

Appendix 1

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

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



Completed or on course for completion



Delayed or completion at risk



Will not be achieved in 2018/19

Comments by Overview and Scrutiny Commission Chairman

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

OVERVIEW AND SCRUTINY COMMISSION		Status	Comment
1.	Co-ordination of the work of the Overview and Scrutiny Panels 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.		An update on the work programme for the Adult Social Care, Health and Housing Overview and Scrutiny Panel was provided to the Chairman of the Overview and Scrutiny Committee on 15 January 2019.
2.	Routine monitoring of the performance of the Council's corporate functions To include the Quarterly Service Reports of the Chief Executive's Office and the Delivery Department; and on-going monitoring of departmental performance and expenditure. To receive periodic briefings on the implementation of key strategies, particularly the Local Economic Framework and Strategy.		In progress

3.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.		In progress
4.	2019/20 Budget Scrutiny To review the Council's budget proposals for the Chief Executive's Office and the Delivery Department for 2019/20, and plans for future years. To include a discussion with the Director - Finance during 2018 on the evolving budgetary position. Overview and Scrutiny Panels will also scrutinise the budget proposals in their departmental areas.		Consultation began in December and budget proposals are being discussed at all scrutiny panels in January. Comments made by members at these meetings have been included in this agenda.
5.	Review of Task and Finish Groups undertaken during 2015 - 19 To review impact of Task and Finish Groups undertaken during 2015 – 19 to follow up on agreed actions and undertake lessons learnt exercise to inform future scoping process.		It is anticipated that a report will be provided to the O&S Commission in March 2019. The Centre for Public Scrutiny "Health Check" review will be circulated to all members once the final version is received.
6.	Transformation Programme For Panel members 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: <ul style="list-style-type: none">• Council-wide support services.• Citizen and customer contact.• Performance Management and Business Intelligence.		In progress – a high level of concern continues to exist in relation to the achievement of the objectives in the Adult Social Care transformation proposals.
7.	Crime and Disorder Committee To carry out the role of statutory 'Crime and Disorder Committee', to include an annual meeting with representatives of the Community Safety Partnership.		Complete - Overview and Scrutiny Commission met as Crime and Disorder Committee on 5 July 2018. The next meeting is scheduled for the 27 June 2019.

Comments by Adult Social Care, Health and Housing Overview and Scrutiny Panel Chairman

No comments

ADULT SOCIAL CARE, HEALTH AND HOUSING OVERVIEW AND SCRUTINY PANEL		Status	Comment
1.	Monitoring the performance of the Local NHS Organisations and the People Department relating to Adult Social Care, Health and Housing To include on-going review of the Quarterly Service Reports, receiving statutory plans and reports (such as the annual reports on complaints received), and being briefed on the progress of any significant developments particularly Integrated Care System.		Regular QSR reports included in ASCH&H O&S Panel agendas
2.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.		Executive Forward Plan included in all agendas
3.	2019/20 Budget Scrutiny To review the Council's budget proposals for 2019/20 relating to Adult Social Care, Health and Housing, and plans for future years.		The department's proposed budget was for 2019/20 was reviewed at the meeting on 15 January 2019.
4.	Responding to NHS Quality Accounts and Consultations The government's statutory guidance states that the annual "Quality Accounts" submitted by providers of NHS services should		

	contain observations of O&S committees. Also, the Panel is a statutory consultee for any substantial variation in NHS services affecting the Borough.		
5.	<p>Housing Strategy and Supply - Task and Finish Group</p> <p>To complete the input to the new Housing Strategy and the review of aspects of Housing Supply.</p>		<p>The Housing Strategy for Bracknell Forest was approved in March 2018.</p> <p>It remains unclear how the task & finish group can now contribute.</p> <p>The Chairman has asked that this working group be closed.</p>
6.	<p>Primary Care Patient Experience - Task and Finish Group</p> <p>To examine patient experience of primary care in Bracknell Forest. To identify good practice within primary care and highlight how that practice may be more widely adopted.</p>		<p>The last meeting for the task and finish group was an analysis meeting on 4 January 2019 between the Lead member and the Head of Business Intelligence. Analysis (qualitative and quantitative) of the GP Survey responses collected by the full working group is complete and the lead Member is working with the Head of Business Intelligence to decide and progress the next steps to produce 2 video shorts.</p>
7.	<p>Review of Task and Finish Groups undertaken during 2015 - 19</p> <p>To review impact of Task and Finish Groups undertaken during 2015 – 19 to follow up on agreed actions and undertake lessons learnt exercise to inform future scoping process.</p>		<p>The review has been progressed but not completed due to staff sickness.</p> <p>A report will be provided to the O&S Commission in March 2019.</p>
8.	<p>Transformation Programme</p> <p>For Panel members to make an O&S input to the Council's Transformation programme, through participation in Gateway Review meetings and Member briefings, in relation to the Transformation Project for Adult Social Care.</p>		

Comments by Children, Young People and Learning Overview and Scrutiny Panel Chairman

The short task and finish working group looking at Pupil Premium is progressing well and on track to finish by February with meetings and visits already arranged. The SEND working group has the first meeting arranged and is underway.

The panel are also going to look at Rainforest Walk and Holly House to review accommodation for young people.

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL		Status	Comment
1.	Monitoring the performance of the People Department relating to Children, Young People and Learning 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: <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.		Regular reports received at CYPL meetings. Chair and four other members of CYPL are members of School Improvement Accountability Board so information is shared both ways.
2.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.		Executive Forward Plan included in all agendas.
3.	2019/20 Budget Scrutiny To review the Council's budget proposals for 2019/20 relating to Children, Young People and Learning, and plans for future years.		The department's proposed budget was for 2019/20 was reviewed at the meeting on 9 January 2019.
4.	Improving the experience & outcomes of Pupil Premium (double dis-advantaged) children - Task and Finish Group		Four meetings have taken place and the next is planned for

	To scrutinise how the Education and Learning Team and governors hold Head Teachers to account to ensure children in receipt of Pupil Premium funding achieve to the best of their abilities.		4 February. Six school visits have been undertaken and a school's survey completed. Officers are now compiling evidence and members will agree recommendations. Final report will be available at the 20 March meeting.
5.	Special Educational Needs (SEN) - Task and Finish Group Scope to be drafted but agreed the Group should focus on topics such as early years, underachievement in boys and assessments.		Inaugural meeting date to scope the work will take place on 21 January 2019.
6.	Review of Task and Finish Groups undertaken during 2015 - 19 To review impact of Task and Finish Groups undertaken during 2015 – 19 to follow up on agreed actions and undertake lessons learnt exercise to inform future scoping process.		Two meetings undertaken and forms completed on majority of Task and Finish Groups.
7.	Transformation Programme For Panel members to make an O&S input to the Council's Transformation programme, through participation in Gateway Review meetings and Member briefings, in relation to the Transformation Projects for: <ul style="list-style-type: none">• Early Help and Prevention.• Schools support services.		CYPL members attended gateway review meeting 17 July.

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

No comments received.

ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL		Status	Comment
1.	Monitoring the performance of the Delivery Department relating to Environment, Culture and Communities To include on-going review of the Quarterly Service Reports; the performance of the Department, review of any inspection reports or self-evaluations, and monitoring significant departmental developments, particularly the leisure partnership with Everyone Active and the Local Development Framework.		Regular QSR reports received at ECC meetings.
2.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.		Executive Forward Plan on all agendas.
3.	2019/20 Budget Scrutiny To review the Council's budget proposals for 2019/20 relating to Environment, Culture and Communities, and plans for future years.		The department's proposed budget was for 2019/20 was reviewed at the meeting on 8 January 2019.
4.	Houses in Multiple Occupation – Task and Finish Group A review of the Council's involvement with Houses in Multiple Occupation (HMO).		A meeting with an Estate Agent took place on 10 January. A report will be drafted and presented on 5 March 2019.

5.	<p>LED – Task and Finish Group</p> <p>A review of the Council's implementation of the LED lighting scheme.</p>		Members carried out four site visits to view dimming of LED lights. Two further meetings are planned.
6.	<p>Review of Task and Finish Groups undertaken during 2015 - 19</p> <p>To review impact of Task and Finish Groups undertaken during 2015 – 19 to follow up on agreed actions and undertake lessons learnt exercise to inform future scoping process.</p>		Two meetings undertaken and forms completed on majority of Task and Finish Groups.
7.	<p>Transformation Programme</p> <p>For Panel members to make an O&S input to the Council's Transformation programme, through participation in Gateway Review meetings and Member briefings, in relation to the Transformation Projects for:</p> <ul style="list-style-type: none"> • The Leisure Review. • The Libraries Review. • The Arts Review. • Parks and Countryside. • Planning and Building Control. 		Members participated in Gateway Review meetings. The Leisure and Libraries Reviews were requested as agenda items at the July meeting and Leisure transformation review update was discussed at the 18 September meeting.