

## **NOTICE OF MEETING**

### **Overview and Scrutiny Commission**

**Thursday 15 November 2018, 7.30 pm**

**Council Chamber - Time Square, Market Street, Bracknell, RG12 1JD**

### **To: OVERVIEW AND SCRUTINY COMMISSION**

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

**Church Representative Members** (Voting in respect of Education matters only)

One Vacancy and One Vacancy, (Roman Catholic)

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

Vacancy and One Vacancy

#### **cc Substitute Members of the Commission**

Councillors Dudley, Mrs Mattick, Thompson and Worrall

Gill Vickers  
Executive Director: Delivery

#### **EMERGENCY EVACUATION INSTRUCTIONS**

- 1 If you hear the alarm, leave the building immediately.
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Published: 7 November 2018



**Overview and Scrutiny Commission**  
**Thursday 15 November 2018, 7.30 pm**  
**Council Chamber - Time Square, Market Street, Bracknell, RG12**  
**1JD**

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

*Note: There will be a private pre-meeting for members of the Commission at 6.30pm in the Boardroom, Time Square.*

**AGENDA**

Page No

**1. Apologies for Absence/Substitute Members**

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

**2. Minutes and Matters Arising**

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Commission held on 20 September 2018.

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**3. Declarations of Interest and Party Whip**

Members are asked to declare any disclosable pecuniary or affected interests and the nature of that interest, including the existence and nature of the party whip, in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest 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. 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. Urgent Items of Business**

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

**5. Public Participation**

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

6. **SILVA Homes**

Alan Ward, Chief Executive Silva Homes and Linda Wells, Executive Director: Customer Services Silva Homes will be attending to update the Commission on the rebranding of Bracknell Forest Homes to Silva Homes and their forward plans for housing provision in the Borough.

7. **Asset Management Plan**

Steve Caplan, Assistant Director: Property and Steve Booth, Head of Property to update the Overview and Scrutiny Commission on the methodology and process to create the Council's new Asset Management Plan together with the mechanisms for its utilisation.

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8. **Quarterly Service Reports (QSRs)**

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the Quarterly Service Report for the second quarter of 2018/19 (July to September) relating to the Resources Directorate.

To Follow

*Panel members are asked to give advance notice to the Governance and Scrutiny Team of any questions relating to the Quarterly Service Report where possible.*

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

To consider scheduled Executive Key and Non-Key Decisions.

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

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

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**DATE OF NEXT MEETING**

The next meeting of the Overview and Scrutiny Commission has been scheduled for 24 January 2018.

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**OVERVIEW AND SCRUTINY COMMISSION  
20 SEPTEMBER 2018  
7.30 - 9.45 PM**

**Present:**

Councillors Leake (Chairman), Angell (Vice-Chairman), Allen, Mrs Angell, Mrs Birch, Brossard, Finnie, Harrison, Mrs McCracken, Peacey, Mrs Temperton and Tullett

**Apologies for absence were received from:**

Councillors Porter and Virgo

**Executive Members in attendance:**

Councillors Heydon and McCracken

**Also present:**

Gill Vickers, Executive Director: Delivery  
Stuart McKellar, Director: Finance  
Steve Bruce, Assistant Director: ICT  
Kellie Williams, Deputy Transformation Programme Manager

**13. Minutes and Matters Arising**

**RESOLVED** that the minutes of the meeting of the Commission held on 5 July 2018 be approved as a correct record, and signed by the Chairman.

It was noted that there were outstanding actions from previous meetings and these would be followed up at a future meeting.

**14. Declarations of Interest and Party Whip**

Councillor Mrs Birch declared a personal interest as the spouse of the Executive Member for Adult Services, Health and Housing.

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

There were no indications that members would be participating while under the party whip.

**15. Urgent Items of Business**

There were no items of urgent business.

**16. Public Participation**

No submissions had been made by members of the public under the Council's Public Participation Scheme for Overview and Scrutiny.

## 17. Update on the Council's Financial Position

Stuart McKellar, Director: Finance updated the meeting on the Council's financial position since the Council set its budget in February 2018. He reminded Members that in order to bridge the 2018/19 budget gap 1% had been added to Council Tax and an additional £0.5m was taken from the General Reserves.

The latest reported position was that there had been significant increases in demand for social care services with a potential overspend of £0.5m in Adult Social care and £1.5m in Children's Social Care. He advised that other potential variances would broadly balance. There was an expected underspend on Treasury Management due to additional income from capital receipts, Section 106 and Community Infrastructure Levy moneys. The Council would also benefit from a successful £2m VAT claim for leisure sites, that would provide additional one-off funds to support future budgets. The corporate contingency of £2.5m remained and Corporate Management Team (CMT) would keep spend under close review for the rest of the year.

The Director: Finance explained that the new Fair Funding review reset would recalibrate the distribution of funding across local authorities. There was therefore a risk that this would have a significant impact although it was anticipated that some dampening mechanism would be used to reduce the impact in the short term.

He explained the assumptions which had been made in order to start the budget planning process.

He reminded Members that the successful bid to establish a Business Rates Pool across all Berkshire Authorities as a pilot would both inform the new system in 2020/21 and had been financially beneficial for Berkshire as a whole and Bracknell Forest specifically.

He explained that CMT were in the process of re-assessing the assumptions used to calculate the predicted gap and that the gap in 2020/21 was large due to the impact of the new funding arrangements coupled with no significant transformation savings currently projected beyond 2019/20. The financial strategy was to use the Future Funding Reserve to manage the transition to the new funding system over time.

The Director: Finance advised the meeting that the original target of £11m of on-going savings had been achieved by the transformation programme. He reiterated that both Children's and Adult Social Care were experiencing significant increases in demand which were impacting on the delivery of transformation projects. It was noted that CMT were considering how to balance a whole systems approach with targeted interventions.

In response to questions from Members the following points were made:

- Financial assumptions were being tested and pressures were currently at £3m and anticipated efficiencies would be proposed at £2m subject to Members' agreement.
- It was anticipated that there would be a loss of £4m business rate income in 2020 and it would be challenging to build this up again.
- It was recognised that strategic discussions were ongoing to address the potential 'cliff edge' for local authority finances in 2020 and it was noted that areas in the south who had experienced growth would see a reduction whereas northern areas were expected to see a slight improvement in funding, in relative terms.
- It was acknowledged that business rate appeals were the most challenging issue in the changing funding structure as no appeals had yet been heard

against the 2017 ratings list so there was a level of uncertainty. This was a risk element of the transition to central arrangements and the changing the appeals process was particularly complex.

- The Council had previously used all of the flexibility offered by the Adult Social Care precept and therefore the maximum increase to Council tax in 2019/20 would be 2.99%.
- Multiple data sources were used by Adult Social Care to anticipate demand however the response to healthcare and prevention work meant that it was hard to predict when and at what level individuals would require support in the future. Longitudinal studies were not yet available to inform this process.
- It was recognised that there should be closer working with Education due to some specific cases of children who had transitioned into Adult Social Care who required support and could have been identified earlier through their SEN support.
- There was currently £8m in General Reserves and £8.6m in Business Rate Fair Funding Reserve.
- **Action: The Director: Finance agreed to circulate a response to the query regarding how much had been written off in the previous year for Council Tax arrears.**
- Monthly monitoring of accounts was used to test the financial assumptions. As highlighted at recent Environment, Culture and Communities Overview and Scrutiny Panel, this process had identified £300k income shortage for car parking in the town centre. This was due to the new Avenue car park drawing customers away from Braccon Walk which would create a future budget pressure.
- Though Brexit would have a potential impact on the Council's finances no direct financial assumptions had been made. In particular, Members queried the potential impact on business rates due to vacancies if companies left the area and were reassured that there was a year's lag before a vacancy affected the budget and this would give the Council time to respond.

The Director: Finance explained that until the Executive approved the draft budget proposals it would be difficult to provide a further update. The Chairman of the Commission stated that the Commission should be able to comment on the draft budget before it went to the Executive.

## 18. Transformation Programme Update

Kellie Williams, Deputy Transformation Programme Manager updated the Commission on the progress of the Transformation Programme since the last update in March 2018. The programme's original savings target of £11m on-going savings had now been delivered, with one-off programme costs totalling £2.2m. Although there remained significant momentum across the programme the Adults and Children's programmes were the key focus due to the significant increases in demand for services.

She advised that the Corporate Management Team (CMT) were looking at prioritisation of 'sub-projects' to focus on greatest financial and strategic gain. It was explained that internal capacity to deliver the programme remained a challenge which made prioritisation of projects crucial.

Additional recognised achievements included excellent non-executive member engagement in the programme and that there had been no significant opposition or challenge to the changes from residents and very limited adverse press/reputational

damage. It was noted that four projects were due to close shortly and two have already been closed.

The Deputy Transformation Programme Manager highlighted features within a selection of projects:

- Within the Libraries project there had been technical issues but the team were working closely with ICT and the external provider so that the Council could be confident in the service being offered. Self-service kiosks were now installed and in use at Binfield, Birch Hill and Harmans Water branches. The remaining libraries would go live by October/November.
- Within the Adults programme the increasing demand was a challenge but there were positive indicators. A projected overspend of £0.5m was lower than previously experienced. The change in practice was driving savings and targeted demand profiling was helping the service identify and prevent demand that has not yet happened.
- Within the Children's programme there was a potential overspend of £1.5m and demand was difficult to predict. £400K of savings had been achieved and this was due to increase to £880k by the end of the financial year. The updated position on Edge of Care was that nine young people were being supported and eight remained at home with one was in respite care. Of six young people with the potential to move out of residential care: one had moved out, two would move imminently and three were planned for before Christmas. The restructure to the Early Help team was due at the start of the financial year but was not implemented until December and therefore savings were delayed. The Family Safeguarding Model was not delivering the anticipated savings. There had been significant senior leadership changes and it was recognised that unrealistic targets had been set given the current social worker caseloads.

In response to questions raised by Members the following points were made:

- Transformational projects were spread across the Council and could be delivered quicker if centralised and reprioritised to achieve more financial and strategic gains.
- It was clarified that the figures related to what the transformation team could deliver by the end of the financial year and other projects with savings attached to them would deliver savings earlier if were delivered sooner.
- The resources references related to having people with the skills and knowledge to deliver the projects. The initial discussions by CMT were about focussing the resources available onto projects with the most financial and strategic gain when considered against the time, resources and political impact. It was not yet possible to put a value on the cost of delivering all of the proposed programme.
- Social worker caseloads had been reduced to 15 cases but not to the ideal level of 13 cases. Recruitment had been successful but now retaining staff had become an issue.
- It was clarified that the resources issues for social work was about the capacity to commission services to the correct placements rather than Social worker caseload.
- In relation to the property review update the future use of Easthampstead House had been reconsidered and the Council was pursuing 'meanwhile use' rather than demolition.
- **Action: Steve Bruce, Assistant Director: ICT agreed to circulate a response to the query of the cost of relocating ICT training facilities (Education Centre/Stables/Commercial Centre) to go to the Ground Floor Library.**



- **Action: Kellie Williams, Deputy Transformation Programme Manager agreed to follow up with Councillor Mrs Temperton regarding the response to a planning enquiry she had made which was delayed due to 'lack of resources'.**
- There had been improvements seen in Planning and Building Control with cashable savings and positive feedback.

The Chairman thanked Kellie Williams, Deputy Transformation Programme Manager for the update.

#### 19. **Centre for Public Scrutiny - Health Check**

Kirsty Hunt, Governance and Scrutiny Manager updated the Commission on the Centre for Public Scrutiny (CfPS) Health Check which had been commissioned to be delivered in November. The external and independent audit would be undertaken as a short and focused process looking at the factors that affect scrutiny performance and would conclude with recommendations on delivering effective scrutiny.

In response to a query about why CfPS had been chosen to deliver this and it was explained that a number of providers had been approached but CfPS were recognised as experts in the field of Scrutiny. It was confirmed that part of the research process would be to review best practice nationally and that Bracknell Forest Governance and Scrutiny officers would be facilitating the audit by providing requested information and scheduling appointments and meetings. It was raised whether consideration would be given to further joint scrutiny work and whilst it was anticipated that this may be addressed it was important not to pre-empt the proposals from CfPS.

The Chairman confirmed that he had requested the review was carried out as he considered it was essential to review the delivery of scrutiny as the current practices had been in place for a significant time with little change apart from the recent merger of two Panels.

#### 20. **Quarterly Service Reports (QSRs)**

The Commission noted the latest trends, priorities and pressures in terms of departmental performance as reported in the QSRs for the first quarter of 2018/19 (April to June 2018) relating to the Resources Directorate.

As a result of Members' comments and questions, the following points were made:

- In relation to 1.4.17 – *Implement the Council's strategy to maximise the apprenticeship levy* it was confirmed that the update related to both existing staff and new apprentices joining the Council.
- In relation to sub-action 5.2 – *The right levels and type of housing are both approved and delivered* it was raised that the Council was working on the basis of an annual need to build 670 new houses annually. New data from the Office of National Statistics indicated a 25 year (2016-2041) need for 8737 houses which equated to approximately 350 new houses per annum. It was queried how this new data would be factored into the targets that the Council was working towards.  
**Action: Executive Director: Delivery agreed to follow up how the current targets were set and whether they would be affected by the new data.**
- In relation to 7.2.03 - *Involve a wide range of people to sit on a range of Council bodies including the Education Appeals Panel, the Independent Review Panel and Overview & Scrutiny Panels* it was clarified that the

Governance and Scrutiny team were running a campaign to attract parent governors to fill the current vacancies. The Chairman added that personal approaches had been made to individuals for the vacancies relating to church representatives but that it was difficult to demonstrate the impact they could make. Research had shown that both types of vacancies were tricky to recruit and retain volunteers for.

## 21. **ICT and Digital Infrastructure Strategy**

Steve Bruce, Assistant Director: ICT presented the meeting with an overview of the current ICT Strategy explaining that in his first six months with the Council he had concentrated on key activities such as creating a workbook programme, gathering service metrics, embedding resource management and planning, improving the governance model, delivering a communications and engagement plan, developing a service catalogue, and a first draft of performance metrics, Service Level Expectations.

He explained that the use of TOTO, the new online query request system, had increased from 40% to 73% in its first few months. The migration to the Microsoft's Office 365 cloud solution was now 35% complete but required a better internet connection to complete this. Microsoft were providing free consultancy many of the solutions that the Council are planning to roll out. Steve also talked about a 6 month 'Proof of Value' programme that will be looking at multiple business drivers and their potential technology solutions,

In response to questions from Members the following points were made:

- The Assistant Director: ICT proposed to reframe the strategy to work to a longer timeframe which would have less in focus the further away the timescale was.
- Two business partners were amongst staff leading an improved communications agenda, IT newsletters were created each week and proving popular and members of the team were sitting in Departmental management team (DMT) meetings so that ICT was aware of activities and could feed in ideas/support.
- It was reported that central to delivery was seeing the issue from the users point of view including Councillors and ICT engaged with their concerns and resolved issues.
- The Assistant Director: ICT identified that the majority of what the Council used ICT for was within 'normal' activity therefore 80% could be anticipated i.e. ICT could focus on common solutions for common needs (without huge internal customer input) and 20% should be focused on design/development of more bespoke and BFC focussed needs/solutions.
- It was discussed that the strategy should never be completed and it should be rolled forward within its final three years on a perpetual basis.
- It was confirmed that many applications were housed in the basement (the ICT data centre at Time Square). Although each supplier offered an individual cloud-based solution it might not make sense to take up each individual offering and not build a cohesive and inter-connected cloud infrastructure. Consideration was being given to using a private cloud as a solution part of the overall solution.
- It was confirmed that moving from capital to subscription based model would have an impact on revenue costs but after an initial 12 month pressure there would then be a 5 to 10% increase each year in the move from a capital to

revenue model. Further decisions would need to be made on how to fund ICT long term.

- ICT Service was moving from being a historical back office function to being a transformation partner and potentially touching all areas of the Council, for example, exploring the use of automation to replace repetitive actions.
- Members were reassured that work was ongoing to protect the Council from cyber attacks and it was noted that all organisations with ICT on their own premises were vulnerable. More sensitive data was being transferred to a secure server/secure cloud services over coming months and years.
- Although multi-factor authentication (MFA) was possible for devices it was acknowledged that organisations had to secure themselves against user behaviour.
- Consideration was being given to how information was filed and it was noted that the current structure relied upon knowledge of meeting dates to retrieve information on previous decisions.
- **Action: Assistant Director: ICT to meet with Councillor Peacey to discuss her concerns around file structure and retrieving data.**
- The Head of Business Intelligence was working with the technical lead to develop links into services so that key data sources were included in the use of data dashboards. Information would be accessed before it was out of date and methods of collecting data would need to be co-ordinated across teams. It was noted that Members found not being able to access 'fresh' data frustrating and would like to participate in the development of the dashboard.
- A pilot group of 50 members of staff were trialling bring your own device to work. It would be possible in the future to use non-Council mobile phones and smart phones, but, the ICT would continue to provide the current hardware as the main, supported, technology.
- When there were issues with applications on 'bring your own device' ICT support would not be provided on the individual device support but instructions for how to reinstall the relevant application which was not working, in line with the now common approach to 'BYOD' across industry.

The Chairman thanked Steve Bruce, Assistant Director: ICT for his presentation.

## 22. **Executive Key and Non-Key Decisions**

Members received and noted the scheduled Key and Non-Key Executive Decisions of a corporate nature. It was noted that items entered multiple times would only be presented once on future reports.

### **1074132: Easthampstead House – Demolition Project Award of the Works Contract which was due for decision on 10 August 2018**

It was clarified that at the time of the agenda production the decision was outstanding from 10 August but as announced earlier in the meeting discussions regarding the future of Easthampstead House had moved on and the Council was pursuing 'meanwhile use'. Members queried why this was outstanding and not updated on the work programme but no officers were present during this item to respond and a response was requested to be sought outside of the meeting.

***Action: Decision to be updated and published on the work programme.***

**1078796: Sale of Land – Winkfield which was due for decision on 16 October 2018**

Members queried whether the proposed sale of Winkfield Manor could be considered as a joint venture rather than a disposal. There was uncertainty about Silva Homes' role in the sale. The Members present expressed the view that the Council should develop the land jointly with the partner, whoever it was and not sell the land. No officers were present during this item to respond and a response was requested to be sought outside of the meeting.

***Action: Clarification sought on the proposed disposal.***

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

The Commission noted the update in respect of the developing Overview and Scrutiny (O&S) Work Programme for 2018-19 and Panel activity.

**CHAIRMAN**

**Actions Arising from Overview and Scrutiny Commission Minutes  
Updated 06/11/2018**

**Meeting 10 May 2018**

Action/Information Request	Response
<p><b>61. Overview and Scrutiny Work programme 2018-19</b> The Governance and Scrutiny team had also been asked to review how Task and Finish Groups were scoped and develop alternative approaches such as short/sharp reviews; mini programmes of three meetings as well as longer in-depth research topic style reviews.</p>	<p>Outstanding - Work ongoing to develop a new scoping document – would be brought to future Chairman and Vice-Chairman’s group for discussion. Expect to be delivered by September.</p> <p><b>Meeting with Chairman and Vice-Chairman to be arranged. Item awaiting an update</b></p>

**Meeting 5 July 2018**

Action/Information Request	Response
<p><b>10. Development of Overview and Scrutiny Work Programme 2018-19</b> Chairman and Vice-Chairman to identify topics for inclusion in the Overview and Scrutiny work programme for the Commission and circulate to members of the Commission.</p>	<p><b>Outstanding to feedback to the Commission. Item awaiting an update</b></p>

**Meeting 20 September 2018**

Action/Information Request	Response
<p><b>17. Update on the Council’s Financial Position</b>  The Director: Finance agreed to circulate a response to the query regarding how much had been written off in the previous year for Council Tax arrears.</p>	<p><b>Response from Amy Ma, PA to Director: Finance on 27.09.18.</b>  The answer is £46,132.</p>

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Action/Information Request	Response
<p><b>18. Transformation Programme Update</b></p> <p>Steve Bruce, Assistant Director: ICT agreed to circulate a response to the query of the cost of relocating ICT training facilities (Education Centre/Stables/Commercial Centre) to go to the Ground Floor Library.</p>	<p><b>Response from Steve Bruce, Assistant Director: ICT on 30.10.18</b></p> <p>The property costs of redesign and refit was covered via property services with furniture supplied by Matt Howlett, Transport and Support Services Manager's team.</p> <p>This facility is for corporate as well as schools training so laptops or desktops, screens, docking stations and a click share solution will be provided by us as part of the general hardware refresh, so no additional costs will be incurred.</p> <p>The costs for anything provided new, not from recycled stock in around £15,000.</p> <p>The response was circulated to Commission Members, Substitute Members and Colleagues on 6 November 2018.</p>
<p><b>18. Transformation Programme Update</b></p> <p>Kellie Williams, Deputy Transformation Programme Manager agreed to follow up with Councillor Mrs Temperton regarding the response to a planning enquiry she had made which was delayed due to 'lack of resources'.</p>	<p><b>Response from Kellie Williams, Deputy Transformation Programme Manager on 02.10.18</b></p> <p>Confirmation that query from Councillor Mrs Temperton had been followed up with team who confirmed there should not have been an impact from transformation and they would get back to her directly.</p>
<p><b>20. Quarterly Service Reports (QSRs)</b></p> <p>Executive Director: Delivery agreed to follow up how the current targets were set and whether they would be affected by the new data.</p>	<p><b>Response from Andrew Hunter, Director Regeneration and Place, 05.10.18</b></p> <p>All members have now received an update the Objectively Assessed Housing Needs for the Executive Member for Planning and Transport and as part of an all member update on the Housing Land supply, which is now on the council's website at the link below  <a href="https://www.bracknell-forest.gov.uk/monitoring-and-background-information/housing-monitoring">https://www.bracknell-forest.gov.uk/monitoring-and-background-information/housing-monitoring</a></p>
<p><b>21. ICT and Digital Infrastructure Strategy</b></p>	<p><b>Steve Bruce, Assistant Director: ICT confirmed they are meeting to follow this up.</b></p>

Action/Information Request	Response
Assistant Director: ICT to meet with Councillor Peacey to discuss her concerns around file structure and retrieving data.	
<p><b>22. Executive Key and Non-Key Decisions</b>  <b>1074132: Easthampstead House – Demolition Project Award of the Works Contract</b></p> <p>It was clarified that at the time of the agenda production the decision was outstanding from 10 August but as announced earlier in the meeting discussions regarding the future of Easthampstead House had moved on and the Council was pursuing ‘meanwhile use’. Members queried why this was outstanding and not updated on the work programme but no officers were present during this item to respond and a response was requested to be sought outside of the meeting.</p> <p><b>Action: Decision to be updated and published on the work programme.</b></p>	<p><b>Response from Geoff Reynolds, Head of Procurement on 30.10.18</b></p> <p>The forward plan has been updated and the new report appended. The decision was made on the 19<sup>th</sup> October, and the bidders have now been told.</p>
<p><b>22. Executive Key and Non-Key Decisions</b>  <b>1078796: Sale of Land – Winkfield</b></p> <p>Members queried whether the proposed sale of Winkfield Manor could be considered as a joint venture rather than a disposal. There was uncertainty about Silva Homes’ role in the sale. The Members present expressed the view that the Council should develop the land jointly with the partner, whoever it was and not sell the land. No officers were present during this item to respond and a response was requested to be sought outside of the meeting.</p> <p><b>Action: Clarification sought on the proposed disposal.</b></p>	<p><b>Response from Gill Vickers, Executive Director Delivery on 15.10.18</b></p> <p>The proposed decision has been withdrawn from the Executive Work Programme.</p>
<p><b>Since 20 September 2018</b></p>	

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# **Draft Asset Management Plan 2019-2022**

By Property Services  
Assistant Director: Property Steven Caplan  
Head of Property: Steve Booth

*October 2018*

# Slide Index

- What is Asset Management?
- Property Principles
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  - Operational Property – People Directorate
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- Review of Properties
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# What is Asset Management?

‘Strategic Asset Management is the process which aligns business and property asset strategies, ensuring the optimisation of an organisation’s property assets in a way which best supports its key business goals and objectives’. *RICS.....*

# Property Principles

Maximise use of space

Corporate landlord model ?

Assets used as enablers for service delivery

Assets suitable and in the right location

Place planning to support community cohesion

Estate is maintained to an adequate standard

Compliance with Health & Safety

Support housing delivery

Maximise income and capital receipt

Make best use of surplus properties for re-use or disposal

Accessible for public and staff

# Past & Present

- When did Corporate Asset Management Plan start?

**First Corporate Asset Management Plan was drawn up in 1998, as a Government requirement.**

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- Existing Corporate Asset Management Plan

**The current 2016/18 plan is of a similar format to previous years.**

- New Asset Management Plan – financial link

**The new plan is to provide a better link with the Financial Strategy.**



## Projects Delivered under 2016-18 Plan

- To support the redevelopment of the Town Centre
- To rationalise the Office space that the Town Centre occupies
- To provide a modern infrastructure and enable new ways of working
- To provide support and strategic property advice across the Council for all the Transformation work:
  - Externalising Leisure facilities
- Property Review Group:
  - Sale of EPCC
  - Refurbishment of Coral Reef
  - London Road, Strongs Heath
  - Depot



# Ongoing Programs

- Partnerships
  - One Public Estate**
  - Sustainability & Transformation Plan**
  - Local Enterprise Partnership**
- Disposals
  - 2017/18 - £5m**
  - 2018/19 - over £5m**
- Property rationalisation
  - Heathlands, Bridgewell, The Lodge, Stoney Rd**
- Purchase of accommodation for homeless
  - 2016/19 - £20m budget**
  - Total of 46 completions to date**
- Commercial Property Investment Strategy
  - £90m budget**
  - £70m spend to date**



## Asset Management Group

The primary property advisory board across the authority driving efficient space utilisation and cost (of occupancy) management.

AMG is attended by Senior Officers.

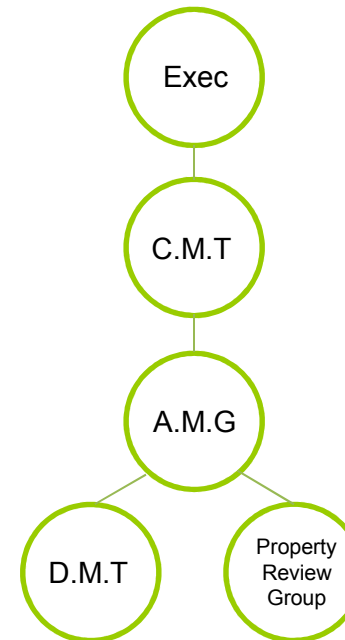
The group reports directly to CMT.

Monitoring the capital programme.

Reviewing pressures, disposals and property requests across the Council.

The Project Board for the creation and delivery of the Asset Management Plan.

AMG are the consultation group for any surplus properties.





# Maintenance/Management

## Property Records

- The Council holds core data on each property including details of ownership, location, construction and other physical characteristics.

## Condition and Maintenance

- Inspections and condition surveys carried out on an annual basis
- All identified repairs are prioritised so that resources can be targeted efficiently

## Access

- To ensure that all properties are accessible

## Energy

- An Energy Manager is employed to advise on maximising energy efficiency of buildings

## Commercial Management

- Ensuring that we maximise income from all properties

## Facts & Figures

**There has been 6,190 property deeds generated from the GIS based records system**

**2017/18 - Reactive £1,882,976**

**2017/18 - Planned Maintenance £1,445,960**

**100% (public)**

**Council spend 2017/18 £2,368,235 electricity**

**Current income over £7m**



## Non Operational Property – Property Services

### Commercial Property

Liscombe (101-123) workshop units  
 Market Street (11-21) workshops  
 Forest Park (1-8) business units  
 Longshot Lane (1-42, 51) industrial park  
 Longshot Lane Open Storage Area  
 4a 5a Wildridings  
 12 Bywood Dentist  
 50A Ripplesmere Dentist  
 Waterside Park  
 Bagshot Road

### Commercial Property Investments

Lincoln  
 Redditch  
 Sheffield  
 Stowmarket  
 Southampton

### Retail Park

Peel Centre

### Commercial Leisure

Archery Club  
 Binfield Football Club  
 Bracknell Rugby Club  
 Harmans Water Swimming Pool  
 Racquets Health Club  
 Former Drama Club (proposed youth facility)

### Shops

1A Broad Lane  
 32 Reeds Hill  
 Bus Station Units (1,2,3,)  
 1 Bywood  
 Crown Row (5,6,14)  
 Bullbrook Row (1-7)  
 Liscombe (94-99)  
 Warren Row (1-6)  
 Yeovil Road (25-39 odd no.s)  
 Priestwood Square (1-10)  
 Harmans Water Square (1-13)  
 Rectory Row (1-12, 10A, 11A, 12A)  
 Wildridings Square (1-14,10A)  
 Great Hollands Square (1-17, 1A)

### Council Supported Lettings

New Hope, Market Street  
 The Ark, Market Street  
 Age Concern, Forest Park  
 Breakthrough, Rectory Row  
 Owlsmoor Nursery

### Public Houses

Admiral Cunningham  
 Cannie Man  
 Golden Farmer  
 Newtown Pippin  
 Running Horse  
 The Crown Wood  
 William Twigg

### Town & Parish Councils

Long leases of land and buildings

### Vacant Property

Easthampstead House site  
 Winkfield Manor  
 Market Street (former Bus Depot site)  
 Blue Mountain Club House



Long lease out

Lease out

Lease in

## Operational Property – Delivery Directorate

### Car Parks and Toilets

Albert Road car park  
 Car park 2 High Street  
 Car park 4 Braccan Walk  
 Emmanuel Church car park (Priestwood)  
 Heath Hill Road car park  
 New Road  
 Wellington Business Park  
 Napier Road  
 Liscombe WC  
 Napier Road WC  
 The Avenue car park

### Cemeteries and Graveyards

Cemetery and Crematorium  
 St Michaels Cemetery Easthampstead (management only)

### Offices

Time Square

### Environmental Management Sites

Council Central Depot  
 Salt barn, Downmill Road  
 London Road – former landfill site (Berkshire shared liabilities)

Longshot Lane CAS / Transfer Station

### Libraries

Binfield Library  
 Birch Hill Library  
 Bracknell Central Library  
 Crowthorne library  
 Great Hollands Library  
 Harmans Water Library  
 North Ascot Library  
 Sandhurst Library  
 Whitegrove Library

### Community Centres (DODT & HR)

Birch Hill Community Centre  
 Bullbrook Community Centre  
 Crown Wood Community Centre  
 Easthampstead Community Centre  
 Farley Wood Community Centre  
 Forest Park Community Centre  
 Great Hollands Community Centre  
 Hanworth Community Centre  
 Martins Heron Community Centre  
 North Ascot Community Centre  
 Owlsmoor Community Centre  
 Priestwood Community Centre

### Operational Leisure Facilities

Downshire Golf Course  
 Bracknell Sports & Leisure Centre  
 Coral Reef  
 Horseshoe Lake  
 The Look Out

### Miscellaneous

South Hill Park  
 Ceremony Room (at South Hill Park)



Sandhurst Library

Long lease out

Lease out

Lease in



## Operational Property – People Directorate

### Schools

Ascot Heath Infant school  
 Ascot Heath Junior school  
 Binfield CE Primary school  
 Birch Hill Primary school  
 College Town Primary school  
 Cranbourne Primary school  
 Easthampstead Park school  
 Fox Hill Primary school  
 Garth Hill school and Wick Hill Annexe & The Rise  
 Eastern Road SEN  
 Harmans Water Primary school  
 Holly Spring Infant school  
 Holly Spring Junior school  
 Kennel Lane school (Special School)  
 Meadow Vale school  
 New Scotland Hill Primary school  
 Owlsmoor Primary school  
 Sandhurst school  
 Sandy Lane Primary school  
 The Pines school  
 Uplands Primary school  
 Whitegrove Primary school  
 Wildridings Primary school  
 Wooden Hill Primary school  
 College Hall PRU

### Education Facilities - other

Open Learning Centre  
 Easthampstead Park Education Centre

### Residential and Day Facilities

Bracknell Family Centre, Wick Hill Cottage  
 7 Portman Close  
 Larchwood, 10/10A Portman Close  
 Waymead Respite Care & Day Services  
 Bracknell Youth Offending Service, 76 Binfield Road  
 Travellers Site, Pinewood

### Youth and Children's Centres

North Ascot Youth Club  
 Whitegrove Youth Centre  
 The Rowans and Sycamores Children's Centre  
 Priestwood Children's Centre  
 The Zone Youth Centre  
 The Oaks and Hollies Children's Centre  
 The Willows and Maples Children's Centre  
 The Alders and Chestnuts Children's Centre  
 Coopers Hill Youth and Community Centre

### Vacant Property

Heathlands Care Home  
 Bridgewell Centre



Lease out

## Residential Property

### Non Operational (Property Services)

#### Flats over shops

Harmans Water Square	18
Liscombe	12
Priestwood Square	8
Rectory Row	20
Warren Row	6
Yeovil Road	8
<b>Total</b>	<b>72</b>

#### Tenancies

Fernbank Road	1
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#### Vacant Properties

Mendelev  
 Bigwood Lodge  
 Winkfield Manor  
 Snaprails Lodge  
 15 Conningsby  
 1 Greenfinch  
 4 Peacock Cottages

### Staff Accommodation

Rangers	2
Caretakers	12
Leisure	2
Cem & Crem	1

### Downshire Homes Ltd

House & Flats	46
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### Council Owned Properties for Service Delivery

Leased in Properties	34
Bed & Breakfast	26

## Director: Place, Planning and Regeneration

### Major Sites

Ambarrow Court  
 Bill Hill Ancient Monument  
 Bluebell Hill  
 Edmund's Green Lane  
 Englemere Pond  
 Farley Copse  
 Greenway  
 Horseshoe Lake  
 Larks Hill  
 Lily Hill Park  
 Peacock Meadows  
 Piggy Wood  
 Pope's Meadow  
 Riverside Park  
 Savernake Park  
 Shepherds Meadow

Snaprails Park  
 The Three Copses  
 Westmorland Park  
 Whitegrove Copse  
 Wildmoor Heath  
 Wykery Copse



### S106 Projects

Binfield Community Centre  
 Warfield Community Centre

### Play Areas

27

### Natural Estate

650 hectares

Use accommodation to generate revenue

Maximising use of accommodation

Reduce property running costs

## Review of Properties

Property aligned to Service Delivery

Use partner opportunities

Relocate services to release properties for disposal

## FIND THE GAP

EXISTING PROPERTIES – do they meet requirements?

FUTURE NEEDS – new services or new ways of delivering services...

DOMINO AFFECT – knock on consequences



What are your service needs





## OVERVIEW & SCRUTINY COMMISSION

### EXECUTIVE WORK PROGRAMME

#### DELIVERY

<b>REFERENCE:</b>	I078091
<b>TITLE:</b>	ICT Strategy Direction, Pace and Focus
<b>PURPOSE OF REPORT:</b>	To confirm that the current timeline for translation of the ICT Digital Strategy 2017-2020 into its component deliverables has the appropriate direction, pace, focus. To also discuss and agree a timetable for the creation of the ICT Digital Strategy for beyond 2020.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	18 Dec 2018
<b>FINANCIAL IMPACT:</b>	To be confirmed.
<b>CONSULTEES:</b>	Borough Treasurer Borough Solicitor
<b>CONSULTATION METHOD:</b>	None

<b>REFERENCE:</b>	I077739
<b>TITLE:</b>	Commercial Property Investment Opportunity
<b>PURPOSE OF REPORT:</b>	To consider properties (if any) in which the Council may seek to invest, in accordance with the Commercial Property Investment Strategy.
<b>DECISION MAKER:</b>	Executive Committee: Commercial Property
<b>DECISION DATE:</b>	18 Dec 2018
<b>FINANCIAL IMPACT:</b>	Additional income
<b>CONSULTEES:</b>	Corporate Management Team and Executive Members
<b>CONSULTATION METHOD:</b>	Via draft report

<b>REFERENCE:</b>	I077134
<b>TITLE:</b>	Review of Statement of Gambling Principles
<b>PURPOSE OF REPORT:</b>	The purpose of this item is to review the Council's Statement of Gambling Principles in accordance with the Gambling Act 2005. The document is required to be reviewed and republished following Council approval by the end of January 2019.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	18 Dec 2018
<b>FINANCIAL IMPACT:</b>	No financial implications
<b>CONSULTEES:</b>	Various statutory consultees, trade bodies, gamblers advice organisations, parish and town councils, Police
<b>CONSULTATION METHOD:</b>	Public consultation portal - notification to be sent to interested parties via email

<b>REFERENCE:</b>	I080303
<b>TITLE:</b>	Smart Connect: Future Direction
<b>PURPOSE OF REPORT:</b>	To propose entering into discussion with SmartCitizen to better ensure the future development of the Council's SmartConnect Customer Management System.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	18 Dec 2018
<b>FINANCIAL IMPACT:</b>	Negotiations need to take place with SmartCitizen centred around the ownership and value of the IPR the Council owns in relation to SmartConnect.
<b>CONSULTEES:</b>	N/A
<b>CONSULTATION METHOD:</b>	N/A

<b>REFERENCE:</b>	I077740
<b>TITLE:</b>	Commercial Property Investment Opportunity
<b>PURPOSE OF REPORT:</b>	To consider properties (if any) in which the Council may seek to invest, in accordance with the Commercial Property Investment Strategy.
<b>DECISION MAKER:</b>	Executive Committee: Commercial Property
<b>DECISION DATE:</b>	12 Feb 2019
<b>FINANCIAL IMPACT:</b>	Additional income
<b>CONSULTEES:</b>	Corporate Management Team and Executive Members
<b>CONSULTATION METHOD:</b>	Via draft report

<b>REFERENCE:</b>	I080100
<b>TITLE:</b>	Council Tax & NDR Exemptions, Discounts and Relief
<b>PURPOSE OF REPORT:</b>	Review current exemptions, discounts and relieves in Council Tax and NDR to confirm still appropriate.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	12 Feb 2019
<b>FINANCIAL IMPACT:</b>	Potential effect on the Council Tax Fund.
<b>CONSULTEES:</b>	None.
<b>CONSULTATION METHOD:</b>	None

<b>REFERENCE:</b>	I073631
<b>TITLE:</b>	Asset Management Plan
<b>PURPOSE OF REPORT:</b>	The Executive to agree the Council's Corporate Asset Management Plan.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	12 Feb 2019
<b>FINANCIAL IMPACT:</b>	No financial implications
<b>CONSULTEES:</b>	Asset Management Group
<b>CONSULTATION METHOD:</b>	Meetings

<b>REFERENCE:</b>	I077741
<b>TITLE:</b>	Commercial Property Investment Opportunity
<b>PURPOSE OF REPORT:</b>	To consider properties (if any) in which the Council may seek to invest, in accordance with the Commercial Property Investment Strategy.
<b>DECISION MAKER:</b>	Executive Committee: Commercial Property
<b>DECISION DATE:</b>	12 Mar 2019
<b>FINANCIAL IMPACT:</b>	Additional income
<b>CONSULTEES:</b>	Corporate Management Team and Executive Members
<b>CONSULTATION METHOD:</b>	Via draft report

<b>REFERENCE:</b>	I074933
<b>TITLE:</b>	Highway Maintenance Works Programme 2019-20
<b>PURPOSE OF REPORT:</b>	The Council makes provision for highway maintenance schemes as part of its overall budget allocation. The funding is then targeted according to highway condition. In order to ensure most effective use of resource and the early booking of the plant and equipment, approval is sought annually to approve the targeting of funding to a those roads identified on a rolling list as being in greatest need.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	12 Mar 2019
<b>FINANCIAL IMPACT:</b>	The approved 2019/20 capital programme includes budgets for Highway Maintenance . Spend against these budgets will be monitored on a monthly basis and reported on in line with the 2019/20 capital budget monitoring timetable
<b>CONSULTEES:</b>	Not applicable
<b>CONSULTATION METHOD:</b>	Not applicable

<b>REFERENCE:</b>	I077742
<b>TITLE:</b>	Commercial Property Investment Opportunity
<b>PURPOSE OF REPORT:</b>	To consider properties (if any) in which the Council may seek to invest, in accordance with the Commercial Property Investment Strategy.
<b>DECISION MAKER:</b>	Executive Committee: Commercial Property
<b>DECISION DATE:</b>	9 Apr 2019
<b>FINANCIAL IMPACT:</b>	Additional Income
<b>CONSULTEES:</b>	Corporate Management Team and Executive Members
<b>CONSULTATION METHOD:</b>	Via draft report

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## OVERVIEW & SCRUTINY COMMISSION

### EXECUTIVE WORK PROGRAMME

#### FINANCE

<b>REFERENCE:</b>	I079392
<b>TITLE:</b>	Capital Programme 2019-20
<b>PURPOSE OF REPORT:</b>	To approve the Council's budget proposals for consultation.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	18 Dec 2018
<b>FINANCIAL IMPACT:</b>	Council's annual budget proposals.
<b>CONSULTEES:</b>	Business rate payers, the Over 50's Forum, the Schools Forum, Parish Councils and voluntary organisations.
<b>CONSULTATION METHOD:</b>	Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, Parish Councils and voluntary organisations. In addition, this report and all the supporting information will be publicly available to any individual or group who wish to comment on any proposal included within it. Internal consultation is via officers, members and more specifically the Overview & Scrutiny Commission and its panels.

<b>REFERENCE:</b>	I074467
<b>TITLE:</b>	Calculation of the Council Taxbase
<b>PURPOSE OF REPORT:</b>	The calculation of the Council Taxbase for Bracknell Forest for the coming financial year.
<b>DECISION MAKER:</b>	Executive Member for Culture, Resources and Public Protection
<b>DECISION DATE:</b>	2 Jan 2019
<b>FINANCIAL IMPACT:</b>	Additional income.
<b>CONSULTEES:</b>	Corporate Management Team and Executive Members
<b>CONSULTATION METHOD:</b>	Report

<b>REFERENCE:</b>	I079393
<b>TITLE:</b>	Capital Programme 2019-20
<b>PURPOSE OF REPORT:</b>	To recommend to Council the annual budget.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	12 Feb 2019
<b>FINANCIAL IMPACT:</b>	Council's annual budget.
<b>CONSULTEES:</b>	Business rate payers, the Over 50's Forum, the Schools Forum, Parish Councils and voluntary organisations.
<b>CONSULTATION METHOD:</b>	Targeted consultation exercises will be undertaken with business rate payers, the Over 50's Forum, the Schools Forum, Parish Councils and voluntary organisations. In addition, this report and all the supporting information will be publicly available to any individual or group who wish to comment on any proposal included within it. Internal consultation is via officers, members and more specifically the Overview & Scrutiny Commission and its panels.

<b>REFERENCE:</b>	I073631
<b>TITLE:</b>	Asset Management Plan
<b>PURPOSE OF REPORT:</b>	The Executive to agree the Council's Corporate Asset Management Plan.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	12 Feb 2019
<b>FINANCIAL IMPACT:</b>	No financial implications
<b>CONSULTEES:</b>	Asset Management Group
<b>CONSULTATION METHOD:</b>	Meetings



<b>REFERENCE:</b>	I077990
<b>TITLE:</b>	Revenue Budget 2019/20
<b>PURPOSE OF REPORT:</b>	To recommend to Council the annual budget
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	12 Feb 2019
<b>FINANCIAL IMPACT:</b>	Council's annual budget.
<b>CONSULTEES:</b>	Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, Parish Councils and voluntary organisations. In addition, this report and all the supporting information will be publicly available to any individual or group who wish to comment on any proposal included within it. Internal consultation is via officers, members and more specifically the Overview & Scrutiny Commission and its panels.
<b>CONSULTATION METHOD:</b>	The Council's web site, a dedicated mailbox and a letter to all business ratepayers.

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**OVERVIEW & SCRUTINY COMMISSION**

**EXECUTIVE WORK PROGRAMME**

**ORGANISATIONAL DEVELOPMENT, TRANSFORMATION & HR**

<b>REFERENCE:</b>	1079856
<b>TITLE:</b>	Equality Information Publishing 2017-18
<b>PURPOSE OF REPORT:</b>	To approve the publication of workforce and service based equality information which the Council is required to produce annually together with an overarching report which summarises the above and includes data relating to the Equalities Act 2010.
<b>DECISION MAKER:</b>	Executive Member for Council Strategy and Community Cohesion
<b>DECISION DATE:</b>	22 Jan 2019
<b>FINANCIAL IMPACT:</b>	Not applicable
<b>CONSULTEES:</b>	Members of Council's Equalities Sub Group
<b>CONSULTATION METHOD:</b>	Via emails and meetings of Equalities Sub Group

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**TO: OVERVIEW AND SCRUTINY COMMISSION  
15 NOVEMBER 2018**

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**PANEL ACTIVITY UPDATE REPORT  
Director of Resources – Democratic & Registration Services**

**1 PURPOSE OF REPORT**

- 1.1 This report provides an update in respect of the developing Overview and Scrutiny (O&S) Work Programme for 2018-19 and Panel activity.

**2 RECOMMENDATION**

- 2.1 **That the O&S Commission reviews its progress and that of the O&S Panels against the Work Programme.**

**3 REASONS FOR RECOMMENDATION**

- 3.1 To review progress against the O&S Work Programme.

**4 SUPPORTING INFORMATION**

O&S Work Programme

- 4.1 The developing O&S Work Programme for 2018-19, incorporating each Chairman's assessment of progress (where provided), is at Appendix 1.

O&S Commission's Working Groups

- 4.2 The work outside formal meetings of the Commission has been connected with reviewing the projects making up the Council's Transformation Programme.

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

- 5.1 Not applicable.

Background Papers

O&S Commission and Panel reports and minutes.

Contact for further information

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e-mail: [kirstine.berry@bracknell-forest.gov.uk](mailto:kirstine.berry@bracknell-forest.gov.uk)

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### Monitoring of Work Programme for Overview and Scrutiny in 2018/19

The Overview and Scrutiny (O&S) Chairmen's assessment of the progress on the work programme for O&S in 2018/19 is shown below, where the symbols represent:



Completed or on course for completion



Delayed or completion at risk







Will not be achieved in 2018/19


### Comments by Overview and Scrutiny Commission Chairman

The focus of the Commission will be on the scrutiny of the budget proposals and continuous monitoring of the transformation process across the whole of the Council's activities. This has been the primary focus of the Commission in the current municipal year.

OVERVIEW AND SCRUTINY COMMISSION		Status	Comment
1.	<p><b>Co-ordination of the work of the Overview and Scrutiny Panels</b></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>		Awaiting and update from the Adult Social Care, Health and Housing Overview and Scrutiny Panel
2.	<p><b>Routine monitoring of the performance of the Council's corporate functions</b></p> <p>To include the Quarterly Service Reports of the Chief Executive's Office and the Delivery 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>		In progress

3.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>		In progress
4.	<p><b>2019/20 Budget Scrutiny</b></p> <p>To review the Council's budget proposals for the Chief Executive's Office and the Delivery Department for 2019/20, and plans for future years. To include a discussion with the Director - Finance during 2018 on the evolving budgetary position. Overview and Scrutiny Panels will also scrutinise the budget proposals in their departmental areas.</p>		The initial consultation process has started and will continue for the remainder of the period until the final draft budget proposals are agreed.
5.	<p><b>Review of Task and Finish Groups undertaken during 2015 - 19</b></p> <p>To review impact of Task and Finish Groups undertaken during 2015 – 19 to follow up on agreed actions and undertake lessons learnt exercise to inform future scoping process.</p>		A report will be provided to the O&S Commission in January 2019 and will include any information following the Centre for Public Scrutiny "Health Check" review.
6.	<p><b>Transformation Programme</b></p> <p>For Panel members to make an O&amp;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:</p> <ul style="list-style-type: none"> <li>• Council-wide support services.</li> <li>• Citizen and customer contact.</li> <li>• Performance Management and Business Intelligence.</li> </ul>		In progress – a high level of concern exists in relation to the achievement of the objectives in the Adult Social Care transformation proposals.
7.	<p><b>Crime and Disorder Committee</b></p>		Complete - Overview and Scrutiny Commission met as











To carry out the role of statutory 'Crime and Disorder Committee', to include an annual meeting with representatives of the Community Safety Partnership.		Crime and Disorder Committee on 5 July 2018.
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**Comments by Adult Social Care, Health and Housing Overview and Scrutiny Panel Chairman**

No comments





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<b>ADULT SOCIAL CARE, HEALTH AND HOUSING OVERVIEW AND SCRUTINY PANEL</b>		<b>Status</b>	<b>Comment</b>
1.	<p><b>Monitoring the performance of the Local NHS Organisations and the People Department relating to Adult Social Care, Health and Housing</b></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 particularly Integrated Care System.</p>		Regular QSR reports included in ASCH&H O&S Panel agendas
2.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>		Executive Forward Plan included in all agendas
3.	<p><b>2019/20 Budget Scrutiny</b></p> <p>To review the Council's budget proposals for 2019/20 relating to Adult Social Care, Health and Housing, and plans for future years.</p>		
4.	<p><b>Responding to NHS Quality Accounts and Consultations</b></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.		
5.	<b>Housing Strategy and Supply - Task and Finish Group</b>  To complete the input to the new Housing Strategy and the review of aspects of Housing Supply.		The Housing Strategy for Bracknell Forest was approved in March 2018. It remains unclear how the task & finish group can now contribute.
6.	<b>Primary Care Patient Experience - Task and Finish Group</b>  To examine patient experience of primary care in Bracknell Forest. To identify good practice within primary care and highlight how that practice may be more widely adopted.		The last meeting of the task and finish group was 25 October 2018. The group has received responses from 60% of the surgeries questioned and will now begin analysis of the results.
7.	<b>Review of Task and Finish Groups undertaken during 2015 - 19</b>  To review impact of Task and Finish Groups undertaken during 2015 – 19 to follow up on agreed actions and undertake lessons learnt exercise to inform future scoping process.		Two meetings undertaken and forms completed on majority of Task and Finish Groups.
8.	<b>Transformation Programme</b>  For Panel members 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.		

The short task and finish working group looking at Pupil Premium is progressing well and on track to finish by February with meetings and visits already arranged. The SEND working group has the first meeting arranged and is underway. The panel are also going to look at Rainforest Walk and Holly House to review accommodation for young people.

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<b>CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL</b>		<b>Status</b>	<b>Comment</b>
1.	<p><b>Monitoring the performance of the People Department relating to Children, Young People and Learning</b></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"> <li>• The Executive's on-going review of LEA schools' performance.</li> <li>• The action taken by the Executive to earlier reports by the Panel.</li> </ul>		Regular reports received at CYPL meetings. Chair and four other members of CYPL are members of School Improvement Accountability Board so information is shared both ways.
2.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>		Executive Forward Plan included in all agendas.
3.	<p><b>2019/20 Budget Scrutiny</b></p> <p>To review the Council's budget proposals for 2019/20 relating to Children, Young People and Learning, and plans for future years.</p>		The department's budget continues to be under pressure and future budget proposals will be reviewed in accordance with the Council's budget proposals process.
4.	<p><b>Improving the experience &amp; outcomes of Pupil Premium (double dis-advantaged) children - Task and Finish Group</b></p>		Three meetings have taken place and the next is planned for 3 November. Scoping document completed; survey sent




	To scrutinise how the Education and Learning Team and governors hold Head Teachers to account to ensure children in receipt of Pupil Premium funding achieve to the best of their abilities.		to all schools and responses being analysed. Five of six school visits undertaken.
5.	<p><b>Special Educational Needs (SEN) - Task and Finish Group</b></p> <p>Scope to be drafted but agreed the Group should focus on topics such as early years, underachievement in boys and assessments.</p>		Inaugural meeting date planned.
6.	<p><b>Review of Task and Finish Groups undertaken during 2015 - 19</b></p> <p>To review impact of Task and Finish Groups undertaken during 2015 – 19 to follow up on agreed actions and undertake lessons learnt exercise to inform future scoping process.</p>		Two meetings undertaken and forms completed on majority of Task and Finish Groups.
7.	<p><b>Transformation Programme</b></p> <p>For Panel members to make an O&amp;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"> <li>• Early Help and Prevention.</li> <li>• Schools support services.</li> </ul>		CYPL members attended gateway review meeting 17 July.

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

No comments received.

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ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL		Status	Comment
1.	<p><b>Monitoring the performance of the Delivery Department relating to Environment, Culture and Communities</b></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 leisure partnership with Everyone Active and the Local Development Framework.</p>		Regular QSR reports received at ECC meetings.
2.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>		Executive Forward Plan on all agendas.
3.	<p><b>2019/20 Budget Scrutiny</b></p> <p>To review the Council's budget proposals for 2019/20 relating to Environment, Culture and Communities, and plans for future years.</p>		Items are reviewed in accordance with the Council's budget proposals.
4.	<p><b>Houses in Multiple Occupation – Task and Finish Group</b></p> <p>A review of the Council's involvement with Houses in Multiple Occupation (HMO).</p>		Next meeting with Estate Agent planned for November.

5.	<p><b>LED – Task and Finish Group</b></p> <p>A review of the Council's implementation of the LED lighting scheme.</p>		<p>First meeting took place on 25 July and scoping document completed setting out timings and work plan. Second meeting planned for 7 November and information requested from officers as agreed. Audit of LED street lights for members being organised.</p>
6.	<p><b>Review of Task and Finish Groups undertaken during 2015 - 19</b></p> <p>To review impact of Task and Finish Groups undertaken during 2015 – 19 to follow up on agreed actions and undertake lessons learnt exercise to inform future scoping process.</p>		<p>Two meetings undertaken and forms completed on majority of Task and Finish Groups.</p>
7.	<p><b>Transformation Programme</b></p> <p>For Panel members to make an O&amp;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"> <li>• The Leisure Review.</li> <li>• The Libraries Review.</li> <li>• The Arts Review.</li> <li>• Parks and Countryside.</li> <li>• Planning and Building Control.</li> </ul>		<p>Members participated in Gateway Review meetings. The Leisure and Libraries Reviews were requested as agenda items at the July meeting and Leisure transformation review update was discussed at the 18 September meeting.</p>