

**TO: OVERVIEW AND SCRUTINY COMMISSION  
26 JANUARY 2017**

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**OVERVIEW AND SCRUTINY PROGRESS REPORT  
Assistant Chief Executive**

**1 PURPOSE OF REPORT**

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

**2 RECOMMENDATION**

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

**3 REASONS FOR RECOMMENDATION**

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

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5 SUPPORTING INFORMATION**

Overview and Scrutiny Structure and Membership

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

Overview and Scrutiny Work Programme and Working Groups

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

Overview and Scrutiny Commission

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

Environment, Culture and Communities O&S Panel

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

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

### Health O&S Panel

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

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

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

### Joint East Berkshire with Buckinghamshire Health O&S Committee

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

### Children, Young People and Learning O&S Panel

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

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

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

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

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

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

### Adult Social Care and Housing O&S Panel

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

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

#### Other Overview and Scrutiny Issues

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

### **6 DEVELOPMENTS IN OVERVIEW AND SCRUTINY**

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

### **7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

#### Statutory Scrutiny Officer

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

#### Borough Solicitor

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

#### Borough Treasurer

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

#### Equalities Impact Assessment

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

#### Strategic Risk Management Issues

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

#### Workforce Implications

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

#### Other Officers

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

## 8 CONSULTATION

### Principal Groups Consulted

8.1 None.

### Method of Consultation

8.2 Not applicable.

### Representations Received

8.3 None.

### Background Papers

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

### Contact for further information

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### Doc. Ref

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

**OVERVIEW AND SCRUTINY CURRENT WORKING GROUPS – 2016/17**

Position at 15 November 2016

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

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



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

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

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

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

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

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

### **Results of Feedback Questionnaires on Overview and Scrutiny Reports**

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

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

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