

**TO: OVERVIEW AND SCRUTINY COMMISSION
7 JULY 2016**

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

1 PURPOSE OF REPORT

- 1.1 This report highlights Overview and Scrutiny (O&S) activity during the period December 2015 to May 2016.

2 RECOMMENDATION

- 2.1 **To note Overview and Scrutiny activity and developments over the period December 2015 to May 2016, 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 on O&S activity to be submitted to the Corporate Management Team, before it is considered by O&S Members.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

Overview and Scrutiny Structure and Membership

- 5.1 There were no changes to the structure of the O&S Commission or Panels, and there was one change to the membership of the Health O&S Panel. Action continues to be taken periodically on the long-running vacancies for representatives of the Catholic Diocese and the Church of England on the O&S Commission and the Children, Young People and Learning O&S Panel.

Overview and Scrutiny Work Programme and Working Groups

- 5.2 The O&S work programme for 2015/16 was delivered largely as planned, with two reviews running into 2016/17. A routine report has been submitted to each O&S Commission meeting, monitoring progress against the O&S Work Programme, using traffic light indicators, and with particular reference to the Commission's own Working Groups. The O&S work programme for 2016/17 has been approved by the O&S Commission, following consultation with the Corporate Management Team and the Executive.
- 5.3 The tables at Appendix 1 sets out the status of the O&S Working Groups currently underway, along with the list of completed reviews since 2010.

Overview and Scrutiny Commission

- 5.4 The O&S Commission met on 28 January, 10 March, and 18 May (Annual meeting). Its meeting scheduled for 12 May was cancelled owing to lack of business. The main items included:
- Discussions with the Executive Member for Transformation & Finance on the Transformation Programme.
 - Reviewing the quarterly performance reports for the Corporate Services Department, the Chief Executive's Office, and the Council as a whole.
 - Reviewing corporate decision items on the Executive Forward Plan.
 - Receiving the Bi-Annual O&S Progress Report, and progress reports from Panel Chairmen.
 - Scrutiny of the Executive's draft budget proposals for 2016/17, and subsequently the additional budget proposals.
 - Receiving an update on the work of the ICT Services function, its current priorities and future plans.
 - Agreeing the O&S Annual Report for 2015/16 and considering items for inclusion in the O&S work programme for 2016/17.
- 5.5 The O&S Commission's next planned meeting is on 7 July 2016 when the main item is anticipated to be the customary annual meeting with representatives of the Community Safety Partnership and Thames Valley Police, with a focus on the 2015/16 annual crime figures and the priorities in the Community Safety Plan.
- 5.6 Towards the end of the six months' period, the work of the O&S function outside the programme of formal meetings became dominated by making an input to the Council's Transformation Programme. The Commission set up six Core Groups to make an input to major Transformation projects running in 2016 (see Appendix 1), and Members participated in a Gateway Review meeting on the Arts review.

Environment, Culture and Communities O&S Panel

- 5.7 Meetings of the Panel were held on 12 January and 23 March, 2016. During the meetings the Panel considered and commented on:
- 2016/17 Draft Budget Proposals.
 - Future challenges associated with the Waste Collection and Disposal Service.
 - Bracknell Forest Borough Local Plan Updates.
 - The Council's Transformation Programme.
 - Schools Annual Environmental Management Report 2014/15.
 - 2016/17 Work Programme Review Topics.
 - Working Group Update Reports
 - Review of Procedures for Planning Applications and Enforcement O&S Report.
 - O&S Progress Report.
 - Scheduled Executive key and non-key decisions.
 - Quarterly Service Reports (QSRs) for the relevant quarters.
- 5.8 Further to issues raised and actions requested at Panel meetings, Members were advised between meetings of the sites of the road junctions earmarked for traffic signal preventative maintenance and the location of the amenity land adjacent to Crowthorne Road identified for the felling of ageing pines and replanting with native deciduous trees. Members also requested that officers promote and publicise the new package at Bracknell Leisure Centre as widely as possible and continue to guide and influence schools to improve their environmental management, particularly in those areas where Council performance is affected such as recycling and waste sent to landfill from schools. The Panel adopted the

Unrestricted

report of the review of the Council's Procedures for Planning Applications and Enforcement (see below).

- 5.9 The Working Group established by the Panel to review the Council's Procedures for Planning Applications and Enforcement continued and completed its work which consisted of Members receiving a comprehensive briefing from senior officers regarding the functions and structure of the planning function and advice on the legal input to the planning function, reviewing information requested from officers, research findings and the draft Local Enforcement Plan, and considering views on the planning function and the issue of Member and officer roles. The Working Group visited another local authority with a highly performing planning function to learn about best practice and met the Executive Member, Chairman of the Planning Committee and Director to discuss the main findings. Having completed its work, the Working Group produced a resulting report with recommendations which was sent formally to the Executive for its response (see Appendix 1).
- 5.10 Members of the Panel have joined core review groups relating to the arts, libraries and leisure services as part of the Council's Transformation Programme and will continue taking part in these and the associated Gateway Reviews.
- 5.11 The Panel's next meeting will take place on 5 July 2016 and items under consideration will include a Bracknell Forest Local Plan Update and the Quarter 4 QSR.

Health O&S Panel

- 5.12 The Panel met on 14 January and 14 April 2016. The main items considered at those meetings included:
- Meeting the Consultant in Public Health on the work of the Public Health function, its current priorities, challenges and plans.
 - Reviewing the Council's budget proposals for health in 2016/17.
 - Receiving the results of patient surveys and other independent information on the performance of NHS Trusts providing services to Bracknell Forest residents.
 - Receiving the bi-annual progress report of O&S.
 - Noting the outcome of the investigation of media allegations concerning the 111 service operated by South Central Ambulance Service.
 - Meeting the Chief Executive and senior staff of OneMedical, also the Clinical Commissioning Group, to review the action being taken to address the criticisms of the Care Quality Commission, arising from their inspection of the Bracknell Urgent Care Centre.
 - Reviewing the quarterly service reports of the Adult Social Care, Health and Housing department, relating to health.
 - Considering scheduled Executive Key and Non-Key Decisions relating to Health.
- 5.13 Between formal Panel meetings, much of Panel Members' time was spent on the Working Group reviewing whether there is sufficient GP capacity to meet the Borough's future needs. Other issues included:
- Attending a Centre For Public Scrutiny regional conference on Health O&S at Wokingham BC in December 2015
 - Correspondence with a local GP surgery, following up a CQC 'Inadequate' rating and the Practice being put into special measures. We received constructive responses to all the Panel's concerns
 - Providing comments on four NHS Trusts' annual Quality Accounts

Unrestricted

- Keeping abreast of significant events, including the proposed re-development of Heatherwood Hospital, inspection reports issued by the Care Quality Commission, and a proposal to move the GP Out of Hours service for Sandhurst residents.
- Attending two Care Quality Commission 'Quality Summits' following their inspection of Wexham Park Hospital, also of the Berkshire Healthcare Trust
- Providing comments on the draft Health and Wellbeing Strategy in advance of its consideration by the Health and Wellbeing Board.

The Panel's next meeting is on 30 June 2016.

Joint East Berkshire with Buckinghamshire Health O&S Committee

- 5.14 This Committee, formed jointly with Slough Borough Council, the Royal Borough of Windsor & Maidenhead, and Buckinghamshire County Council has remained suspended, the last meeting having been held in March 2013. The O&S Commission had previously decided to end the Council's involvement in the Joint Committee, unless there is a need to respond to a statutory consultation affecting health services in East Berkshire.

Children, Young People and Learning O&S Panel

- 5.15 Meetings of the Panel took place on 11 January and 13 April, 2016. During the meetings the Panel considered and commented on:
- The minutes of meetings of the Corporate Parenting Advisory Panel.
 - QSRs for the relevant quarters, giving particular attention to matters including outcomes of Ofsted school inspections, achievement of progress through the Key Stages with reference to the related Strategy, headteacher recruitment, safeguarding, social worker staffing and Looked After Children in terms of permanency of placements and signs of safety.
 - Annual Report of the Local Safeguarding Children Board.
 - 2016/17 Draft Budget Proposals
 - School Places Plan 2015-2020 and 2015-based pupil forecasts.
 - Update in respect of the transformation of Youth Services.
 - Bracknell Forest Children and Young People's Mental and Emotional Wellbeing Strategy 2015-2018.
 - Accessibility Strategy: Education, Schools and Early Years Settings 2016-2019
 - Next review topic / working group.
 - Work Programme 2016/17
 - Working Group Update Reports.
 - O&S Progress Report.
 - Scheduled Executive key and non-key decisions.
- 5.16 In response to actions arising at Panel meetings, Members received information concerning the review of Safeguarding Incidents and Case Reviews, the outcomes of the Child Sexual Exploitation (CSE) consultation undertaken in schools and the totals for children looked after in family placement or adoption, and SEN statements issued within 26 weeks. The Panel also requested that the Independent Chair of the LSCB be advised of the Panel's concerns regarding safeguarding of home educated children and that related information be included in future annual LSCB reports.
- 5.17 The Working Group established by the Panel to review 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, continued and completed its work. The review featured an introductory briefing in respect of CSE and numerous

Unrestricted

meetings with Council officers involved in all aspects of Children's Social Care, Youth Services and Community Safety and with representatives of multi-agency groups working to prevent and tackle CSE, the Police, a local charity, the NHS, GPs and local schools. Relevant information and data was also gathered. (See Appendix 1).

- 5.18 As part of the Council's Transformation Programme, Members of the Panel have joined a core review group relating to early intervention and prevention and will attend meetings of the Group and the associated Gateway Reviews.
- 5.19 The Panel next meets on 8 June 2016 when it will consider agenda items including the Quarter 4 QSR, report of the review of CSE, early interventions for Looked After Children, particularly care leavers, and updates on the provision for young people Not in Education Employment or Training (NEET) and the Family Focus Programme.

Adult Social Care and Housing O&S Panel

- 5.20 The Panel met on 19 January 2016. Its meeting scheduled for 15 March 2016 was cancelled owing to lack of business. On 19 January the Panel considered and commented on:
- 2016/17 Draft Budget Proposals
 - QSR for the relevant quarter.
 - National Living Wage – Potential Impact on the Social Care Sector.
 - Bracknell Forest Sensory Needs Strategy 2015-2020.
 - Advocacy Joint Commissioning Strategy.
 - Heathlands Residential Home – Consultation Update.
 - Working Group Update Report and Next Review Topic / Working Group.
 - Work Programme 2016/17
 - O&S Progress Report
 - Scheduled Executive key and non-key decisions.
- 5.21 As an action arising from the Panel meeting, Members were provided with the launch date and details of the second 'Choose Well' self-care campaign.
- 5.22 Having received an update regarding the work of its Working Group which contributed to the Council's Homelessness Strategy, the Panel indicated that housing supply would be its next review topic to be commenced when resources became available.
- 5.23 Although there are no Transformation Programme review topics relating to Adult Social Care, Health and Housing, Panel Members have been invited to join core review groups and attend Gateway Reviews relating to topics in other areas.
- 5.24 The next meeting of the Panel will be held on 25 May 2016 and items under consideration will include the Quarter 4 QSR, the Annual Complaints Reports 2015/16 for Adult Social Care and for Housing, the Housing Allocation Policy and an update in respect of the future of Heathlands Residential Home.

Other Overview and Scrutiny Issues

- 5.25 The Annual Report of O&S for 2015/16, incorporating the 2016/17 O&S Work Programme, was adopted by Council at its meeting on 27 April.
- 5.26 The Health O&S Panel Chairman attended a Warwick University Training event on Chairing O&S in February 2016.

- 5.27 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2, showing a high average score of 2.7 (90%).
- 5.28 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).

6 DEVELOPMENTS IN OVERVIEW AND SCRUTINY

- 6.1 There were no notable developments in O&S nationally or locally in the period covered by this report.

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. The induction and training for the new members of the Commission and its Panels has gone well. Good progress is being made on the agreed programme of work by Overview and Scrutiny for 2015/16. Scrutiny Panels' planned reviews will focus on areas of importance to local residents. Scrutiny members have begun the process of contributing to the Transformation Programme reviews.

Borough Solicitor

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

Borough Treasurer

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

Equalities Impact Assessment

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

Strategic Risk Management Issues

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

Workforce Implications

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

Other Officers

- 7.7 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

Victor Nicholls, Assistant Chief Executive
Victor.nicholls@bracknell-forest.gov.uk
Tel: 01344 355604

Richard Beaumont, Head of Overview & Scrutiny
Richard.beaumont@bracknell-forest.gov.uk
Tel: 01344 352283

Doc. Ref

CXO\Overview and Scrutiny\2016-17\progress reports

OVERVIEW AND SCRUTINY CURRENT WORKING GROUPS – 2016/17

Position at 17 May 2016

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
The Planning Function	Angell (Lead), Mrs Angell, Brossard, Finnie, Leake and Porter	Max Baker	Richard Beaumont	√	Completed and awaiting Executive response	√		A further meeting is being held to discuss the Executive response.

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
Child Sexual Exploitation	Mrs McCracken (Lead), Mrs Birch, Ms Gaw, Peacey and Mrs Temperton	Karen Roberts / Sonia Johnson	Andrea Carr	√	Completing the information gathering stage.			The review is nearing completion and a draft report is being prepared.

Health Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
GP Capacity	Peacey (Lead), Phillips, Mrs Mattick, Mrs Temperton, Tullett and Virgo. Dr Norman	N/A	Richard Beaumont	√	Information gathering stage around 75% complete			

Transformation Programme - Overview and Scrutiny Core Groups Providing an input to Transformation Projects				
CORE GROUP	MEMBERS	O&S LEAD OFFICER	SCOPING	CURRENT STATUS
Arts Review	Cllrs Leake (Chairman), Mrs Birch, King, Peacey, Mrs Temperton, Thompson and Tullett	Richard Beaumont	√	Meetings held on 26 April and 9 May. Input made to first Gateway Review meeting. Next meeting provisionally arranged for 5 July
Leisure services Review	Cllrs Angell (Chairman), Mrs Angell, Mrs Birch, Mrs Ingham, King, Mrs Mattick, Peacey, Mrs Temperton and Tullett,	Andrea Carr	√	First meeting held on 9 May
Income Generation	Cllrs Angell (Chairman), Mrs Birch, King, Leake, Peacey, Porter and Mrs Temperton	Richard Beaumont	√	First meeting held on 9 May

Unrestricted

Citizen and Customer Contact	Cllrs Leake (Chairman), Mrs Birch, D Birch, Finnie, Mrs Mattick and Thompson,	Richard Beaumont		First meeting arranged for 23 May
Early Intervention /Prevention	Cllrs Leake (Chairman), Mrs Birch, Mrs Ingham, Mrs Mattick, Peacey and Mrs Temperton	Andrea Carr		First meeting being arranged
Library Review	Cllrs Angell (Chairman), Mrs Birch, Mrs Ingham, King, Mrs Mattick, Peacey, Mrs Temperton and Tullett	Andrea Carr		First meeting arranged for 6 June

Completed Reviews (Since 2011)

Date Completed	Title
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
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 & April 2015	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)

Unrestricted

Date Completed	Title
July 2013	School Governance
September 2013	Delegated Authorities
October 2013	Bracknell Forest Bus Strategy
January 2014	Applying the Lessons of the Francis Report to Health Overview and Scrutiny
April 2014	Overview and Scrutiny Annual Report 2013/14
June 2014	Review of School Places
September 2014	Review of Cultural Services
October 2014	The Council's Role in Regulated Adult Social Care Services
February 2015	Business Rates and Discretionary Relief
April 2015	Substance Misuse Involving Children and Young People
April 2015	Overview and Scrutiny Annual Report 2014/15
August 2015	Draft Economic Strategy
September 2015	Draft Council Plan
November 2015	Draft Homelessness Strategy
April 2016	Review of Planning Procedures
April 2016	Overview and Scrutiny Annual Report 2015/16
May 2016	NHS Trusts Quality Accounts 2015/16 (letters submitted to four 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 25 Reviews ¹
PLANNING Were you given sufficient notice of the review?	2.9
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	2.9
CONDUCT OF REVIEW Was the review carried out in a professional and objective manner with minimum disruption?	2.8
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, Substance Misuse (Adults), 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 (Children and Young People).