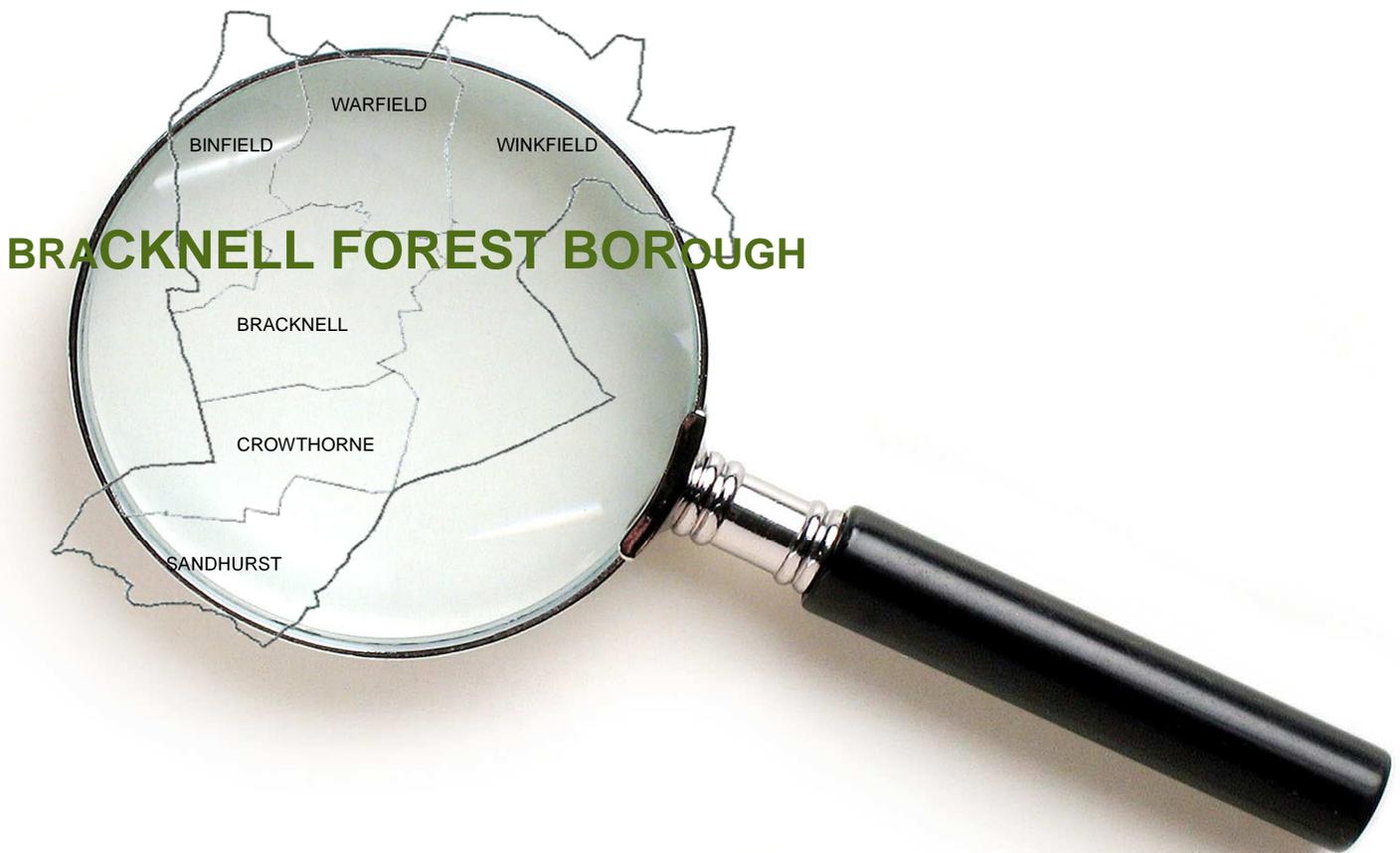


# Overview and Scrutiny Annual Report 2017-18



**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 from Commission Chairman

This municipal year the main focus of the Overview and Scrutiny's function has been playing a key role examining and commenting on the Council's Transformation Programme. The effort that Members have put into the Gateway Review processes has been effective, positive and has contributed to the decision making process. As I mentioned in my foreword last year, 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. The level of that risk continues to be higher than would normally be contemplated. The Commission, along with its supporting Overview and Scrutiny Panels, has sought regular reports and updates on the progress of the various 'strands' of transformation activity taking place at this critical stage. There is still much work to be done to achieve our aim of long term and effective transformation. The Commission will continue to closely and carefully monitor progress.

The Overview and Scrutiny Commission has agreed the merger two of its Panels in order to ensure that the Scrutiny response in respect of adult social care and health issues reflects the new joined up and strategic approach being taken by the Council and other health partners.

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 our thanks need to go to our previous Overview and Scrutiny officer Andrea Carr along with all the other officers who have helped us during the year. The officer team dealing with scrutiny matters has been restructured with Kirsty Hunt taking a lead role. Additional members of the team have been appointed and will be taking up their posts shortly.

We look forward to working with the new Governance and Scrutiny team and developing our next work programme for 2018-19.

**Councillor Ian Leake**  
**Chairman, Overview and Scrutiny Commission**  
**April 2018**

## Overview and Scrutiny – An overview

- The aim of Overview and Scrutiny is to improve public services and consequently the quality of life for local residents.
- Overview and Scrutiny allows Councillors to examine, question and evaluate various functions of the Council and other providers of public services on behalf of the public in an open and effective way.
- 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. The Public Participation scheme for O&S, which gives residents an opportunity to raise issues of concern to them, at Overview and Scrutiny meetings in public.
- Work is steered by the Work programme which is agreed by the Commission following consultation with the Executive and Corporate Management Team, is flexible and allows the addition of new reviews as required.
- Working groups are formed to provide an input to policy development or carry out investigations. Council officers, expert witnesses, partner organisations and service users participate in these reviews involving site visits and independent research.
- Meetings details, agendas and papers are available on the Council's website and are open to the public and residents are encouraged to attend
- Active input to the development of Council Policy during 2017/18, by participating in the Gateway Review meetings and other forums connected with the projects contributing to the Transformation Programme.
- The Overview and Scrutiny Commission, along with the Overview and Scrutiny Panels, examined the Council's revenue and capital budget proposals for 2018/2019, together with the proposed fees and charges for Council Services. These views were reported to the Executive as part of the open consultation on the budget.
- There were no Community or Councillor Calls for Action or no 'call-in' requests during 2017/18.

### 5 Broad Functions of Overview & Scrutiny



Holding the Council's Executive and its statutory partners to account in the public interest



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 performance monitoring



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

# Overview and Scrutiny Commission

## During 2017-18 the Commission:

- met every two months
- carried out the Council's statutory 'Crime and Disorder Committee' function
- reviewed the Quarterly Service Reports for the Resources Directorate
- decided on the O&S work programme
- 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
- co-ordinated the work of the O&S Panels and reviewed corporate issues concerning the whole Council
- appointed Panel Members
- monitored the forthcoming decisions of the Council's Executive
- monitored progress of Transformation Programme projects
- responded to the consultation on the budget examining the Council's revenue and capital budget proposals for 2018/2019, together with the proposed fees and charges for Council Services
- discharged the Council's 'Crime and Disorder Committee' requirements by monitoring crime and disorder issues, including the periodic performance reports of progress against crime indicators and key actions for community safety. In July 2017, met with the Assistant Chief Constable, also the Superintendent responsible for policing in Bracknell Forest, together with the Chairman of Bracknell Forest's Community Safety Partnership. The principal issues discussed were the 2016/17 annual crime figures, the partnership's performance and the priorities in the Community Safety Plan.
- had discussions, asked a number of questions and requested additional information in areas including:
  - Communications and Marketing
  - Update on the Council's Financial Position
  - Commercial Property Investment Strategy
  - Bracknell Forest Infrastructure Provision
  - Matters relating to the Local Plan
  - School Places Plan and School Capacity Strategy
  - Transformation update

**Chairman:**  
**Councillor Leake**

**Vice-Chairman:**  
**Councillor Angell**

**Members: Councillors Allen, Mrs Angell, Mrs Birch, Brossard, Finnie, Harrison, Mrs McCracken, Peacey, Porter, Mrs Temperton, Tullett and Virgo**

**Co-Opted Member:**  
**Mrs L Wellsted (Secondary)**

**CURRENT WORK PROGRAMME**

Regeneration	Coral Reef	King's Academy	Re3	BID
Transformation	Child sexual exploitation	Budget	Highway investment	Forests
Fostering				

Years One and Two – What's been achieved?

New SUD's features

**OVERVIEW & SCRUTINY**  
16 November 2017

**SCHOOL PLACES PLAN & SCHOOL CAPACITY STRATEGY**

Chris Taylor  
Interim Chief Officer Strategy Resources & Early Help

### **Working Group Update – Merger of Overview and Scrutiny Panels**

A Working Group made up of members from both Panels met twice to agree the principle and then consider the practical arrangements for combining the Adult Social Care and Housing and the Health Overview and Scrutiny Panels. Their proposals for how this could work were accepted by the Overview and Scrutiny Commission at its meeting on 29 March for implementation from the Annual Council meeting.

### **Working Group Update – Recruitment and Retention**

Working with the Chief Executive and the Chief Officer: Human Resources the Overview and Scrutiny Commission met twice as a Working Group to develop ideas for recruitment and retention of council staff. Suggestions being developed included: rebranding the Council's approach to recruitment including working with universities, career flexibility with rotation and workforce planning.

### **Joint Working Group Update - Sustainability & Transformation Partnership (STP)**

A Working Group made up of members from both Adult Social Care & Housing and Health Overview and Scrutiny Panels were tasked with monitoring the Sustainability & Transformation Partnership (STP). The Working Group's progress was slowed down significantly due to reduced officer resource and other technical issues.

Since the Working Group was originally set up the landscape has moved on with some of its intended work being superseded by other external factors. The Group believes that its original remit still exists and therefore the new combined O&S Panel should consider how to monitor the Integrated Care System (ICS) as part of its future work programme.

## Adult Social Care and Housing Overview and Scrutiny Panel

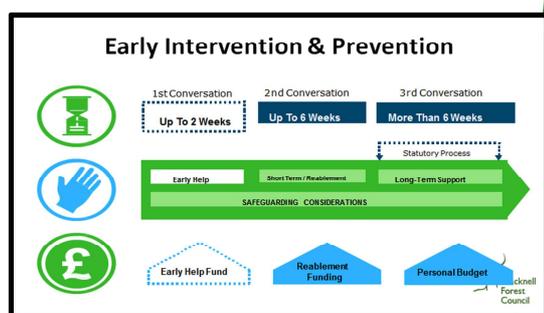
During 2017 - 18 the Panel has:

- met quarterly
- regularly monitored the performance of the Adult Social Care, Health and Housing Department through QSRs 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
- had discussions, raised questions and requested additional information in areas including:
  - Provision of Community Based Intermediate Care Service
  - Charging for Adult Social Care
  - Motor Neurone Disease Charter
  - Housing Related Support for Young Single Homeless People
  - Annual Compliments and Complaints Report 2016-17 for Adult Social Care
  - Charging Options for Care and Support at Home
  - Transforming Care Programme
  - Merging of the Adult Social Care & Housing and the Health Overview and Scrutiny Panels
  - Bracknell Forest Safeguarding Adults Partnership Board Annual Report 2016/17
  - Care Quality Commission (CQC) Area Review
  - Local Government and Social Care Ombudsman Annual Review Letter 2017
  - Conversations approach

**Chairman: Councillor Harrison**

**Vice-Chairman: Councillor Allen**

**Members: Councillors Mrs Angell, Finch, Finnie, Mrs McKenzie, Ms Merry, Peacey and Mrs Temperton**



### **Working Group Update – Housing Strategy and Supply**

The Working Group completed its work reviewing the Council's Housing Strategy but its progress slowed down significantly due to reduced officer resource. The Working Group plans to visit to other local authorities before reporting its overall findings to the Executive.

## Health Overview and Scrutiny Panel

During 2017 - 18 the Panel has:

- met quarterly
- continued to take a close interest in the performance of National Health Service organisations serving Bracknell Forest residents
- 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.
- had discussions, raised questions and requested additional information in areas including:
  - Royal Berkshire NHS Foundation Trust
  - The Patients' Experience
  - Quality Accounts 2016/17
  - Sustainability and Transformation Partnership - Update
  - Adult Social Care, Health and Housing Transformation Programme
  - Healthwatch Bracknell Forest Annual Report 2016/17
  - Primary Care Survey Results
  - Bracknell Forest Council Investment in the Berkshire Shared Public Health Team
  - Conversations approach
  - Update on Integrated Care System (ICS) engagement process

**Chairman:**  
**Councillor Mrs McCracken**

**Vice-Chairman: Councillor Virgo**

**Members: Councillors G Birch, Finnie, Dr Hill, Mrs Mattick, Mrs Temperton, Thompson and Tullett**

**Co-opted Representative**  
**Dr Norman (non voting)**

**Local Healthwatch Bracknell Forest Observer**  
**Mark Sanders (non voting)**



Bracknell Forest Safeguarding Adults Partnership Board Annual Report  
April 2016 - March 2017



### Working Group Update - Primary Care Patient Experience

Reviewing the results of the GP Patient Survey 2017 with the aim to highlight best practice across eight topic areas in the GP Survey.

Background and survey research has been completed and now the group will be meeting and speaking with General Practice staff to get better insight into best practice.

## Children, Young People and Learning Overview and Scrutiny Panel

### During 2017 - 18 the Panel has:

- met quarterly
- monitored 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
- received the minutes of meetings of the Corporate Parenting Advisory Panel (CPAP)
- had discussions, raised questions and requested additional information in areas including:
  - Statements of Purpose for 2017/18 and Annual Reports for 2016/17:
    - Adoption Service
    - Private Fostering Service
    - Larchwood Short Break Unit
  - Work with Young Carers
  - Children's Services Ofsted Inspection Outcome
  - Schools Ofsted Inspection Outcomes
  - Life Chances Team Annual Report 2016-17
  - Pupil Premium Consultation
  - Working Model for Child Minders and Available Funding
  - Virtual School Annual Report 2016/17
  - Local Safeguarding Children's Board (LSCB) Annual Report 2016/17
  - Children Young People and Learning Statutory Annual Complaints, Concerns and Compliments Report 2016/17
  - Children's Social Care Quality Assurance and Annual Report 2016/17
  - Received minutes of the School Improvement Accountability Board
  - Early Years' data
  - Presentation about Childminders in the borough
  - Cornerstone Presentation
  - visit by members to Larchwood and the new Multi Agency Safeguarding Hub (MASH)

**Chairman: Councillor Mrs Birch**

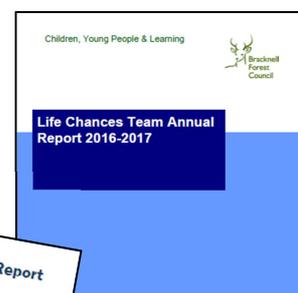
**Vice-Chairman: Councillor Brossard**

**Members: Councillors Ms Gaw, Mrs Hamilton, Ms Hayes, Mrs McCracken, Skinner, Mrs Temperton and Virgo**

**Parent Governor Representatives:  
Ms L Wellstead**

**Teacher Representative:  
Miss V Richardson (non-voting)**

**Social Care Representative:  
Miss C Barrett (non voting)**



## Environment, Culture and Communities Overview and Scrutiny Panel

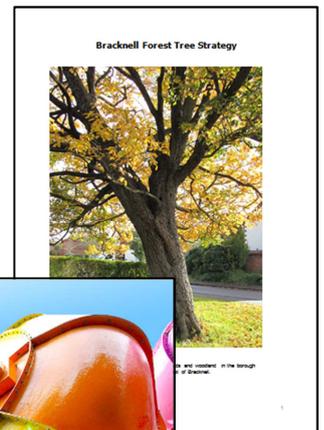
During 2017 - 18 the Panel has:

- met quarterly
- monitored the performance of the Environment, Culture and Communities Department which provides environment and public protection, leisure and culture, and planning, transport and countryside services. through review of its Quarterly Service Reports
- had discussions, raised questions and requested additional information in areas including:
  - Highways maintenance contract: Annual report
  - Thames Basin Heaths Special Protection Area Joint Strategic Partnership Board, income and spending
  - Cemetery and Crematorium update
  - Coral Reef
  - Bracknell Forest Borough Local Plan update
  - Annual Review of the General Practitioner Referral Scheme
  - Bracknell Forest Tree Strategy
  - National Highways and Transport Network Survey Report 2017
  - Delivery of Highway Infrastructure
  - Public Protection Partnership Update
  - Library Service Update

**Chairman: Councillor Angell**

**Vice-Chairman: Councillor Porter**

**Members: Councillors Mrs Angell, Brossard, Finnie, Mrs Ingham, Mrs Mattick, Mrs McKenzie and Mrs McKenzie-Boyle**



### Working Group Update – Houses in Multiple Occupation

Four meetings have taken place with contributions from: Chief Officer: Environment and Public Protection; Team Manager: Environment and Community Engagement; Chief Officer: Housing; Chief Officer: Planning, Transport and Countryside; Chief Officer: Customer Services and Community Safety Officer.

To complete their Work programme, they will invite participation from the following:

- Thames Valley Police
- Royal Berkshire Fire and Rescue Service
- Estate Agent with portfolio of HMO's
- HMO landlord