORD

In my Foreword last year I indicated that the second part of the challenge we faced following the local government settlement in December 2015 was to meet successfully the challenges that settlement forced on local authorities and that only the best would really succeed.

This municipal year has seen us make the steps to ensure that we become one of the successful ones with the implementation of our Transformation Programme. The Overview and Scrutiny function has played a key role in ensuring that we will be successful in that objective. Our principle role this year has been, and will continue to be, our contribution to the ongoing Gateway Review processes that are forming the backbone to the actions that are needed. The effort that Members have put into this process has been effective, positive and been appreciated by all concerned.

The steps that we are taking to transform our services, while at the same time both preserving and enhancing services to our residents, are not without risk: and the level of that risk is higher than would normally be contemplated. The Overview and Scrutiny Commission drew attention to this fact in its comments to the Executive on the budget proposals. Accordingly the Commission, along with its supporting Overview and Scrutiny Panels, will be seeking regular reports and updates on the progress of the various 'strands' of activity taking place. This will be done by means of a standard agenda item at our meetings.

Once again I extend my thanks and appreciation to Members who undertake the Overview and Scrutiny role: it is not always an easy task! Likewise go our thanks to our Overview and Scrutiny officers Richard Beaumont and Andrea Carr along with all the other officers who have helped us during the year.

In concluding I need to make special mention of Mr. Richard Beaumont, our Head of Overview and Scrutiny, who retired in March this year. He has been an outstanding asset and help not just to the Overview and Scrutiny function, but to the Council as a whole. His knowledge and experience of local government has been extensive and varied: his advice and guidance through the years has been wise, sound and of great value. In character he was calm, controlled and sincere and, when the occasion demanded, courageous! We wish him well for the future.

Councillor Ian Leake

Chairman, Overview and Scrutiny Commission

April 2017

INTRODUCTION TO OVERVIEW AND SCRUTINY

What is Overview and Scrutiny?

Overview and Scrutiny (O&S) is a principal way of achieving open, democratic accountability for the provision of public services. The aim of O&S is to improve public services and consequential quality of life for local residents. Its main value is in holding the Council and other service providers to account, rigorously monitoring performance and in its capacity to inform and influence the actions of the Council and its partners. O&S is a legal requirement which was introduced by the Local Government Act 2000; it was extended in later legislation, and was consolidated in the Localism Act of 2011. O&S allows Councillors to examine, question and evaluate various functions of the Council and other providers of public services on behalf of the public in an open and effective way.

Overview and Scrutiny has five broad functions:

- Holding the Council's Executive and its statutory partners to account in the public interest. This enables more transparent and effective decision making. This includes the power to 'call-in' a decision made by the Executive that has not yet been implemented. This effectively freezes the decision and allows the Commission and the Panels to consider the decision further and then to make recommendations, if appropriate, to the Executive.
- Supporting the development of effective policies and initiatives which have a beneficial impact on the community through policy review and development.
- Contributing to continuous improvement in services through monitoring quarterly departmental performance reports and the implementation of improvement plans.
- Having a positive impact on the work and outcomes of external agencies and providers of public services.
- Aiding Councillors in engaging with their communities and playing their role of community representatives and leaders.

The Structure of Overview and Scrutiny at Bracknell Forest

Overview and Scrutiny in Bracknell Forest is carried out by an O&S Commission and four Panels, which in law are sub-committees of the co-ordinating O&S Commission. The co-ordination role of the Commission includes overview of forthcoming Executive decisions, developing a work programme of O&S reviews and policy development projects and, with Council approval, appointing a number of O&S Panels. The Panels match the Council's departmental structure, except for an additional Panel for Health issues, and this structure is kept under review to ensure it remains efficient.

Each of the Panels and the Commission is made up of elected non-Executive Members of the Council (full details of O&S Membership can be seen on pages 23-24). As well as Council Members, the Commission and some of the Panels include other co-opted members and Church, Parent Governor and Teacher Representatives. Residents are encouraged to contribute ideas and concerns to the meetings of the O&S Commission and the Panels.

In addition, the Council is a member of the Joint East Berkshire with Buckinghamshire Health O&S Committee in conjunction with Slough Borough Council and the Royal Borough of Windsor and Maidenhead. This Committee, which looks at health issues across East Berkshire, was suspended in March 2013, and will reconvene in the event of a statutory consultation concerning National Health services in East Berkshire.

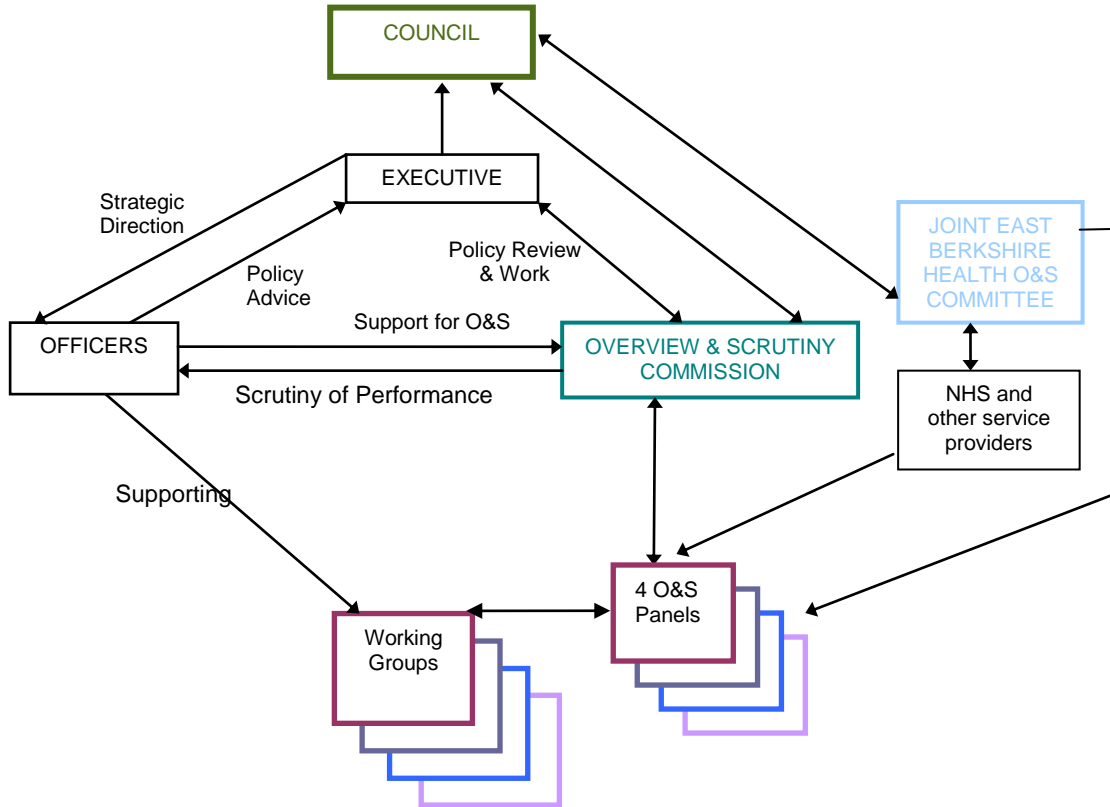


Diagram showing the structure of Overview and Scrutiny at Bracknell Forest Council

Much of the detailed O&S work is carried out by Working Groups. Some of these groups are formed to provide an input to policy development, and other groups carry out investigations and then produce a report on the specific issue. Council officers, expert witnesses, partner organisations and service users participate in these O&S reviews. Site visits and independent research are usually carried out.

Organisation of Overview and Scrutiny Work

In addition to its co-ordination and general role, the O&S Commission specifically concentrates on holding to account the Council's Chief Executive's Office and the Corporate Services Department, with the same functions as the Panels below; it undertakes its own cross-cutting reviews when required; and it is the Council's statutory 'Crime and Disorder Committee'.

The work of the Commission and Panels is steered by a work programme which is agreed by the Commission at the beginning of each Municipal year in consultation with the Executive and Corporate Management Team. The work programme features policy reviews and performance monitoring in relation to policy objectives, performance targets and particular service areas through regular performance reports and budget consultation and monitoring. The work programme is flexible, allowing the addition of new reviews as the need arises. The Commission usually meet every two months, and the Panels usually meet quarterly.

Legislation requires every local authority in England with Executive/O&S arrangements to designate one of its officers as the Scrutiny Officer with statutory duties to promote the role of the authority's O&S, and to provide support and guidance on that function. This statutory Scrutiny Officer role is fulfilled by the Council's Director of Corporate Services, who is also the Deputy Chief Executive. Day to day officer support is provided by a dedicated O&S officer team reporting to the Assistant Chief Executive in the Chief Executive's Office.

OVERVIEW AND SCRUTINY COMMISSION



Councillor Ian Leake

Chairman, Overview and Scrutiny Commission

The Overview and Scrutiny (O&S) Commission co-ordinates the work of the O&S Panels and reviews corporate issues concerning the whole Council, holding the Executive to account. The co-ordination role includes appointing Panel Members, deciding on the O&S work programme, developing O&S processes and monitoring Panels' activities. Regularly scrutinised items include the Quarterly Service Reports for the Chief Executive's Office and the Corporate Services Department. A wide range of matters is reviewed, focussing on services for residents. The Commission regularly monitors the forthcoming decisions of the Council's Executive. The Executive Member for Culture, Corporate Services and Public Protection routinely attends the Commission's meetings, and other Executive Members are required to attend as necessary.

Performance Monitoring

O&S continued to make an important contribution to the Council's very effective performance management arrangements. We reviewed information on the complaints made against the Council in 2015/16. Our on-going review of the Quarterly Service Reports for the Chief Executive's Office and the Corporate Services Department enabled us to hold Executive Members and officers to account for the performance against service plan objectives and performance targets. These activities resulted in the raising of a number of questions and requests for additional information and clarification including:

- City Deal work placements.
- Debt collection.
- Performance data and targets.
- Crime data.
- The purchase of commercial properties.
- The progress of Transformation Programme projects.

The Commission monitored the progress of all O&S work by receiving regular 'traffic light indicators' from the Chairmen of the Commission and all four Panels on their progress against the agreed annual work programme for O&S. We supplemented that by receiving six monthly progress reports from officers on O&S activities across the board, and any national developments in O&S.

6

Budget Scrutiny

The O&S Commission, along with the O&S Panels, examined the Council's revenue and capital budget proposals for 2017/2018, together with the proposed fees and charges for Council Services. The Commission preceded this, in the autumn, by discussing with the Executive Member for Transformation and Finance, also the Borough Treasurer, the main issues influencing the design of the budget, the Council's Efficiency Plan, and the progress of the Transformation Programme, which aims to achieve very large cost savings. Our views on the budget proposals, incorporating those of the O&S Panels, were reported to the Executive as part of the open consultation on the budget.

Specific issues raised by the Commission on the budget proposals included:

- The allowance made for inflationary pressures.
- Uncertainties applying to Business rates income.
- The savings expected from the Transformation Programme. We were told that there is a high level of confidence over the savings expected in 2017/18. However, it seemed to the Commission that there is far less certainty beyond that point.
- Reductions in grants to the voluntary sector.

Overview and Policy Development

O&S Members continued making an active input to the development of Council Policy during 2016/17, by participating in the Gateway Review meetings and other forums connected with the projects making up the Transformation Programme.

Other work included:

- 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. As part of this work, representatives of the O&S 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.
- Meeting the Chairman and the lead officer for the Economic and Skills Development Partnership to discuss their current work and future plans, challenges and opportunities. This Partnership is engaged in valuable work for the prosperity of Bracknell Forest, and we intend to maintain contact with them in the future.
- At our request, receiving a report on the Council's use of consultants, the circumstances in which consultants are used and the processes which are followed. We were concerned at the extent to which consultants are used, and we will be returning to this subject in more detail in 2017/18.

Working Groups

By contrast with earlier years, when the Commission formed a series of Working Groups to review topics in some depth, the Commission chose not to operate any Working Groups in 2016/17. This was to allow Members sufficient time to focus on making an input to the several Transformation Programme projects underway during the year. To that end, earlier in 2016/17, O&S Core Groups were formed and operated to build Members' understanding

of the projects and to prepare for the Gateway Reviews meetings held at key stages of each project.

Crime and Disorder

The Commission has continued to discharge the Council's 'Crime and Disorder Committee' requirements emanating from the Police and Justice Act, and the related statutory guidance from the Home Office on the O&S of Crime and Disorder.

We monitored crime and disorder issues, including the periodic performance reports of progress against crime indicators and key actions for community safety. In July 2016, we met with the Assistant Chief Constable also the Superintendent and Chief Inspector responsible for policing in Bracknell Forest, together with the Chairman of Bracknell Forest's Community Safety Partnership. The principal issues discussed were the 2015/16 annual crime figures, the partnership's performance and the new priorities in the Community Safety Plan. These are useful and productive meetings which will continue.

Councillor and Community Calls For Action

From April 2009, the legal provision for the 'Councillor Call for Action' also the 'Community Call for Action' came into effect, giving Members the opportunity to ask for discussions at O&S committees on unresolved issues. There have been no Community or Councillor Calls for Action at Bracknell Forest Council in 2016/17.

Holding the Executive to Account

From our consideration of the Executive Forward Plan, we raised queries on:

- Procurement of insurance broker services
- The Corporate Asset Management Plan
- The demolition of Easthampstead House
- The lack of involvement by O&S in most decisions by the Executive

There were no 'call-in' requests during 2016/17. The Commission has kept a watching brief on the Executive's decisions and reviewed relevant forthcoming Executive issues at each meeting.

Future Work of the O&S Commission

It is anticipated that the work of the O&S Commission during the latter part of 2016/17 will include:

- Considering the outcome of the 2017 Residents survey.
- Making an input to Gateway Review meetings on Transformation projects.
- Reviewing scheduled Executive decisions and departmental performance.

8 ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL



Councillor Robert Angell

Chairman, Environment, Culture and Communities Overview and Scrutiny (O&S) Panel

The Environment, Culture and Communities O&S Panel undertakes the Council's O&S function in relation to its Environment, Culture and Communities Department which provides environment and public protection, leisure and culture, and planning, transport and countryside services. The work of the Panel consists of monitoring the Department's performance, scrutinising its budget and exercising pre-decision scrutiny by reference to scheduled Executive key and non-key decisions. The relevant Executive portfolio holders regularly attend Panel meetings. The Panel assists with policy review and development by contributing to strategy development and by establishing working groups to undertake policy reviews, the outcomes and recommendations of which are submitted to the Executive for adoption and the Panel receives the Executive's response. The work programme of the Panel identifies other areas of work to be undertaken by the Panel.

Performance Monitoring

During 2016/17 the Environment, Culture and Communities O&S Panel has continued to monitor the performance of the Environment, Culture and Communities Department mainly through review of its Quarterly Service Reports (QSRs). The QSRs enabled the Panel to question Executive Members and officers in detail regarding the trends, pressures and priorities for this major service area. This resulted in discussion and a number of questions and requests for additional information in areas including:

- Changes in the operation of Edgbarrow and Sandhurst Sports Centre;
- The likelihood of a UK Government outside of EU membership relaxing the EU wide waste recycling target of 50% by 2020;
- The unavailability at present of further energy efficiency grants from the Department of Energy and Climate Change following the exhaustion of the Green Deal Communities funding;
- The engagement of a new e-book supplier to provide the service where library members could download e-books from the Library website;
- The progress towards forming joint arrangements across Berkshire to support a more resilient emergency planning service;
- Those departmental services which had been recipients of awards or received external recognition, the Borough parks which had been awarded Green Flag status and the receipt of a gold 'Britain in Bloom' Award for South Hill Park.

Budget Scrutiny

The Panel considered a report on the key themes and priorities for Environment, Culture and Communities as outlined in the draft budget proposals for 2017/18, which the Executive had approved for consultation. The initial preparations for the budget had focussed on the Council's Commitment Budget for 2017/18 – 2019/20, bringing together 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.

A number of changes were proposed to the Commitment Budget since it was last considered by the Executive in July 2016, the overall effect of which was to decrease it by £5.107m to £66.988m. Environment, Culture and Communities spending would decrease as a result of its share in the overall in-year savings agreed by the Council, a lower projection for the Minimum Revenue Provision as a result of changes to capital provision and updated Waste Disposal projections based on the latest tonnages and recycling data.

The Panel noted the draft revenue budget pressures for the Department totalling £387,000 for 2017/18, the most significant of which related to waste contract and management costs and to developing a joint Minerals and Waste Local Plan. However, these were outweighed by savings proposals amounting to £649,000. The largest savings arose from the formation of a joint Regulatory Services team with Wokingham and West Berkshire Councils, re3 local initiatives and increased levels of recycling, and Bracknell Leisure Centre through recovery of lost business and changes to membership scheme sales. All the savings measures had been designed to have the least possible impact on service to the public. The Panel also reviewed the proposed fees and charges for 2017/18, most of which had been increased by around 2%, unless market conditions suggested that a larger increase was appropriate.

The Panel sought clarification and answers to a number of questions, from which the following arose:

- The possibility of charging commercial interests for consent to attach signage to Council street furniture would be looked into.
- Advice on the Council's VAT charging process had been sought as part of the Gateway Review of Leisure Services. Although some VAT savings might arise if certain leisure services were provided through a Trust or a company wholly owned by the Council, greater economies of scale were likely to arise through outsourcing services to a larger contractor.
- A check was requested of the Building Control charges for other work (Plan Charge) for works under a certain cost.

The Panel further noted the 2017/18 Capital Programme bids. Members were assured that adequate publicity and the affixing of notices to parking pay machines would be arranged in advance of the installation of new coin mechanisms in the machines, to advise the position on the acceptance or otherwise of new notes and coins in circulation. The Panel was pleased to note the potential for savings and increased opening hours which would flow from the investment in self-service issue apparatus and mobile technology for Borough libraries.

Overview and Policy Development

At its meetings in 2016/17 the Panel considered matters including: the Residents' Parking Scheme; Bracknell Forest Borough Local Plan Updates including the Design Supplementary Planning Document; the Council's Pre-Application Planning Advice Service; 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 refurbishment; Joint Regulatory Services Proposal; and Local Flood Risk Management Strategy 2017/20.

10

The Panel also received bi-annual O&S progress reports and an update concerning the work undertaken by its Working Group reviewing Houses in Multiple Occupation. In addition, consideration was given to review future topics and the Panel's Work Programme for 2017/18.

Between formal Panel 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. Responses to questions concerning the budget proposals were also received and the Chairman sought a meeting with officers to discuss the costs and budget associated with the e+ Smartcard.

Planning Procedures

The Panel received the Executive response to the report of a review of procedures for planning applications and enforcement undertaken by one of its Working Groups during 2015/16. Having commended the Working Group for the review it conducted and the helpful report it produced, the Executive was pleased that the review did not find any fundamental issues with the current service and welcomed the findings of the report which identified a number of suggested changes in process and procedure. Of the 17 recommendations in the report, the Executive agreed with 13, partially agreed with 3 and disagreed with 1.

Houses in Multiple Occupation

A Working Group was established by the Panel to review the Council's involvement with houses in multiple occupation. The Working Group has scoped the review and discussed the environmental health functions concerning houses in multiple occupation and the Council's responsibilities relating to them under housing legislation. Future work will include reviewing the planning and housing functions associated with houses in multiple occupation and also any related anti-social behaviour issues.

Transformation Programme

Three of the projects within the Transformation Programme, a financially driven programme of work set up to look at Council services and spending with a view to identifying significant savings in 2016/17 and beyond, fall within the Panel's remit, namely, Leisure, Libraries and Arts. As a means of contributing to the Programme, Panel Members have joined O&S core review groups and taken part in the projects at key review stages and will continue to do so.

Holding the Executive to Account

The Panel has kept a watching brief on relevant scheduled Executive key and non-key decisions which have been reviewed at each meeting. It has not had occasion to make or review any 'call-ins' during 2016/17.

Future Panel Work

It is anticipated that future work of the Panel during the latter part of 2016/17 will include review of scheduled Executive decisions, the quarter three QSR and Transformation Projects; receipt of updates in respect of the Bracknell Forest Borough Local Plan and the Coral Reef refurbishment; and consideration of the Schools' Annual Environmental Management Report 2015/16.



Councillor Susie Phillips

Chairman, Health Overview and Scrutiny Panel

The Health Overview and Scrutiny (O&S) Panel has a wide statutory remit to review the plans and performance of National Health Service organisations, and NHS-funded organisations providing health services to residents of Bracknell Forest. This includes responding to consultations concerning proposed major changes in service provision. The Panel also reviews the Council's Health functions and other activities that contribute to health improvements in the Borough. The Council's Executive Member for Adult Services, Health and Housing regularly attends meetings of the Panel. Occasional working groups of the Panel undertake focussed work, with a view to improving services, and the resulting findings and recommendations are submitted to the Executive of the organisations concerned for action.

- Responding to the Council's consultation on the Comprehensive Local Plan. We received assurances that there would be more reference to health issues in the finalised Plan.
- Considering items for inclusion in the Panel's work programme.

Performance Monitoring

The Panel continued to take a close interest in the performance of National Health Service organisations serving Bracknell Forest residents. We devoted one meeting to discussing with the Chief Executive of Frimley Health NHS Foundation Trust the plans to redevelop Heatherwood Hospital. Another meeting was largely devoted to receiving updates on: the Joint Strategic Needs Assessment; progress in implementing the Health and Wellbeing Strategy; and the outcome of a Peer review of the Health and Wellbeing Board. Our January meeting was mainly used for a discussion with the Bracknell and Ascot Clinical Commissioning Group (CCG) on their current work and priorities, including commissioning of primary care and joint working with other CCGs.

The Panel also reviewed the Care Quality Commission's inspection reports on NHS Trusts providing most secondary health services locally, also the Quarterly Service Reports of the Adult Social Care, Health and Housing Department relating to health activities. As a result, issues we probed further included:

- The causes of delayed transfers of care.
- The performance on NHS Health Checks.
- Staff sickness absence rates.
- The Year of Self-Care.

Other areas of focus for the Panel during 2016/17 included:

- Responding to the CCG's consultation on a change to the out of hours service for patients of General Practitioners (GPs) in Sandhurst.

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- Considering the results of GP patient surveys, NHS Choices and other independent information on the performance of NHS Trusts providing services to Bracknell Forest residents.
- Reviewing the Healthwatch Bracknell Forest Annual Report for 2015/16.
- Reviewing the schedule of Executive Key and Non-Key Decisions relating to health.
- Making an input to the 'Quality Accounts' of the four major NHS Trusts providing services to Bracknell Forest residents, which are annual reports to the public from providers of NHS healthcare services about the quality of services they provide. Two of the Quality Accounts were amended in the light of our comments.
- Receiving bi-annual progress reports on O&S activity across the board.

Budget Scrutiny

The Panel received and considered a report providing information on the Budget Proposals for 2017/18, and noted that the key feature was the Government's reduction in funding to Public Health activities.

Overview and Policy Development

The Panel has kept an on-going interest in the developing healthcare scene, asking for information as necessary and contributing our views. This included monitoring important developments to the NHS both nationally and locally, and the activities of the Health and Wellbeing Board.

Working Groups

Between formal Panel meetings, much of the Panel Members' time in 2016 was spent completing the Working Group reviewing whether there is sufficient GP capacity to meet the Borough's future needs. The report was received positively, with the 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.'* The CCG's Medical Director commented that the Panel's report was excellent, very comprehensive and it understood local issues. The Council's Executive thanked the Panel for a very comprehensive report. All the recommendations were endorsed by the Executive, one with some reservations.

Other Panel Work

The Panel continued each Member's area of specialist activity, for them to lead the Panel's work on. Representatives of the Health O&S Panel also participated in:

- Observing some meetings of the Health and Wellbeing Board;
- Attending the Annual General meeting of Bracknell and Ascot Clinical Commissioning Group; and
- Attending some meetings of: the Community Partnership Forum; the Centre for Public Scrutiny's Healthy Accountability Forum; and the East Berkshire Primary Care Joint Commissioning Committee.

Holding the Executive to Account

The Panel has kept a watching brief on relevant scheduled Executive key and non-key decisions which have been reviewed at each meeting. It has not had occasion to make or review any 'call-ins' during 2016/17.

Future Panel Work

It is anticipated that the work of the Panel during the latter part of 2016/17 will include:

- Meeting representatives of the Berkshire Healthcare Trust to review their current performance and plans for the future.
- Reviewing scheduled Executive decisions and departmental performance.
- Holding an externally-delivered Health O&S training event, centred on the implications of 'Sustainability and Transformation Plans' (STP).

Later in 2017 we intend commencing work jointly with the Adult Social Care and Housing O&S Panel to monitor the delivery of the very important new STP for the Frimley Health 'footprint', which includes Bracknell Forest.

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL



Councillor Mrs Gill Birch

Chairman of Children, Young People and Learning Overview and Scrutiny (O&S) Panel

The role of the Children, Young People and Learning O&S Panel is to overview and scrutinise the work of Bracknell Forest's Children, Young People and Learning Department which provides education and social services for children and young people and lifelong community learning services to residents in the Borough. The Panel monitors the performance of the Department and holds the Council's Executive to account by reviewing relevant scheduled Executive decisions. The Council's Executive Member for Children, Young People and Learning regularly attends meetings of the Panel. Working groups of the Panel undertake policy reviews with a view to developing and improving services and the resulting findings and recommendations are submitted to the Executive for adoption. The Panel is consulted on the Council's budget each year and looks at other matters of interest in addition to reviewing statutory reports, performance assessments, inspection outcomes, annual service reports and other plans.

Performance Monitoring

The Children, Young People and Learning O&S Panel has regularly monitored the performance of the Children, Young People and Learning Department throughout 2016/17. This was undertaken principally through review of its Quarterly Service Reports (QSRs), the 2015/16 Annual Report of the Independent Reviewing Officer service, the Children's Social Care Statutory Complaints, Concerns and Compliments Annual Report 2015/16 and the Local Safeguarding Children Board Annual Report 2015/16.

The QSRs enabled the Panel to question the Executive Member and officers in detail about the trends, pressures and priorities for this significant service area. The Panel identified specific areas for particular attention and these have included the outcome of Ofsted inspections of Bracknell Forest schools, Fixed Term Exclusions (FTEs) and managed moves, school attendance, Multi-Agency Safeguarding Hub, validated examination results and attainment data, and Looked After Children. This resulted in a number of questions and requests for additional information in areas including:

- The number and criteria for school exclusions locally and nationally;
- Ofsted recognition and measurement of curriculum work issued to repeatedly excluded children to monitor standards;
- The recruitment and retention of newly qualified teachers; and
- Expansion of the Annual Report on the Statutory Roles and Responsibilities of the Director and Lead Member for Children's Services to include reference to the work with young carers and home educated children.

Budget Scrutiny

The Panel reviewed the draft budget proposals relating to Children, Young People and Learning for 2017/18 which had been agreed by the Executive as the basis for consultation with O&S and other interested parties before recommending the budget to Council. The proposals consisted of relevant extracts of the 2017/18 Revenue Budget and Capital Programme reports which comprised the revenue budget, commitment budget, proposed revenue budget pressures and savings, fees and charges proposals, and planned capital programme summary and schemes.

Members focused their attention on the Education Services Grant, Education Library Service, Savings Proposals and Spending on Schools.

The Panel noted that, as part of the 2015 Spending Review, the Government had announced that it was looking to make £600m of savings from the Education Services Grant. Announcements and consultations published since the settlement now indicated the grant would be withdrawn almost completely and for the Council this represented a funding reduction of £1.242m in 2017/18, followed by a further £0.255m in 2018/19. Reductions of this level meant that services provided to schools could not be maintained at their present level unless schools wished to pay the full cost of providing them. The grant reductions had been reflected in the Commitment Budget.

Although the Education Library Service was now closed, a figure of £30,000 had been budgeted as two staff had been retained to terminate the service and this amount included their redundancy costs. Therefore the figure represented a one-off budget pressure.

In terms of savings proposals, a number of services were exceeding their income targets, or had identified new opportunities for income generation, either through improved trading, or additional external contributions, and where this was expected to continue, budgets would be increased accordingly. This related to Community Learning (£30,000) and a range of activities to support schools (£15,000).

The Panel raised concerns in respect of spending on schools as, based on current spending profiles, schools would be expected to face an average unfunded cost pressure of 2.5% which could result in reductions in staffing. This was due to financial difficulties faced by the Council on non-school services which also impacted on schools, with pressures arising on pay and other inflationary cost increases, including the Living Wage, new Apprenticeship Levy and the Local Government Pension Fund deficit. The Director advised that this would be looked at in more detail at the Schools Forum but it was good practice for all schools to look at their staffing structure alongside looking at ensuring children's needs were being met. The Director added that the Transformation Programme, which was considering current processes, had identified that good performance management and appraisal processes in schools supported the idea of undertaking a review of current staffing structures.

In addition to the Dedicated Schools Grant, schools also received revenue funding from other specific grants including School Sixth Forms, the Pupil Premium, Primary PE and Sports Premium and the Universal Infant Free School Meals Grant. All of these amounts were subject to change in 2017/18 but it was not yet clear exactly when this change would take place as the Department for Education (DfE) had yet to clarify. However, it was hoped that more information would be received from the DfE by the beginning of April 2017.

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Overview and Policy Development

During 2016/17 the Panel received the minutes of meetings of the Corporate Parenting Advisory Panel (CPAP) and considered matters including: the Family Focus Programme; the provision for young people not in education, employment or training; the Families in a Strong Community Project; the Life Chances Team Annual Report 2015/16; the 'Staying Put' policy for Looked After Children wishing to remain in their foster care placement past the age of 18 and up to 21 years; and pupil transitions between primary and secondary school.

Regular bi-annual O&S progress reports and updates on the work undertaken by its Working Group reviewing child sexual exploitation were received by the Panel which also considered its work programme for 2017/18.

Between formal meetings, the Panel received information concerning FTE trend data for each Bracknell Forest secondary school individually, pupil numbers for secondary FTE and data for primary FTE for the last three years, and the number and duration of Looked After Children placements.

Substance Misuse

Further to the previous review of substance misuse involving children and young people undertaken by a working group of the Panel, Members received an update in respect of the implementation of the O&S report recommendations. Progress included:

- The introduction of the local drug and alcohol website with a specific section for young people and accessible information for parents. The Head of Drugs and Alcohol Services was working with Drug and Alcohol Action Teams in West Berkshire and Wokingham who were interested in joining the new website.
- A substance misuse peer mentoring scheme had not yet been introduced and was being discussed as part of the Transforming Early Intervention and Prevention Project.
- A short online training course was now available to Bracknell Forest Council staff to enable newly qualified and established teachers to detect early signs of substance misuse. Details of the online course had been circulated by Chief Officers to encourage participation and it was suggested that the course was promoted through available channels including teachers' and headteachers' briefings.
- Substance misuse prevention sessions were provided in schools as required commencing in Year 6 and the Young People's Substance Misuse Worker would be delivering sessions at Bracknell and Wokingham College.
- Work was being undertaken to look at closer family-wide substance misuse working practices between Children's Social Care and Adult Social Care which included studying an existing successful model elsewhere.
- The development of a Berkshire-wide substance misuse data sharing protocol to enable comparisons with other local authorities had not yet been progressed.

The Panel was reassured by the progress that had been made.

Child Sexual Exploitation (CSE)

In response to concerns associated with the increasing level of awareness of CSE following recent high profile cases in areas such as Rotherham, Rochdale and Oxford, a Working Group of the Panel completed a review of CSE in the Borough in 2016. Having received an introductory briefing in respect of CSE, the Working Group met on numerous occasions when it met Council officers involved in all aspects of Children's Social Care, Youth Services and Community Safety, and also representatives of multi-agency groups working to prevent

and tackle CSE, schools, the police, a local charity and representatives of the NHS to discuss commissioning and providing sexual health services and the GP role in child protection. Relevant information and data was also gathered. The Panel is now awaiting the Executive's response to the report and recommendations arising from the review.

Transformation Programme

The Panel is proposing to make an input to the project which will review prevention and early intervention being undertaken as part of the Transformation Programme, a financially driven programme of work established to consider Council services and spending with the aim of identifying significant savings in 2016/17 and beyond.

Holding the Executive to Account

The Panel has kept a watching brief on relevant scheduled Executive key and non-key decisions which have been reviewed at each meeting. It has not had occasion to make or review any 'call-ins' during 2016/17.

Co-option

The external membership of the Panel includes statutory diocesan and parent governor representatives with voting rights in respect of education matters, a non-voting teacher representative and a non-voting children's social care representative. There are vacancies for a Roman Catholic and a Church of England representative and measures to fill the vacancies are regularly pursued with the Dioceses.

Future Panel Work

It is anticipated that further work of the Panel during 2016/17 will include review of scheduled Executive decisions, the quarter three QSR and the minutes of the CPAP in addition to consideration of the Children, Young People and Learning Vision, the Summary Report of Examination and Test Performance in Bracknell Forest Schools Academic Year 2015-16, Annual Admission Arrangements 2018/19, Virtual Schools Annual Reports 2014-15 and 2015-16 and the Executive response to the review of CSE.

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL



Councillor John Harrison

Chairman, Adult Social Care and Housing Overview and Scrutiny (O&S) Panel

The role of the Adult Social Care and Housing O&S Panel is to overview and scrutinise the work of the Adult Social Care, Health and Housing Department in delivering housing services and all aspects of adult social care including safeguarding adults, providing services for older people and for people with learning disabilities, mental health needs and long term conditions. The Department also liaises with NHS partners in respect of health service provision. The Panel monitors performance of the Department and holds the Council's Executive to account, reviewing relevant scheduled Executive decisions. The Council's Executive Member for Adult Services, Health and Housing regularly attends meetings of the Panel. Working groups of the Panel undertake policy reviews with a view to developing and improving services and the resulting findings and recommendations are submitted to the Executive for response, adoption and implementation. The Panel is consulted on the Council's budget each year and looks at other matters of interest in addition to reviewing statutory reports and performance judgements, inspection outcomes, annual complaints reports and other strategies and plans.

Performance Monitoring

During 2016/17 the Adult Social Care and Housing O&S Panel has regularly monitored the performance of the Adult Social Care, Health and Housing Department largely through review of its Quarterly Service Reports (QSRs), the Annual Complaints Reports for Adult Social Care and for Housing 2015/16, and the Bracknell Forest Safeguarding Adults Partnership Board Annual Report 2015/16.

The QSRs enabled the Panel to question the Executive Member and officers in detail around the trends, pressures and priorities for these important service areas. This resulted in a number of questions and requests for additional information in areas including:

- Complications with ensuring compliance with the Information Governance Statement of Compliance regarding the transfer of information, and how NHS data was received onto Bracknell Forest Council networks;
- Concerns relating to Delayed Transfers of Care;
- The number of local households in Bed and Breakfast accommodation;
- Increasing focus on prevention and self-care;
- The reasons for performance indicators being rated as Red;
- Work with other councils with Frimley Park Hospital to agree a hospital discharge pathway,
- The modelling of the Recovery College on the South London and Maudsley's example.
- Learning from issues associated with complaints.

Budget Scrutiny

The Chief Officer: Commissioning and Resources presented a report on the key themes and priorities for Adult Social Care and Housing as outlined in the draft budget proposals for 2017/18, which the Executive had approved for consultation.

The Panel noted the draft revenue budget pressures for the Department totalling £751,000 for 2017/18, of which the most significant were an additional £292,000 due to capacity in the local care home market and the rising cost of residential and nursing placements, and £250,000 for demographic pressures and a rising demand for Adult Social Care services. However, there were offsetting savings proposed amounting to £710,000, including £250,000 through NHS continuing healthcare funding and £180,000 from managing the cost of Adult Social Care packages. The budget report also included details of the proposed 2017/18 fees and charges for the Department and its Capital Programme.

Arising from comments and questions, the Panel noted:

- The proposed saving at Clement House would arise through Bracknell Forestcare providing the emergency social care response, avoiding the use of multiple providers at the site.
- The automation of Blue Badge applications and renewals through the Government website was expected to produce a saving through stricter application of the eligibility criteria.
- An explanation as to how the charges for lifeline rental and monitoring and care calls would operate.

A cultural change was required to implement the redesign and delivery of packages of care, with the domiciliary care providers to focus on providing only the essential personal care, with other services such as shopping, odd jobs etc to be covered by the voluntary sector.

Overview and Policy Development

During 2016/17 the Panel considered matters including: Housing Allocation Policy; Draft Housing Strategy 2016-2036; changes to the Local Council Tax Discount Scheme; Domiciliary Support Service Procurement Plan; Heathlands Residential Home Update; local care home provision update; and the Vision for the future of Adult Social Care and Health.

Regular bi-annual O&S progress reports and an update on the work undertaken by its Working Group reviewing the draft Housing Strategy 2016-36 and a theme flowing from it were received by the Panel, which also considered its work programme for 2017/18.

Between formal meetings, the Panel received information as to how targets had been set for the number of people who received falls risk assessments and the number of young people who actively engaged with KOOTH, an online mental health service. Clarifications regarding staff sickness totals and the number of complaints were also received. Members expressed interest in joining a joint Working Group with the Health O&S Panel to undertake a future review of the NHS Sustainability and Transformation Programme.

Housing Strategy and Supply

A Working Group of the Panel was established in November 2016 to respond to the consultation in respect of the Council's draft Housing Strategy 2016-36 and to review a related theme flowing from it, envisaged to be the supply of accommodation for older people.

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Issues covered to date 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 the development of a draft scoping document. This was sent to the Executive Member and Director for their information and comments. Their comments, also those from the Chairman of the O&S Commission are under consideration by the Working Group.
- 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.
- Attending a meeting of the Downshire Homes Board as observer and a discussion with the Chairman of the Board.

The Working Group wishes to complete its work subject to the availability of O&S officer support.

Transformation Programme

A new project of the Transformation Programme, a financially driven programme of work set up to examine Council services and spending in order to identify significant savings in 2016/17 and beyond, was established in January 2017 in relation to Adult Social Care, and Panel Members will contribute to the project at key review stages.

Holding the Executive to Account

The Panel has kept a watching brief on relevant scheduled Executive key and non-key decisions which have been reviewed at each meeting. The Panel has not had occasion to make or review any 'call-ins' during 2016/17.

Future Panel Work

Further work by the Panel during the latter part of 2016/17 is expected to include review of scheduled Executive decisions and the quarter three QSR, and consideration of Charging Options for Care and Support at Home, Intermediate Care Commissioning and Options for the Provision of New Care Home Beds in the Borough.

DEVELOPING OVERVIEW AND SCRUTINY

This part of the report outlines the main developments in Overview and Scrutiny (O&S) at Bracknell Forest in 2016/17, and it looks ahead to future developments, including the proposed work programme for O&S for 2017/18 (see Appendix 1).

Legislation and Government Guidance

The Council's O&S arrangements comply with legislation and government guidance, which are summarised on the Council's website. The only exception is that there are vacancies for a Roman Catholic and a Church of England representative; a request to fill the vacancies is regularly pursued with the Dioceses.

There were no notable local developments in O&S in 2016/17. Nationally, the House of Commons' Communities and Local Government (CLG) Committee announced in January 2017 that it was launching an inquiry into overview and scrutiny in local government. The Council has decided to make a written submission to the inquiry. We will monitor the outcome of the inquiry, also the Government's response to the Committee's report, to determine whether any changes need to be made to our O&S practices.

Working in Partnership

Partnership working is a strength in Bracknell Forest, and O&S has contributed to this by maintaining its own partnership work in 2016/17. For example, we have:

- Worked collaboratively with other councils as the need arose, for example, we are collaborating with Wokingham Borough Council on a response to a change in services at the Royal Berkshire Hospital, and we aim to make some places available at a health O&S training event to O&S councillors from other councils nearby.
- Within the Council, we have maintained good collaborative working through measures such as: Lead Members on O&S reviews personally presenting O&S reports to the Executive; thorough consultation on our work programme; producing periodic progress reports on O&S for the Corporate Management Team and for the O&S Commission and Panels; and holding regular quarterly review meetings between O&S Chairmen, Vice Chairmen, Executive Members and Directors.
- Maintaining our external networking on O&S, including attending the Centre for Public Scrutiny's (CfPS) annual conference and other O&S events.

Public Participation and Engagement

As a main purpose of O&S is to act on behalf of residents in holding decision makers to account, it is important that we work to engage with the public. We have maintained our arrangements for:

- The Public Participation scheme for O&S, which gives residents an opportunity to raise issues of concern to them, at O&S meetings in public.
- Continuing to include residents in the membership of the O&S Commission, some of our O&S Panels and Working Groups.
- Keeping the O&S pages on the Council's website informative and user-friendly.

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- Continuing to invite suggestions from residents for issues to be reviewed by O&S.
- Continuing to hold the great majority of O&S meetings in public.

Improving the Quality of Overview and Scrutiny

We have maintained and aimed to improve the quality of O&S, for example through:

- Continuing the trend of focussing O&S work towards issues of greatest public interest and which offer prospects of adding value.
- Learning from the feedback on the quality of O&S reviews from the officers in the area reviewed. The feedback scores have been consistently positive, with an average score of 90% overall (see Appendix 2).
- Induction training for new Members and specialised training for Members on Health O&S.

Managing the Work of Overview and Scrutiny

We set out in Appendix 1 the proposed work programme for O&S in 2017/18 on which we have consulted the Council's Executive and Corporate Management Team, as required by the Constitution.

OVERVIEW AND SCRUTINY MEMBERSHIP 2016/17

OVERVIEW AND SCRUTINY COMMISSION

Commission Members:	Councillors Leake (Chairman), Angell (Vice-Chairman), Allen, Mrs Angell, Mrs Birch, Brossard, Finnie, Harrison, Mrs McCracken, Phillips, Porter, Mrs Temperton and Tullett
Church Representatives:	<i>Two vacancies</i>
Parent Governor Representatives:	Mr R Briscoe (Primary) Mrs L Wellsted (Secondary)
Substitute Members:	Councillors Dudley, King OBE (to September 2016), Mrs Mattick, Peacey, Thompson and Worrall

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL

Panel Members:	Councillors Harrison (Chairman), Allen (Vice-Chairman), Mrs Angell, Finch, Finnie, Mrs McKenzie, Ms Merry, Peacey and Mrs Temperton
Substitute Members:	Councillors Brossard, Ms Hayes, Kennedy, King OBE (to September 2016), Mrs Mattick and Thompson

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

Panel Members:	Councillors Mrs Birch (Chairman), Brossard (Vice-Chairman), Ms Gaw, Mrs Hamilton, Ms Hayes, Mrs McCracken, Skinner, Mrs Temperton and Virgo
Church Representatives:	<i>Two vacancies</i>
Parent Governor Representatives:	Mr R Briscoe (Primary) Mrs L Wellsted (Secondary)
Teachers' Representative	Miss V Richardson
Social Care Representative	Miss C Barrett
Substitute Members:	Councillors Allen, Mrs Ingham, Ms Merry, Peacey and Porter

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

Panel Members: Councillors Angell (Chairman), Porter (Vice-Chairman), Mrs Angell, Brossard, Finnie, Mrs Ingham, Mrs Mattick, Mrs McKenzie and Mrs McKenzie-Boyle

Substitute Members: Councillors Dudley, Kennedy, King OBE (to September 2016), Leake, Ms Miller and Virgo

HEALTH OVERVIEW AND SCRUTINY PANEL

Panel Members: Councillors Phillips (Chairman), Tullett (Vice-Chairman), G Birch, Finnie, Dr Hill, Mrs Mattick, Mrs Temperton, Thompson and Virgo

Co-opted Member Dr D Norman

Substitute Members: Councillors Allen, Mrs Angell, Brossard, Harrison and Peacey

Note – Healthwatch Bracknell Forest are an official observer at meetings of the Health Overview and Scrutiny Panel

OVERVIEW AND SCRUTINY 2016/17 MEETINGS

The agenda and papers for each overview and scrutiny meeting are published on the Council's website one week before each meeting, and are available in hard copy on request. Meetings, which are usually held in Easthampstead House, are open to the public and residents are encouraged to attend and see local democratic accountability in action.

OVERVIEW AND SCRUTINY COMMISSION

- 18 May 2016 (Annual Meeting)
- 22 September 2016
- 26 January 2017
- 7 July 2016
- 17 November 2016
- 11 May 2017

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL

- 25 May 2016
- 17 January 2017
- 19 October 2016
- 28 March 2017

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

- 8 June 2016
- 11 January 2017
- 7 September 2016
- 25 April 2017

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

- 5 July 2016
- 10 January 2017
- 20 September 2016
- 7 March 2017

HEALTH OVERVIEW AND SCRUTINY PANEL

- 30 June 2016
- 12 January 2017
- 29 September 2016
- 27 April 2017

Meetings in 2017/18

Dates for O&S meetings are published on the Council's website and are available from the O&S officer team.

External Contacts in 2016/17

When conducting reviews, Members become involved in a number of ways of obtaining information. Throughout the year the Overview and Scrutiny Commission and the Panels have worked with many different people and organisations across the Council, Bracknell Forest and further afield to enable Members to gain first hand information and allow detailed consideration of a topic, and we were appreciative of their input to our work. As well as external visits, Members of Overview and Scrutiny heard evidence from officers within the Council and from a variety of individuals and organisations including:

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- Berkshire Healthcare Trust
- Bracknell & Ascot Clinical Commissioning Group
- Broadmoor Hospital
- Economic and Skills Development Partnership
- Frimley Health NHS Foundation Trust
- Healthwatch Bracknell Forest
- Thames Valley Police

OVERVIEW AND SCRUTINY COMMISSION

Transformation Programme - Overview and Scrutiny Core Groups Providing an input to Transformation Projects	
CORE GROUP	MEMBERS
Arts Review	Cllrs Leake (Chairman), Mrs Birch, King OBE (to September), Peacey, Mrs Temperton, Thompson and Tullett.
Leisure Services Review	Cllrs Angell (Chairman), Mrs Angell, Mrs Birch, Mrs Ingham, King OBE (to September), Mrs Mattick, Peacey, Mrs Temperton and Tullett.
Income Generation	Cllrs Angell (Chairman), Mrs Birch, King OBE (to September), Leake, Peacey, Porter and Mrs Temperton
Citizen and Customer Contact	Cllrs Leake (Chairman), Mrs Birch, D Birch, Finnie, Mrs Mattick and Thompson.
Early Intervention /Prevention	Cllrs Leake (Chairman), Mrs Birch, Mrs Ingham, Mrs Mattick, Peacey and Mrs Temperton.
Library Review	Cllrs Angell (Chairman), Mrs Birch, Mrs Ingham, King OBE (to September), Mrs Mattick, Peacey, Mrs Temperton and Tullett.

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL

Working Group	Members
Housing Strategy and Supply	Councillors Peacey (Lead), Mrs Angell, Finch, Mrs McCracken, Mrs McKenzie and Mrs Temperton

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

Working Group	Members
Child Sexual Exploitation	Mrs McCracken (Lead), Mrs Birch, Ms Gaw, Peacey and Mrs Temperton

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

Working Group	Members
Planning Procedures	Councillors Angell (Lead), Mrs Angell, Brossard, Finnie, Leake and Porter
Houses in Multiple Occupation	Councillors Brossard (Lead), Angell, Finnie, Mrs Ingham and Mrs McKenzie-Boyle

HEALTH OVERVIEW AND SCRUTINY PANEL

Working Group	Members
GP Capacity	Councillors Peacey (Lead), Mrs Mattick, Phillips, Mrs Temperton, Tullett and Virgo. Dr Norman and Ms R Addicott

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Title	Date Completed
Overview and Scrutiny Annual Report 2008/09	April 2009
Healthcare Commission's Annual Health Check 2008/09 (letters submitted)	April 2009
Children's Centres and Extended Services In and Around Schools in Bracknell Forest	April 2009
Older People's Strategy	April 2009
Services for People with Learning Disabilities	April 2009
Housing Strategy	May 2009
Review of Waste and Recycling	July 2009
Review of Housing and Council Tax Benefits Improvement Plan	July 2009
NHS Core Standards (letters submitted)	December 2009
Review of the Council's Key Objectives	January 2010
Bracknell Healthspace	Publication deferred to 2011
14-19 Years Education Entitlement	February 2010
Overview and Scrutiny Annual Report 2009/10	April 2010
Review of Housing and Council Tax Benefits Improvement Plan (Update)	July 2010
The Council's Response to the Severe Winter Weather	July 2010
Preparedness for Public Health Emergencies	July 2010
Safeguarding Vulnerable Adults in the Context of Personalisation	October 2010
Review of Partnership Scrutiny	October 2010
Hospital Car Parking Charges	December 2010
Safeguarding Children and Young People	January 2011
Review of the Bracknell Healthspace (Addendum)	March 2011

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Overview and Scrutiny Annual Report 2010/11	April 2011
Office Accommodation Strategy	June 2011
Plans for Sustaining Economic Prosperity	June 2011
Review of Highway Maintenance (Interim Report)	July 2011
Performance Management Framework	September 2011
Review of the Council's Medium Term Objectives	September 2011
Plans for Neighbourhood Engagement	October 2011
Regulation of Investigatory Powers	October 2011
Site Allocations Development Plan Document	October 2011
Common Assessment Framework	January 2012
Information and Communications Technology Strategy	February 2012
NHS Trusts Quality Accounts 2011/12 (letters submitted to five Trusts)	April 2012
Overview and Scrutiny Annual Report 2011/12	April 2012
Commercial Sponsorship	June 2012
Communications Strategy	July 2012
Modernisation of Older People's Services	November 2012
Proposed Reductions to Public Transport Subsidies & Concessionary Fare Support, leading to review of the Bus Strategy	November 2012 October 2013
Preparations for the Community Infrastructure Levy	January 2013
'Shaping the Future' of Health Services in East Berkshire	February 2013
Substance Misuse (Adults)	February 2013
Overview and Scrutiny Annual Report 2012/13	April 2013
NHS Trust Quality Accounts 2011/12 (letter submitted to three Trusts)	April 2013
School Governance	July 2013
A Review of Delegated Authorities	September 2013
Applying the Lessons of the Francis Report to Health Overview and Scrutiny	January 2014

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

PROPOSED OVERVIEW & SCRUTINY WORK PROGRAMME 2017/18

The proposed work programme for O&S in 2017/18 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 O&S Commission has consulted the O&S Panels, the Council's Corporate Management Team and the Executive on the work programme, as required by the Council's Constitution.

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 2018/19 or later.

OVERVIEW AND SCRUTINY COMMISSION	
1.	<p>Co-ordination of the work of the Overview and Scrutiny Panels</p> <p>This will include reviewing progress reports on the work of each Panel against the agreed work programme, and promoting consistency in the approach to budget scrutiny and other cross-cutting issues.</p>
2.	<p>Routine monitoring of the performance of the Council's corporate functions</p> <p>To include: the Quarterly Service Reports of the Chief Executive's Office and the Corporate Services Department; and on-going monitoring of departmental performance and expenditure.</p> <p>To receive periodic briefings on the implementation of key strategies, particularly the Local Economic Framework and Strategy.</p>
3.	<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>
4.	<p>Transformation Programme</p> <p>To make an O&S input to the Council's Transformation programme, through participation in Gateway Review Meetings and Member briefings, both of a general nature and in relation to the Transformation Projects for:</p> <ul style="list-style-type: none"> • Council-wide support services. • Citizen and customer contact. • Performance Management and Business Intelligence.
5.	<p>2018/19 Budget Scrutiny</p> <p>To review the Council's budget proposals for the Chief Executive's Office and the Corporate Services Department for 2018/19, and plans for future years. To include a discussion with the Borough Treasurer during 2017 on the evolving</p>

	budgetary position. Overview and Scrutiny Panels will also scrutinise the budget proposals in their departmental areas.
6.	<p>Crime and Disorder Committee</p> <p>To carry out the role of statutory 'Crime and Disorder Committee', to include an annual meeting with representatives of the Community Safety Partnership.</p>

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.</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>2018/19 Budget Scrutiny</p> <p>To review the Council's Adult Social Care and Housing budget proposals for 2018/19, and plans for future years.</p>
4.	<p>Sustainability and Transformation Plan</p> <p>Jointly with the Health O&S Panel, to monitor the delivery of the Sustainability and Transformation Plan. The on-going engagement with the STP will include a focus on the interface with the council's social care function, and participation in the STP's public engagement process.</p>
5.	<p>Transformation Programme</p> <p>To make an O&S input to the Council's Transformation programme, through participation in Gateway Review Meetings and Member briefings, in relation to the Transformation Project for Adult Social Care.</p>

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL	
1.	<p>Monitoring the performance of the Children, Young People and Learning Department</p> <p>To include on-going review of the Quarterly Service Reports, receiving statutory plans and reports (such as the annual reports of the Local Safeguarding Children Board, and on complaints received). Monitoring:</p>

	<ul style="list-style-type: none"> • The Executive's on-going review of LEA schools' performance. • The action taken by the Executive to earlier reports by the Panel.
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>2018/19 Budget Scrutiny</p> <p>To review the Council's Children, Young People and Learning budget proposals for 2018/19, and plans for future years.</p>
4.	<p>Transformation Programme</p> <p>To make an O&S input to the Council's Transformation programme, through participation in Gateway Review Meetings and Member briefings, in relation to the Transformation Projects for:</p> <ul style="list-style-type: none"> • Early Help and Prevention. • Schools support services.

ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL	
1.	<p>Monitoring the performance of the Environment, Culture and Communities Department</p> <p>To include on-going review of the Quarterly Service Reports; the performance of the Department, review of any inspection reports or self-evaluations, and monitoring significant departmental developments, particularly the Coral Reef redevelopment and the Local Development Framework.</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>2018/19 Budget Scrutiny</p> <p>To review the Council's Environment, Culture and Communities budget proposals for 2018/19, and plans for future years.</p>
4.	<p>Transformation Programme</p> <p>To make an O&S input to the Council's Transformation programme, through participation in Gateway Review Meetings and Member briefings, in relation to the Transformation Projects for:</p> <ul style="list-style-type: none"> • The Leisure Review. • The Libraries Review. • The Arts Review. • Parks and Countryside.

HEALTH OVERVIEW AND SCRUTINY PANEL	
1.	<p>Monitoring the performance of the Local NHS Organisations and the Adult Social Care, Health and Housing Department in relation to health</p> <p>To include on-going review of the Quarterly Service Reports and monitoring significant developments, particularly measures to promote self care and healthy living.</p>
2.	<p>2018/19 Budget Scrutiny</p> <p>To review the Council's budget proposals for public health in 2018/19, and plans for future years.</p>
3.	<p>Responding to NHS Quality Accounts and Consultations</p> <p>The government's statutory guidance states that the annual "Quality Accounts" submitted by providers of NHS services should contain observations of O&S committees. Also, the Panel is a statutory consultee for any substantial variation in NHS services affecting the Borough.</p>
4.	<p>Sustainability and Transformation Plan</p> <p>Jointly with the Adult Social Care and Housing O&S Panel, to monitor the delivery of the Sustainability and Transformation Plan. The on-going engagement with the STP will include a focus on the interface with the council's social care function, and participation in the STP's public engagement process.</p> <p>The Health O&S Panel has made a commitment to monitor the progress of the Sustainability and Transformation Plan, and the General Practice Forward View, robustly and regularly.</p>

2017/18 WORKING GROUPS	
O&S Commission	<p>Use of Consultants</p> <p>To review the Council's use of consultants, particularly relating to the achievement of value for money. To make an input to the procurement of a major technical consultancy contract.</p>
Adult Social Care and Housing O&S Panel	<p>Housing Strategy and Supply</p> <p>To complete the input to the new Housing Strategy and the review of aspects of Housing Supply.</p>
Children, Young People and Learning O&S Panel	<p>Special Educational Needs</p> <p>To make an input to the new SEN Strategy, and to review current arrangements and performance, specifically in regard to SEN educational attainment.</p>
Environment, Culture and Communities O&S Panel	<p>Houses in Multiple Occupation</p> <p>To complete the review of the Council's involvement with Houses in Multiple Occupation (HMO).</p>
FUTURE POSSIBLE REVIEWS (Unlikely to be resourced until 2018/19 or later)	
<u>Overview and Scrutiny Commission</u>	
1.	<p>Community Resilience and Measures To Encourage Voluntary Work</p> <p>To make an input to measures to support community resilience and encourage voluntary work To include consideration of what should be the on-going role of Members, and the extent of council officers' voluntary work in the community.</p>
2.	<p>The Council's Approach to Commercialisation</p> <p>To contribute to developing a commercial culture in the Council, to include effective management of significant contracts.</p>
3.	<p>Partnership Working With Town and Parish Councils</p> <p>To review the Council's partnership working with Town and Parish councils, with particular reference to discretionary services.</p>
4.	<p>Bracknell Town Centre – Crime and Anti-Social Behaviour</p> <p>To review the crime and anti-social behaviour issues arising from the growth in the night-time economy in the regenerated Bracknell Town centre (NB Review not to start until one year after The Lexicon opens, i.e. September 2018).</p>

5.	<p>The Impact of Leaving the European Union</p> <p>To review the impact on the Council and its services of the United Kingdom leaving the EU (NB Review not to start until it is clear what the terms of BREXIT are, i.e. March 2019).</p>
<u>Adult Social Care and Housing</u>	
1.	<p>Measures To Encourage Voluntary Work</p> <p>To make an input to measures to encourage voluntary work in support of social care services in the community. To include consideration of what should be the on-going role of Members.</p>
2.	<p>Forestcare</p> <p>A review of the lifeline alarms and other services provided under Forestcare.</p>
<u>Children, Young People and Learning</u>	
1.	<p>Pupil Premium</p> <p>To review Pupil Premium spend in the Borough's schools.</p>
2.	<p>Supporting Disadvantaged Children and Families</p> <p>To review the impact of the Council's 'Family Focus' programme.</p>
<u>Environment, Culture and Communities</u>	
1.	<p>Integrated Transport</p> <p>To review the work of the Transport Development section, with particular reference to integrated transport.</p>
2.	<p>Regulatory Services</p> <p>To review the performance of the new, shared Regulatory services, in relation to Bracknell Forest.</p>
<u>Health</u>	
1.	<p>Primary Care Health Services</p> <p>To review the adequacy of community primary care health services, specifically pharmacy and dentistry (particularly emergency dentistry), excluding GP services, which were the subject of a 2015-16 O&S review. Reference will be made to the 2016 government changes to pharmacy provision and the Pharmaceutical Needs Assessment.</p>

2.	<p>Public Health</p> <p>Either:</p> <ul style="list-style-type: none"> • To review the operation and effectiveness of the pan-Berkshire public health arrangements with other local authorities. <p>Or:</p> <ul style="list-style-type: none"> • To carry out a joint review with other O&S Panels, on the Council's wider actions on the transferred public health (PH) responsibilities. To include the immunisations programme, also integration of the PH function with other council services - such as measures to prevent ill-health and to promote good health, so as to achieve the best overall impact for residents.
3.	<p>Autism</p> <p>To review the prevalence and impact of Autism in Bracknell Forest, how it affects families, and what support they need and receive. To raise awareness of autism and its effect on sufferers, and their carers.</p>

APPENDIX 2

RESULTS OF FEEDBACK QUESTIONNAIRES

Results of Feedback Questionnaires on Overview and Scrutiny Reviews

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 25 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, 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 Involving Children and Young People, Planning Procedures.

40 HOW TO CONTACT US

For further information on the work of Overview and Scrutiny in Bracknell Forest or for copies of any reports or reviews mentioned in this annual report, please visit our website on <http://www.bracknell-forest.gov.uk/scrutiny> or contact:

Head of Overview and Scrutiny
(Lead Officer for Overview and Scrutiny Commission; and the Health Overview and Scrutiny Panel)

Email

Telephone
01344 352283

Andrea Carr

Policy Officer - Scrutiny
(Lead Officer for: Environment, Culture and Communities Overview and Scrutiny Panel; Adult Social Care and Housing Overview and Scrutiny Panel; and Children, Young People and Learning Overview and Scrutiny Panel)

Email
andrea.carr@bracknell-forest.gov.uk

Telephone
01344 352122

Address for correspondence

Overview and Scrutiny, Chief Executive's Office, Bracknell Forest Council, Easthampstead House, Town Square, Bracknell, Berkshire, RG12 1AQ.

If you have any views on this report or a specific topic you think Overview and Scrutiny should consider please contact us at Overview and Scrutiny, Chief Executive's Office, Bracknell Forest Council, Easthampstead House, Town Square, Bracknell, Berkshire, RG12 1AQ, or email us at overview.scrutiny@bracknell-forest.gov.uk

Please note that Overview and Scrutiny does not deal with individual complaints. If you are in any doubt about whether your concern is relevant to Overview and Scrutiny please contact us and we will be happy to offer you advice.

TO: COUNCIL
26 APRIL 2017

MEMBER DEVELOPMENT ANNUAL REPORT 2016/17
Director of Corporate Services –Democratic and Registration Services

1 PURPOSE OF REPORT

- 1.1 The attached Annual Report appraises all Members of the work and progress on Member Development during the year 2016-17. The report informs Members of activities and their outcomes and outlines proposed future activities. The Member Development Strategy has been reviewed and updated by the Member Development Charter Steering Group.

2 RECOMMENDATIONS

- 2.1 That the updated Member Development Strategy 2016 – 2020 be approved;**
- 2.2 That the Member Development Annual Report 2016 - 17 be noted.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 As part of the Member Development Strategy the Council committed to considering annual reports on the Member Learning and Development progress.
- 3.2 Bracknell Forest Council acknowledges the importance of learning and development for all those who work to deliver good public services and have therefore developed the strategy to support and guide the continuous improvement of Member Learning and Development. The Strategy is reviewed on an annual basis by the Member Development Charter Steering Group to ensure that it remains fit for purpose and focuses on recognising Members' role in ensuring the delivery of the Council's priorities for the benefit of Bracknell Forest residents.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The Member Development Charter Steering Group has been focused upon the Charter Plus direction of travel assessment and the 360 degree feedback project as well as the review of the Member Development Strategy.
- 5.2 The Strategy which reflects the new narrative of the Council Plan and supports the Council's priorities was adopted by the Council in April 2016. The Steering Group has undertaken its annual review to ensure that it remains fit for purpose. As a result of the review the Strategy has been updated to incorporate the approach towards cost sharing with other authorities, to highlight the evaluation process and to refer to the development of an organisational development strategy. The Strategy is appended to the Member Development Annual report as Annex B.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 There are no specific legal implications arising from this report.

Borough Treasurer

- 6.2 The costs associated with the Member Development work detailed in the Annual Report 2016/17 have been contained within the 2016/17 budgets for approved conferences (£9,600) and Member training (£6,760).

Equalities Impact Assessment

- 6.3 The Member Development Strategy and the Charter framework have an inclusive approach embedded within them. Training in Equalities issues is also a component of the Member Development Programme.

Strategic Risk Management Issues

- 6.4 Councillors have a pivotal role in taking forward the Council's objectives, therefore effective Member development is essential to ensure that councillors enhance their knowledge, capabilities, networks and experiences and learn new skills. Without it there is a risk that the Council will not be as well placed to deliver its objectives.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Member Development Charter Steering Group.

Method of Consultation

- 7.2 Meetings and emails.

Representations Received

- 7.3 All representations have been incorporated within the final documents.

Background Papers

None

Contact for further information

Ann Moore, Head of Democratic and Registration Services – 01344 352260
ann.moore@bracknell-forest.gov.uk



Member Development

Annual Report 2016-17

April 2017



INVESTOR IN PEOPLE



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Foreword

This is my second Annual Report as Chairman of the Member Development Charter Steering Group which I hope captures the progress made in the last year. Moving on last year's focus on new member induction the member development programme aims to support Councillors to respond to the significant challenges facing the authority and make informed decisions for their borough. The effectiveness of elected members remains a key priority for Bracknell Forest Council and the embedded approach towards member development reflects this.

I was pleased to see South East Employers endorse our approach and commitment to Member Development when the interim Charter Plus review was completed.

As acknowledged last year the new Council narrative has been reflected in the revised Member Development Strategy. As a result the development programme incorporates ways to support Councillors with the delivery of the new approach and the Council Plan's strategic themes.

The Council Plan is set in a difficult financial context as is the Member Development Strategy. The proposed revision acknowledges that delivery of member development will be more sustainable and better value by working in collaboration with the Council's partners and finding effective methods of delivery such as increased use of eLearning.

As always, my thanks go to members of the Steering Group and all the officers who have made this progress possible.

Councillor Nick Allen
Chairman of Member Development Charter Steering Group



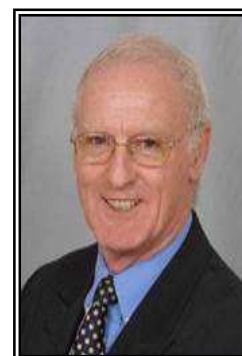
Message from Executive Member

Bracknell Forest's commitment to providing Members with the support to undertake their roles effectively has again been recognised in the Charter Plus direction of travel assessment.

This commitment will sustain the continued delivery of support to all elected members as they develop an understanding of the challenges the authority faces. Members are learning how these challenges affects the way services are delivered and the impact for residents. The member development programme makes use of multiple sources of information and delivery methods to share understanding and help members effectively engage with the decision-making processes on behalf of the borough's residents.

I continue to encourage all members to engage with the development opportunities and work with officers to maintain and build upon our existing high quality development programme.

Councillor Iain McCracken
Executive Member for Culture, Corporate Services and Public Protection



Introduction

The purpose of this report is to appraise all Members of the work and progress on Member Development during the year 2016-2017. The report informs Members of activities and their outcomes and outlines proposed future activities.

Member Development Charter Steering Group

The Steering Group meets as needed during the year with updates and important matters dealt with via email and Chairman's briefings. This year the Member Development Charter Steering Group has been focused upon the direction of travel assessment, 360 degree feedback project and review of the Member Development Strategy. The Steering Group comprised eight Councillors meeting with appropriate officers.

The Steering Group members in 2016-17 were Councillors Allen (Chairman), Wade (Vice-Chairman), McCracken, Mrs McCracken, Mrs McKenzie, McLean, Ms Merry and Thompson.



Charter Plus direction of travel assessment

South East Employers confirmed that the Council is continuing to meet the standard of the Charter Plus for Elected Member Development following an interim 18 month review undertaken in September 2016.



Suggested improvements:

- Consideration of a 'Be A Councillor Event' to promote the role of Councillor during 2018 in the run up to the 2019 elections
- use BORIS as a platform to share member knowledge and learning gained through attendance at conferences and seminars

A new Charter Accreditation Framework has been developed and the Council will be fully reassessed against this in January 2018.

A number of key strengths and successes were identified including:

- **A newly developed Member Development Strategy aligned to the Council Plan**
- **A member development programme that supports the approach to transformation**
- **A comprehensive Induction Programme following the 2015 elections and a robust approach to evaluation to measure the success and impact.**
- **The introduction of Portfolio Review Groups to support Councillor succession planning**
- **A continued commitment to a 360 degree review process to be commenced during Autumn 2016. The 360 degree feedback process is now embedded as recognised practice and is an approach that very few other Councils have achieved.**
- **Success in promoting local democracy to schools and having in place candidate briefings.**

“Bracknell Forest Council continues to set the standard for member development across the region”

**Mark Palmer,
South East Employers**

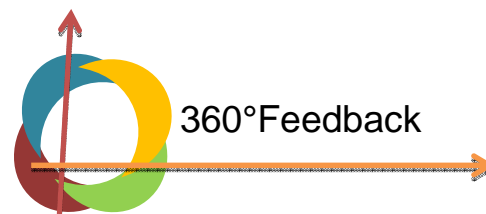
360 degree feedback project

The latest round of 360° Feedback was launched in October 2016 to enable Councillors to gain feedback from a range of different sources. The feedback can be used to identify skills and areas for development as well as show hidden strengths and 'blind spots'. As the Council is going through a period of change, the opportunity was also taken to update the Council profiles and questions in light of the Council Plan and ensure the questions were easier to understand. The new role profiles can be viewed here: <http://www.bracknell-forest.gov.uk/memberroles>

The process involves asking 10 reviewers to answer questions about how consistently the councillor displays a range of skills. For example, the reviewer could be asked to say how often they "present concise arguments." Each councillor will be asked about their core skills, with additional questions for councillors with additional responsibilities. The final report will be complemented by the Councillor's own assessment profiling each question against the collective responses of the reviewers.

A demonstration of the system is given in the initial briefing and full support is available from Member Services.

Ten Councillors have already completed the feedback process so far and four more councillors are part way through the process. There are a further two tranches with all Members having the opportunity to take part by the end of December 2017.



**"Smooth process,
clear and
intuitive"**

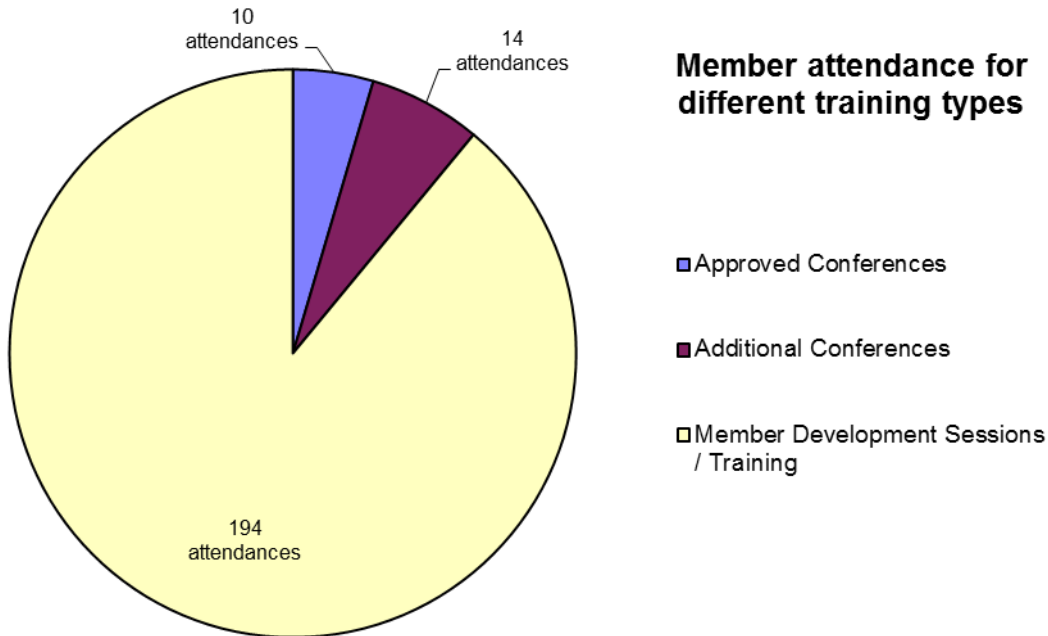
**"I really valued the feedback
I received and would take
part in the process again. I
recommend that everyone
should take part - it is so
helpful"**

**"On a personal level,
this was one of the
easiest Competency
questionnaires I have
ever experienced for an
appraisal and the
process is simple and
intuitive."**

**"I thought the report
reflected me really well
and I appreciate
Councillors taking the
time to complete
feedback for me"**

Access to Development

- For 5 approved conferences there were 10 attendances
- For 13 additional conferences there were 16 attendances
- For 19 member development sessions, including externally facilitated sessions and briefing seminars, there were 194 attendances



In 2016-17 £405 was spent per Councillor on Member Development. This calculation excludes officer time to prepare and deliver Member Development sessions.

Charter Plus best practice suggests opportunities should be taken to share the cost of development activities with neighbouring authorities and where appropriate Parish and Town Councils. It is hoped that this will make it possible to run popular sessions on multiple occasions which would benefit Bracknell Forest Council Councillors through:

- a) Offering multiple dates (therefore increasing the chances of being able to attend)
- b) Sharing knowledge with other councils
- c) Networking with peers
- d) Recognition of Bracknell Forest as a leading member development authority.

The Strategy has been revised to include reference to working collaboratively to share costs and widen development opportunities.

Adult Social Care – Key challenges and vision for the future

Delivered on 5 December 2016 and attended by 17 Councillors

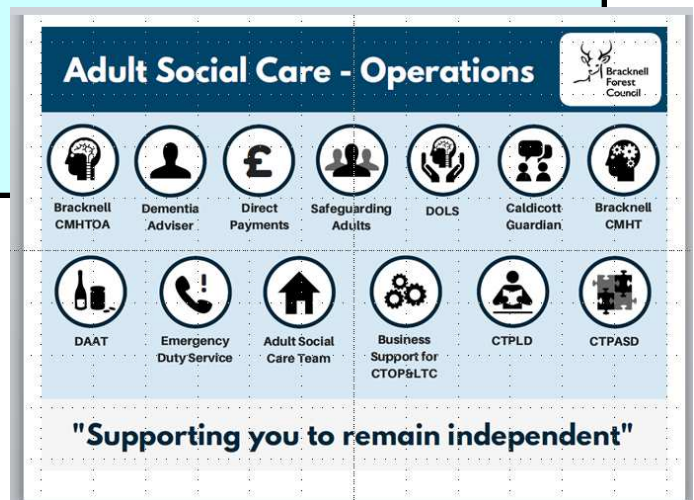
Facilitated by senior members of staff from Adult Social Care, Health and Housing Department

The objective of the session was to update Members on key issues in adult social care. The aim was to explore current challenges and consider how Bracknell Forest Council can continue to create a resilient system of support for our residents that promotes health, well-being and independence.

- Setting the scene – key features of the adult social care system
- Current challenges and how we are dealing with them
- Shaping the future of adult social care
- Interactive Discussion: Members' role in supporting adult social care

Strategic themes supported: All themes

Audience: All Members and offered to Parish and Town Councillors



Institute of Licensing National Training Conference

Attended on 16 November 2016 by 1 Councillor

The event is three days of training covering all of the major licensing related topics in addition to training on the niche areas of licensing. The days are themed to ensure there is always a training topic that will be of interest to delegates.

Strategic themes supported:
All themes

Waste Matters in Planning Applications

Delivered on 23 February 2017 and attended by 7 Councillors

Facilitated by officers from Environmental Services, Transport Development and Planning.

This session explained how planning applications are assessed to ensure that suitable facilities are available for the storage and disposal of waste in new developments including access for refuse vehicles.

Strategic themes supported:
A clean, green, growing and sustainable place

Audience:
All Members

Town Centre Regeneration

Delivered on 9 November 2016 and attended by 21 Councillors

Facilitated by Victor Nicholls, Assistant Chief Executive.

The objective of this session was to update all members on current and future town centre development.

Strategic themes supported:
A strong and resilient economy

Audience: All elected members



THE
LEXICON
BRACKNELL

LGA Annual Conference

Attended on 5 – 7 July 2016
by 3 Councillors

Running alongside the main conference programme, the Innovation Zone allowed delegates to take part in a mixture of exciting, inspirational and interactive sessions on political leadership, commercialisation, digitalisation, community action and joint working.

Strategic themes supported:
All themes

Personal Safety

Delivered on 6 February 2017 and attended by 7 Councillors

Facilitated by Miranda Smythe, LGiU

This session was for Councillors who lone work as part of their role and who want to be more aware of their personal safety and was based on sensible advice and established good practice.

In addition to exploring issues around personal safety, the programme helped participants become more aware about the reasons why people can behave in negative ways, and explores practical ways to avoid situations becoming uncontrollable.

Strategic themes supported: People have the life skills and education opportunities they need to thrive

Audience: All members and offered to neighbouring authorities and Parish and Town Councils

Strategies

- Choose to be safe
- Talk and behave carefully
- Walk away from a deteriorating situation
- Run away
- Defend if
- Counter a resort.



Promoting Local Democracy

Local Democracy Week 10 – 16 October 2016

Local Democracy week was marked by four events including local schools participating in democracy games, visiting the Council Chamber and finding out what local councillors do.

The School Council at Birch Hill Primary School met four Councillors and the Mayor on Friday 14 October. The children explored what Members of Parliament and Councillors do and the differences which had some surprising answers; this inspired lots more questions about what their job involved and what advice they could give about being a good school Councillor. The children were really interested to see the Mayor's robes and particularly wanted to see what was written on the chains.



This activity was followed by a local democracy game called 'design your perfect school Councillor.' – The children explored what qualities they need to be good school councillors and they thought of some excellent examples including – tolerance, respect for others, being reliable and letting everyone have their say.

“It was a pleasure meeting and listening to the young school Councillors. They are obviously taking their role in the school seriously and have a lot to contribute. This early involvement in democracy is to be applauded”

Councillor Mrs Temperton

“It was a wonderful morning – the children asked some insightful questions and were really enthusiastic.”

Mayor, Councillor Virgo

At the end of the session the children were asked if they would like to be a local councillor with lots of them hoping they might get elected when they were older and all of the children agreed they would put the advice given by the local Councillors into practice.

This successful Democracy Games session has been repeated at Crowthorne Church of England Primary School with Years 5 and 6.



The Mayor visited College Town Junior School and Cranbourne Primary School to speak about his role. The children were interested to learn that the Mayor meets lots of local people and volunteers and raises money for charity. The children were also given the opportunity to see a video about the regeneration of Bracknell Town Centre. A teacher at Cranbourne Primary School, Ruyan Donovan, commented “the children were quite inspired and enjoyed asking him lots of questions”.



Brakenhale Academy School Council came to visit the Council Chamber on Thursday 13 October. The students were really engaged and keen to see where the full Council meets. The School Council meeting covered a range of topics from getting more school benches to subject taster sessions and charity fund raising events. Their teacher, Carleen Thomas, said “the students had a fantastic time”.



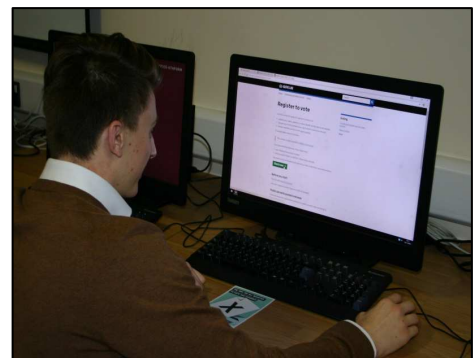
The School Council from Uplands Primary School also held their meeting in the Council chamber in January.

Brakenhale School

Brakenhale School held a ‘Why Vote’ session with their 6th form. Only 34% of people aged between 18-24 voted in the last general election, so this session was aimed at helping them think about the impact their vote could have.

The first activity was called – “Vote with your feet” and involved the students moving to a side of the room whether they agreed or disagreed with a statement. Half of the students were given stickers to represent the young people who don’t vote and were asked to step aside which sometimes changed the result of the vote.

For the next activity, they were asked to divide the government’s budget between 8 government departments; defence, education, health, international aid, welfare and benefits, police and security, culture and sport and environment and justify why they had given different departments the amount of money they had. Then the students were given a different scenario; the country is in recession so you need to cut your budget which gave some interesting results. Some students cut all areas whilst others protected ‘essential’ services such as health and education with some really persuasive arguments for their decisions.





National 'Takeover' Day

On Friday 18 November, young people from across the borough took part in a national 'Takeover Day'. This year, as well as youth council members, students from the borough's secondary schools there were young people from SiLSiP (Say it loud, say it proud) participating in the event, supported by the Bracknell Forest youth service team. Young people were partnered with executive members, directors or chief officers, to have the opportunity to understand how public figures make decisions and to catch a glimpse of their day-to-day work. The participants were able to attend meetings and visit the many sites and offices the council is involved with and were encouraged to share their perspective and opinions on council matters.



“The young people always commit wholeheartedly to their roles for the day and enjoy getting involved with local government, learning why democracy is important and understanding how the council’s decisions can impact their day-to-day lives. It was a very enjoyable and thought-provoking day. Thank you to everyone who took part.”

Councillor McCracken

Promotion of the Office of Mayor

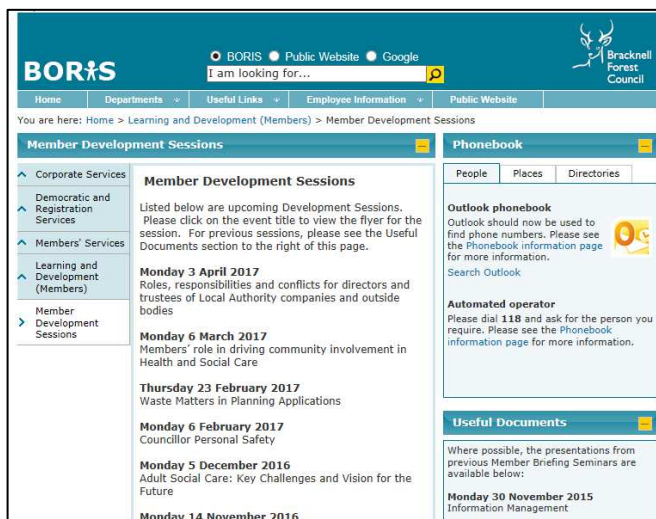
The Bracknell Forest Mayor Twitter account was taken over by the incumbent Mayor, Councillor Virgo and the civic office continues to tweet about upcoming events and report activity which are regularly re-tweeted by followers and the local press. Followers are increasing with 685 at the time of writing. Follow Bracknell Forest’s Mayor at www.twitter.com/MayorBFC



Members' Pages on Boris

The Members' pages on BORIS, the Council's intranet site, continue to be maintained to signpost Members to advice, guidance and various resources such as policy documents, briefing notes and previous Member Development presentations.

The pages can be found at <http://boris.bracknell-forest.gov.uk/corporate-services/democratic-and-registration-services/democratic-and-registration-members-services.htm>



The screenshot shows the BORIS intranet interface. At the top, there is a search bar with the text "I am looking for..." and a search icon. Below the search bar, there are navigation tabs for "Home", "Departments", "Useful Links", "Employee Information", and "Public Website". The main content area is titled "Member Development Sessions" and lists several upcoming sessions:

- Monday 3 April 2017**: Roles, responsibilities and conflicts for directors and trustees of Local Authority companies and outside bodies
- Monday 6 March 2017**: Members' role in driving community involvement in Health and Social Care
- Thursday 23 February 2017**: Waste Matters in Planning Applications
- Monday 6 February 2017**: Councillor Personal Safety
- Monday 5 December 2016**: Adult Social Care: Key Challenges and Vision for the Future
- Monday 14 November 2016**: Information Management

On the right side of the page, there is a "Phonebook" section with a search bar and a "Useful Documents" section with a search bar. The "Useful Documents" section lists "Where possible, the presentations from previous Member Briefing Seminars are available below:" and "Monday 30 November 2015 Information Management".

Member Development Strategy 2016 - 2020

The Strategy which reflects the new narrative of the Council Plan and supports the Council's priorities was adopted by the Council in April 2016. The Steering Group has undertaken its annual review to ensure that it remains fit for purpose. As a result of the review the Strategy has been updated to incorporate the approach towards cost sharing with other authorities, to highlight the evaluation process and to refer to the development of an organisational development strategy. The Strategy is appended to this report as Annex B.



Member Development Programme 2017 - 2018

The Member Development Charter Steering Group continues to be committed to improving Member Development at Bracknell Forest to ensure that its Members are equipped to provide the best possible services to its residents and supports the Member Development Programme which is being developed for 2017-2018.

Members have been canvassed for proposals for development sessions. Once finalised the development programme will be circulated to all Members and published on Boris.

Events Delivered 2016 – 2017

Additional Conferences	Facilitators	Number of Councillors Attended
Air quality in England and Wales: policy priorities, best practice and industry engagement	Westminster Forum Projects	1
Assessing Local Parking Enforcement: Evaluating Implementation, Impact and Innovation	Public Policy Exchange	1
Better, Cleaner, Safer: Reducing Uncollected Dog Waste Through DNA Registration	London Borough of Barking and Dagenham	1
Centre for Public Scrutiny Annual Conference	Centre for Public Scrutiny	1
Crisis Management Seminar	iESE	1
Heathrow Jobs & Careers Fair	Heathrow	1
Leadership Academy	Local Government Association	1
Leadership Essentials: Cultural Services	Local Government Association	1
LGA Annual Culture, Tourism and Sport Conference	Local Government Association	1
Life Chances Team Conference 2017	Bracknell Forest Council	3
Planning Advisory Service (PAS) Peer Conference	Planning Advisory Service	1
Resources Portfolio Forum: The future of business rates retention for local government	Local Government Association	1
Unit 4 Connect Executive Conference	Connect 4	1
Sub Total – Attended		14

Approved Conferences	Facilitators	Number of Councillors Attended
Centre for Public Scrutiny Annual Conference 2016	Centre for Public Scrutiny	1
Education Conference	Bracknell Forest Council	1
Institute of Licensing: 'Annual Training Conference for 2016'	Institute of Licensing	1
LGA Annual Conference	Local Government Association	3
The National Children's and Adult Services Conference	Local Government Association / Directors of Adult Social Services	4
Sub Total – Attended		10

Member Development Sessions	Facilitators	Number of Councillors Attended
Adult Social Care: Key Challenges and Vision for the Future	Bracknell Forest Council	17
Code of Conduct	Bracknell Forest Council	3
Councillor Personal Safety	Local Government Information Unit	7
Green Belt	Bracknell Forest Council	19
Health Overview & Scrutiny Training	Centre for Public Scrutiny	11
iPad Training x 2	Bracknell Forest Council	5
Licensing Panel Training	Bracknell Forest Council	5
Love Food Hate Waste Training Session	Reading Borough Council	1
Member Development Session: New Parking Standards SPD	Bracknell Forest Council	17
Members' role in driving community involvement in Health and Social Care	Bracknell Forest Council	16
Mentoring	Local Government Association	1
Minerals and Waste Plan	Reading Borough Council	2
Planning Committee - Trees	Bracknell Forest Council	19
Social Media Introduction	Bracknell Forest Council	9
The Work of Children's Social Care and Corporate Parenting	Bracknell Forest Council	16
Town Centre Regeneration	Bracknell Forest Council	21
Waste and Recycling plus the Council's response to emergency situations	Bracknell Forest Council	18
Waste Matters in Planning Applications	Bracknell Forest Council	7
Sub Total – Attended		194

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Bracknell Forest Member Development Strategy

2016 – 2020



INVESTOR IN PEOPLE



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Introduction

Bracknell Forest Council has always recognised the importance of learning and development for all those who work to deliver good public services and has sought to continuously improve Member learning and development, in the knowledge that organisations with effective learning and development are open, accountable and make better decisions. The Member Development Strategy provides a framework for the Council to deliver effective Member learning and development.

This is Bracknell Forest Council's third Member Development Strategy. The first strategy culminated in the award of the South East Charter for Elected Member Development; the first Council in the South East to achieve the accreditation. This commitment to Member learning and development enabled the Council to build on its strong tradition of providing Members with appropriate learning and development opportunities and commitment to the Charter's principles enhanced the Council's ability to strengthen and improve its arrangements through additional advice and robust external assessment.

The second strategy took this work forward and enabled the Council to achieve Charter Plus accreditation in January 2015; again, the first Council in the South East to do so. Charter Plus is based on the same criteria as the Charter although the evidence requirements and assessment processes are more rigorous.

This is the third strategy and spans the four year period from 2016 to 2020. The strategy builds on the work that has gone before and provides a robust framework within which Members will be given access to a high standard of development opportunities, support and information to drive forward the Council's goals. The strategy will be delivered in the context of achieving excellent value for money and responding to the changing priorities of the organisation resulting from the impacts of economic challenges facing the Council. The focus in the final year will be on the induction of Members following the Borough elections in May 2019.

The Strategy Vision

Bracknell Forest's vision for Member development is for all Members to be engaged in the learning and development programme, taking advantage of learning opportunities and accessing support that will assist them in fulfilling their roles and helping the Council to deliver its services and objectives for the benefit of the Borough and its residents.

The Aim of the Strategy

The Strategy outlines the principles and key themes for Member learning and development over the four years 2016 – 2020 and aims to maintain an embedded culture whereby Member development is considered to be a key factor in Bracknell Forest Council's success. It provides a framework for the provision of support that enables Members to acquire the necessary skills, information and knowledge required to fulfil their roles effectively. Members will be better equipped to balance conflicting and competing priorities and to work constructively with officers to achieve the best outcomes for Bracknell Forest residents.

Member development is defined as any learning or development activity, training programme, or provision of information specifically designed to improve the skills, knowledge and ability of Members in their varied roles.

The Strategic Context

The Council currently faces an unprecedented financial challenge which means it is more important than ever that Members are provided with the information and development opportunities they need to respond effectively. In response the Council has agreed an ambitious transformation programme aimed at identifying significant savings that can be incorporated into the 2017/2018 budget and beyond.

The Council Plan sets out the approach being taken to address the financial challenges ahead and to deliver the commitments made in the 2015 election manifesto. This approach is expressed in a new narrative for the organisation:

- Bracknell Forest is a good place to live with a mainly affluent, well educated and independent population
- the council will provide leadership and work with others to keep the Borough a place where all residents can thrive and benefit from core services. What we do ourselves we aim to do well, but we must prioritise to live within our means
- we will provide an essential safety net, and target this to people and areas with greatest need. In targeting our services, we will continue to prioritise early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent

This narrative is supported by six strategic themes which are underpinned by a number of key measures of success:

- value for money
- a strong and resilient economy
- people have the life skills and education opportunities they need to thrive
- people live active and healthy lives
- a clean, green, growing and sustainable place
- strong, safe, supportive and self-reliant communities

To underpin the Council's identity as a transforming and forward thinking organisation an Organisational Development Strategy has been created with a stronger emphasis on the organisation's values and on the qualities employees will be required to display in order to embrace transformation and create an adaptable and flexible organisational culture.

Elected Members are responsible for ensuring the delivery of the Council's goals which is dependent on them having the key skills and knowledge to help to provide the best possible services to its residents.

Key Principles and Objectives

The principles of the South East Charter Plus for Elected Member Development form the core of this strategy and set out below are the actions required to support these principles:

- To maintain a clear commitment to Member development
- To foster a strategic approach to Member development

- To ensure that Member learning and development is effective in building capacity
- To support councillors in their various roles (detailed Member roles can be found at <http://www.bracknell-forest.gov.uk/your-council/yc-members-of-the-council/yc-members-roles.htm>)

These principles are underpinned by the requirement to sustain a Member Development Programme.

What we will do to maintain a clear commitment to Member development

- seek commitment to and approval of the strategy and our approach to Member development from Members and officers
- make planning and delivery of Member development the responsibility of Members and officers
- support the Member Development Charter Steering Group to oversee Member development and monitor the implementation of this strategy
- manage the Member development budget effectively
- ensure equality of opportunity and access for all learning and development activities
- provide appropriate training to Members Services staff

What we will do to foster a strategic approach to Member development

- oversee the Member Development Programme and additional briefings and activities with the Member Development Charter Steering Group – to include consultation, communication and monitoring and evaluation
- annually refresh the Member Development Programme based on Member need
- champion and promote learning and development activities within political groups through representatives on the Member Development Charter Steering Group
- deliver an Induction Programme to all newly elected Members
- provide appropriate training to Members dependent upon their roles and responsibilities
- involve external partners in relevant learning and development activities

What we will do to ensure that Member learning and development is effective in building capacity

- ensure that Members are clear about the outcomes and benefits of learning and development activities for them as individuals and for the Council
- develop Members' skills and capabilities across a range of areas including personal development, leadership skills, communication skills and ICT competencies
- develop Members' knowledge of particular issues or legislation
- develop Members' awareness of local and national issues
- develop Members' understanding of key issues, for example community development, community cohesion and equalities and diversity
- utilise a range of methods to deliver the Member Development Programme
- provide opportunities for Members to network with each other, other authorities, other partners and the community
- evaluate the outcomes and benefits of learning and development activities through participants' feedback
- monitor and record attendance at learning and development activities
- report annually to Council as part of the Member Development Annual Report

What we will do to support Councillors in their various roles

- schedule learning and development activities into the Council diary and publicise forthcoming activities
- schedule learning and development at appropriate times and offer multiple sessions where possible
- provide assistance for those with caring responsibilities to attend learning events
- endeavour to meet individual identified development needs in the way that is most appropriate for the Member concerned
- make the best use of technology and resources to support Members
- actively promote local democracy, the role of councillor and civic life
- promote and improve the work/life balance of members

What we will do to sustain a Member Learning and Development Programme

- develop a varied Member Development Programme covering induction; core knowledge and skills; service specific issues; Council and Committee issues; and individual needs
- support Members in identifying their own learning and development needs
- encourage Members to complete a Personal Development Plan (PDP)
- encourage Members to complete 360° self assessments at least once each four year Council term
- provide Members with the opportunity to identify and take into account their own preferred learning style
- ensure that learning and development opportunities, including PDPs link back to the one of the Council's six strategic themes

Responsibility for delivery

The following Members and officers have a direct involvement in Member learning and development.

Member Development Charter Steering Group

The Member Development Charter Steering Group will lead and innovate the Council's approach to Member development, in conjunction with the Executive Member who has responsibility for Member Development.

The terms of reference of the Steering Group are:

- To monitor the progress of the Member Development Strategy
- To advise officers and the Council on Member development activities
- To report annually to the Council on progress with Member Development

Councillors

All councillors will be responsible for:

- Identifying their own learning and development needs and engaging in the personal development plan and 360° self-assessment process
- Engaging in the Member Development Programme

- Sharing learning with others
- Accessing learning opportunities

Directors and senior officers

Relevant officers will:

- Provide briefings to Members on key areas of service delivery and development
- Positively contribute to the development and delivery of the Member Development Programme
- Support the work of the Member Development Charter Steering Group

Democratic and Registration Services

The Head of Democratic and Registration Services and Principal Democratic Services Officer (Governance) will be responsible for working with the Member Development Charter Steering Group to:

- Develop and evaluate the Member Development Strategy
- Maintain the Charter Plus Standard
- Identify Member learning and development requirements and work collaboratively to facilitate their delivery
- Promote the Member Development Programme
- Ensure a suitable infrastructure is in place to support Member learning and development
- Represent the Council at relevant regional and national network meetings

Support and Resources

In addition to officer time there is a dedicated budget for Member learning and development. The budget holder is the Head of Democratic and Registration Services. There will usually be a mixture of internally and externally provided sessions with costs contained within the allocated budget. There is also provision for Member attendance at agreed conferences. Any request to attend a conference or seminar that is not on the approved list, or any other individual training activity, will be considered in line with the procedure set out in the Members' Allowances Scheme, and authorised attendances will be funded from the Member Services budget.

Individual Members' needs will be considered once the core work programme has been determined and may need to be prioritised if there are insufficient funds to meet demand. Priority will be given to those training needs identified through the PDP and 360° self-assessment processes.

The Head of Democratic and Registration Services will bid for additional funding for specific initiatives if opportunities arise.

In order for Members to be able to carry out their roles effectively, they will be provided with the most up to date and relevant information from both internal and external sources. Each Member will be given support to access ICT facilities in the home, within the Council and, where applicable, on the move. The Council's intranet system, BORIS, will contain the most topical information regarding the Council's services and democratic issues. It will also include information and presentations provided at briefing seminars.

Equality

Access to training and development will be equitable, based upon individual and Council needs. In practice this means making sure that there are no physical, social, religious or cultural barriers to Members wishing to take advantage of development opportunities.

Access

Learning and development will be delivered in ways which allow the greatest take-up, taking into account different personal and domestic circumstances and preferred learning styles. A number of methods will be used in a positive attempt to address Members' needs including;

- Briefing notes, learning manuals and literature
- E-learning packages
- External conferences, seminars and network meetings
- In-house briefings, seminars and workshops presented by senior and specialist officers
- Joint Member and officer sessions
- Peer coaching and mentoring
- Sharing knowledge and best practice using the Members' pages on the Council's intranet site BORIS
- Training with partner organisations and neighbouring authorities
- Visits to other authorities

Sharing Learning

In order to ensure that the learning and development programme offers the best support for Members to feel confident in implementing the Council Plan objectives every learning session will be evaluated. Feedback will be sought on the content and quality of each learning session and will be analysed and used to further develop the programme. Feedback will also be shared with the facilitator. The learning and development cycle, including the evaluation strategy is set out in Annex A.

Parish and Town Councillors will be invited to Member Briefing Seminars when the content is considered to be of relevance to them. In order to be able to run more sessions of interest to Members places on sessions delivered by an external facilitator may be offered to neighbouring authorities and charged at a level to at least fully cover the cost. Parish and Town councillors who are not also Borough councillors will be invited to attend at a discounted rate.

Monitoring the Strategy

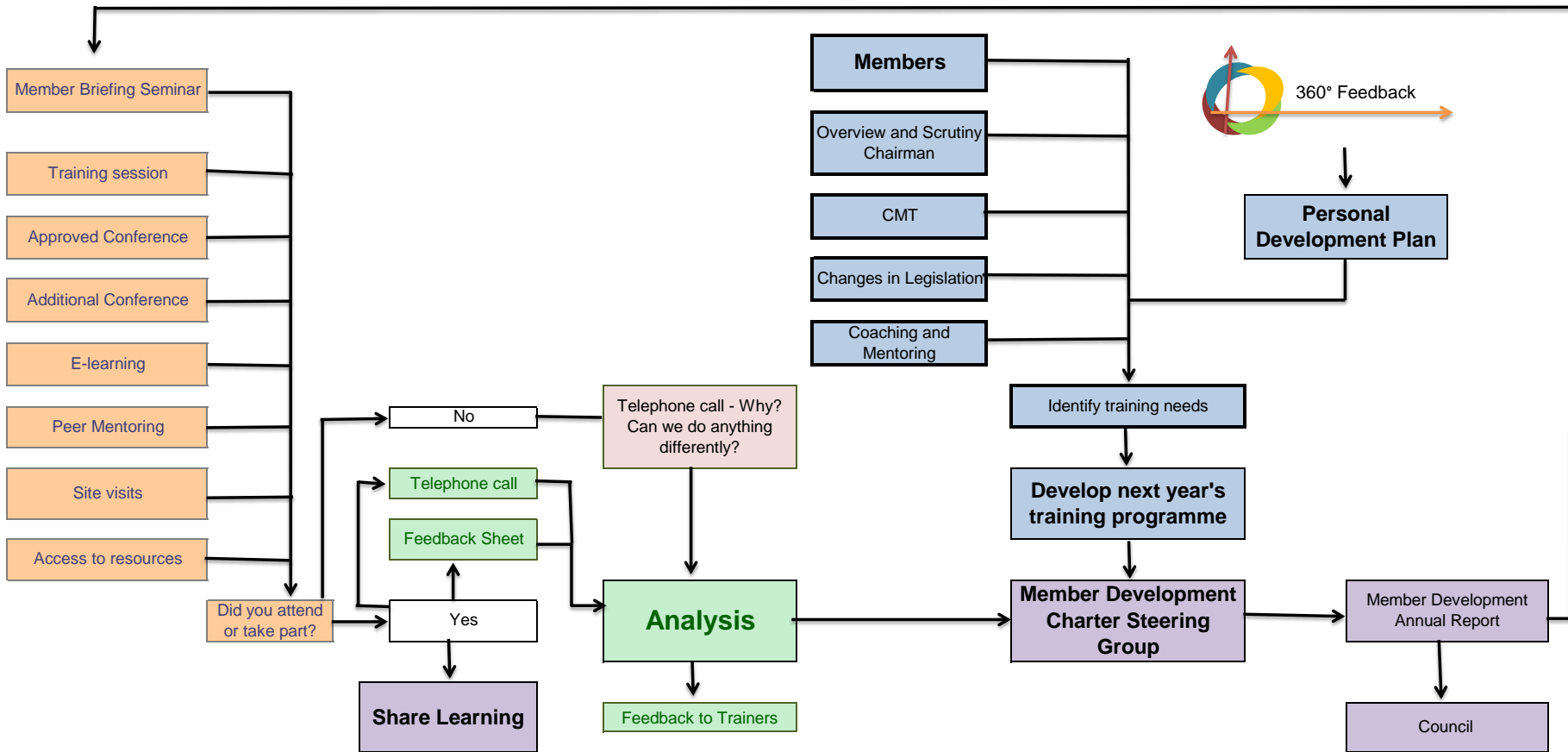
The Member Development Charter Steering Group will review the Strategy at least annually and update it as appropriate to ensure that it reflects changes and continues to meet Members' needs.

The date, time and location of all learning and development events will be reviewed on a regular basis and recommendations for change will be made if required.

Indicators of success will include:

- Positive feedback in Member Services surveys
- Engagement in the Personal Development Plan and 360° self-assessment processes
- Engagement in the Member Development Programme
- Positive satisfaction rates with learning and development activities
- Positive satisfaction rates with learning and development providers
- Retention of the Charter Plus accreditation

Member Learning and Development Cycle



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Key

	Training
	Evaluation
	Shared Learning
	Development of next years programme

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TO: COUNCIL
26 APRIL 2017

CHAMPIONS' ANNUAL REPORT 2016/17
Director of Corporate Services – Democratic and Registration Services

1 INTRODUCTION

- 1.1 The attached Annual Report appraises all Members of the work undertaken by the Council's four Champions during the year 2016-17. The report informs Members of activities and their outcomes.
- 1.2 As part of the Council's Constitution one of the Champions' key tasks is to submit an annual report on work undertaken throughout the year for consideration by the Council.

2 SUPPORTING INFORMATION

- 2.1 At its discretion, the Council may, from time to time, designate Champions from amongst Councillors who are not Members of the Executive. The Council currently has four Champions:
- Business Champion - Councillor Wade
 - Commuters' Champion - Councillor Harrison
 - Older People's Champion - Councillor Thompson
 - Voluntary Sector Champion - Councillor Finnie
- 2.2 The role and function of a Council Champion is to act as a positive focus for the local community at elected member level in respect of the relevant section of the community or range of activities designated by the Council. This is to ensure that full consideration is given to the impact of Council activities and decisions upon the section of the community or range of activities.
- 2.3 The key tasks of Council Champions are to:
- (a) To make contact with local organisations concerned with the designated section of the community or range of activities and to establish effective and regular consultation arrangements with those organisations.
 - (b) To represent the views of such organisations to Officers, the Council, the Executive, Overview and Scrutiny Panels and other Committees, on all relevant aspects of the Council's activities.
 - (c) To act as an advocate on behalf of the relevant section of the community or range of activities within the Council as an organisation and to the wider community.
 - (d) To become familiar with the needs and priorities of the relevant section of the community, or range of activities concerned, and to weigh up interests expressed in order to provide sound advice on the implications of alternative courses of action.

- (e) To feedback decisions of the Borough Council and to explain the Council's position on specific issues of concern to relevant organisations and to individuals involved.
- (f) To publish an annual report on work undertaken over each year for consideration by the Council.
- (g) To appoint Panels to support their work where this would not overlap with other established liaison or consultative mechanisms, in line with the requirements of the Council's constitution.

3 EQUALITIES IMPACT ASSESSMENT

- 3.1 The role of Council Champion is ensure that full consideration is given to the impact of Council activities and decisions upon the section of the community or range of activities which they represent.

4 STRATEGIC RISK MANAGEMENT ISSUES

- 4.1 None relevant to this report.

Background Papers

None.

Contact for further information

Ann Moore, Head of Democratic and Registration Services – 01344 352260
ann.moore@bracknell-forest.gov.uk



Champions' Annual Report

2016-17

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Introduction

The purpose of this report is to appraise all Members of the work and progress undertaken by the Council's Champions during the year 2016-2017.

The report informs Members of activities and their outcomes and outlines proposed future activities.

Business Champion Councillor Wade



1 The Business Environment

On the 23 June the UK voted to leave the EU. This has sparked a series of difficult questions yet to be answered by the Government. However, intense negotiations between the UK and the EU will soon begin, focusing on many issues such as trade agreements, movement of people and funding.

Furthermore, although the world markets are collectively much bigger than Europe; many trade agreements dealing with the rest of the world will need to be reviewed and negotiated by the UK as it leaves the EU.

Brexit does pose serious issues for some businesses in Bracknell Forest, particularly those that have a European headquarters locally. It is currently uncertain what the effects will be for business and how such issues will be taken into account during negotiations.

2 Retention of key businesses

Bracknell Forest boasts a strong economy, being at the heart of the Thames Valley, also known as the Silicon Valley of Europe due to the high density of innovative tech companies based here. It can also list 13 European headquarters of multi-national businesses such as: Fujitsu, Dell, Panasonic, 3M, Hewlett Packard and Honda.

However, with these names comes risk of losing these companies and the need to concentrate on retention. That is why the Council, through the Regeneration and Economy team, have a "Business Liaison Programme." This is where strategically important businesses are assigned a "Business Champion," including the CEO, Director or Chief Officer. They meet with these companies on an annual basis, or more often if required, to understand any issues for the business and see what the Council can do to help.

The programme has been running effectively for more than two years and continues to be reviewed as required.

3 Bracknell Forest - Economic & Skills Development Partnership (ESDP)

The purpose of the Economic & Skills Development Partnership is to facilitate and promote the continued economic development of Bracknell Forest. The partnership acts as the voice of business and brings together representatives from the private, public and education sectors.

Over the last year the ESDP, of which I am a member, has delivered alongside the Regeneration and Economy team:

- Secured significant financial support for infrastructure improvements in Bracknell Forest.
- The endorsement and support of establishing a Bracknell Business Improvement District in the Southern and Western Business Areas.
- Created a Lexicon Employment Strategy.
- Improved the rail capacity at Bracknell train station and reduced travel times into London.
- The continued support to Elevate Education, providing employment support to young people.
- Proposed an Article 4 direction of key employment areas in Bracknell Forest, so that office conversions to residential will have to go through the full planning process.
- Consulted on the Government's Industrial Strategy.
- Consulted on the Heathrow explanation plan.
- Consulted on various planning documents such as the Functional Economic Market Area (FEMA,) Economic Development Needs Assessment (EDNA) and Strategic Housing & Employment Land Availability Assessments (SHELAA.)
- Nominated a new Chairman, Bob Collis, a former director of Transport Research Laboratory (TRL.)

4 Thames Valley Berkshire Local Enterprise Partnership (TVB LEP)

Thames Valley Berkshire Local Enterprise Partnership (LEP) is a business-led partnership. ESDP has one LEP director (Campbell Christie – CEO, B&W College) and Cllr Brunel-Walker attending the LEP.

Between 2015 and 2021 the LEP has access to £122M of public funds (UK and EU) available to deliver economic growth initiatives in Thames Valley Berkshire.

The LEP has contributed to the sustainable economic growth of Thames Valley through the implementation of its Strategic Economic Plan.

The LEP brings together business, unitary authorities, education and the community sector to drive the local economy to new levels of growth by securing better access to talented people and bright ideas, and to use both more effectively; focused on three key priority areas:

- Delivering essential housing

- Enhancing urban connectivity
- Growing the STEM skills base and targeting business support

5 Business Rates

The impact of the re-evaluation of Business Rates has had a serious impact on businesses in general and, in particular, to SMEs.

In Crowthorne, the increases have outstripped the majority of Bracknell Forest. After action by local Councillors and Traders, the business rates of many SMEs/shops have been significantly reduced, but more has to be done. The complicated re-evaluation process for business rates is in the hands of individual traders, who find the process challenging and time consuming. Some traders are now considering closure!

6 Networking

The primary way in which SMEs enhance their businesses is through networking groups both local and national. These include the Federation of Small Businesses, Berkshire Chamber of Commerce, the Bracknell Enterprise and Innovation Hub etc.

Generally, business entrepreneurs conclude that the importance of face-to-face introductions for building relationships is paramount in developing potential business opportunities.

7 Conclusion

Thames Valley Berkshire is an economic powerhouse of enormous importance to the UK. It performs strongly on most key economic measures. It has the highest economic output per head of population of all English sub-regions outside of London and has England's most productive workforce. With high employment rates (77% of the Berkshire working age population are employed compared with an England average of 73%,) it is anticipated that the greatest uplift in economic output will be driven through productivity improvements, rather than an increase in the number of people employed.

Bracknell Town – the Lexicon – is a flagship in Bracknell Forest (and the UK) demonstrating the economic growth, stability and confidence in the region.

Theresa May triggered Article 50 on 29 March - starting the two year departure from the EU. The vast majority of SMEs in the UK export to the EU, and this trend is unlikely to change because selling to distant markets is even more challenging for SMEs. Even if Brexit immediately gives way to a Norway-style trade deal, small business owners will face greater costs when trading with the EU. These factors will reduce profitability and make borrowing more difficult for small businesses.

The next two years will be very uncertain for the UK economy and especially for SMEs.

Councillor Bob Wade

bob.wade@bracknell-forest.gov.uk

Commuters' Champion Councillor Harrison



Overview

The past year has been a period during which Bracknell Forest's commuters have started to see real, physical changes to address the needs they have identified to Bracknell Forest Commuters' Champion. Much of this has been trailed in advance and announced by Executive Members and the Network Rail Alliance during the course of the year.

In addition, new issues have arisen as a result of the Highways Agencies' roads programme, so work has been ongoing to provide constructive comment where it is necessary.

Councillor Harrison would like to thank officers and members of the Council for their support in funding improvements to commuter services and the Network Rail Alliance, in particular, for their co-operation.

Activity

Rail Services

Bracknell Station Facilities

The Commuters' Champion has regularly visited Bracknell Railway Station to see the progress of the improvement works. It has been gratifying to watch the works underway to extend the platforms at Bracknell Station and note that crews have been working into the early hours of the morning to reduce disruption to rail services.

Coincidentally, Councillor Harrison has recently started a regular commute to London by rail again and appreciated first-hand the experience of commuters living in Bracknell Forest. At the time of writing, the improved concourse and customer toilets at Bracknell Station are still under construction but, for a regular commuter from Bracknell Station, they will be welcome.

Warning!

August could be a difficult month for commuters on the Waterloo line as there will be significant changes at Waterloo Station to extend platforms for longer trains. Commuters who use this service and have yet to decide when to book their summer holidays, may like to bear this in mind.

Road Transport

The Commuters' Champion has taken the opportunity to join the Highways England Customer Forums to contribute feedback on the subject of the ongoing M3 Smart Motorway road works.

The Commuters' Champion is a nominated substitute on the Berkshire Local Transport Body and the Thames Valley Berkshire Local Enterprise Partnership (LEP) and often attends, in addition to the Bracknell Forest Council Executive members and officers, to stay informed as to the progress and delivery of strategic projects across Berkshire. There will be potential for local authorities in our area to take more control over transport priorities in future with the prospective launch of Transport for the South East.

Councillor John Harrison

john.harrison@bracknell-forest.gov.uk

Older People's Champion Councillor Thompson



The Council has a prime interest in the welfare of the residents of Bracknell and, as Older People's Champion, I make it a priority to be aware of the work of the various organisations and groups within the Borough who are there for the benefit of older people.

The Voluntary Sector Council and partners are visibly brought together in the work of the Older People's Partnership Board which has enabled an interchange of views and enabled a focus in relation to their activities and I have found this a useful forum.

In furtherance of the objectives of the Board, one aspect that has emerged is that it would benefit from contributions from a wider range of members from the voluntary sector to broaden the scope of its activity.

The Health and Social Care Act (2012) established the requirement for local Health and Wellbeing Boards as a forum where key leaders from the health and care system can work together to improve the health and wellbeing of their local population and reduce health inequalities (I attend its public meetings as an observer.)

Given the remit of the Health and Wellbeing Board, it is considered that in some ways the work of the Older People's Partnership Board may be considered a duplication. In the light of this, the Older People's Partnership Board is considering its future and alternatives are being considered so that a wider range of members can have a forum at which to meet. If you have views on this, please do let me know and I will pass on any ideas.

In considering the general wellbeing of older people within the community they are well served by parks and open spaces and public transport which provide a service for the community. There is good provision of adult education courses and leisure facilities. Health services compare well with the national scene, but service providers are well aware of the need for an increase in GP provision to meet the needs of a growing elderly population.

Previously the services offered within the Bracknell town centre have been somewhat restricted, but with the regeneration of the new town centre (opening in September 2017) work has been undertaken with the Council's Access Group, of which I am Chairman, to ensure that the needs of people with disabilities are fully represented. These representations have been taken into account in making the centre user friendly, for example the provision of two dementia friendly parking spaces.

I am a member of the Council's Health, Overview and Scrutiny Panel, Licensing and Safety Committee, Governance and Audit, Planning Committee and Performance Review Groups which consider upcoming decisions of the Council. I am also a Council nominated trustee of Age Concern Bracknell Forest. I meet regularly with Council Officers and in all of these roles I endeavour to further the interests of older people.

In reviewing the year, there is ongoing concern with loneliness and isolation. There is no one solution to isolation and loneliness, but Adult Social Care, Health and Housing are working closely with both small community groups and the voluntary sector to develop a 'Welcome Map' that will be available for people to search for activities that are available in their area (either by geography or by their particular interest) and where people wishing to join will be given a warm welcome. This approach is also reflected in the overall Council approach to supporting individuals and communities to help themselves. Overall, we each have a responsibility to seek to help to reduce this. One approach is organised interaction between schools and older people and there are many others as might be seen from activities identified in Keeping Active and Keeping Social below.

A subject which has received much publicity is dementia. I believe that each of us will have some knowledge of its effect, but this can be wide ranging in relation to the individual and can give a high degree of stress to family and carers. Positively it appears to be at the forefront of national attention. Locally, the Council and Berkshire Healthcare Foundation Trust provide support through the Bracknell Community Mental Health Team for Older Adults and there is also a designated dementia adviser.

Digital exclusion can be an issue for older people and there have been a range of courses run to address this.

In October a public event took place at the Leisure Centre "Planning for Later Life" with the lead being taken by Age Concern Bracknell Forest and working with the Council. I was a member of the steering group. The agenda included digital exclusion, financial planning, the internet, legal matters, independent living and adjustment to change and self care. Overall the event was a success.

March was the month designated as the month for Ageing Well in the Bracknell Forest Year of Self Care. The local public health team published an interesting leaflet identifying some of the activities in which an individual can participate. Its headline themes were Keeping Active and Keeping Social. Participating in group activity and having various interests is known to be a key to wellbeing.

Overall in relation to local matters Bracknell has a growing elderly population and continues to look at ways of addressing needs through ensuring people are fully engaged in their local communities.

I commend my report to the Council.

Councillor Clifton Thompson

cliff.thompson@bracknell-forest.gov.uk

Voluntary Sector Champion Councillor Finnie



In common with volunteers throughout the country, the demand on our local volunteers increases significantly at this time. Due to the considerable debt which the current government has inherited, more and more local services are being transferred to the voluntary sector. We are very fortunate in this community to have an excellent voluntary sector, very ably assisted by INVOLVE (formerly Bracknell Forest Voluntary Action) who provide a wonderful support to the community.

We live in an age when an increased reliance is placed on the voluntary sector. As many people will be aware, the future of our libraries has been under review. In many areas we have heard that this type of review has resulted in closure of libraries. Our Borough Council are considering how we can keep all our libraries open if we can be given some voluntary support. This would be well received, but it puts a further pressure on the voluntary sector.

I regret that it is no longer possible for the Borough Council to give financial support to voluntary groups, other than to Borough groups such as INVOLVE, whose grants have been considerably reduced in line with current financial constraints and we are all very grateful for the excellent contributions which they make to our community.

Our food banks in Bracknell and Crowthorne continue to be in great demand and we are all very grateful to the volunteers who organise them. Although we live in a fairly affluent area, some of our residents have greater need than others and we are very appreciative of those volunteers who do so much to those in need.

I would like to hear from any Member who has experienced any concern with the voluntary services in their area.

I am very grateful to all volunteers in our community for the wonderful service which they provide.

Councillor James G. Finnie

jim.finnie@bracknell-forest.gov.uk

TO: COUNCIL
26 April 2017

STANDARDS – ANNUAL REPORT
(Director of Corporate Services – Legal)

1. PURPOSE OF REPORT

- 1.1 The attached report advises Council of activity within its Standards framework during the 12 months to 31 March 2017

2. RECOMMENDATIONS

- 2.1 That the Council **NOTES** the Standards output in 2016/17 as set out in this report

3. REASONS FOR RECOMMENDATIONS

- 3.1 To keep Council apprised on an annual basis of activity relating to its Standards Regime

4. SUPPORTING INFORMATION

- 4.1 The Standards Framework comprises a number of elements including the code of conduct for Councillors, rules around disclosure of interests, procedure for dealing with complaints and sanctions for breach. Until its dissolution in November 2016 responsibility for oversight of the Standards Framework vested in the Standards Committee. Subsequently this has transferred to the Governance & Audit Committee.
- 4.2 The attached report appraises the Council of Standards related activity in from 1 April 2016 to 31 March 2017. It highlights a significant rise in complaints against Councillors during that period.

5. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 5.1 The Borough Solicitor is the author of this report.

Borough Treasurer

- 5.2 There are no financial implications arising.

6. STRATEGIC RISK MANAGEMENT ISSUES

- 6.1 None.

Background Papers

None.

Contact for Further Information

Sanjay Prashar – Borough Solicitor – 01344 355679

Sanjay.Prashar@bracknell-forest.gov.uk

STANDARDS ANNUAL REPORT 2016/17

1. A Standards Framework Working Group was set up in May 2016 chaired by Councillor Iain McCracken with the following Terms of Reference:
“To review the effectiveness of the Standards Framework for Councillors currently operating in Bracknell Forest Council, having regard to:
 - *Local and national experience*
 - *The role and desirability of a Standards Committee*
 - *The effectiveness of available sanctions*
 - *The Councillor Code of Conduct”*
2. The Working Group met on three occasions between May and July 2016. It considered a report from the Borough Solicitor setting out proposals for changes to the Standards Framework which were agreed subject to a number of amendments at its final meeting on 6 July 2016.
3. The changes to the Standards Framework entailed;
 - Dissolution of the Standards Committee
 - A revised procedure for dealing with Member Code of Conduct Complaints
 - An updated process for the granting of dispensations to Members who would otherwise be prevented from participating in public meetings due to the existence of Disclosable Pecuniary Interests and/or Affected Interests
4. As a consequence of the changes which were endorsed by Council on 30 November 2016 it was agreed that Standards Hearings should be conducted before a Panel of Governance and Audit Members (Code of Conduct Panel) including a non voting Independent Member with the Independent Person also being available to further advise the Panel. This was an alternative to the previous procedure which involved an initial “determination” by the Standards Committee which was then recommended for approval by the Governance and Audit Committee. Those arrangements were arguably unwieldy in requiring two separate meetings of Members in situations where disputes often required timely disposal.
5. As there is no statutory requirement for the Council to retain a Standards Committee. A consequence of adopting a procedure which culminates in a hearing outside the ambit of the Standards Committee was to throw into doubt the continuing viability of that Committee leading to its dissolution by Council on 30 November 2016.

Complaints

6. Under the current procedure for the handling of complaints alleging a breach of the Code of Conduct for Members, a complaint is first considered by the Monitoring Officer. The options available to the Monitoring Officer at that stage are:-

- refer for investigation
- refer for some other form of action (“other action”)
- determine that no further action is required.(“no action”)

If a complaint is referred for investigation the ensuing report is considered by the statutory Independent Person and the Monitoring Officer. At that stage the options are:-

- refer to a Code of Conduct Panel for consideration.
- refer for resolution by some other form of action (e.g. if the investigation finds that there has been a breach and the Member agrees to apologise)
- no further action required (investigation finds no breach which conclusion is agreed by the independent person and Monitoring Officer)

7. In the period between 1 April 2016 and 31 March 2017 the Monitoring Officer received 7 complaints alleging breaches of Codes of Conduct for Members. The grounds of each complaint and its outcome are set out in the table below.

	Date of Complaint	Status of Complainant	Borough or Parish Councillor	Grounds of Complaint	Outcome
1	June 2016	Resident	Borough	Participation at Planning meeting notwithstanding alleged conflict of interest	No action - Deputy Monitoring officer enquiries in consultation with Independent Person concluded there was no breach of the Code of Conduct
2	July 2016	Resident	Borough	Failure to treat others with respect/bringing office into disrepute at public consultation meeting	No action. Monitoring Officer enquiries revealed that neither officer cited in the complaint (by a third party) expressed any grievance against the Councillor arising from the behaviour alleged. In the circumstances deemed not in public interest to investigate.
3	July 2016	Resident	Borough	Alleged inappropriate	No action (Not in official capacity therefore Code of

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				postings of facebook	Conduct not engaged)
4	July 2016	Resident	Borough	Bringing office into disrepute	No action (Not in official capacity therefore Code of Conduct not engaged)
5	October 2016	Resident	Town Councillor	Neighbour dispute –alleged bullying	No action (Not in official capacity therefore Code of Conduct not engaged)
6	November 2016	Resident	Borough	Bringing office into disrepute- Complaint against written statement provided by Councillor to one party in family law court case.	No action (Councillor apologised at outset to complainant and complainant accepted apology)
7	December 2016	Resident	Borough	Alleged failure by four Councillors to declare interests at Planning meeting and/or include property in their respective register of Interests	Other action. Councillors accepted oversight and updated their register entries. Deputy Monitoring Officer provided advice and guidance around declarations of interests and participation in meetings to prevent future breaches.
8	March 2017	Resident	Parish	Bringing office into disrepute	Currently under consideration

In addition, a complaint which was issued in 2015/16 involving two councillors and Members of staff at a local primary school was referred for investigation and thereafter referred to a Standards hearing. The hearing took place on 28 November and the complaint was resolved on the day between the parties without recourse to a Panel finding.

The number of complaints received represents a significant increase compared to previous years;

Year	No. of Complaints	Upheld
2008/09	0	0
2009/10	6	2
2010/11	1	0
2011/12	2	0
2012/13	4	0
2013/14	6	0
2014/15	5	0
2015/16	2	0
2016/17	8	0

Unrestricted

Councillors are reminded of their duties both in respect of the rules relating to the registration and disclosure of Interests set out in the Code of Conduct and their behavioural obligations under the Code.

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TO: COUNCIL
DATE: 26 April 2017

**COMPLAINT AGAINST COUNCIL – OMBUDSMAN DECISION (Parking issue)
Monitoring Officer**

1 PURPOSE OF REPORT

- 1.1 This report is to appraise the Council of a finding of maladministration with no injustice by the Local Government Ombudsman (“the Ombudsman”) against Bracknell Forest Council in response to a complaint that it failed to use the Standards Committee to investigate a Code of Conduct complaint against a Councillor.

2 RECOMMENDATION

That the Council;

- 2.1 **Notes the Ombudsman’s report findings (restricted Appendix A)**
- 2.2 **Agrees that no further action needs to be taken in relation to the matter set out in this report**
- 2.3 **Notes that a copy of this report has been circulated to all members of the Council**
- 2.2 **Approves the draft report of the Council attached hereto as (restricted Appendix B) to comply with the requirements of S5 of the Local Government and Housing Act 1989**

3. REASONS FOR RECOMMENDATIONS

- 3.1 To comply with the provisions of the Local Government and Housing Act 1989

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 In view of the fact that the Ombudsman has categorised the complaint as “Upheld: maladministration with no injustice”, the statutory process for reporting the decision must be followed.

5 SUPPORTING INFORMATION

The Statutory Framework

- 5.1 The Ombudsman Service was established by the Local Government Act 1974. Any person who feels aggrieved in the delivery of a local authority service which is not covered by other statutory complaint processes may complain to the Ombudsman. The Ombudsman will almost invariably expect the complainant to exhaust the Council’s own complaints process before considering the complaint. If the Ombudsman does decide to investigate a complaint he/she will determine whether,

in their opinion, the local authority has been guilty of “maladministration” and if so whether the complainant has sustained “injustice” in consequence.

- 5.2 Section 5 of the Local Government and Housing Act 1989 imposes a duty upon the Monitoring Officer to prepare a report to the Council if at any time it appears to him/her that there has been maladministration in the exercise of its functions. The duty does not arise unless the Ombudsman has conducted an investigation. The report is required to be copied to each Member of the Council.
- 5.3 As soon as practicable after the Council has considered the Monitoring Officer’s report it must prepare a report which specifies:-
- (a) What action (if any) the Council has taken in response to the Monitoring Officer’s report,
 - (b) What action (if any) the Council proposes to take in response to the report, and
 - (c) The reasons for taking the action or for taking no action.
- 5.4 The Council has received a decision from the Ombudsman that there was maladministration by the Council in the way it dealt with the complainant’s Code of Conduct complaint against a councillor and that the complainant suffered no injustice

6. **Background**

- 6.1 The Ombudsman’s report is self explanatory, but in summary the complainant (“Mr X”) complained to the Council about obstructive parking in his road which was restricting his ability to exit his driveway on to the highway. Initially Mr X was referred to the police as the view of officers was that there was no obstruction. In 2014 Mr X returned to the Council seeking the imposition of parking restrictions as the police had been unable to resolve the issue. Highways officers met with Mr X in June 2014 and thereafter set in motion a consultation process for the imposition of a Traffic Regulation Order (“TRO”). A number of objections were received resulting in a decision in January 2015 to defer the proposed TRO for Mr X’s road to enable the Council to undertake further parking surveys. Upon further enquiries the Council concluded in June 2015 that the imposition of a TRO would be a disproportionate response to the matter as the problems with parking did not constitute a “*regular and material obstruction*” of Mr X’s property access.
- 6.2 Mr X’s complaint to the Ombudsman was about how the matter was dealt with by the Council under its complaints procedure. Initially (August 2015) the Ombudsman determined not to investigate the complaint “*because it was unlikely she would find evidence of fault by the Council.*” However upon receiving further evidence from the complainant the Ombudsman reopened the case leading initially, in November 2015, to a request to the Council for a response to 37 further queries. Despite receiving protestations from the Chief Executive at its approach to a manifestly spurious complaint that was impacting significantly on staff resources, the Ombudsman proceeded with the investigation. Frustratingly, despite a full response to the 37 queries prior to Christmas, the Ombudsman provided no update to the progress of the complaint until May of the following year with the investigator requesting a series of interviews with Council representatives which were subsequently conducted. These led to a draft decision in October 2016 and a final decision in January 2017.

The Decision

- 6.3 The Ombudsman found no fault in the Council's management of Mr X's initial concerns regarding access issues to and from his driveway or in the way that its complaints procedure was followed. However, in one of his lengthy letters Mr X had raised concerns regarding the purported conduct of a serving councillor, albeit no formal complaint was lodged using the Council's prescribed online process. Nonetheless on this issue the Ombudsman made a finding of fault against the Council in the way that it dealt with Mr X's Code of Conduct complaint against a Councillor. This was notwithstanding the Council's position as endorsed by the Monitoring Officer that the lack of evidence to substantiate the complaint would in any event have led to it being rejected at source. The Ombudsman accepted however that Mr X had suffered no injustice.
- 6.4 It is worthy of consideration that during the process of dealing with Mr X's complaint Council officers spent an inordinate amount of time in correspondence with him notwithstanding the seemingly vexatious and aggressive tone set in some of the communications.
- 6.5 The Council's view, as set out vigorously by the Chief Executive in a number of written communications following receipt of the Ombudsman's draft report in October 2016 was, and remains, that Mr X's complaint was vexatious. Moreover, the fact that the Ombudsman has made an adverse finding against the Council on an issue which is at best incidental to the main thrust of Mr X's complaint (i.e. the Council's decision not to issue a TRO) is in itself of concern. This led the Chief Executive lodging a written complaint against the conduct and outcome of the Ombudsman's investigation. Copies of relevant correspondence are attached to this report (restricted Appendix C).
- 6.6 Notwithstanding the outcome of this Ombudsman investigation, the Council should find comfort in the fact that according to the most recent LGO figures (2014-2015) it was subject to the fewest number of complaints to the LGO in comparison with its Berkshire neighbours. Moreover, during that period it was only subject to a single adverse finding by the Local Government Ombudsman. Alongside West Berkshire Council this represented the lowest number in Berkshire. Whilst officers will not allow such data to give rise to complacency, it is nonetheless indicative of both the Council's robust procedures for dealing with complaints as well as the commitment of officers to ensure that where presented, such complaints are dealt with expeditiously and with a view to achieving complete resolution.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 7.1 The Borough Solicitor is the author of this report.

Borough Treasurer

- 7.2 There are no financial implications directly arising from this report.

Equalities Impact Assessment

- 7.3 Not required.

Strategic Risk Management Issues

7.4 None.

8 CONSULTATION

Principal Groups Consulted

8.1 Chief Executive and Borough Treasurer

Method of Consultation

8.2 Not applicable.

Representations Received

8.3 Not applicable.

Background Papers:

Appendix A - LGO final report dated 23 January 2017

Appendix B- Draft report for Council approval pursuant to S5 Local Government & Housing Act 1989

Appendix C- Copies of correspondence between Chief Executive Bracknell Forest Council and LGO

Contact for further information

Sanjay Prashar, Borough Solicitor, 01344 355679
Sanjay.Prashar@bracknell-forest.gov.uk

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