

**TO: OVERVIEW AND SCRUTINY COMMISSION**  
**1 JULY 2013**

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

**1 PURPOSE OF REPORT**

1.1 This report highlights:

- (i) Overview and Scrutiny (O&S) activity during the period September 2012 to April 2013.
- (ii) Significant national and local developments in O&S.

**2 RECOMMENDATION**

2.1 To note Overview and Scrutiny activity and developments over the period September 2012 to April 2013, set out in section 5 to 6, and Appendices 1 and 2.

**3 REASONS FOR RECOMMENDATION**

3.1 The Chief Executive has asked for a six monthly report to be produced on O&S activity.

**4 ALTERNATIVE OPTIONS CONSIDERED**

4.1 None.

**5 SUPPORTING INFORMATION**

Overview and Scrutiny Structure and Membership

5.1 Council appointed Mr Robin Briscoe, Primary Parent Governor Representative, to the O&S Commission, and the Commission appointed Mr Briscoe to the Children, Young People & Learning Overview and Scrutiny Panel. The membership of the O&S Commission and Panels was set again by Council and the Commission respectively at their annual meetings on 15 May 2013. The vacancies of the representatives of both the Church of England also the Catholic Diocese remain to be filled, and officers are in contact with the church authorities on that.

Overview and Scrutiny Work Programme and Working Groups

5.2 The programme for 2012-13 was approved as part of the Annual Report of O&S for 2011-12, including formal consultation with the Corporate Management Team and the Executive. The programme continues the increased focus on contributing to policy development and pre-decision scrutiny, through short reviews; with fewer major reviews reviewing important topics in depth, over several months.

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- 5.3 A routine report was submitted to O&S Commission meetings, monitoring progress against the O&S Work Programme using traffic light indicators.
- 5.4 The table at Appendix 1 sets out the current status of the O&S Working Groups, along with the list of completed reviews.

### Overview and Scrutiny Commission

- 5.5 The O&S Commission met on 22 November 2012, and in 2013 on: 30 January, 28 March, 2 May and 15 May (Annual Meeting). The main items included: agreeing the Annual Report of O&S for 2012-13; determining with the O&S Panels the work programme for 2013-14; reviewing the service plans and quarterly performance reports for the Corporate Services Department, the Chief Executive's Office and the Council as a whole; meeting the Police and Crime Commissioner also representatives of Thames Valley Police and the Community Safety Partnership to review their performance and the refreshed Community Safety Plan; consideration of the 2013-14 budget proposals; proposals for Council Tax support and technical changes; receiving briefings on work of the Economic and Skills Development Partnership, the Customer Contact Channel Strategy, and the response to the 'Community Right to Challenge'; considering the results of the survey of residents' views; adopting the report of the Commission's Working Group which reviewed the preparations for the Community Infrastructure Levy, and considering the Executive's response to that report. At each of its meetings, the Commission also reviewed corporate items on the Executive Forward Plan, and monitored the delivery of the O&S work programme, with particular reference to the Commission's own Working Groups.
- 5.6 The O&S Commission's next meeting is on 1 July. Meanwhile, the Commission is running a Working Group on Delegated Authorities.

### Environment, Culture and Communities O&S Panel

- 5.7 Meetings of the Panel were held on 23 October 2012, and 22 January and 30 April 2013. During the meetings the Panel considered and commented on: Quarterly Service Reports for the relevant quarters; the Thames Valley Vision for carbon reduction; car club schemes; service delivery options for public realm services in 2014; O&S Work Programme 2013-14; the Local Flood Risk Strategy; 2013-14 budget proposals; departmental Service Plan 2013-14 and Revised Key Actions; the annual report of the Activate GP Referral Health Scheme; Climate Change Action Plan; Air Quality Management Areas; and scheduled Executive key and non-key decisions. The Panel received progress updates in respect of the Local Development Framework, the Recycling Incentive Scheme and the transfer of Public Health services. A Working Group of the Panel has been reviewing the emerging Bus Strategy for the Borough and the Panel has monitored its progress (see Appendix 1). The next meeting of the Panel is taking place on 25 June.

### Health O&S Panel

- 5.8 The Panel met on 27 September 2012, and in 2013 on 24 January and 18 April. The main items considered at those meetings included: considering how the architecture of the new NHS structures will help to deliver better health services in Bracknell Forest, in discussion with representatives of NHS England (Thames Valley Area Team) and the Bracknell Forest & Ascot Clinical Commissioning Group (CCG); monitoring the progress on delivering the reforms to health arising from the Health and Social Care Act, specifically reviewing the Primary Care Trust's (PCT) draft 'Quality Handover Document' as part of the national transfer of healthcare responsibilities, the transfer of Public Health responsibilities to the Council, setting up the Health and Wellbeing Board, and establishing Local Healthwatch; considering the South Central Ambulance Service's performance on cardiac arrest survival rates; and receiving a briefing concerning possible changes to the pathway for surgical services dealing with disorders of arteries and veins. At each of its meetings, the Panel also

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considered scheduled Executive Key and Non-Key Decisions relating to Health, and monitored the progress of its Working Groups.

- 5.9 Between formal meetings, the Panel's activities have included: producing letters in April 2013 commenting on the performance of three NHS Trusts in relation to their 'Quality Accounts'; producing jointly with the Executive the Council's response to a consultation by the PCT on the 'Shaping the Future' programme for health services in East Berkshire (endorsed by Council). The Panel recently commenced a Working Group to review what has been and can be learnt locally from the Francis report on the appalling failures concerning the Mid Staffordshire NHS Trust. The Panel's next meeting is on 11 July.

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

- 5.10 This Committee, formed jointly with Slough Borough Council, the Royal Borough of Windsor & Maidenhead, and Buckinghamshire County Council had previously suspended its meetings from February 2011, owing to resource constraints and the absence of formal consultations on NHS service changes affecting the whole of East Berkshire. However, in view of the proposals by the PCT and Heatherwood and Wexham Park Hospitals Trust on the 'Shaping the Future' (STF) programme for health services in East Berkshire, since January 2012 the Committee resumed meeting regularly. The Committee agreed a joint response to the consultation document, which was consistent with the Bracknell Forest response; it supported two of the proposals but said no consensus could be reached on the third (the removal of the Minor Injuries Unit).
- 5.11 The O&S Commission decided in 2011 to end the Council's involvement in the Joint Committee, unless there was a need to respond to a statutory consultation affecting health services in East Berkshire. Accordingly, on 16 May the Chairman of the O&S Commission informed the three other councils that whilst members might choose to meet informally, Bracknell Forest did not agree to re-commencing formal committee meetings and could not provide any Officer support for this Joint Committee unless the need to respond to a statutory consultation arises.

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

- 5.12 The Panel met on 3 October 2012, and 16 January and 17 April 2013 when it received the minutes of the Corporate Parenting Advisory Panel and considered and commented on: Quarterly Service Reports for the relevant quarters; the annual report of School and Children's Centre inspections 2011-12; 2013-14 budget proposals; study programmes for 16-19 year olds; pupil places and admission appeals; the Bracknell Forest Local Safeguarding Children Annual Report 2011-12; Annual Admission Arrangements 2014-15; 2013-14 O&S Work Programme; 2011-12 Annual Report of the Independent Reviewing Officer for Children's Social Care; changes affecting special educational needs; scheduled Executive key and non-key decisions; and the Education Transport Policy 2014-15. A working group of the Panel is currently reviewing school governance and the Panel has been monitoring its progress (see Appendix 1). The Panel's next meeting is being held on 3 July.

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

- 5.13 Meetings of the Panel took place on 9 October 2012, and 15 January and 23 April 2013. The main items considered at the meetings included: Quarterly Service Reports for the relevant quarters; Approaching Adulthood Strategy for Children and Young People Moving into Adulthood; Long Term Conditions Strategy; Sensory Needs Service; 2013-14 budget proposals; 2013-14 O&S Work Programme; departmental Service Plan and Revised Key Actions; redesign of Housing and Benefit Services; benefit changes; Fixed Civil Penalty – Overpayment of Housing or Council Tax Benefit; the Local Council Tax Support Scheme; the Strategy for Older People in Bracknell Forest 2013-16; and scheduled Executive key

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and non-key decisions. The Panel received updates in respect of the transfer of Public Health functions and new legislation. It also monitored the progress of its working groups (see Appendix 1) reviewing the Modernisation of Older People Services and substance misuse, agreed the reports of the reviews and considered the Executive responses. The next meeting of the Panel is taking place on 18 June when it will consider its next piece of review work.

### Other Overview and Scrutiny Issues

- 5.14 The O&S Annual Report for 2012-13 was adopted by Council on 24 April.
- 5.15 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2, showing a consistently high score across the various questions posed.
- 5.16 Quarterly review and agenda setting meetings between O&S Chairmen, Vice-Chairmen, Executive Members and Directors are taking place regularly for the Panels (every two months for the O&S Commission).
- 5.17 The O&S Chairmen and Vice Chairmen are meeting on a regular basis to consider cross-cutting O&S issues. They last met on 10 April, and their next meeting is planned for 4 September.
- 5.18 External networking on O&S in the last six months has included the Head of O&S attending a South East Employers Local Democracy and Accountability network event in March and representing South East councils at meetings of the National O&S Forum, run by the Centre for Public Scrutiny.

## **6 Developments in O&S**

- 6.1 The *Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013* continue the core health scrutiny provisions for local authorities to review and scrutinise matters relating to the planning, provision and operation of the health service in their area. They replace the previous 2002 and 2004 regulations on health scrutiny. Under the new system of health scrutiny, local authorities have greater flexibilities in how they discharge their health scrutiny functions. Certain elements of the previous regulations have been preserved but there are new obligations on NHS bodies, relevant health service providers and local authorities around consultations on substantial developments or variations to services to aid transparency and local agreement on proposals.

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

### Statutory Scrutiny Officer

- 7.1 The monitoring of this function is carried out by the Statutory Scrutiny Officer on a quarterly basis. Good progress has been made on the agreed programme of work by Overview and Scrutiny for 2012/13. Scrutiny Panels have continued to focus on areas of importance to local residents, and the quality of the work done continues to be high.

### Borough Solicitor

- 7.2 Nothing to add to the report.

Borough Treasurer

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

Equalities Impact Assessment

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

Strategic Risk Management Issues

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

Workforce Implications

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

Other Officers

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

**8 CONSULTATION**

Principal Groups Consulted

- 8.1 None.

Method of Consultation

- 8.2 Not applicable.

Representations Received

- 8.3 None.

Background Papers

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

Contact for further information

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**OVERVIEW AND SCRUTINY CURRENT WORKING GROUPS**

Position at 30 April 2013

<b>Overview and Scrutiny Commission</b>								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Community Infrastructure Levy	Leake (Lead), Angell, Mrs Birch, Heydon, Virgo and Worrall	Bev Hindle	Richard Beaumont	√	Completed	Completed	√	Review completed, though letter sent to Leader on 26.4.2013 concerning the Executive Response
Delegated Authorities	Angell (Lead), Mrs Birch, Gbadebo, Finnie and Leake	Alison Sanders	Richard Beaumont	√	Around 75% complete			Information gathering almost complete

<b>Health Overview and Scrutiny Panel</b>								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Francis Report on NHS Mid Staffordshire Hospital	Mrs McCracken (Lead), Baily, Finch, Heydon, Kensall, Ms Wilson, Mrs Temperton,	Glyn Jones	Richard Beaumont					First meeting held on 9 May

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**Environment, Culture and Communities Overview and Scrutiny Panel**

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Bus Strategy Working Group	Finnie (Lead), Brossard, Ms Brown, Gbadebo and Leake	Bev Hindle / Sue Cuthbert	Andrea Carr	√	Review underway and three meetings have taken place			One further meeting is anticipated

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

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
School Governance	Mrs Temperton (Lead) Mrs Birch, Ms Hayes, Mrs McCracken, Mrs Cauchi (former PGR) & Mr Jackson (Kerith Centre)	Martin Surrell	Andrea Carr	√	Review commenced on 13 September 2012			Review should be completed in June 2013
School Places	Mrs Birch, Kensall, Mrs McCracken, Mrs Temperton and Mr Briscoe (PGR)	Bob Welch	Andrea Carr		Review expected to commence in late June 2013.			Not yet commenced.

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Adult Social Care Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Substance Misuse	Virgo (Lead), Blatchford and Brossard	Jillian Hunt / Mira Haynes	Andrea Carr	√	Completed.	√	√	Executive response was considered by the Panel on 23 April 2013.
Modernisation of Older People's Services	Allen (Lead), Brossard, and Mrs Temperton	Mira Haynes	Andrea Carr	√	Completed.	√	√	Executive response was considered by the Panel on 15 January 2013.



**Completed Reviews**

<b>Date Completed</b>	<b>Title</b>
December 2003	South Bracknell Schools Review
January 2004	Review of Adult Day Care Services in Bracknell Forest (Johnstone Court Day Centre & Downside Resource Centre)
May 2004	Review of Community & Voluntary Sector Grants
July 2004	Review of Community Transport Provision
April 2005	Review of Members' Information Needs
November 2005	The Management of Coronary Heart Disease
February 2006	Review of School Transfers and Performance
March 2006	Review of School Exclusions and Pupil Behaviour Policy
August 2006	Report of Tree Policy Review Group
November 2006	Anti-Social Behaviour (ASB) – Review of the ASB Strategy Implementation
January 2007	Review of Youth Provision
February 2007	Overview and Scrutiny Annual Report 2006
February 2007	Review of Library Provision
July 2007	Review of Healthcare Funding
November 2007	Review of the Council's Health and Wellbeing Strategy
December 2007	Review of the Council's Medium Term Objectives
March 2008	2007 Annual Health Check Response to the Healthcare Commission
April 2008	Overview and Scrutiny Annual Report 2007/08
May 2008	Road Traffic Casualties
August 2008	Caring for Carers
September 2008	Scrutiny of Local Area Agreement
October 2008	Street Cleaning
October 2008	English as an Additional Language in Bracknell Forest Schools
April 2009	Overview and Scrutiny Annual Report 2008/09

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Date Completed	Title
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
May 2009	Housing Strategy
July 2009	Review of Waste and Recycling
July 2009	Review of Housing and Council Tax Benefits Improvement Plan
December 2009	NHS Core Standards
January 2010	Medium Term Objectives 2010/11
January 2010	Review of the Bracknell Healthspace (publication withheld to 2011)
January 2010	14-19 Years Education Provision
April 2010	Overview and Scrutiny Annual Report 2009/10
July 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
October 2010	Safeguarding Vulnerable Adults in the context of Personalisation
October 2010	Review of Partnership Scrutiny
December 2010	Hospital Car Parking Charges
January 2011	Safeguarding Children and Young People
March 2011	Review of the Bracknell Healthspace (Addendum)
April 2011	Overview and Scrutiny Annual Report 2010/11
June 2011	Office Accommodation Strategy
June 2011	Plans for Sustaining Economic Prosperity
July 2011	Review of Highway Maintenance (Interim report)
September 2011	Performance Management Framework

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Date Completed	Title
September 2011	Review of the Council's Medium Term Objectives
October 2011	Plans for Neighbourhood Engagement
October 2011	Regulation of Investigatory Powers
October 2011	Site Allocations Development Plan Document
January 2012	Common Assessment Framework
February 2012	Information and Communications Technology Strategy
April 2012	NHS Trusts Quality Accounts 2011/12 (letters submitted to five Trusts)
April 2012	Overview and Scrutiny Annual Report 2011/12
June 2012	Commercial Sponsorship
July 2012	Communications Strategy
November 2012	Proposed reductions to Concessionary Fares Support and Public Transport Subsidies
November 2012	Modernisation of Older People's Services
January 2013	Preparations for the Community Infrastructure Levy
February 2013	Substance Misuse
February 2013	'Shaping the Future' of Health Services in East Berkshire
April 2013	Overview and Scrutiny Annual Report 2012/13
April 2013	NHS Trusts Quality Accounts 2011/12 (letters submitted to three Trusts)

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

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

	Average score for previous 16 Reviews <sup>1</sup>
<b>PLANNING</b>	<b>2.8</b>
Were you given sufficient notice of the review?	
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	<b>2.9</b>
<b>CONDUCT OF REVIEW</b>	<b>2.8</b>
Was the review carried out in a professional and objective manner with minimum disruption?	
Was there adequate communication between O&S and the department throughout?	<b>2.7</b>
Did the review get to the heart of the issue?	<b>2.7</b>
<b>REPORTING</b>	<b>2.9</b>
Did you have an opportunity to comment on the draft report?	
Did the report give a clear and fair presentation of the facts?	<b>2.6</b>
Were the recommendations relevant and practical?	<b>2.5</b>
How useful was this review in terms of improving the Council's performance?	<b>2.7</b>

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<sup>1</sup> Road Traffic Casualties, Review of the Local Area Agreement, Support for Carers, Street Cleaning, Services for Adults with Learning Disabilities, English as an Additional Language in Schools, Children's Centres and Extended Services, Waste and Recycling, Older People's Strategy, Review of Housing and Council Tax Benefits Improvement Plan, 14-19 Education, Preparedness for Public Health Emergencies, Safeguarding Children, Safeguarding Adults, the Common Assessment Framework, and Modernisation of Older People's Services.