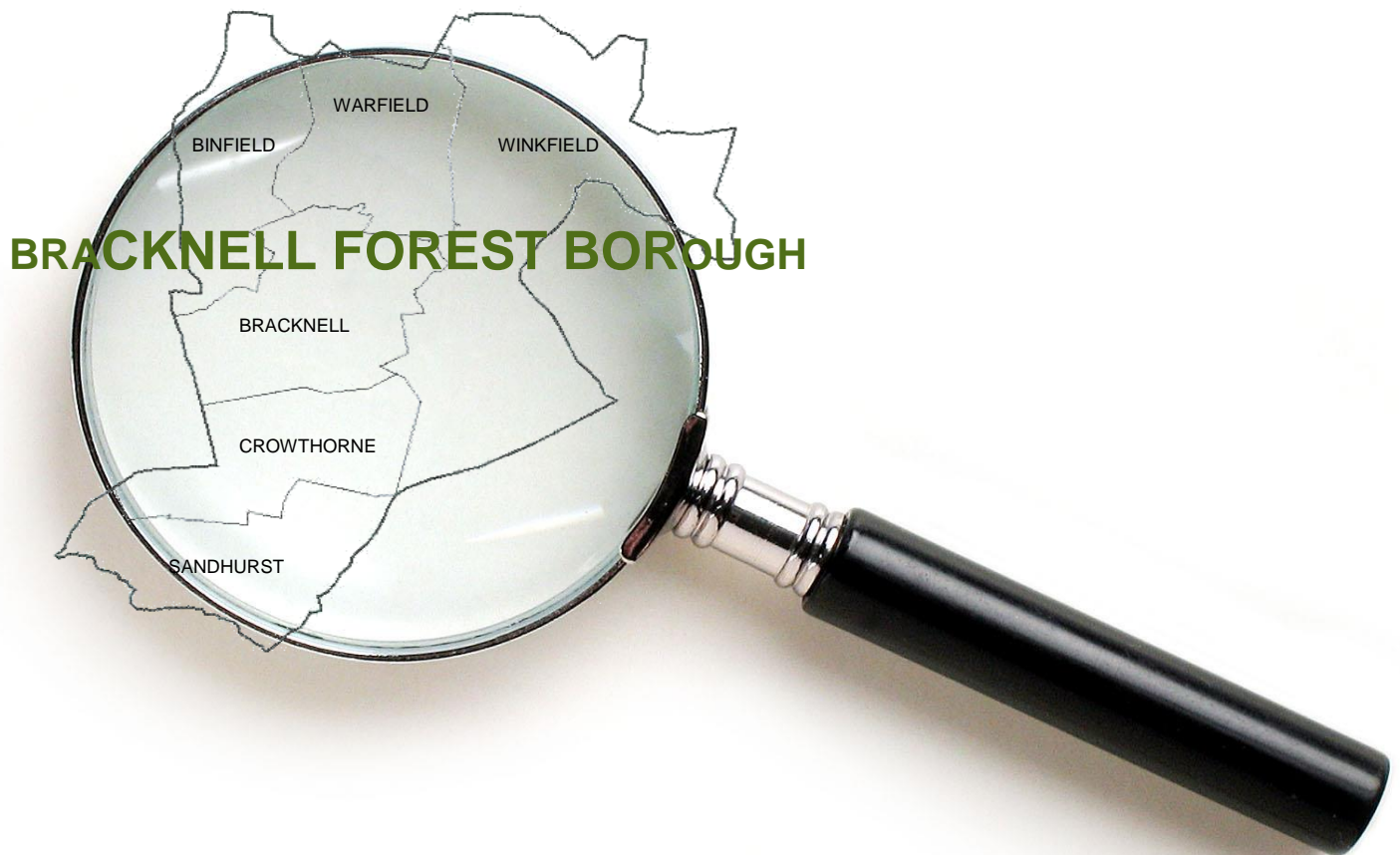


OVERVIEW AND SCRUTINY ANNUAL REPORT 2016/17



April 2017

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

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FOREWORD

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

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

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

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

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

Councillor Ian Leake

Chairman, Overview and Scrutiny Commission

April 2017

INTRODUCTION TO OVERVIEW AND SCRUTINY

What is Overview and Scrutiny?

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

Overview and Scrutiny has five broad functions:

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

The Structure of Overview and Scrutiny at Bracknell Forest

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

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

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

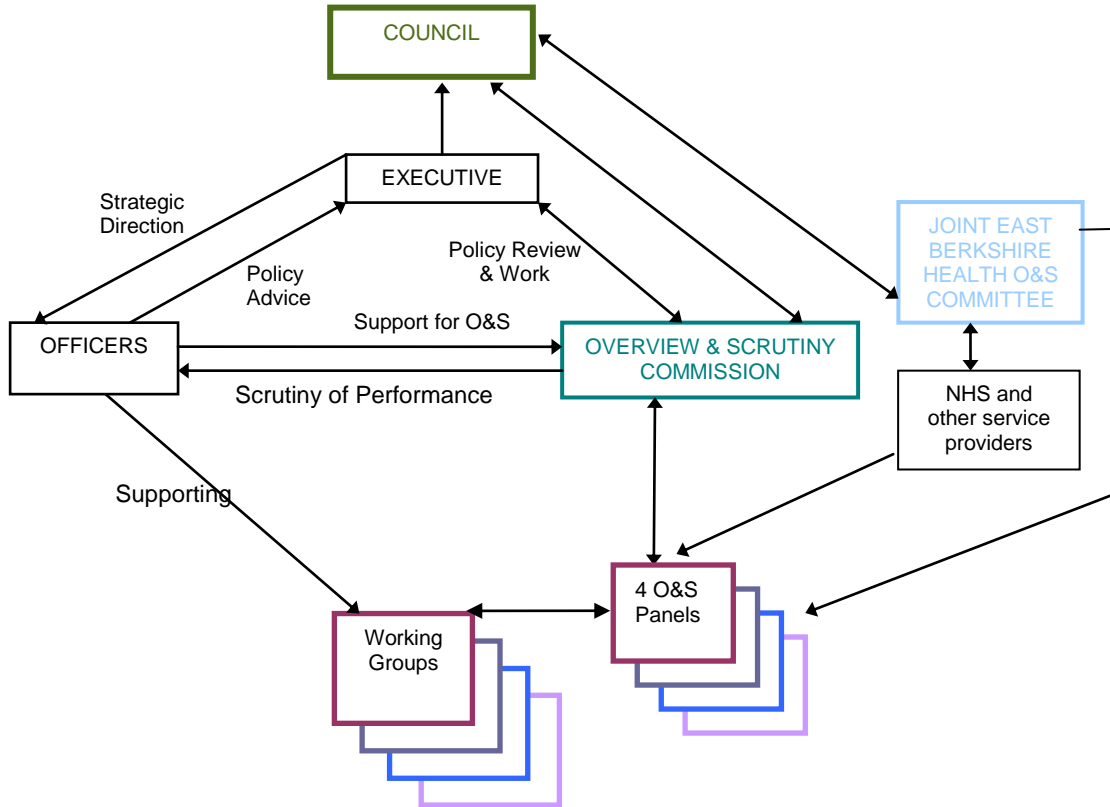


Diagram showing the structure of Overview and Scrutiny at Bracknell Forest Council

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

Organisation of Overview and Scrutiny Work

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

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

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

OVERVIEW AND SCRUTINY COMMISSION



Councillor Ian Leake

Chairman, Overview and Scrutiny Commission

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

Performance Monitoring

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

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

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

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Budget Scrutiny

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

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

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

Overview and Policy Development

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

Other work included:

- Receiving a presentation on the plans for office accommodation changes and the challenges being addressed.
- Receiving updates on: discussions with the West London Mental Health Trust concerning the redevelopment of Broadmoor Hospital and the Trust's plans to decommission a number of the Hospital alert sirens; and the arrangements to notify alerts to schools. As part of this work, representatives of the O&S Commission visited the Broadmoor Hospital development site on 22 August. The plans for the redevelopment of the hospital were viewed, and discussions were held with the Trust's Director of Security, the Redevelopment Programme Director and the Construction Manager from Kier Construction. Members were then taken on a very informative tour of the new hospital, under construction.
- Meeting the Chairman and the lead officer for the Economic and Skills Development Partnership to discuss their current work and future plans, challenges and opportunities. This Partnership is engaged in valuable work for the prosperity of Bracknell Forest, and we intend to maintain contact with them in the future.
- At our request, receiving a report on the Council's use of consultants, the circumstances in which consultants are used and the processes which are followed. We were concerned at the extent to which consultants are used, and we will be returning to this subject in more detail in 2017/18.

Working Groups

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

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

Crime and Disorder

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

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

Councillor and Community Calls For Action

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

Holding the Executive to Account

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

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

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

Future Work of the O&S Commission

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

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

8 ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL



Councillor Robert Angell

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

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

Performance Monitoring

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

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

Budget Scrutiny

The Panel considered a report on the key themes and priorities for Environment, Culture and Communities as outlined in the draft budget proposals for 2017/18, which the Executive had approved for consultation. The initial preparations for the budget had focussed on the Council's Commitment Budget for 2017/18 – 2019/20, bringing together existing expenditure plans, taking account of approved commitments and the ongoing effects of service developments and efficiencies that were agreed when the 2016/17 budget was set.

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

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

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

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

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

Overview and Policy Development

At its meetings in 2016/17 the Panel considered matters including: the Residents' Parking Scheme; Bracknell Forest Borough Local Plan Updates including the Design Supplementary Planning Document; the Council's Pre-Application Planning Advice Service; Executive response to the report of the O&S review of Procedures for Planning Applications and Enforcement; Food Law Enforcement Plan 2016/17; Coral Reef refurbishment; Joint Regulatory Services Proposal; and Local Flood Risk Management Strategy 2017/20.

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

Between formal Panel meetings, Members received clarification on the percentage of the average staff vacancy factor and received further information in respect of the new Coding Club commencing at Bracknell Library, the key project dates for the refurbishment of Coral Reef and the date of the switch on of the Met Office roundabout traffic lights. Responses to questions concerning the budget proposals were also received and the Chairman sought a meeting with officers to discuss the costs and budget associated with the e+ Smartcard.

Planning Procedures

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

Houses in Multiple Occupation

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

Transformation Programme

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

Holding the Executive to Account

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

Future Panel Work

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



Councillor Susie Phillips

Chairman, Health Overview and Scrutiny Panel

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

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

Performance Monitoring

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

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

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

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

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

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

Budget Scrutiny

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

Overview and Policy Development

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

Working Groups

Between formal Panel meetings, much of the Panel Members' time in 2016 was spent completing the Working Group reviewing whether there is sufficient GP capacity to meet the Borough's future needs. The report was received positively, with the CCG commenting: *'The CCG sees this as a really important piece of work which has come at the right time to inform the local primary care strategy for the future.'* The CCG's Medical Director commented that the Panel's report was excellent, very comprehensive and it understood local issues. The Council's Executive thanked the Panel for a very comprehensive report. All the recommendations were endorsed by the Executive, one with some reservations.

Other Panel Work

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

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

Holding the Executive to Account

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

Future Panel Work

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

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

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

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL



Councillor Mrs Gill Birch

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

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

Performance Monitoring

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

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

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

Budget Scrutiny

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

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

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

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

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

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

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

Overview and Policy Development

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

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

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

Substance Misuse

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

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

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

Child Sexual Exploitation (CSE)

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

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

Transformation Programme

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

Holding the Executive to Account

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

Co-option

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

Future Panel Work

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

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL



Councillor John Harrison

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

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

Performance Monitoring

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

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

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

Budget Scrutiny

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

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

Arising from comments and questions, the Panel noted:

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

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

Overview and Policy Development

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

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

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

Housing Strategy and Supply

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

Issues covered to date have included:

- Receiving a briefing from senior housing officers on key aspects of the draft Housing Strategy, with particular reference to Affordable Housing.
- A discussion on the scope of the review, leading to the development of a draft scoping document. This was sent to the Executive Member and Director for their information and comments. Their comments, also those from the Chairman of the O&S Commission are under consideration by the Working Group.
- Receiving a briefing from the Chief Officer: Planning, Transport and Countryside on the Council's role in relation to housing supply and specifically Affordable Housing.
- Attending a meeting of the Downshire Homes Board as observer and a discussion with the Chairman of the Board.

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

Transformation Programme

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

Holding the Executive to Account

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

Future Panel Work

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

DEVELOPING OVERVIEW AND SCRUTINY

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

Legislation and Government Guidance

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

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

Working in Partnership

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

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

Public Participation and Engagement

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

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

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

Improving the Quality of Overview and Scrutiny

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

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

Managing the Work of Overview and Scrutiny

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

OVERVIEW AND SCRUTINY MEMBERSHIP 2016/17

OVERVIEW AND SCRUTINY COMMISSION

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

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL

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

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

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

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

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

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

HEALTH OVERVIEW AND SCRUTINY PANEL

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

Co-opted Member Dr D Norman

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

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

OVERVIEW AND SCRUTINY 2016/17 MEETINGS

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

OVERVIEW AND SCRUTINY COMMISSION

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

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL

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

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

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

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

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

HEALTH OVERVIEW AND SCRUTINY PANEL

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

Meetings in 2017/18

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

External Contacts in 2016/17

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

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

OVERVIEW AND SCRUTINY COMMISSION

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

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL

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

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

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

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

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

HEALTH OVERVIEW AND SCRUTINY PANEL

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

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

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

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

PROPOSED OVERVIEW & SCRUTINY WORK PROGRAMME 2017/18

The proposed work programme for O&S in 2017/18 is shown on the following pages. The programme is aimed at maintaining a strategic and co-ordinated work programme based on major areas of Council and partner organisations' activity. The review topics take account of what is likely to be timely, relevant, and to add value. The programme incorporates the routine, on-going work of O&S and the completion of reviews currently underway.

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

The work programme will necessarily be subject to continual refinement and updating. The 'future possible reviews' are those which are unlikely to be resourced until 2018/19 or later.

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

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

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL	
1.	<p>Monitoring the performance of the Adult Social Care, Health and Housing Department</p> <p>To include on-going review of the Quarterly Service Reports, receiving statutory plans and reports (such as the annual reports on complaints received), and being briefed on the progress of any significant developments.</p>
2.	<p>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>
3.	<p>2018/19 Budget Scrutiny</p> <p>To review the Council's Adult Social Care and Housing budget proposals for 2018/19, and plans for future years.</p>
4.	<p>Sustainability and Transformation Plan</p> <p>Jointly with the Health O&S Panel, to monitor the delivery of the Sustainability and Transformation Plan. The on-going engagement with the STP will include a focus on the interface with the council's social care function, and participation in the STP's public engagement process.</p>
5.	<p>Transformation Programme</p> <p>To make an O&S input to the Council's Transformation programme, through participation in Gateway Review Meetings and Member briefings, in relation to the Transformation Project for Adult Social Care.</p>

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

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

ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

1.	<p>Monitoring the performance of the Environment, Culture and Communities Department</p> <p>To include on-going review of the Quarterly Service Reports; the performance of the Department, review of any inspection reports or self-evaluations, and monitoring significant departmental developments, particularly the Coral Reef redevelopment and the Local Development Framework.</p>
2.	<p>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>
3.	<p>2018/19 Budget Scrutiny</p> <p>To review the Council's Environment, Culture and Communities budget proposals for 2018/19, and plans for future years.</p>
4.	<p>Transformation Programme</p> <p>To make an O&S input to the Council's Transformation programme, through participation in Gateway Review Meetings and Member briefings, in relation to the Transformation Projects for:</p> <ul style="list-style-type: none"> • The Leisure Review. • The Libraries Review. • The Arts Review. • Parks and Countryside.

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

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

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

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

APPENDIX 2

RESULTS OF FEEDBACK QUESTIONNAIRES

Results of Feedback Questionnaires on Overview and Scrutiny Reviews

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

	Average score for previous 25 Reviews ¹
PLANNING Were you given sufficient notice of the review?	2.9
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	2.9
CONDUCT OF REVIEW Was the review carried out in a professional and objective manner with minimum disruption?	2.7
Was there adequate communication between O&S and the Department throughout?	2.8
Did the review get to the heart of the issue?	2.6
REPORTING Did you have an opportunity to comment on the draft report?	2.8
Did the report give a clear and fair presentation of the facts?	2.6
Were the recommendations relevant and practical?	2.5
How useful was this review in terms of improving the Council's performance?	2.5
Overall average score	2.7 (90%)

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

40 HOW TO CONTACT US

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

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

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