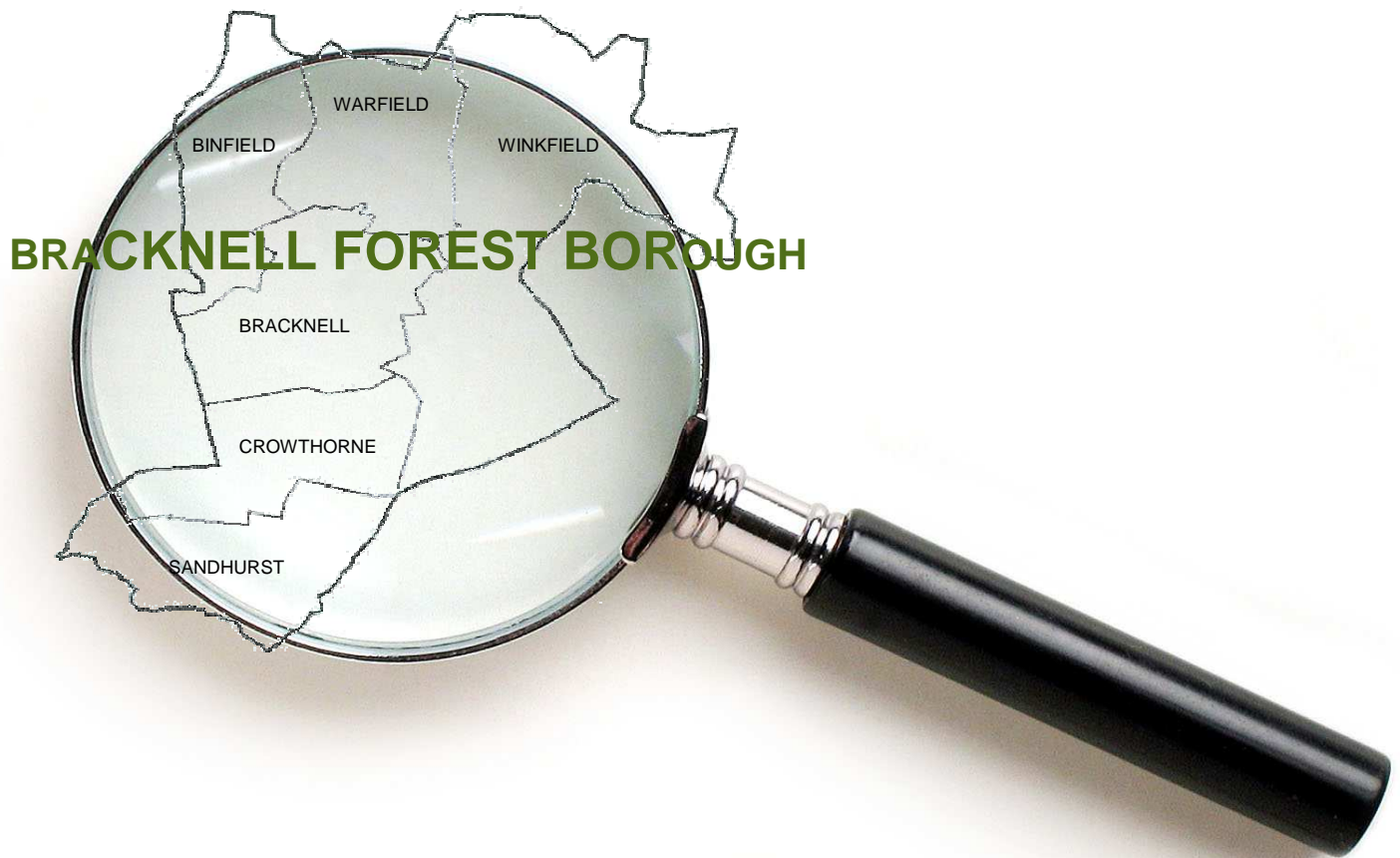


OVERVIEW AND SCRUTINY ANNUAL REPORT 2015/16



April 2016

**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 to the last annual report of the Commission to last Council, I predicted that following the elections in May 2016, local government would face unprecedented challenges and that those Councils who succeed in those challenges would be the ones who would be prepared to be innovative and forward thinking.

The local government settlement that was announced in December 2015 more than fulfilled that part of my prediction. We, as a Council, now have to make the second part of the prediction come true.

Our Overview and scrutiny Commission is ideally placed to assist in this challenge. In addition to making a positive contribution and impact to what has been an extremely challenging budgetary process – the public consultation on which is still ongoing – we are able and have the experience and knowledge to make a significant contribution to the work of the Transformation Board which has been established to meet the challenges we face. That work will be on going throughout the coming months and will take priority in our work.

Notwithstanding these current challenges, the work of the Commission and its Panels- detailed in this report - has continued over the last twelve months with positive outcomes and well received reviews.

As always, I pay tribute to those members of the Commission, its panels and Working Groups who have put so much effort and dedication into their work. It is especially satisfying to see that our members who were elected for the first time in 2015 have such a prominent and enthusiastic part in work that is not always easy. Similarly our senior officers and departmental directors have been helpful and supportive.

I know that all our elected members would like me to, once again, express our appreciation and thanks for the work of our dedicated officer team of Richard Beaumont and Andrea Carr. They carry out what is by no means an easy task, often with an unremitting workload, with dedication and skill.

Finally, on a personal note, I thank all those members and officers who have helped and assisted me in my role as Chairman.

Councillor Ian Leake

Chairman, Overview and Scrutiny Commission

April 2016

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 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 the 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, some of the Panels include other representatives such as 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.

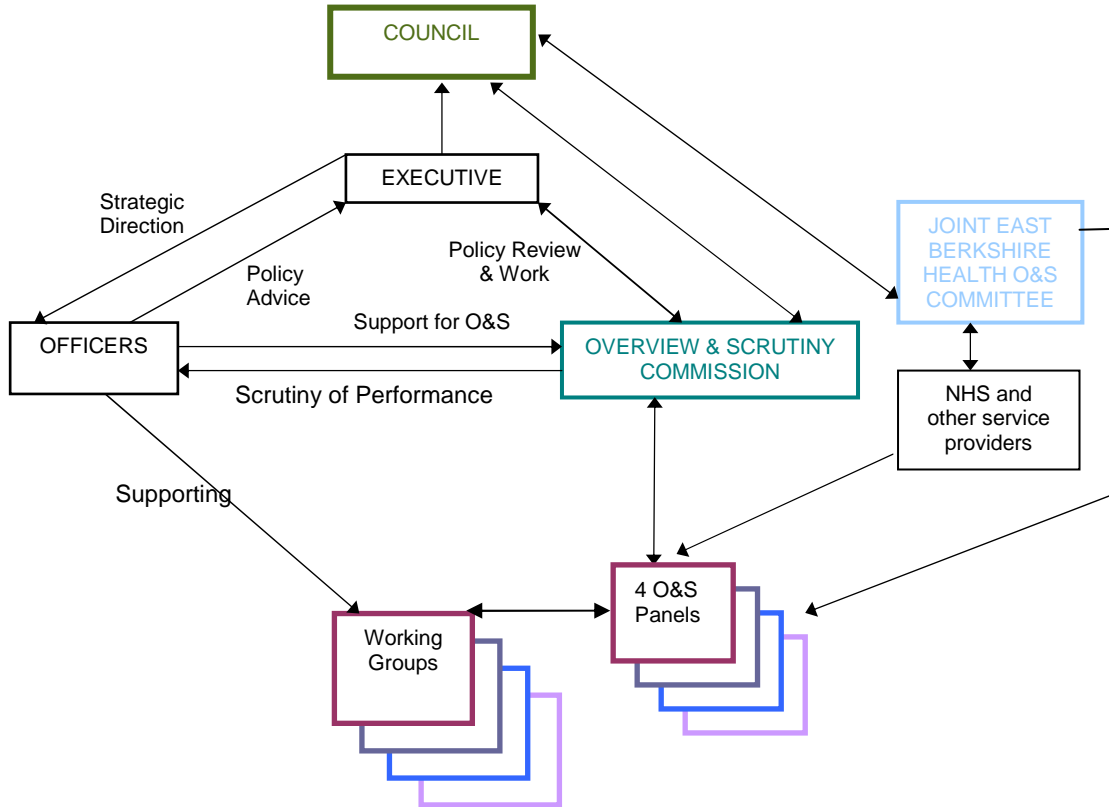


Diagram showing the structure of Overview and Scrutiny at Bracknell Forest Council

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 may be 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, programming O&S reviews, developing the O&S processes and monitoring Panels' activities. Regularly scrutinised items include the quarterly Corporate Performance Overview Reports, and 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.

As we were newly formed after local government elections in 2015, we invested some time at the outset on receiving introductory briefings in respect of the Council's role and functions in relation to the Chief Executive's office and the Corporate Services Department. We also had discussions with the Executive Members for Corporate Services and Transformation & Finance on their priorities and plans. These will continue and will focus on future developments, along with the developing Transformation agenda.

Performance Monitoring

The Commission embarked on a rolling programme of focussing our attention on each of the Council's corporate functions, in turn. During 2015/16, we received presentations and had discussions with senior officers at separate meetings on: Human Resources; the Customer contact strategy; and Information and Communications Technology, when we reviewed their current priorities and plans.

O&S continued to make an important contribution to the Council's very effective performance management arrangements. Our on-going review of the Quarterly Service Reports for the Chief Executive's Office, the Corporate Services Department and the Council as a whole 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:

- the allocation of car parking spaces to support a company's running of an Enterprise Centre;

- participation in volunteering;
- the time frame for Special Educational Needs assessments;

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- staff sickness absence levels;
- the number of visits to libraries;
- cost savings of using electric vehicles;
- arrangements for informing Members about schools becoming academies;
- the level of media interest in the Council's activities;

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 national developments in O&S.

Budget Scrutiny

The O&S Commission, along with the O&S Panels, examined the Council's revenue and capital budget proposals for 2016/2017, 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. 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.

The provisional local government settlement in late December 2015 was surprising and caught many local authorities off guard. Whilst councils had been led to expect a 25 to 40% cut in central government funding over the next four years, the ensuing cut in funding for the Council had been closer to 80%. Consequently, the budget proposals issued for consultation in December 2015 would need to be supplemented by further savings. Unlike previous years, the Council's budget setting process needed to continue over a longer period to deal with this late addition to budget pressures.

Specific issues raised by the Commission included:

- Home to School transport;
- opportunities to increase Business Rates;
- the increase in National Insurance contributions;
- the culture and climate of the organisation was currently one of austerity;
- the printing of leaflets externally;
- resourcing of building maintenance surveying work;
- the rates charged by the Council's legal services team for their services;
- a review of all actual, and possible, Council charging rates for services it provides; and
- the Agresso finance system was coming to the end of its life and a new version would need to be installed.

Holding the Executive to Account

There were no 'call-in' requests during 2015/16. The Commission has kept a watching brief on the Executive's decisions and reviewed relevant forthcoming Executive issues at each meeting.

Councillor and Community Calls For Action

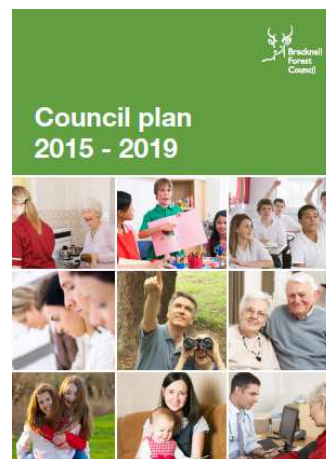
From April 2009, the legal provision for the 'Councillor Call for Action' also the 'Community Call for Action' came into effect, giving Members the opportunity to ask for discussions at

O&S committees on unresolved issues. There have been no Community or Councillor Calls for Action at Bracknell Forest Council in 2015/16.

Policy Development

The Commission continued making an active input to the development of Council Policy during 2015/16, for example:

- the Executive issued a positive response to the recommendations of the Commission's Working Group which reviewed Business Rates and discretionary relief;
- the Commission formed a Working Group, which met with the Chairman of the Economic and Skills Development Partnership and senior officers, to contribute thoughts to the draft Economic Strategy, during its formative stage; and
- the Commission held a workshop with the Leader of the Council and the Chief Executive, to consider the draft Council Plan, which was later adopted by full Council to replace the former Medium Term Objectives.



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 2015, we met with the Deputy Chief Constable also the Chief Inspector from Bracknell Police Station, together with the Chairman of Bracknell Forest's Community Safety Partnership. The principal issues discussed were the 2014/15 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.

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, culture and library, and planning and transport 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 2015/16 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 a number of questions and requests for additional information in areas including:

- the feasibility of a wind turbine and low level solar panels being installed in the Borough;
- the departmental risk register;
- the number of compliments received compared to previous quarters;
- Re3 waste disposal contract negotiations;
- the predicted costs of the Coral Reef refurbishment;
- replacement of existing street lighting with LED lighting;
- highway inspection intervals and intervention levels for road repairs;
- review of the pricing and pricing concessions for leisure activities;
- the capacity remaining at Easthampstead Cemetery before the Council needs to acquire land and make it suitable for burials in order to continue to provide a service for the interment of remains; and
- staff vacancy and sickness levels.

Budget Scrutiny

Although there was a need for further savings to be identified following notification of the Government grant settlement, the Panel was invited to scrutinise the budget proposals for 2016/17 which outlined the key themes and priorities for Environment, Culture and Communities. The initial preparations for the budget had focused on the Council's Commitment Budget for 2016/17 – 2020/21, bringing together existing expenditure plans, taking account of approved commitments, and the ongoing effects of service developments and efficiencies that were agreed when the 2015/16 budget was set.

A number of changes were proposed to the Commitment Budget since it was last considered by the Executive, amounting in total to an increase for the Council of £1.032m. Of particular interest to the Panel were a departmental saving resulting from the Street Lighting Invest to Save Scheme (-£0.175m) and updated Waste Disposal projections based on the latest tonnages for recycling (£0.179m). The Panel also noted the draft revenue budget pressures for the Department totalling £263,000 for 2016/17, although these were more than outweighed by savings proposals amounting to £1,161,000.

Arising from questions and discussion, the Panel noted the following in relation to the budget pressures and savings proposals:

- In response to the reduction in income at Bracknell Leisure Centre (due to competition from small scale local gyms), plans were in hand to enhance the offer included within the Platinum Card package and officers were recommended to publicise the new package as widely as possible.
- An outline of the duties of the posts of Strategic Planner (New Communities) and Development Engineer and the reasons for their continued funding were given.
- The dispute in relation to the waste contract had been settled and the additional recycle income was now assured.
- The additional income from increasing charges for brown bin emptying relied in part on continuing to sign up new customers for the service.
- The increases in Cemetery and Crematorium fees and charges were felt to be reasonable and had been set taking into account the fees charged by neighbouring authorities and the quality of the service offered in Bracknell Forest which was valued and appreciated by users.
- The e+card savings arose from lower running costs rather than any reduction in the discounts offered.

Turning to the Capital Programme, the Panel noted that total capital spending proposed for Environment, Culture and Communities in 2016/17 amounted to £20.185m (of which £4.733m was external funding). The most significant project was the Coral Reef Transformation at an estimated £8.358m in 2016/17. The acquisition of the former Magistrates Court building would increase the Council's landholding to support a possible future phase of town centre redevelopment. Referring to the new schemes in the programme, Members requested further information relating to a replanting scheme and the sites of the road junctions earmarked for traffic signal preventative maintenance. The Panel expressed its support for the Invest-to-Save scheme to provide an additional chapel at the Easthampstead Cemetery and Crematorium.

Overview and Policy Development

At its meetings in 2015/16 the Panel considered matters including: Director's Introductory Briefing and Service Plan 2015/16; Bracknell Forest Borough Local Plan Updates; Draft Parking Standards Supplementary Planning Document; Highway Maintenance Modelling

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System; Highway Infrastructure Asset Management Plan; Local Bus Services Update; Changes to the Method of Collecting Christmas Trees and Control of Horses Act 2015.

The Panel also received bi-annual O&S progress reports and regular updates concerning the review work undertaken by its working group reviewing the Council's planning function. In addition, consideration was given to review topics and the work programme for 2016/17.

Between formal Panel meetings, Members were provided with an explanation of the rationale behind the Rackstraw Road diversion and they requested that officers review the letter responding to residents asking for existing trees to be pruned and revise it if necessary, review a possible concession at Downshire Golf Complex, and consider the points raised by the Panel as part of the response to the Parking Standards consultation.

Planning Procedures

The Panel established a Working Group to review the Council's planning procedures. The Working Group first met on 24 August 2015 when Members received a comprehensive briefing from senior officers regarding the functions and structure of the planning function, and related matters. It has met on numerous occasions since, meeting the Executive Member, Chairman of the Planning Committee, and Council officers involved in planning applications, enforcement and developer contributions. Relevant information and data has been gathered from research and a variety of sources, including a visit to another local authority (Elmbridge Borough Council) with a highly performing planning function to learn about best practice. The Working Group met in February to agree its report, which contained a number of recommendations to the Executive designed to make improvements to the arrangements surrounding planning applications and enforcement. Subject to its adoption by the Panel at its meeting in March 2016, the report will then be sent to the Executive for its response.

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 2015/16.

Future Panel Work

It is anticipated that future work of the Panel during the latter part of 2015/16 will include review of scheduled Executive decisions and the quarter three QSR; receipt of an update in respect of the Bracknell Forest Borough Local Plan; and consideration of Schools' Annual Environmental Management Report 2014/15, the Transformation Board's gateways and project initiation, and the report of the O&S review of planning procedures.



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.

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 Trust's progress, with particular reference to overcoming the weaknesses previously found by the Care Quality Commission (CQC) at Heatherwood and Wexham Park hospitals. We devoted another meeting to meet the Chief Executive of the South Central Ambulance Service to review the Trust's performance and future plans.

The Panel also reviewed the Quarterly Service Reports of the Adult Social Care, Health and Housing department relating to health activities. We followed up with one GP Practice serving Bracknell Forest residents the actions being taken over a Care Quality Commission 'Inadequate' rating and the Practice having been put into special measures. We received constructive responses to all the Panel's concerns.

Other areas of focus for the Panel during 2015/16 included:

- considering items for inclusion in the Panel's work programme;
 - providing comments on the draft Health and Wellbeing Strategy in advance of its consideration by the Health and Wellbeing Board;
 - considering the results of inpatient 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 2014/15;
 - making an input to the 'Quality Account' of one of the nearby NHS Trusts, which are annual reports to the public from providers of NHS healthcare services about the quality of services they provide; and

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- Receiving bi-annual progress reports on O&S activity across the board.

Working Groups

The Panel commenced a Working Group late in 2015/16, to explore a range of concerns about the sufficiency of General Practitioner capacity to meet the needs of Bracknell Forest residents, in the future. The anticipated value of the review is to conclude whether GP capacity needs have been properly identified and that sound plans are in place to meet those needs; and where they are not, to make recommendations accordingly.

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.

Budget Scrutiny

The Panel received and considered a report providing information on the Budget Proposals for 2016/17, and noted that the key features were:

- the Public Health budget reduction from the Department of Health;
- the Council taking on public health responsibilities for 0-5 year olds;
- the creation of a 0-19 year old Public Health service; and
- use of the surplus to support Social Care services.

Arising from local authority funding reductions, some services are to operate differently to become more cost-effective. There would be income generation from the Time for Change commission across Berkshire, and savings were being made by encouraging community assets to run Health and Wellbeing events for themselves.

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 2015/16.

Other Panel Work

As we were newly formed after local government elections in 2015, we invested some time at the outset on:

- receiving an introductory briefing in respect of the Council's role and functions in relation to health;
- receiving induction training on health O&S, delivered jointly by Adult Social Care, Health and Housing, also O&S officers;
- agreeing each Member's area of specialist activity, for them to lead the Panel's work on; and
- discussing with the Executive Member for Adult Services, Health and Housing his priorities for Health over the next four years.

Representatives of the Health O&S Panel also participated in:

- a Regional conference on Health O&S, organised by the Centre for Public Scrutiny
- the Care Quality Commission's 'Quality Summit' following their inspection of Wexham Park Hospital;
- attending a meeting of Bracknell and Ascot Clinical Commissioning Group; and
- attending the annual general meetings of some nearby NHS Trusts.

Future Panel Work

It is anticipated that the work of the Panel during the latter part of 2015/16 will include:

- meeting representatives of the commissioners and service providers of the Urgent Care Centre in Bracknell, to discuss the actions needed on weaknesses found by the CQC;
- reviewing scheduled Executive decisions and departmental performance; and
- making an input to the 'Quality Accounts' of the nearby NHS Trusts.

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 all 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 2015/16. This was undertaken principally through review of its Quarterly Service Reports (QSRs), the 2014/15 Annual Report of the Independent Reviewing Officer service, the Children's Social Care Statutory Complaints and Compliments Annual Report 2014/15 and the Local Safeguarding Children Board Annual Report 2014/15.

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. At recent Panel meetings specific areas have been identified for particular attention and these have included the outcome of Ofsted inspections of Bracknell Forest schools, achievement progress through the key Stages, headteacher recruitment, free school places, and recruitment and retention of children's social workers. This resulted in a number of questions and requests for additional information in areas including:

- Ofsted inspection of the local authority;
- the campaign launched to recruit more foster carers;
- the number of Looked After Children (LAC);
- unauthorised absences of pupils from schools;
- consultation on proposed school designated area changes;
- the school building programme; and
- pupil attainment.

Budget Scrutiny

Budget scrutiny by the Panel focused on consideration of the Council's draft budget proposals for 2016/17 which the Executive agreed in December 2015 as the basis for consultation with Overview and Scrutiny and other interested parties before recommending the budget to Council.

The proposals consisted of relevant extracts of the 2016/17 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.

The Panel was advised that notification of the Government grant had been received subsequent to the draft budget proposals being agreed as the basis for consultation and as the settlement was lower than expected it would be necessary for further savings to be identified.

Members focused their attention on the draft revenue budget savings and pressures. Attention was drawn to savings arising from additional income streams, reduced placement costs for LAC and efficiencies resulting from revised delivery of services and support totalling £714,000. Budget pressures, which related to the Multi-Agency Safeguarding Hub (MASH), Post 16 Education Transport and Special Educational Needs (SEN), amounted to £246,000.

In response to related questions and discussion the following points were made:

- There had been an underspend in the Emergency Duty Team budget for several years and the proposed budget reduction constituted a saving without a service reduction.
- The proposed reduction in Youth Justice support to parenting services would be partially compensated by work in other areas such as the Early Help Offer and Children's Centres and by signposting to other forms of support.
- As there had been low take up of some aspects of the Information, Advice and Guidance to young people service, the related contract had been reduced to achieve a saving and some services brought in-house to improve service provision and value for money.
- Efficiencies and cost reductions in the commissioning of the Joint Legal Team that provided a Berkshire-wide service hosted by Reading Borough Council had been sought.
- As part of the on-going process to improve efficiency, a review of the youth offer had resulted in a saving of £58,000. The service would continue to provide targeted work. Other measures to support emotional health and wellbeing included bids to NHS England and the Clinical Commissioning Group's Innovations Fund, focused work in schools stemming from the Autism Strategy and training of professionals and volunteers through the Parents' Project.
- The streamlining of the management structure of the Children's Centres would increase consistency and efficiency.
- There was a budget pressure associated with the MASH which facilitated improved and more rapid decision making and information sharing consistently across Berkshire.
- The mandatory conversion of SEN Statements into Education, Health and Care Plans was a significant task requiring additional staff and posed a budget pressure.
- The Capital Programme included Phase 1 of the expansion of The Brakenhale School which had qualified for a grant associated with the condition survey.

Overview and Policy Development

During 2015/16 the Panel received the minutes of meetings of the Corporate Parenting Advisory Panel (CPAP) and considered matters including: Director's Introductory Briefing and Service Plan 2015/16; update on the implications of the Children and Families Act; 2014/15 Annual Report of the Independent Reviewing Officer service; Elective Home Education; Annual Report of Children's Social Care Complaints, Concerns and Compliments 2014/15; consultation on changes to Annual Admissions Arrangements 2017/18 and School Designated Areas; School Places Plan 2015-2020; and Local Safeguarding Children Board Annual Report 2014/15.

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 2016/17.

Between formal meetings, the Panel received information concerning the under 18 conception rate, which schools had fewer than 60% of pupils achieving Level 4 or above in Reading, Writing and Mathematics at Key Stage 2, the independent audit of a school's Private Fund Accounts, and consulting parents/carers and neighbours on the Education Capital Programme for Great Hollands Primary School.

Substance Misuse

The Panel received the Executive's response to the report of the review of substance misuse involving children and young people undertaken by one of its working groups. In its response the Executive stated that: *'We would like to thank the Working Group for their very helpful and well informed report which will enable us to further improve and develop our services.'*

Child Sexual Exploitation

The Panel set up a Working Group to review Child Sexual Exploitation (CSE) in the Borough owing to concerns associated with the increasing level of awareness of it following recent high profile cases in areas such as Rotherham, Rochdale and Oxford. The Working Group commenced its review in August 2015 when it received an introductory briefing in respect of CSE. It has met on numerous occasions since when it has 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, 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 has been gathered. Future work will consist of exploring preventative work in schools to raise awareness of CSE and meeting the Children's Commissioner for England.

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 2015/16.

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 being pursued with the Dioceses.

Future Panel Work

It is anticipated that further work of the Panel during 2015/16 will include review of scheduled Executive decisions, the quarter three QSR and the minutes of the CPAP in addition to consideration of early intervention work with LAC and the Transformation Board's gateways and project initiation.



One of Bracknell Forest's Secondary Schools

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 2015/16 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 Report (Local Account) for Adult Social Care 2014/15, the Annual Complaints Reports for Adult Social Care and for Housing 2014/15, and the Bracknell Forest Safeguarding Adults Partnership Board Annual Report 2014/15.

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:

- details of events taking place to enable Panel Members to take part if they wished to;
- information relating to various consultations to assist Panel Members to respond to them;
- a workforce review which had taken place over the past year;
- the timeframe for processing Housing Benefit applications;
- levels of homelessness and the number of households requiring Bed and Breakfast accommodation;
- the emergency personal care service provided by Forest Care;
- the number of affordable housing properties built last year; and
- winter pressure plans to minimise delayed transfers from hospital.

Budget Scrutiny

The Panel considered key themes and priorities for Adult Social Care and Housing as outlined in the Council's Draft Budget Proposals for 2016/17 which had been agreed by the Executive as the basis for consultation with the Overview and Scrutiny Commission and Panels and other interested parties. The Executive then considered the representations made before recommending the budget to Council.

As the draft budget proposals had been agreed as the basis for consultation prior to the receipt of notification of the Government grant which was lower than expected, the Panel acknowledged that it would be necessary for further savings to be identified.

Relevant extracts from the 2016/17 Revenue Budget and Capital Programme were before the Panel for consideration. In particular, the Panel looked at budget pressures for 2016/17, which were common to most local authorities, and related to additional costs to the Council associated with the closure of the Independent Living Fund, the known number of young people moving into Adult Social Care during the year and residential placements.

In response to Members' questions, the following points were made:

- The new charging policy for adult social care services would end the financial assessment for couples; all financial assessments would be carried out as though they were for single people. A saving estimated at £100k was expected as a result of an increased level of recipient contributions. There were 50 couples affected in Bracknell Forest and letters and/or home visits were proposed to explain the new arrangements.
- A saving estimated at £340k was expected to be achieved through the review of high cost care packages to ensure services did not exceed the assessed need. Reviews were carried out at least annually and it was common for people's needs to change over time.
- There may be a slight variation in the anticipated saving of £15k associated with the Local Housing Company.

Overview and Policy Development

During 2015/16 the Panel considered matters including: Introductory Briefing and Service Plan 2015/16; Adult Social Care Annual Report (Local Account) 2014/15; Annual Complaints Reports 2014/15 for Adult Social Care and for Housing; Bracknell Forest Safeguarding Adults Partnership Board Annual Report 2014/15; Implementation of the Care Act 2014; potential impact of the National Living Wage; Sensory Needs and Advocacy Commissioning Strategies; and Heathlands Residential Home consultation.

Regular bi-annual O&S progress reports and updates on the review work undertaken by its Working Group contributing to the Homelessness Strategy were received by the Panel which also considered its work programme for 2016/17 and selected its next review topic.

Between formal meetings, the Panel responded to consultations in respect of the Council Tax Scheme, Housing Related Support and Charging in Social Care.

The Homelessness Strategy

A Working Group of the Panel was established in July 2015 to contribute to the Council's emerging Homelessness Strategy. Members received an introductory presentation concerning the Homelessness Strategy, met representatives of local organisations involved in homelessness, observed at meetings of the Homelessness Forum Board owing to its involvement in developing the Homelessness Strategy and visited some of the homelessness accommodation utilised by the Council. The Working Group has formulated and fed back its views in respect of the draft Strategy and its work is now complete.

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 2015/16.

Future Panel Work

Further work by the Panel during the latter part of 2015/16 is expected to include review of scheduled Executive decisions and the quarter three QSR, and receipt of the outcome of the consultation concerning the future of Heathlands Residential Care Home.



Tenterden Lodge has been purchased by the Council as temporary accommodation for homeless families.

DEVELOPING OVERVIEW AND SCRUTINY

This part of the report outlines the main developments in Overview and Scrutiny (O&S) at Bracknell Forest in 2015/16, and it looks ahead to future developments, including the proposed work programme for O&S for 2016/17 (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.

There were no notable national or local developments in O&S in 2015/16.

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 2015/16. For example, we have:

- Worked collaboratively with other councils as the need arose, for example, a Working Group reviewing planning procedures visited Elmbridge Borough Council to learn about their arrangements, having been runner-up in a national quality award.
- 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 participating in Centre for Public Scrutiny (CfPS) 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.
- 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 Budget scrutiny and Health O&S.

Managing the Work of Overview and Scrutiny

We set out in Appendix 1 the proposed work programme for O&S in 2016/17 on which we have consulted the Council's Executive and Corporate Management Team, as required by the Constitution. The programme continues the revised focus since 2011 on contributing more to policy development and on pre-decision scrutiny, through short reviews, with fewer large reviews.

OVERVIEW AND SCRUTINY MEMBERSHIP 2015/16

OVERVIEW AND SCRUTINY COMMISSION

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

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL

| | |
|---------------------|--|
| Panel Members: | Councillors Harrison (Chairman), Allen (Vice-Chairman), Mrs Angell, Finch, Finnie, Mrs McCracken, Ms Merry, Peacey and Mrs Temperton |
| Substitute Members: | Councillors Brossard, Ms Hayes, Mrs Mattick, Mrs McKenzie 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 Representative: | Mr R Briscoe (Primary) |
| Representatives: | Mrs L Wellsted (Secondary) |
| Teachers' Representative: | Miss V Richardson |
| Social Care Representative: | Miss C Barrett (from March 2014) |
| 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, King OBE, Leake, Ms Miller and Virgo

HEALTH OVERVIEW AND SCRUTINY PANEL

Panel Members: Councillors Phillips (Chairman), Mrs McCracken (Vice-Chairman), Graham Birch, Hill, Mrs Mattick, Mrs Temperton, Thompson, Tullett 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 2015/16 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

- 27 May 2015 (Annual Meeting)
- 24 September 2015
- 28 January 2016
- 12 May 2016
- 9 July 2015
- 19 November 2015
- 10 March 2016

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL

- 16 June 2015
- 19 January 2016
- 15 September 2015

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

- 10 June 2015
- 11 January 2016
- 30 September 2015
- 13 April 2016

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

- 7 July 2015
- 12 January 2016
- 22 September 2015
- 23 March 2016

HEALTH OVERVIEW AND SCRUTINY PANEL

- 2 July 2015
- 14 January 2016
- 1 October 2015
- 14 April 2016

Meetings in 2016/17

Dates for O&S meetings in 2016/17 are published on the Council's website and are available from the O&S officer team.

External Contacts in 2015/16

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.

Last year, Working Groups visited Elmbridge Borough Council, also the GP Practices providing primary care services to Bracknell Forest residents.

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:

- Bracknell & Ascot Clinical Commissioning Group
- Economic and Skills Development Partnership
- Frimley Health NHS Foundation Trust
- Healthwatch Bracknell Forest
- Onemedical
- South Central Ambulance Service
- Thames Valley Police
- Thames Valley Community Rehabilitation Company Limited
- Involve Charity
- Pilgrim Hearts Charity
- Homelessness Forum Board
- St Joseph's Church, Bracknell

OVERVIEW AND SCRUTINY COMMISSION

| Working Group | Members |
|-------------------------------------|---|
| Draft Economic Development Strategy | Councillors Leake (Lead), Allen, Angell and Mrs Mattick |
| Draft Council Plan | O&S Commission workshop |

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL

| Working Group | Members |
|-----------------------------|--|
| Draft Homelessness Strategy | Councillors Mrs Angell (Lead), King OBE, Mrs McCracken, Ms Merry, Peacey 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 |

HEALTH OVERVIEW AND SCRUTINY PANEL

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

28 OVERVIEW AND SCRUTINY REVIEWS COMPLETED SINCE 2009

| 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 |

| | |
|---|-------------------------------|
| 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 |

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| | |
|--|----------------|
| 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 |
| Planning Procedures | March 2016 |

APPENDIX 1

PROPOSED OVERVIEW & SCRUTINY WORK PROGRAMME 2016/17

The proposed work programme for O&S in 2016/17 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 2017/18 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 Council Plan Overview Reports; 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 ensure a consistent O&S input to the Council's Transformation programme. Working Groups of the O&S Commission will provide input to Transformation projects of a corporate nature.</p> |
| 5. | <p>2017/18 Budget Scrutiny</p> <p>To review the Council's budget proposals for the Chief Executive's Office and the Corporate Services Department for 2017/18, and plans for future years. To include a discussion with the Borough Treasurer during 2016 on the evolving budgetary position. Overview and Scrutiny Panels will also scrutinise the budget proposals in their departmental areas.</p> |

| | |
|----|---|
| 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 (such as the Care Act).</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>2017/18 Budget Scrutiny</p> <p>To review the Council's Adult Social Care and Housing budget proposals for 2017/18, and plans for future years.</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 creation of the 'Learning Village' in Binfield • Schools' performance and educational attainment, particularly secondary schools; • 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>2017/18 Budget Scrutiny</p> <p>To review the Council's Children, Young People and Learning budget proposals for 2017/18, and plans for future years.</p> |

| 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 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>2017/18 Budget Scrutiny</p> <p>To review the Council's Environment, Culture and Communities budget proposals for 2017/18, and plans for future years.</p> |

| 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:</p> <ul style="list-style-type: none"> • The Better Care Fund • The Care Act • Measures to promote self care and healthy living |
| 2. | <p>2017/18 Budget Scrutiny</p> <p>To review the Council's budget proposals for public health in 2017/18, 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> |

| 2016/17 WORKING GROUPS | |
|---|---|
| O&S Commission | Transformation Programme To provide an input at key stages of the Transformation project on Council-wide support services. |
| | To provide an input at key stages of the Transformation project on citizen and customer contact. |
| | To provide an input at key stages of the Transformation project on Income generation. |
| Adult Social Care and Housing O&S Panel | Housing Supply: Older People's Accommodation A review of an aspect of Housing Supply, possibly the implementation of the Older People's Accommodation Strategy (with the Clement House development as a possible case study). |
| Children, Young People and Learning O&S Panel | Child Sexual Exploitation To complete the review of the Council's response to the risks of Child Sexual Exploitation, delivered in concert with community safety partner organisations. This might lead to further, focussed scrutiny of some aspects of CSE. |
| | Transformation Programme To provide an input at key stages of the Transformation project on Early Intervention and Prevention. |
| Environment, Culture and Communities O&S Panel | Transformation Programme To provide an input at key stages of the Transformation project on the Leisure Review. |
| | To provide an input at key stages of the Transformation project on the Libraries Review. |
| | To provide an input at key stages of the Transformation project on the Arts Review. |
| | Houses in Multiple Occupation A review of the Council's involvement with Houses in Multiple Occupation (HMO). |
| Health O&S Panel | GP Capacity To complete the Working Group reviewing whether there is sufficient GP capacity to match the long-term growth in the Borough's population and other demands. |

| FUTURE POSSIBLE REVIEWS (Unlikely to be resourced until 2017/18 or later) | |
|---|---|
| <u>Overview and Scrutiny Commission</u> | |
| 1. | Procurement – Contract Management To review the Council's arrangements for effective management of significant contracts. |
| 2. | Learning and Development To review the Learning and Development functions for officers, with an emphasis on E-Learning activities. |
| 3. | Bracknell Town Centre – Crime and Anti-Social Behaviour To review the crime and anti-social behaviour issues arising from the growth in the night-time economy in the regenerated Bracknell Town centre. |
| <u>Adult Social Care and Housing</u> | |
| 1. | Forestcare A review of the lifeline alarms and other services provided under Forestcare. |
| 2. | Impact of the National Living Wage To review the likely impact of the National Living Wage on the capacity of the care home sector, and on day care. |
| 3. | Housing Supply To review the Council's role relating to housing supply, particularly in regard to assisting home ownership, and the provision of affordable housing. |
| <u>Children, Young People and Learning</u> | |
| 1. | Early Intervention Services To review the effectiveness of early intervention services for families and children, for example parenting skills and crime prevention. To include the outcome of the Transformation Board's project in this area. |
| 2. | Supporting Disadvantaged Children and Families To review the impact of the Council's 'Family Focus' programme. |

| <u>Environment, Culture and Communities</u> | |
|--|--|
| 1. | <p>Parks and Open Spaces</p> <p>To review the Council's operations in relation to Parks and Open Spaces, with particular reference to the Ranger Service.</p> |
| 2. | <p>Integrated Transport</p> <p>To review the work of the Transport Development section, with particular reference to integrated transport.</p> |
| 3. | <p>Regulatory Services</p> <p>To review the work of the department's Trading Standards and other regulatory services.</p> |
| <u>Health</u> | |
| 1. | <p>The Royal Berkshire Bracknell Healthspace</p> <p>To review the services offered at The Royal Berkshire Bracknell Healthspace (Brants Bridge), including cancer and renal facilities, the Urgent Care Centre and the GP Out of Hours service.</p> |
| 2. | <p>Primary Care Health Services</p> <p>To review the adequacy of community primary care health services, specifically pharmacy, dentistry and ophthalmic services (excluding GP services, which were the subject of a 2015-16 O&S review).</p> |

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 24 Reviews¹ |
|--|--|
| 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? | 2.8 |
| 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 and Substance Misuse Involving Children and Young People.

38 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:

Richard Beaumont

Head of Overview and Scrutiny

(Lead Officer for Overview and Scrutiny Commission; and the Health Overview and Scrutiny Panel)

Email

richard.beaumont@bracknell-forest.gov.uk

Telephone

01344 352283

Andrea Carr

Policy Officer - Scrutiny

(Lead Officer for: Environment, Culture and Communities Overview and Scrutiny Panel; Adult Social Care and Housing Overview and Scrutiny Panel; and Children, Young People and Learning Overview and Scrutiny Panel)

Email

andrea.carr@bracknell-forest.gov.uk

Telephone

01344 352122

Address for correspondence

Overview and Scrutiny, Chief Executive's Office, Bracknell Forest Council, Easthampstead House, Town Square, Bracknell, Berkshire, RG12 1AQ.

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

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