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NOTICE OF MEETING
OVERVIEW AND SCRUTINY COMMISSION

19 JULY 2007

TO: ALL MEMBERS OF THE OVERVIEW AND SCRUTINY COMMISSION

You are requested to attend a meeting of the above Commission on **19 July 2007 at 7.30 pm** in the Council Chamber, Fourth Floor, Easthampstead House, Bracknell, to transact the business set out in the attached agenda.

Alison Sanders
Director of Corporate Services

Members of the Overview and Scrutiny Commission

Councillor Edger (Chairman)
Councillor Thompson (Vice-Chairman)

Councillors Baily, Mrs Beadsley, Mrs Birch, Browne, Brunel-Walker, Finnie, Leake, McLean,
Ms Whitbread and Worrall

Substitute Members of the Committee

Councillors Beadsley, Dudley, Kensall, Mrs Pile, Mrs Ryder, Mrs Shillcock and Simonds

Church Representative Member*

Mr G Anderson and Mr M G Gibbons

Parent Governor Representative Members*

Mr I Sharland, 1 vacancy

EMERGENCY EVACUATION INSTRUCTIONS

If you hear the alarm:

- 1 Leave the building immediately**
- 2 Follow the green signs**
- 3 Use the stairs not the lifts**
- 4 Do not re-enter the building until told to do so**

Alison Sanders, Director of Corporate Services
Easthampstead House, Town Square, Bracknell, Berkshire RG12 1AQ

* with voting rights in respect of education matters only.



INVESTOR IN PEOPLE

THE OVERVIEW AND SCRUTINY COMMISSION
19 July 2007 (7.30 pm)
Council Chamber, Fourth Floor, Easthampstead House, Bracknell.

AGENDA

	Page No
1. APOLOGIES FOR ABSENCE/SUBSTITUTE MEMBERS To receive apologies for absence and to note the attendance of any substitute members.	
2. MINUTES AND MATTERS ARISING To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Commission held on 7 June 2007.	1 - 8
3. DECLARATIONS OF INTEREST AND PARTY WHIP Members are asked to declare any personal or prejudicial interest and the nature of that interest, including the existence and nature of the party whip, in respect of any matter to be considered at this meeting.	
4. URGENT ITEMS OF BUSINESS Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	
<u>HOLDING THE EXECUTIVE TO ACCOUNT</u>	
5. REVIEW OF LIBRARIES To receive the Executive's response to the Overview and Scrutiny Report on Library Provision in Bracknell Forest.	9 - 18
6. REVIEW OF YOUTH PROVISION To receive the Executive's response to the Overview and Scrutiny Report on Youth Service Provision in Bracknell Forest.	19 - 22
7. EXECUTIVE FORWARD PLAN Forthcoming items on the Executive Forward Plan of a corporate nature are attached for consideration.	23 - 30
<u>PERFORMANCE MONITORING</u>	
8. CORPORATE PERFORMANCE OVERVIEW REPORT To consider the Chief Executive's Corporate Performance Overview Report for quarter four of 2006/07 (January to March).	31 - 82

OVERVIEW AND POLICY DEVELOPMENT

9. **REPORT OF THE REVIEW OF HEALTHCARE FUNDING IN BRACKNELL FOREST** 83 - 110
- To consider the final report from a review of healthcare funding in Bracknell Forest by a Working Group of the Overview and Scrutiny Commission.
10. **SCRUTINY OF BRACKNELL FOREST PARTNERSHIP - THE REQUIREMENT TO FORM A CRIME AND DISORDER OVERVIEW AND SCRUTINY COMMITTEE** 111 - 114
- To consider the overview and scrutiny arrangement pertaining to the Bracknell Forest Partnership and the new legal requirement to form a Crime and Disorder Overview and Scrutiny Committee.

OTHER OVERVIEW AND SCRUTINY ACTIVITY

11. **OVERVIEW AND SCRUTINY WORK PROGRAMME** 115 - 118
- To consider the proposed overall programme of Overview and Scrutiny for 2007/08.
12. **UPDATES FROM THE OVERVIEW AND SCRUTINY CHAIRMEN**
- To receive verbal updates from Overview and Scrutiny Panel Chairmen, and the Chairman of the Joint East Berkshire Health Overview and Scrutiny Panel.

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Agenda Item 2

OVERVIEW AND SCRUTINY COMMISSION 07 JUNE 2007 (7.30 - 9.25 pm)

Present:	Councillors Edger (Chairman), Baily, Mrs Birch, Browne, Finnie, Leake, Mrs Ryder (Substitute), Ms Whitbread and Worrall
Church Representatives:	
	Mr G Anderson
Also Present:	
	Councillor McCracken, Executive Member for Leisure, Corporate Services and Public Protection
Apologies for absence were received from:	
	Councillors Beadsley, Brunel-Walker, McLean and Thompson and Mr G Anderson
In attendance:	Alison Sanders, Director of Corporate Services Richard Beaumont, Head of Performance & Scrutiny Alan Nash, Head of Finance David Bryant, Audit Commission Greg McIntosh, KPMG Andrea Carr, Policy Officer (Scrutiny) Steve Richards, Senior Democratic Services Officer

4. **Apologies for Absence/Substitute Members**

The Commission noted the attendance of the following substitute members:

Councillor Mrs Ryder for Councillor Thompson

5. **Minutes and Matters Arising**

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Commission held on 15 March 2007 be agreed as a correct record and signed by the Chairman, subject to changing 'Direct' to 'Director' on page 1. The Chairman paid tribute to the contribution made by the former Chairman, Councillor Michael Sargeant.

6. **Declarations of Interest and Party Whip**

There were no declarations of interest or indications that members would be participating whilst under the party whip.

7. **Urgent Items of Business**

The Chairman agreed that the minutes of the annual Overview and Scrutiny meeting held on 23 May 2007 should be considered as an urgent item at this meeting

pursuant to Section 100B(4)(b) of the Local Government Act, 1972. The reason for urgency was to avoid the delay in confirming the composition of the Overview and Scrutiny Panels that would be incurred if this matter was postponed until the next meeting of the Commission.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Commission held on 23 May 2007 be agreed as a correct record and signed by the Chairman.

8. **Annual Audit and Inspection Letter**

David Bryant, the Borough's external auditor, briefed the Commission on the Annual Audit and Inspection letter, which had been seen by the Executive and its content accepted. The letter had been drafted in March 2007, and since then the Housing Stock Transfer result had become known. Additional work on supporting people had been undertaken, and they were now happy with the direction being taken.

The overall performance of the Council was three stars, the second highest grading. The Council was performing just above average, and there was no cause for concern, with this rating being shared by about half the councils in the country. Bracknell Forest was improving adequately, although this was lower than the improving well rating received last year, due to a lack of consistency in improvement across the whole Council. The Council was aware of steps needed to improve and was taking the appropriate action.

Other points highlighted covered the following areas:

- There would be a focus on ensuring that the Medium Term Objectives were updated;
- Performance Management was weak in several areas, and there was a need for consistency so that there were high levels across the whole council. The CPA would focus on this as one of the areas to be looked at;
- There would be a move away from assessing individual organisations to Comprehensive Area Assessments (CAA) which would look at how organisations worked in partnership to improve services for an area;
- The Council was achieving value for money, and officers were thanked for their co-operation and preparation of comprehensive files;
- Financial control was good, but there was a need to further embed Risk Management;
- There had been no problems with the Final Accounts Audit, and the 2006/07 Audit was just starting;
- A review of data quality had been carried out, and some recommendations made. Steps had been taken to address these concerns;
- In relation to community safety, members of the Commission felt that the Council was being criticised for something that it had no control over, and that the extraction of police officers from Bracknell Forest to other areas was a contributory factor in the increase in crime rates between 2004/05 and 2005/06; the report showed a reduction in the increase in the rate of crime and not a reduction in crime itself. Another contributory factor was that as crime in Bracknell Forest was relatively low, it was difficult to reduce it when starting from a low base. British Crime Survey (BCS) figures did try to look at statistics for unreported crime. As these areas were Police matters, it was not clear what actions the Council could take, and it would be difficult for the Council to do anything without the support

of the police. This Commission could raise these issues and ensure that the Executive were aware of them. The police could also be asked to attend Commission meetings and discuss the concerns and issues raised. The Community Safety Manager, Ian Boswell, would be able to provide a better picture, and could be invited to speak at the next Commission meeting. Councillor McCracken added that the Criminal Justice Act had some wording in it that there should be some scrutiny undertaken, and he supported bringing figures to the next meeting of the Commission to see whether crime was being reduced;

- It was pointed out that the three areas of concern consistently mentioned in the audit letter had also been raised the previous year. As these concerns seemed to be embedded, an update from the Director and/or Portfolio holder should be sought to ensure that the situation was being addressed and would not continue;
- David Bryant explained that the reason that the overall Cultural Services CPA score for 2006 was '2' compared with '3' in 2005, even though 93% of users were satisfied with the library service, was that it was linked to the standard of service expected. Paragraph 39 of the report highlighted some other indicators that had given rise to the score, and it was noted that note 1 on page 21 of the agenda showed that officers did have some concerns. Councillor Mrs Birch would ensure that the Audit Team were aware of these concerns, and added that a thorough report on libraries and the Library Service had recently been published, which showed that Bracknell Forest residents expected high standards in this area and received them. National standards needed to be looked at;
- Referring to the overall assessment (the CPA scorecard) on page 16 of the agenda papers, David Bryant explained that the fact that two scores had increased by one, and two scores had decreased by one did not balance out, with the underlying calculations being very complex.

9. Internal Audit Annual Assurance Report and Statement on Internal Control 2006/07

The Commission considered a report by the Borough Treasurer drawing to the attention of Members the specific issues which had been identified during the audit process:

- Internal Audit limited assurance reports
- FMiSS – three secondary schools, Sandhurst, Garth Hill and Edgbarrow, had met the standard, Brakenhale and Easthampstead Park had not met the standard, and the documentation for Ranelagh was still being reviewed;
- The theme for all three limited assurances had been IT control. The recommendations for one of the limited assurances would be implemented by 30 May 2007, and by 30 June 2007 for the other two;
- There was no guidance on how Internal Audit should audit themselves. This Commission might need to be involved in due course;
- Internal control – weaknesses had been addressed;
- The role of Audit lead Councillors had been clarified;
- Although the return rate of quality questionnaires was better than in previous years, some still had to be chased. The expectation was that all audits would be delivered by the time of the final audit. Councillor Edger requested that feedback be given that the Commission expected reports to be as full as possible;

- Although withholding contract payments to the internal auditor had been a drastic step, the Council felt that this course of action had been warranted. There were however concerns that the extra auditors since deployed would be re-deployed to other audits, and similar problems might recur. Councillor Edger asked for assurances to be given at the next Commission that these concerns had been addressed. The Chairman added that he would write to the auditors expressing the Commission's concerns.

RESOLVED that the Head of Audit's opinion and the proposed Statement on Internal Control be noted.

10. **Audit Committee Responsibilities**

RESOLVED that Councillor Worrell and Councillor McLean be appointed to act as lead Members on audit issues.

11. **Departmental Overview and Performance**

The Director of Corporate Services presented the Quarterly Operations Report (QOR) in respect of Corporate Services for the fourth quarter of 2006/07. Highlights included:

- Completion of the development agreement between BFBC and Bracknell Regeneration Partnership;
- Completion of many of the work streams for the new Civic Hub and Civic Centre;
- Continued work on refreshing the Council's Community Cohesion Strategy;
- Disability Equality Scheme action plan agreed;
- Development of the new Gender Equality Scheme and Action Plan for consultation in early 2007/08;
- Processes that related to waste and recycling added to the CRM system;
- Intensive preparations for the May 2007 elections;
- Creation of a unified Learning and Development team and a unified transport team;
- Work continued in HR on a range of staff recruitment and retention initiatives;
- Launch of the Young Person's website 'Xpresionz';
- A recent Socitm (Society of Information Technology Management) survey for use of online facilities put BFBC as number one in the country for residents who made weekly use of the web, with a figure of 34%;
- Annual accreditation of ISO9001 in Revenue Services renewed;
- Legal Lexel re-accreditation.

Some of the key challenges facing the department in the first quarter of 2007/2008 were:

- Continued support for the town centre regeneration
- Progressing development of plans for Civic Centre
- Supporting the work on the "Your Homes – Your Choice" project
- The Boris intranet site was launched in May, and was liked by staff
- Reviewed the Code of Conduct for Members, which was about to be adopted by the Standards Committee
- Development of the use of systems e.g. Rebus, Agresso and Modern.Gov

- A total of £0.5M saved from the budget, although some vacancies had to be held in order to achieve this;
- A significant reduction in sickness, which was low compared with other councils (Bracknell Forest were in the top 20%), and also when compared with industry;
- An increase in the number of staff who had reported themselves as disabled.

The Head of Performance and Scrutiny presented the QOR in respect of the Chief Executive's Office for the fourth quarter of 2006/07. In addition to the matters reported by the Director of Corporate Services, the work of the Chief Executive's Office had included:

- The Councils first Local Area Agreement (LAA) with central government was signed in March 2007;
- The 2006 CPA scorecard was published in February 2007. Work was taking place in preparation for the CPA in October 2007;
- The draft Annual Report had been through CMT, and would now go to the Executive and be finalised by the end of June 2007. A one page summary for residents would also be produced;
- The staff survey was being run externally, and the results would be published when they became available;

Councillor Mrs Ryder was concerned that the centre of Bracknell would become a ghost town before the Town Centre Regeneration took place, and would like to know what had been put in place to sustain the commercial being of the town centre. The Head of Performance and Scrutiny undertook to look into this and provide an answer for Councillor Mrs Ryder.

12. **Executive Forward Plan**

The Executive Forward Plan for items of a corporate nature was noted.

During discussion, the following points were raised:

- Overview & Scrutiny Commission coverage in 2007/08 might include the housing stock transfer;
- Each Panel would determine its own work programme;
- With the Community Safety Team now being within the Chief Executive's Office, Community Safety would now come under the Crime and Disorder Reduction Partnership, and fall within the remit of the Overview & Scrutiny Commission, and a Crime and Disorder Committee should be set up under the auspices of the Commission. The Community Safety Manager would be invited to the July meeting of the Commission to give an update;
- Supporting People and Adult Services would come under the Adult Social Care and Housing Overview and Scrutiny Panel;
- Officers were asked to establish whether a written response had been received from the Executive to the Trees Policy report.

13. **Past Activities and Indicative Work Programme**

The Executive Members (Councillors McCracken, Barnard and Ward) who had received the reports raised by the Overview and Scrutiny Panels had been written to, and there would be a report on this at the next meeting of the Commission.

RESOLVED that:

- i) The activities of the Commission for the last three years be noted; and
- ii) The indicative overview and scrutiny work programme for 2007/08 attached at Appendix 1 of the report be approved, with the caveat that it was not a definitive list.

14. **Panel Updates**

Health Overview and Scrutiny Panel

Councillor Leake reported that the work being carried out by the Health Strategy Working Party had been interrupted by the local elections, but would now be resumed.

There were concerns with the General Practitioner out of hours service, which would be taken up with the PCT.

The PCT budget would be scrutinised more rigorously, and the implications of Community Strategy on health provision in Bracknell Forest looked at. A problem would be the resources available to tackle these.

Adult Social Care and Housing Overview and Scrutiny Panel

Councillor Browne informed the Commission that topics brought forward brought forward from the previous year would be looked at in the coming year.

Lifelong Learning and Children's Service Overview and Scrutiny Panel

Members were advised by Councillor Mrs Birch that the Panel was up to date with its work programme, and would start a new forward plan. Some monitoring would take place to see how reports were compiled.

Environment and Leisure Overview and Scrutiny Panel

Councillor Finnie informed the Commission that the first meeting of the Panel had taken place, and a forward plan had been discussed. A working group had been formed to shortlist the review topics.

Joint East Berkshire Health Overview and Scrutiny Committee

Councillor Leake updated the Commission on the work of the Joint East Berkshire Health Overview and Scrutiny Committee, who were due to meet next on 21 June.

Working Group on Healthcare Funding

The Commission were informed by Councillor Edger that copies of the Health Funding Review had been passed to Members, and comments received back. A meeting had been held with Glyn Jones (Assistant Director, Community Care), and the points raised had been noted. They had been sent to the consultant (Keith Ford) who had helped on the review to check that the conclusions and recommendations were realistic. They would be finalised and sent to the Executive and Chief Executive of Berkshire East PCT, and the draft report would come to this Commission in July 2007 for approval.

The Commission were informed that an (SEEMP) Elected Member Scrutiny Network meeting would be taking place on 26 June 2007 at Elmbridge Borough Council in Esher, and members of the Commission who would like to attend should contact the Head of Performance & Scrutiny.

CHAIRMAN

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14 June, 2007

Councillor R C Edger OBE
3 Turner Place
College Town
Sandhurst
Berkshire
GU47 0FW

Dear Bob,

**RESPONSE TO A REPORT BY A WORKING GROUP OF THE LIFELONG
LEARNING AND CHILDREN'S SERVICES OVERVIEW & SCRUTINY PANEL
Review of Library Provision in Bracknell Forest**

I am writing with my response to this report. Its recommendations have been considered carefully by the Library and Departmental Management Teams and with me. I think that the most direct way to respond is by reference to each of the observations or conclusions and to the recommendations. I shall address each of them in turn. The sections in italics are quotations from the report and use its numbering.

Observations / Conclusions

- 4.1 *From its investigations, the Working Group concludes that libraries are hubs of their communities, as evidenced in the surveys undertaken as part of the review, and offer valued meeting places for all, particularly the elderly and isolated.*

This is acknowledged, although Libraries are not resourced to be social centres.

- 4.2 *Members feel that the Library and Information service is proactive pursuing strategies for book selection and display, library layout, signage, promotional events and ICT.*

Recent examples include a reading groups seminar led by local librarians and held in March 2007. Over 50 people came together to share their enjoyment of reading. A regular pattern of author visits takes place from Susanna Gretz for children to Lionel Shriver for adults. Reminiscence sessions have been introduced in Ascot Heath and Crowthorne Libraries.

All events are advertised on library plasma screens in Bracknell and Crowthorne Libraries and the Council's public website, thereby utilising ICT to promote events.

- 4.3 *Library location and layout is thought to be crucial to vibrancy as, despite its appeal, the Ascot Durning Library appears under utilised owing to its remote siting and limited signage.*

This confirms the experience of the service.

- 4.4 *Accessibility is an important library feature and consideration should be given to physical access, parking and opening hours.*

Feasibility studies have been undertaken to provide lift access in the current Bracknell library. The estimated cost of a suitable lift is £60,000. This would be difficult to justify in the current budget situation and lifetime of the current library. A lift will be provided in the new library in the Civic Hub. Extending opening hours would carry further revenue costs not provided for within the Library budget.

- 4.5 *Volunteers are a valued commodity assisting with the home library service and use of further volunteers could be made especially where funding constraints limit services.*

The Library Service values highly the contribution of our volunteers but it is not without a cost. It should be noted that volunteers require management and support through training, communication and for health and safety considerations.

- 4.6 *As reading groups and book clubs appear popular and over subscribed they could be extended for all age groups in libraries across the borough.*

The range of existing reading groups already covers primary school children to those living in residential accommodation. Recently a librarian has become involved in providing storytelling and sharing books with children who attend the breakfast club in Crown Wood Primary as part of the extended services developments.

- 4.7 *There is a valuable link between libraries and education and the Working Group would like to see this extended, e.g. via ICT learning suites as approximately 20% of adult are said to have limited literacy skills. This has been commenced with Learn Direct.*

The Library Service would be pleased to expand these facilities as soon as resources allow.

- 4.8 *A coffee shop and toilets would be a welcome addition to a library.*

These facilities will be accessible in the new Civic Hub.

- 4.9 *It appears that some users are unaware that they can return loan material to any library in the Borough as the courier service will return items to the library of origin. Wider promotion of this facility would be beneficial.*

Promotion of this facility will continue.

4.10 *Themed display of books, e.g. a best sellers section, facilitates borrowers' selection.*

4.11 *Users have an expectation of a 24/7 service and means of increasing opening hours and accessibility would be welcomed. This may include an on-line reference facility of reference texts such as the Encyclopedia Britannica available to users at home 24/7, a self-issue loan scheme, electronic ordering of loan items for home delivery at a charge, an out-of-hours return 'drop box' or introduction of e-books.*

An online reference facility is already available throughout the library service regarding access to the Oxford English Dictionary and other reference works, including encyclopaedias.

4.12 *The 'Bookstart' project, which introduces young children to reading, is important and should be continued.*

The "Bookstart" project is continuing with financial support from Early Years funding.

4.13 *As much demand for library services is from those learning English as a second language, the provision of translation information would assist.*

The Library Service has recognised the needs of those for whom English is a second language. It has purchased stock which includes books in foreign languages and has copies of information booklets for families new to Bracknell Forest in some foreign languages. Further expansion of translation services is dependent on resources.

4.14 *Users appear to be more satisfied with the re-organised mobile library service which is more personalised than that previously provided.*

This confirms that the objectives for redesigning the service are being achieved.

4.15 *Modernisation and increased use of ICT is necessary for libraries to flourish in the 21st century where their role is seen to be moving towards promoting reading and learning, enabling access to digital skills and services and encouraging community cohesion and civic values.*

The library service in Bracknell Forest is making good progress in modernisation and provision of ICT facilities, with enhanced ICT in two new libraries since 1997 and a new library in Bracknell as part of the Civic Hub to look forward to. It already meets the Public Library Standard in its provision for ICT.

Recommendations

General Recommendations

5.1 *As teenagers represent the lowest library user age group (2% of borrowers), further work to provide appropriate stock and surroundings*

should be undertaken to encourage them to make greater use of libraries and develop reading habits.

This is part of the Libraries strategy and it takes account of the access that this age group have to school libraries and other sources of information. Our most recent data shows an increase in usage by this group from 2% to 5%.

- 5.2 *Internal and external library signage should be reviewed and updated where necessary.*

This work is ongoing.

- 5.3 *The provision of further ICT learning suites in libraries should be pursued if possible to provide learning opportunities for adults with limited literacy skills in a non-threatening environment in conjunction with adult education co-ordinators.*

This is largely prevented by lack of capital resources, but is part of the planning for the new Civic Hub.

- 5.4 *Consideration should be given to introducing an on-line system enabling library users to access reference materials at all times from their homes utilising their library card and a pin number.*

See 4.11 above – such facilities are already available across all libraries.

- 5.5 *The Library and Information Service could make greater use of volunteers to enhance and expand its services, to engage residents in promoting the libraries as a community place.*

See 4.5 above – volunteers are encouraged in so far as adequate supervision can be arranged.

Recommendations Concerning the Civic Hub Library

The new civic hub library should:

- 5.6 *be flexible to facilitate development and adaptation to meet future needs;*
- 5.7 *have an exhibition style to facilitate public art, heritage collections and other displays as an entrance feature and be light and airy with planting;*
- 5.8 *feature flexible low level display shelving and versatile furniture which can be re-arranged to accommodate displays/events etc;*
- 5.9 *locate the children's area on the ground floor to facilitate access;*
- 5.10 *include an ICT learning suite, preferably in a separate room with links to the library, preferably featuring a Learn Direct outreach centre;*

5.11 utilise electronic signage and boards both within and outside;

5.12 offer a 'quick pick and browse' self-issue loan scheme to speed borrowing and free staff for other duties and extended opening; and

5.13 Include a loan material 'drop off' facility to enable return of borrowed items outside opening hours.

These comments will be taken into account in designing the new central library.

I can assure you that all of these points have or will be taken into account in future planning, in so far as resources allow.

Yours sincerely,

A handwritten signature in cursive script that reads "Alan". The signature is written in black ink and is positioned above a horizontal line that serves as a separator between the signature and the printed name below.

Councillor Alan Ward
Executive Member for Education & Libraries

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OVERVIEW AND SCRUTINY COMMISSION
19 JULY 9007

EXTRACTS FROM THE REPORT OF THE REVIEW OF LIBRARIES

1. Observations / Conclusions

- 4.1 From its investigations, the Working Group concludes that libraries are hubs of their communities, as evidenced in the surveys undertaken as part of the review, and offer valued meeting places for all, particularly the elderly and isolated.
- 4.2 Members feel that the Library and Information service is proactive pursuing strategies for book selection and display, library layout, signage, promotional events and ICT.
- 4.3 Library location and layout is thought to be crucial to vibrancy as, despite its appeal, the Ascot Durning Library appears under utilised owing to its remote siting and limited signage.
- 4.4 Accessibility is an important library feature and consideration should be given to physical access, parking and opening hours.
- 4.5 Volunteers are a valued commodity assisting with the home library service and use of further volunteers could be made especially where funding constraints limit services.
- 4.6 As reading groups and book clubs appear popular and over subscribed they could be extended for all age groups in libraries across the borough.
- 4.7 There is a valuable link between libraries and education and the Working Group would like to see this extended, e.g. via ICT learning suites as approximately 20% of adult are said to have limited literacy skills. This has been commenced with Learn Direct.
- 4.8 A coffee shop and toilets would be a welcome addition to a library.
- 4.9 It appears that some users are unaware that they can return loan material to any library in the Borough as the courier service will return items to the library of origin. Wider promotion of this facility would be beneficial.
- 4.10 Themed display of books, e.g. a best sellers section, facilitates borrowers' selection.
- 4.11 Users have an expectation of a 24/7 service and means of increasing opening hours and accessibility would be welcomed. This may include an on-line reference facility of reference texts such as the Encyclopedia Britannica available to users at home 24/7, a self-issue loan scheme, electronic ordering of loan items for home delivery at a charge, an out-of-hours return 'drop box' or introduction of e-books.
- 4.12 The 'Bookstart' project, which introduces young children to reading, is important and should be continued.

- 4.13 As much demand for library services is from those learning English as a second language, the provision of translation information would assist.
- 4.14 Users appear to be more satisfied with the re-organised mobile library service which is more personalised than that previously provided.
- 4.15 Modernisation and increased use of ICT is necessary for libraries to flourish in the 21st century where their role is seen to be moving towards promoting reading and learning, enabling access to digital skills and services and encouraging community cohesion and civic values.

2. Recommendations

General Recommendations

- 5.1 As teenagers represent the lowest library user age group (2% of borrowers), further work to provide appropriate stock and surroundings should be undertaken to encourage them to make greater use of libraries and develop reading habits.
- 5.2 Internal and external library signage should be reviewed and updated where necessary.
- 5.3 The provision of further ICT learning suites in libraries should be pursued if possible to provide learning opportunities for adults with limited literacy skills in a non-threatening environment in conjunction with adult education co-ordinators.
- 5.4 Consideration should be given to introducing an on-line system enabling library users to access reference materials at all times from their homes utilising their library card and a pin number.
- 5.5 The Library and Information Service could make greater use of volunteers to enhance and expand its services, to engage residents in promoting the libraries as a community place.

Recommendations Concerning the Civic Hub Library

The new civic hub library should:

- 5.6 be flexible to facilitate development and adaptation to meet future needs;
- 5.7 have an exhibition style to facilitate public art, heritage collections and other displays as an entrance feature and be light and airy with planting;
- 5.8 feature flexible low level display shelving and versatile furniture which can be re-arranged to accommodate displays/events etc;
- 5.9 locate the children's area on the ground floor to facilitate access;
- 5.10 include an ICT learning suite, preferably in a separate room with links to the library, preferably featuring a Learn Direct outreach centre;
- 5.11 utilise electronic signage and boards both within and outside;
- 5.12 offer a 'quick pick and browse' self-issue loan scheme to speed borrowing and free staff for other duties and extended opening; and
- 5.13 Include a loan material 'drop off' facility to enable return of borrowed items outside opening hours.

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GB/DK
13 June, 2007

Councillor R C Edger, OBE
3 Turner Place
College Town
Sandhurst
GU47 0FW

Dear Cllr Edger

Review of Youth Service Provision in Bracknell Forest

I would like to thank the Lifelong Learning and Scrutiny Committee for the Review of Youth Provision forwarded to me by Michael Sargeant on 1 May 2007. I have now had the opportunity to consider the report and to discuss its findings with officers.

I recognise the hard work that has gone into the production of the report and the sensitive way in which the issue was addressed. I welcome the report and its findings not least because it represents an excellent example of engagement with young people in terms of ascertaining their views.

The 'good news' section, section 2 is pleasing: it recognises the qualities that young people in the Borough have as well as the commitment of large numbers of adults to working alongside them, sometimes as part of their paid employment but frequently in a voluntary capacity. It also demonstrates that there are actually quite a lot of activities available for them to get involved in.

The report has obviously unearthed a number of issues which need to be considered. I propose to address each in turn:

Encouraging more volunteer opportunities for this age group

This section contains a positive suggestion and a way in which local councils can demonstrate an aspect of community leadership. I have asked officers in the youth service to take a lead in seeing how we might bring this about.

Enabling young people to find volunteer opportunities

I am pleased to say that we now have one of the suggested vehicles for doing this. The *Xpresionz* website, launched at the BAFTA awards in March is just the sort of website that I believe the report advocates. Young people are actively engaged in the development of *Xpresionz* with the support of members of the Youth Service. This is exactly the kind of use that it can be put to. I have been assured by officers that the Connexions Service is also actively engaged in promoting volunteering opportunities and I am aware that there is a tremendous amount that goes on in schools. We will look at ways in which schools can be more actively involved in promoting a wider range of opportunities.

Building the confidence to try volunteering

Agreed. We need to spread the expertise and experience that we have more widely. Many of the programmes that are mentioned already take place in Bracknell Forest but I agree that they may not be widespread. You know that I have a personal interest in the Duke of Edinburgh scheme and am particularly pleased with the increase in uptake that has occurred this year.

Knowing what is available

The Youth Service has recently completed an audit of 'things to do and places to go'. The intention is that this will be placed on *Xpresionz*, which will be able to hold the information but is currently without an events calendar. This is under development and will be an important addition to the site. Part of the requirement for developing the 'things to do and places to go' aspect of the Youth Matters Green Paper is that a number of different ways of communicating with young people are developed. We need to have made substantial progress with this by April 2008 and things are happening now.

Adult volunteers to support youth volunteering and activities

The suggestions here need consideration. There are resource implications that flow from some of the suggestions that are made. The Youth Service will always be willing to provide advice and there are a number of voluntary organisations that provide such support for affiliated groups.

Access costs and transport

Some of the suggestions under this recommendation will be considered as part of the 'things to do and places to go' developments and some of them are already in place. I am aware that transport availability and cost remains an issue for many young people. The suggestion in the report about the use of the e+ card is helpful and would certainly be a way of addressing the cost of transport. Availability may prove more challenging.

The Town Centre

There is already involvement with the Youth Forum over the development of facilities for young people within the new town centre. There have been a number of productive sessions where young people's views have been raised and there is a lot of support for the view that we should be considering the interests of this section of our community in terms of what is being planned.

I trust that the above provides the Overview and Scrutiny Commission with an indication of where the Youth Service is responding to the issues raised in a helpful and thorough report.

Yours sincerely

Councillor Dr G M Barnard
Executive Member for Children's Services

OVERVIEW AND SCRUTINY COMMISSION
19 JULY 2007

EXTRACT FROM THE REPORT OF THE REVIEW OF YOUTH PROVISION

1. Overcoming the Problems

Encouraging more volunteer opportunities for this age group.

5.1 The Councils should set the example by looking at their own activities and find volunteering opportunities for young people in environment, care, events etc. They should publicise the need and responsibility of organisations to bring on the “next generation” and encourage them to identify opportunities for young people to become involved in suitable voluntary organisations. They can ask those they fund and others to do this.

Enabling young people to find volunteer opportunities.

5.2 There are volunteering web-sites for adults and older young people, e.g. Millennium Volunteers, Community Service Volunteers etc. but nothing we can find for young people in the 13 to 16/17 age group. Currently those that find opportunities do so through friends and family. The young people’s suggestion is that volunteering opportunities should be advertised in school and information on a youth web-site would be a good way to publicise opportunities.

Building the confidence to try volunteering.

5.3 For young people who are not encouraged or introduced to volunteering by their home and family this encouragement comes from school, church and youth service. The extended schools initiative should be used to introduce young people to youth service activities that support Youth Achievement Awards, Youth Arts Awards, Duke of Edinburgh programmes and volunteering opportunities. The skills needed to achieve this are available in the Youth Service, South Hill Park, voluntary sector and some non-teaching school staff.

Knowing what is available.

5.4 The Working Group looked for a young people’s web-site that identified “things to do and places to go” for young people. There are national sites, pieces of information on a variety of local sites, e.g. sports clubs’ sites, some links through the clubs information on the Council web-site but it appears that there is no site that brings together things for young people to do.

5.5 It is suggested that the Council promotes a web-site that highlights things to do for young people that will be easily found. It should range, as our audit did over all sectors, so maybe commercial sector advertising or sponsorship could support this activity.

Adult volunteers to support youth volunteering and activities.

5.6 Publicity, recruitment and training are things to which the Council could contribute. The training, support and Criminal Record Bureau checks are an aspect of this for all voluntary youth workers, not just those connected with the Youth Service. It could be a vehicle for supporting the development of “youth

places” in existing organisations and overcoming concerns about bringing in younger members and child protection requirements. The Council could also facilitate insurance information and arrangements.

Access costs & transport.

- 5.7 We noted that one access obstacle is paying a sizeable bill up-front; would it be feasible to pay in several instalments rather than requiring the full cost at the outset? The Council could be promoting free taster sessions, both at its own facilities and with other providers. The Working Group thinks that the net cost of providing membership of Bracknell Forest Borough Council facilities for all children resident in the Borough for free or for a nominal fee may not be great. (Preliminary investigation suggests that an initial loss of income in the order of £55k may result but this could possibly be off set by increased usage and associated income generation.) If this could be introduced it would mean that all young people would have access at member prices not just those whose parents purchase membership for them.
- 5.8 It is difficult to suggest solutions to the cost and availability of transport but if the e+ card is developed for transport applications it could open a way to reduced fares for young people up to age 16 or in full-time education.

The town centre.

- 5.9 The young people’s comments are a timely reminder that as the new town centre is being developed consideration is given to how this age group will have a positive place in it.
- “There is nothing in the town centre; will the new town centre have things for us?”
 - “Could there be a no-alcohol club for young people? Or a youth café?”

The Working Group has not had time to take this further but recommend that the Council’s Town Centre regeneration team seek the views of the Youth Forum on what would be appropriate and work to deliver facilities for young people in the new town centre.

Much of the town centre is not being replaced and the opportunity to deliver something sooner should be taken if it arises.

OVERVIEW & SCRUTINY COMMISSION

EXECUTIVE WORK PROGRAMME: Chief Executive's/Corporate Services

REFERENCE	I007226
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TITLE: ICT Strategy 2007-2012

PURPOSE OF DECISION: To approve the Council's ICT Strategy for the next 5 years.

FINANCIAL IMPACT: To be confirmed.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: None.

METHOD OF CONSULTATION: Not applicable.

DATE OF DECISION: 24 Jul 2007

REFERENCE	I006920
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TITLE: Sale of part of land known as Old Manor Car Park

PURPOSE OF DECISION: To sell the Old Manor car park to resolve a compulsory purchase order issue affecting the town centre regeneration.

FINANCIAL IMPACT: To be confirmed.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: None.

METHOD OF CONSULTATION: None.

DATE OF DECISION: 24 Jul 2007

REFERENCE	I006993
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TITLE: Developing the Neighbourhood Consultation Process

PURPOSE OF DECISION: Bracknell Forest Partnership (with Thames Valley Police) adopted a jointly resourced Community Engagement Strategy, one element of which was supporting the neighbourhood consultation process. In March 2007 a working group was set up to consider the efficiency of Neighbourhood Forums and developments in the neighbourhood consultation process in the light of advances in Neighbourhood Policing and community expectations. This report sets out the findings of the working group and recommends a way to proceed.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Police, the Voluntary Sector, Neighbourhood Action Group members, the Youth Services Manager, Children's Services, Community Development Officer and members of the Community Cohesion Working Group.

METHOD OF CONSULTATION:

DATE OF DECISION: 24 Jul 2007

REFERENCE	I006059
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TITLE: Award of framework agreements for transport services

PURPOSE OF DECISION: Home to school and ad hoc transport services.

FINANCIAL IMPACT: None - covered by existing budgets.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Parents / guardians

METHOD OF CONSULTATION: Consultations have been held with parents.

DATE OF DECISION: 24 Jul 2007

REFERENCE	I005759
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TITLE: Commitment Budget 2008/09-2010/11

PURPOSE OF DECISION: To approve changes to the commitment budget.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: None.

METHOD OF CONSULTATION: None.

DATE OF DECISION: 24 Jul 2007

REFERENCE	I006996
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TITLE: Draft Health & Wellbeing Strategy

PURPOSE OF DECISION: The Borough Council's activities connect with the health economy across many fronts, directly and indirectly and this strategy seeks to set out the Council's priorities.

FINANCIAL IMPACT: None.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: All Bracknell Forest Partnership theme partnerships.
Public Consultation.
Preliminary consultation with the PCT, including the Director of Public Health.

METHOD OF CONSULTATION: Various methods including meetings invitations to comment on the draft strategy.

DATE OF DECISION: 18 Sep 2007

REFERENCE	I006639
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TITLE: Community Cohesion Strategy 2007-2010

PURPOSE OF DECISION: To agree the next three years' Community Cohesion Strategy.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Voluntary sector groups, officers, service departments, BF1500, Police, Fire, Berkshire East PCT and the Bracknell Forest Partnership.

METHOD OF CONSULTATION: Meetings with interested parties
Presentation
Consultation Document

DATE OF DECISION: 18 Sep 2007

REFERENCE	I006637
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TITLE: Gender Equality Scheme 2007-2010

PURPOSE OF DECISION: To agree the final Gender Equality Scheme and Action Plan following consultation.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Voluntary sector groups, officers, service departments, BF1500, Police, Fire, Berkshire East PCT and Bracknell Forest Partnership.

METHOD OF CONSULTATION: Meetings with interested parties
Presentation
Questionnaires

DATE OF DECISION: 23 Oct 2007

REFERENCE	I005761
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TITLE: Draft Budget Proposals 2008/09

PURPOSE OF DECISION: To agree draft budget proposals for consultation.

FINANCIAL IMPACT: To be determined.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Council Tax payers and business rate payers.

METHOD OF CONSULTATION: To be determined.

DATE OF DECISION: 18 Dec 2007

REFERENCE	I005767
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TITLE: Draft General Fund Revenue Budget 2008/09

PURPOSE OF DECISION: To agree draft budget proposals for consultation.

FINANCIAL IMPACT: To be determined.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Council tax payers and business rate payers.

METHOD OF CONSULTATION: To be determined.

DATE OF DECISION: 18 Dec 2007

REFERENCE	I005763
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TITLE: Draft Housing Revenue Account (HRA) 2008/09

PURPOSE OF DECISION: To agree draft budget proposals for consultation.

FINANCIAL IMPACT: To be determined.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Council tax payers and business rate payers.

METHOD OF CONSULTATION: To be determined.

DATE OF DECISION: 18 Dec 2007

REFERENCE	I005765
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TITLE: Draft Capital Programme 2008/09 - 2010/11

PURPOSE OF DECISION: To agree draft budget proposals for consultation.

FINANCIAL IMPACT: To be determined.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Council tax payers and business rate payers.

METHOD OF CONSULTATION: To be determined.

DATE OF DECISION: 18 Dec 2007

REFERENCE	I005776
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TITLE: General Fund Revenue Budget 2008/09

PURPOSE OF DECISION: To approve the General Fund Revenue budget 2008/09 for submission to Council.

FINANCIAL IMPACT: To be determined.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Council tax payers and business rate payers.

METHOD OF CONSULTATION: Widespread consultation with stakeholders via meetings and the Council's website.

DATE OF DECISION: 12 Feb 2008

REFERENCE	I005774
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TITLE: Capital Programme 2008/09-2010/11

PURPOSE OF DECISION: To approve the capital programme 2008/09 to 2010/11 for submission to Council.

FINANCIAL IMPACT: To be determined.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Council tax payers and business rate payers.

METHOD OF CONSULTATION: Widespread consultation with stakeholders via meetings and the Council's website.

DATE OF DECISION: 12 Feb 2008

REFERENCE	I005772
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TITLE: Housing Revenue Account (HRA) 2008/09

PURPOSE OF DECISION: To approve the Housing Revenue Account 2008/09 for submission to Council.

FINANCIAL IMPACT: To be determined.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Council Tenants.

METHOD OF CONSULTATION: To be determined.

DATE OF DECISION: 12 Feb 2008

REFERENCE	I005770
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TITLE: Budget Proposals 2008/09

PURPOSE OF DECISION: To recommend to Council General Fund, HRA and Capital Budgets for 2008/09.

FINANCIAL IMPACT: To be determined.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Council tax payers and business rate payers.

METHOD OF CONSULTATION: Widespread consultation with stakeholders via meetings and the Council website.

DATE OF DECISION: 12 Feb 2008

ANNEX A

CORPORATE PERFORMANCE OVERVIEW REPORT

For

4th Quarter 2006/07

Timothy Wheadon
Chief Executive

Page 1

Overview of Council Performance

1 Introduction:

1.1 This report sets out an overview of the Council's performance and progress on key issues for the fourth quarter of 2006/7 (ie January-March 2007). The report complements the detailed quarterly operations reports prepared by each Director, circulated separately to all Members. The Corporate Performance Overview Report provides the Executive with a high level summary of key achievements and areas where performance needs to be addressed, together with remedial action that the Council is taking. The report also highlights the work of the Bracknell Forest Partnership, given the contribution and leadership provided by the Council.

2 Key achievements:

2.1 Overall, performance was good this quarter. Members' attention is drawn to the following in particular:

2.2 Climate Change

The Nottingham Declaration on Climate Change was signed on behalf of Bracknell Forest Borough Council by the Leader of the Council and the Chief Executive on 27th February 2007. The Declaration acknowledges that climate change is occurring and undertakes to develop plans with local partners and communities to address the causes and impacts of climate change, according to local priorities, within the next two years. The Director of Environment and Leisure has convened an inter-department Climate Change Working Group to carry the process forward and has identified within the Department's service plan for 2007/08 to write and publish an energy strategy for the Borough. There is currently a corporate wide audit underway of environmental practices to help begin the process of developing a climate change strategy.

2.3 The Alternate Bin Collection

The Alternate Bin Collection system is now well established and participation levels in kerbside recycling are now around 75%.

- 2.4 Town Centre
- Completion of the development agreement between Bracknell Forest Borough Council and Bracknell Regeneration Partnership for the comprehensive redevelopment and regeneration of Bracknell Town Centre. The agreement was signed and exchanged in April this year. This is a major milestone in the Council's ambition to support the development of a town fit for the 21st Century and has been achieved following a period of intensive work. The agreement provides a robust framework with partners to progress the regeneration of Bracknell Town Centre.
- 2.6 Adult Social Care
- Following action being taken to embed a performance management culture, a number of indicators are showing improvement, with eleven indicators, such as adults with physical and learning disabilities helped to live at home, direct payments and the ethnicity of older people receiving services, increasing a whole band rating. This is encouraging and will be important evidence for the Commission for Social Care Inspectorate as the Council continues to demonstrate overall improvement in adult social care services.
- 2.7 Housing Stock Transfer
- Tenants voted in favour of the Council's proposal to transfer the borough's housing stock to a new local landlord called Bracknell Forest Homes. The four week postal ballot closed 10 April with 76% voting in favour of the transfer. Just over 70% of tenants voted. Bracknell Forest Homes is the new, local housing association set up with the help of the Council. It plans to make £61 million worth of improvements to homes in the first five years and be able to meet the Bracknell Forest Standard tenants have said they want.
- 2.8 Anti-bullying
- In March the first ever conference, 'Spring into Action on Bullying', dedicated to combat bullying in schools was held in Bracknell Forest. The event welcomed participants from schools, the youth service, parents, young people and many professionals who come into contact with the problem every day.

Departmental performance highlights:

- 2.11 Exceeded the target for the average SAP rating (thermal efficiency) for Council owned homes
Met the target for the percentage of Council owned home repairs completed on time and exceeded target for tenant satisfaction with repairs
Achieved the target for minimising net expenditure in Leisure
Exceeded the target for the number of customers visiting sports and leisure facilities
Exceeded the target for food safety and food standards inspections
Exceeded the target for the number of three year olds accessing Early Education Funding in the Borough
Exceeded the target for the percentage of older people helped to live at home
Exceeded the target for the percentage of older clients whose time from contact to start and completion of assessment was less than or equal to the set time limit.
Met the target for council tax and non-domestic rates collection
Exceeded the target for the percentage of enquiries resolved at the first point of contact
Exceeded all three targets for the percentage of planning applications determined within the set time limits
Met the target for the percentage of searches carried out within 10 days

3 Areas for Concern:

The 2007/08 budget was agreed by the Council in March and the Council has maintained its position of raising the lowest Council Tax of all unitary authorities. At the same time, the positive vote on the housing stock transfer has eased the financial pressures facing the Council over the coming three years. However whilst the budget gap has reduced, significant challenges will remain, not least because of the current year's spending augmented by £2.8m of balances and £0.775m from the LABGI which may not be recovered in 2008/09. Consequently it is essential that detailed plans to address difficult decisions in 2008/09 and 2009/10 are drawn up over the coming 6 months. As a first step Price Waterhouse Coopers were asked to undertake a detailed review of options available. A full programme to bring the budget into balance will be developed during the summer.

4 Overview of Bracknell Forest Partnership performance:

4.1 The Bracknell Forest Partnership Board has continued work to improve the operations of the Partnership. A BFP Handbook has been developed to act as an introduction to new members and also as a reference tool for practitioners in relation to the current work

programme. The Board has continued the performance management of the LPSA2 targets and has commissioned an economic, social and environmental audit to act as the evidence base for work on economic management. Board members are investigating the possibility of Community TV for the Borough.

4.2 Work highlighted by the theme partnerships are set out in the Annex A to this Report.

5 Conclusion:

5.1 The overall picture of Council activity is very positive, with the majority of the authority's objectives being delivered on. Plainly, work remains to be done to improve some services, as highlighted above, but that should not detract from what is evidently a sound, robust track record of quality service delivery to the Council's residents. Full details of the performance for the whole of 2006/07 will be presented in the Council's Annual Report, which is due to be published by the end of June.

*Timothy Wheadon
Chief Executive
February 2007*

- **Highlight Report**
A summary of the performance against the indicators as shown in this Overview report is as follows:

Quarterly Indicators

Not available*	Good/ Low risk	Satisfactory/ Medium Risk	Poor/ High Risk	Total
n/a	● 41	● 22	○ 0	65
2				

* For new or significantly revised indicators

Annual indicators

Not available**	Good/ Low risk	Satisfactory/ Medium Risk	Poor/ High Risk	Total
n/a	● 22	● 22	○ 2	52
6				

** By their very nature data is not available for each annual indicator each quarter.

CORPORATE PERFORMANCE OVERVIEW REPORT FOR 4th QUARTER 2005/06

Progress against objectives

Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
MTO 1: To lead the regeneration of Bracknell to provide a town fit for the 21st century					
Quarterly indicators					
●	BFPI 120 To determine the planning application for the comprehensive regeneration and redevelopment of the town centre [E&L]	n/a (met)	Outline Planning Permission granted Dec. 2006	Application determined following conclusion of Section 106	Achieved
●	BFPI (new) Progress with plan for the new Civic Hub library. [ECS&L]	Progress continues to be made on library fit out and operational costs (N/A)	Detailed library layouts under review. Costings for fitting out and running being prepared	Investigation of suppliers for fitting out Library	
MTO 2: Promote sustainable communities through innovative housing strategies and effective maintenance					
Quarterly indicators					
●	BFPI 001 Number of valid disabled facilities grant applications awaiting approval for more than 3 months [E&L]	0 (0)	0 (0)	0	No complete application normally has to wait to be determined for more than a few days after receipt.
●	BV 63 The average SAP (Standard Assessment Procedure) rating of thermal efficiency of local authority owned	n/a	69 (65)	66	Target exceeded.

Key :

● = good performance/ low risk,
(to indicate the overall level of performance)

● = satisfactory performance/ medium risk,

○ = poor performance / high risk

Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	dwelling in the financial year (expressed as an increasing value out of 120) [SS&H] BFPI 72 Percentage of urgent repairs completed to Government timescale [SS&H]	n/a	98.27% (98.7%)	98%	
●	BV 183a The average length of stay (weeks) in bed & breakfast accommodation of households which include dependent children or a pregnant woman [SS&H]	n/a	3.96 weeks (5)	5	Target exceeded
●	BV 183b The average length of stay (whole weeks) in hostel accommodation of households that are unintentionally homeless and in priority need in the financial year [SS&H]	n/a	0 (0)	0	No homeless families placed into hostel accommodation.
●	BFPI 001 Number of households in bed & breakfast accommodation [SS&H]	n/a	8 (4)	8	
●	BV 184 a The proportion of Bracknell Forest dwellings which are non-decent at the start of the financial year [SS&H]	n/a	35.8% (36%)	37%	This is the BVPI figure which relates to the start of the financial year.
●	BFPI 035 Number of households in Private Sector Leasing (PSL) accommodation [SS&H]	n/a	10 (8)	17	
●	BFPI 030 Number of affordable housing completions [SS&H]	n/a	29 (73)	120	

Key :

● = good performance/ low risk,
(to indicate the overall level of performance)

● = satisfactory performance/ medium risk,

○ = poor performance / high risk

Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	BFPI 001 Tenant satisfaction with repairs service [SS&H]	n/a	93% (97.66%)	97%	
Annual indicators					
●	BV 184b The percentage change in proportion of non-decent Bracknell Forest dwellings between the start and the end of the financial year	23.25% (12%)		17%	
MTO 3: To provide a safe framework for developing the Community					
Quarterly indicators					
●	BV 126 Domestic burglaries per year, per 1,000 households in the LA area [SS&H]	n/a	10.1 (9.9)	7.9	The targeting of known offenders has had some success during the year. Although there has been an increase, the rate of increase has fallen.
●	BV 128 The number of vehicle crimes per year, per 1,000 population in the LA area [SS&H]	12.8 (12.3)		11.3	A substantial amount of work has taken place to educate car users not to leave valuables in cars. Enforcement activities have been rigorous, using both conventional and new methods to catch offenders.

Key :

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(to indicate the overall level of performance)

● = satisfactory performance/ medium risk,

○ = poor performance / high risk

Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
n/a	BV 225 The provision and effectiveness of Bracknell Forest services to victims of domestic violence and of actions to prevent domestic violence expressed as a percentage against an action checklist [SS&H]	n/a (36.4%)	90.9%		
Annual indicators					
●	BVPI 2 (a) The level (if any) of the Equality Standard for Local Government to which the authority conforms [CEX]	1 (2)	3		New guidance has been issued on this indicator which on first evaluation shows the Council is achieving Level 1.
●	BVPI 2 (b) The duty to promote race equality checklist score [CEX]	n/a (68%)	100%		New guidance has been issued on this indicator which on first evaluation shows the Council is achieving Level 1.
●	BFPI 35(a) By when (mm, yy) will a full review of the community strategy be completed? [CEX]	Completed (completed)	-		A new review of the Community Strategy is about to commence.
●	BFPI 35 b) If such a review was scheduled for this year, was it completed on time? [CEX]	Yes (Yes)	-		
●	CC01 Percentage of people who feel that their local area is a place where people from different backgrounds can get on well together [CS]	54.13% (N/A)	n/a		Data collected every three years. This figure is higher than it was in 2003 (51.4%). The Local Public Service Agreement Target for 2009/10 for this figure is 57.6%.

Key :

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○ = poor performance / high risk

Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	BV 49 (PAF CF/A1) The percentage of looked after children on 31 st March with three or more placements during the financial year [ECS&L]	13.9% (05/06 Annual PI)	13%		Annual figure 05/06 – quarterly data unavailable. Year end figures for 06/07 not available until 31 st May 2007.
n/a	PAF CF/ C18 Percentage of children looked after aged 10+ who were given a final warning or conviction, expressed as a ratio of all children aged 10+ given a warning or conviction in the Police Authority area. [ECS&L]	n/a (7.69)	3		The OC2 return for 01/10/05 – 30/09/06 was submitted at the end of Nov 2006. The data submitted has not yet been confirmed by DfES.
n/a	BV 156 The percentage of authority buildings open to the public in which all public areas are suitable for and accessible to disabled people [CS]	35.7% (28.50%)	34.60%		Data collected annually. Last year's outturn = 28.50%.
MTO 4: To improve art, culture, sport and recreation provision within the Borough					
Quarterly indicators					
●	BVPI 117 The number of physical visits per 1000 population to public library premises. [ECS&L]	99 (n/a)	4743 (4884)	4990	This may highlight an interesting anomaly regarding PIs dealing with visitor numbers. On the one hand we are encouraging people to use on line services to request and renew books, rather than physically having to

Key :

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(to indicate the overall level of performance)

● = satisfactory performance/ medium risk,

○ = poor performance / high risk

Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	BFPI 020 Items issued to 15-19 year old active users. [ECS&L]	n/a	544 (305)	280	visit a library, on the other hand we are concerned that actual physical visits are declining. This target has been met, however this is probably due to the fact that the PI was not clearly defined and that some of the management information from the old Dynix system was not accurate when calculating PIs of this complexity. The PI has now been clarified so that it is in line with the Active Borrower count defined by CIPFA.
●	BFPI 025 Involvement of Bracknell Forest Schools in School Sports Partnership [ECS&L]	All schools now involved in the School Sports Programme (26 schools out of 37)		100% by Sept 06	Achieved.
●	BFPI 030 National Physical Education and School Sport Professional Development Programme [ECS&L]	8 courses delivered with 5 teachers and AOTT's trained	19 courses delivered with 180 teachers and AOTT's trained (programme launch April)	Professional Development opportunities in physical education to be delivered through the Bracknell	

Key :

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(to indicate the overall level of performance)

● = satisfactory performance/ medium risk,

○ = poor performance / high risk

Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
			2005)	Forest INSET Programme. National PE CPD modules to be delivered according to funding available	
43	● BFPI (new) Participation on Bookstart: Number of packs distributed [ECS&L]	793 (n/a)	2942 (N/A)	4290	Distribution problems outside the control of the library service may have contributed to this target not being reached. We are working to address this issue
●	BFPI 140 To minimise net expenditure by optimising income levels in Leisure [E&L]	£2,539,000 (£1,871,000)	£8,799,000 (8,353,000)	£8,615,000 net VAT £9,980,000 in VAT	Target achieved.
●	BFPI 045 Number of customers visits/ contacts to leisure facilities and sports development (excluding Easthampstead Park Conference Centre) [E&L]	613,535 (508,742)	2,346,642 (2,232,279)	2,237,000	Total usage is almost 5% higher than previous year with the overall
Annual indicators					
●	BV 220 Compliance against the accessibility public library service standards (PLSS) over the financial year	3 (4)		4	Following the results of the Plus User Satisfaction Survey that took place

Key :

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
	expressed as a number between 1 & 4 [ECS&L]				during this quarter, the Library Service failed to achieve the 94% user satisfaction rate required to maintain the standard (it achieved 93.1%). We now meet 8 of the 10 standards, which reduces our score from 4 to 3.
●	BV 221 (a) Percentage of young people aged 13-19 involved in youth work gaining a recorded outcome compared to the benchmark percentage of young people participating in the Local Authority area [ECS&L]	76% (N/A)		65%	Please note annual returns are not yet complete. Available 31 st May.
●	BV 221 (b) Percentage of young people aged 13-19 involved in youth work gaining an accredited outcome compared to the benchmark percentage of young people participating in the Local Authority area [ECS&L]	10% (N/A)		16%	Please note annual returns are not yet complete. Available 31 st May.
●	BFPI 035 The percentage of junior and primary schools where more than 5% of pupils receive instrumental tuition [ECS&L]	88% (89%)		100%	
MTO 5: To work with partners to improve health provision within the Borough					

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
Quarterly indicators					
●	BFPI 060 The number of schools achieving National Healthy Schools Standard (NHSS) [ECS&L]	n/a	14 schools have achieved NHSS and all schools have engaged in working towards NHSS (N/A)	19 schools (half of Bracknell Forest schools) to meet NHSS by December 2006 and 25 schools by March 2007.	Our performance greatly exceeds the national average. Under revised DoH definitions which came into effect from Dec. 2006, we already meet the 2009 target for NHSS
●	BFPI 100 Number of Secondary Schools using e+ card for healthy eating [ECS&L]	1 secondary (Ranelagh) currently using e+ card to encourage healthy eating by awarding points for healthy meal choices. Brakenhale and Sandhurst have been encouraged to develop similar schemes. Onus now on schools to make progress.		(4)	Onus now on schools to make progress.
●	BFPI (new) Progress with school meals contract [ECS&L]	n/a	New contract underway. (N/A)	Commence new contract	Generally well received by schools
n/a	PAF CF/ A70 Progress made towards a comprehensive Children and Adolescents Mental Health Service. [ECS&L]	n/a	8 (05/06 Annual PI) (N/A)	12	Annual figure 05/06 – quarterly data unavailable. Year end figures for 06/07 not yet confirmed.
●	BFPI 055 To undertake a risk based inspections programme of local food outlets for food safety [E&L]	235 (115)	562 (330)	558	The target has been met and exceeded. Additional inspections were completed to resolve outstanding inspections

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	BFPI 057 To undertake a risk based inspections programme for local food outlets for food standards [E&L]	46 (149)	138 (214)	118	revealed by an audit of the M3 database. Inspection programme completed.
●	BFPI 060 To undertake a risk based inspection programme for local business for health and safety.[E&L]	11 (55)	105 (69)	103	The target has been met and exceeded. Evaluation of the Fit3 programme during 2006/07 is ongoing and will inform the Fit3 programme for 2007/08.
46 ●	PAF D41 Delayed transfers of care (from hospital) per 100,000 population aged 65+ [SS&H]	28 (23.73)		15	Band 4 – good performance. The increase in the number of delayed transfers has been due to Health rather than social care delays. However, discussions with Health have improved the indicator in the final quarter of the year. If this was maintained the indicator would be in the highest performance band.
n/a	BV 198 the number of problem drug misusers in treatment per thousand head of population aged 15-44 [SS&H]	n/a (92)		n/a	Revised indicator

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
Annual indicators					
●	BV 197 The percentage change in the number of conceptions amongst 15-17 year olds per 1,000 population compared to the last calendar year [ECS&L]	-40.7% rate (2005 Annual) (-19.3%)	-21.60%	Bracknell has achieved a decrease in under 18 conception rates of 40.7% since 1998. Our performance this year has put us as 3 rd in the country. This means that the strategy has already met the 2004 interim reduction target of 10% and is on track to meet the 2010 trajectory.	
47	PAF C19 Health of looked-after children. Percentage of children looked after who had their dental and health checks [ECS&L]	80.5% (86.2%)	88%		
MTO 6: To work with the Voluntary Sector to improve outcomes for vulnerable groups					
Annual Indicators					
n/a	CC04 Percentage of people who feel that they can influence decisions affecting their local area [CEX]	25.3% (N/A)	-		
MTO 7: To raise achievement in schools					
Quarterly indicators					
●	BFPI 040 To develop and progress the Master Plan for the development of	Draft Masterplan agreed with school. Awaiting feedback from Borough planners	Masterplan will be agreed by the		

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
	Brakenhale School [ECS&L]	(First draft of new Masterplan prepared by external architects)		school by Sept 2006. Development of school in accordance with Plan	
●	BFPI 048 % of schools maintained by the LA – subject to special measures. [ECS&L]	0% (0%)		0%	
●	BFPI 075 % schools judged as satisfactory or better in inspection by Ofsted [ECS&L]	97.4% (100%)		100%	
●	BFPI 080 Percentage attendance of primary school pupils at LEA maintained schools [ECS&L]	94.9% (94.9%)		95.2%	These are final figures for 05/06 academic year. New data will be available in June 2007
●	BFPI 085 Percentage attendance of secondary school pupils at LEA maintained schools [ECS&L]	92.5% (92.9)		93.3%	These are final figures for 05/06 academic year. New data will be available in June 2007
●	BFPI 044 The number of pupils permanently excluded during the year from all schools maintained by the LEA per 1,000 pupils at all maintained schools [ECS&L]	1.8 (2.8%)		2.5	Based on 26 pupils (April-Mar) and total NOR of 14409 (as at Jan 2006)
Annual indicators					
●	BV 38 % of 15 year olds pupils in schools maintained by the LA achieving five or	60% (54.5%)		62%	

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
	more GCSEs at grades A*-C or equivalent [ECS&L]				
●	BV 39 % of 15 year old pupils in schools maintained by the LA achieving 5 GCSEs or equivalent at grades A*-G including Maths and English [ECS&L]	95% (94%)		92%	
●	BV 40 % of pupils in schools maintained by the LA achieving Level 4 or above in Key Stage 2 Mathematics test [ECS&L]	79% (77%)		83%	
●	BV 41 % of pupils in schools maintained by the LA achieving Level 4 or above in Key Stage 2 English test [ECS&L]	86% (82.9%)		84%	
●	BV 50 PAF A2 The percentage of young people leaving care aged 16 or over with at least one GCSE at grades A*-G or GNVQ within the financial year [ECS&L]	77.8% (05/06 Annual PI) (71.4%)		67%	Annual figure 05/06 – quarterly data unavailable. Year end figures for 06/07 not available until 31 st May 2007.
●	BV 181 % of pupils in schools maintained by the LA achieving Level 5 or above in the Key Stage 3 test in [ECS&L]				
●	a) English	81% (82%)		81%	
●	b) Maths	85% (77%)		80%	
●	c) Science	81% (70%)		79%	
○	d) ICT assessment	70% (69%)		79%	Figures are based on Teacher assessment as there is no KS3 test in

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					ICT. The introduction of more robust assessment processes has resulted in lower baseline figures for schools. However performance has still improved by 5% over the last year.
●	BV 46 % of half days missed due to total absence in primary schools maintained by the local education authority [ECS&L]	5.1% (5.1%)		4.8%	
●	BV 45 % of half days missed due to total absence in secondary schools maintained by the LA. [ECS&L]	7.5% (7.1%)		6.9%	
●	BFPI (new) % of schools with full or sustainable extended provision in: (a) 3 or more elements of the core offer All 5 elements of the core offer	a) 53% b) 16% (N/A)		a) 50% b) 20%	Minor change to definition of 'core offer' in Dec. 2006. These and future figures based on new definition
○	BV 194 % of pupils achieving Level 5 or above in Key Stage 2 English and Maths [ECS&L]	English 36% (30%) Maths 34% (31%)		English 39% Maths 38%	Schools are no longer required to set these targets. On Maths, whilst attainment has improved since last year, the focus is moving towards level 4+ an non-movers.
MTO 8: To review the provision of school places in Bracknell					
Quarterly indicators					

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	BFPI 095 Percentage of all three year olds in the Private, Voluntary, Independent and Maintained (Pvim) sectors accessing Early Education Funding (EEF) in the Borough [ECS&L]	88% (81%)	88%	83%	Calculation based on total no. of 3-year olds as per UV40 table (2001 census) Numbers of 3-year olds in maintained nurseries are around 20% higher than previous year
Annual indicators					
●	BV 045 Percentage surplus places – Primary [ECS&L]	11.7% (12.4%)		9.5%	Source: Annual DfES Surplus Places Return July 2006
●	BFPI (new) Percentage surplus places – Secondary [ECS&L]	11.4% (N/A)		8.3%	Source: Annual DfES Surplus Places Return July 2006
MTO 9: To increase participation in adult learning to increase basic skills for employment					
Quarterly indicators					
●	BFPI 001 Production of Training Plan for Town Centre Regeneration [ECS&L]	Work continues with SEEDA to progress 'Grow Our Own' project (Planning framework completed April 05)		Plan published as working draft by September 2006.	
●	BFPI 005 Number of new and specialist training opportunities established to support the Town Centre Regeneration [ECS&L]	(N/A)	Work to plan provision continues. Linked to development of	No target set (linked to Town Centre Regeneration timescale)	

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
			'Grow Our Own' project		
Annual indicators					
●	BV 161 (PAF CF/ A4) The percentage of those children who were looked after on 1 April in their 17 th year (aged 16) who were engaged in education, training or employment at the age of 19 to the percentage of young people in the population who were engaged in education, training or employment at the age of 19 [ECS&L]	0.69 (05/06 Annual PI) (0.49)		0.67	Annual figure 05/06 – quarterly data unavailable. Year end figures for 06/07 not available until 31 st May 2007.
●	BFPI 055 Engagement of new learners (those not in learning in last two years) [ECS&L]	43% of all learners in 05/06 academic year were new. (54.4%)		LSC target for 2006/07 academic year is for 2,300 learners in ACL provision. No target for new learners	Individual programmes all met their targets. 2062 individual learners took part in Adult and Community Learning during 05/06 academic year (some adults attended more than 1 programme)
MTO 10: To achieve a better match of Special Education provision to need					
Quarterly indicators					
●	BV 43a Percentage of proposed statements of Special Educational Need issued by the authority in a financial year and prepared within 18 weeks excluding	100% (100%)		100%	

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	exceptions. [ECS&L] BV 43b Percentage of proposed statements of Special Educational Need issued by the authority in the financial year and prepared within 18 weeks including 'exceptions' [ECS&L]	96% (96%)	96% (96%)	95%	This PI depends on the submission of advice from external agencies and parents within statutory timescales. The local authority cannot directly control the performance of outside agencies.
MTO 11: To create and maintain a quality environment					
Quarterly indicators					
●	BFPI (new) Number of schools ECO registered/ certified [ECS&L]	11 schools registered, 1 reached silver accreditation and 2 achieved bronze (N/A)	5 registered and 2 certified by March 2007	Target already achieved	
●	BV 82 (a) (i) Percentage of household waste arisings which have been sent by Bracknell Forest for recycling [E&L]	25.4% (21.53%)	23.2% (18.5%)	22%	Estimated figures only. Last quarter tonnages not yet available.
●	BV 82 (b) Percentage of household waste sent by Bracknell Forest for composting or treatment by anaerobic digestion [E&L]	10.3% (5.56%)	11.2% (9.27%)	12.0%	Estimated figures only. Last quarter tonnages not yet available.
●	BV 82 (d) (i) Percentage of household arisings which have been land filled in the financial year [E&L]	64.3% (27.9%)	65.5% (72.04%)	66%	Estimated figures only. Last quarter tonnages not yet available.
●	BFPI 052 To undertake a risk based inspection programme for all authorised processes under the provisions of the Environmental Protection Act 1990 [E&L]	16 (8)	33 (26)	33	Achieved

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<i>Performance</i>	<i>Key Indicator</i>	<i>Progress this quarter</i>	<i>Progress year to date</i>	<i>Target</i>	<i>Interpretation of performance/ remedial action</i>
●	BV 218 (a) Percentage of new reports of abandoned vehicles investigated within 24 hours of notification during the current financial year [E&L]	83% (N/A)	82% (N/A)	85%	This is a difficult locally set target but seems to be about right and officers have responded and covered for each other well.
●	BV 218 (b) Percentage of abandoned vehicles removed within 24 hours from the point at which Bracknell Forest is legally entitled to remove the vehicle [E&L]	48% (N/A)	43% (N/A)	87%	The apparently low performance on removal on what in retrospect is a very difficult locally set target was initially partly due to admin staff shortages earlier in the year. There are also difficulties for the contractor with a relatively low number of cars to remove (134 in current year) the work is not a priority and has meant interrupting other work. Larger and urban authorities will likely be able to achieve a higher performance by keeping their contractor more fully occupied but there are as yet no published statistics.

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
MTO 12: To develop and implement transport policies that improve movement and maintenance					
Quarterly Indicators					
●	BFPI 010 Number of schools with approved Travel Plans [ECS&L]	5 awarded end March 2007 (7)	27	26 schools now have travel plans. Work is underway for next year's travel plan submissions	
Annual indicators					
●	BFPI 150 Annual Progress Report on Transport [E&L]	June 06 (completed July 2005)	June 07	Complete	
n/a	BFPI 155 Percentage of schools with a travel plan [E&L]	n/a	71% (27 schools out of 38)	BVPI doesn't exist any more	
MTO 13: To improve outcomes for Children					
Annual indicators					
●	BV 159 The percentage of permanently excluded pupils offered full-time alternative educational provision of 21 hours or more in the financial year [ECS&L]	61% (N/A)	70%		
●	BV 162 PAF C20 The percentage of child protection cases which were reviewed regularly out of those cases which should have been reviewed during the financial year [ECS&L]	100% (05/06 Annual PI) (100%)	100%	Annual figure 05/06 – quarterly data unavailable. Year end figures for 06/07 \not available until 31 st May 2007.	
●	BV 163 PAF C23 The number of children who ceased to be looked after during the year as a result of the granting of an	4.7% (05/06 Annual PI) (9.1%)	1.6%	Annual figure 05/06 – quarterly data unavailable. Year end figures for 06/07	

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
	adoption or special guardianship order, as a percentage of the number of children looked after at 31 March who had been looked after for 6 months or more on that day [ECS&L]				not available until 31 st May 2007.
n/a	BV 222 (a) Percentage of leaders of integrated early education and childcare settings funded or part-funded by the local authority, with a qualification at Level 4 or above in the financial yr. [ECS&L]	41% (N/A)		50%	Annual figure 05/06 – quarterly data unavailable. Year end figures for 06/07 not available until 31 st May 2007.
n/a	BV 222 (b) Percentage of integrated early education and childcare settings funded or part-funded by the local authority which have an input from staff with graduate or post-graduate training in teaching or child development in the financial year [ECS&L]	36% n/a		43.75%	Annual figure 05/06 – quarterly data unavailable. Year end figures for 06/07 not available until 31 st May 2007.
●	BV 50 PAF CF/ A2 The percentage of young people leaving care aged 16 or over with at least one GCSE at grades A*-G or General National Vocational Qualification (GNVQ) within the financial year [ECS&L]	77.8% (05/06 Annual PI)		67%	Annual figure 05/06 – quarterly data unavailable. Year end figures for 06/07 not available until 31 st May 2007.
●	PAF CF/ C24 Children looked after absent from school. Percentage of school aged children, who were looked after by Bracknell Forest continuously for 12	11.8% (05/06 Annual PI)		12.5%	The OC2 return for 01/10/05 – 30/09/06 was submitted at the end of Nov 2006. The data

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
	months, who missed 25+ school days in the year [ECS&L]				submitted has not yet been confirmed. The figure achieved shows improving performance over the last two years.
●	GOSE G16 Systems to support joined-up working on children at risk across multiple agencies [ECS&L]	Evaluating tender documentation and meeting with suppliers. Target for go live in Nov 2007		Integrated Childrens system in place by March 2007	
●	GOSE 17 Joint assessments of the needs of vulnerable (children and adults) using mobile technology to support workers in the field. [ECS&L]	Feasibility Study complete and approval to proceed with a pilot study for a small number of social care staff using mobile devices		Learning from the pilot, being carried out by Adult Social Services, to be assessed	This project is being led by the IT section of Social Services and Housing Department
MTO 14: To improve outcomes for older people					
Quarterly indicators					
●	BV 54 PAF C32 Older people helped to live at home per 1,000 population aged 65 or over in the current financial year [SS&H]	80 (66)		70	This has shown substantial improvement in the year and is likely to move up a performance band.
●	BVPI 195 PAF D55 i) Percentage old new older clients whose time from contact to start of assessment was less than/equal to 2 days [SS&H]	89% (80.9%)		85%	This indicator has shown further improvement this year. It is now bordering on band 5 (highest performance rating).
●	BVPI 195 PAF D55 ii) Percentage old	89%		85	This indicator has shown

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
	new older clients whose time from contact to completion of assessment was less than/equal to 28 days [SS&H]	(79.89%)			further improvement this year. It is now bordering on band 5 (highest performance rating).
●	BVPI 196 PAF D56 Percentage old new older clients whose time from completion of assessment to <u>all</u> services being in place less than/equal to 28 days [SS&H]	93% (88.77%)		90%	This indicator has moved up one band to the highest band rating.
●	PAF C72 (C26) Admissions of supported residents aged 65+ to residential/nursing care [SS&H]	77 (77.14)		94	A lower figure is better for this indicator, which remains in the highest performance rating.
Annual indicators					
●	PAF B11 Intensive home care as a percentage of home and residential care [SS&H]	32% (29.75)		30	This indicator remains in band 5 (highest performance rating)
●	PAF C28 Intensive home care per 1,000 population aged 65+ [SS&H]	12.28 (11.45)		12	This figure has improved this year and moves up a band to 4 (good performance).
MTO 15: To maintain and enhance quality and extend access to all services					
Quarterly indicators					

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	BV 8 The percentage of invoices for commercial goods and services over the financial year paid by the authority within 30 days of receipt or within agreed payment terms. [CS]	92.6% (93%)		95.5%	Data collected quarterly . This quarter's figure = 92.6% Last quarter's figure = 91.87% Slowest paying service areas continue to be reminded of the need to send invoices promptly to Accounts Payable for registration.
●	BV 9 The percentage of council tax collected by the Authority in the financial year. [CS]	97.4% (97.3)		97.40%	Data collected quarterly . <u>Figure at the end of this quarter = 97.4%</u> <u>Figure at the end of last quarter = 85.1%</u> <u>Figure at the end of the same quarter in the previous financial year = 97.3%</u>

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<i>Performance</i>	<i>Key Indicator</i>	<i>Progress this quarter</i>	<i>Progress year to date</i>	<i>Target</i>	<i>Interpretation of performance/ remedial action</i>
●	BV 10 The percentage of non-domestic rates due for the financial year which were received by the authority [CS]	99.7% (98.8)		99.1%	Data collected quarterly . Figure at the end of this quarter = <u>99.7%</u> Figure at the end of last quarter = <u>91.1%</u> Figure at the end of the same quarter in the previous financial year = <u>98.8%</u>
●	BV 157 The number of types of interactions that are enabled for electronic delivery as a percentage of the types of interactions that are legally permissible for electronic delivery over the financial year. [CS]	100% (100%)		100%	Data collected quarterly . This quarter's figure = 100% Last quarter's figure = 100% The Council's 100% target was met and reported to ODPM as was on 7th April 2006.
●	BFPI 080 Telephone calls answered within 5 rings [CS]	72%		80%	Data collected quarterly .

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		(78.9%)			This quarter's figure = 72% Last quarter's figure = 67% Please refer to 1.33 above for explanation.
●	BFPI 085 Enquiries resolved at first point of contact, whether by telephone, reception or email [CS]	90% (90%)		80%	Data collected quarterly . This quarter's figure = 90%+ Last quarter's figure = 90%+
●	BV 109 (a) Percentage of major applications determined within 13 weeks [E&L]	79.17% (76%)		65%	Target exceeded – PDG target 70% also exceeded
●	BV 109 (b) Percentage of minor applications determined within 8 weeks [E&L]	82.59% (74%)		72%	Target exceeded – PDG target 75% also exceeded
●	BV 109 (c) Percentage of other applications determined within 8 weeks [E&L]	93.17% (88%)		85%	Target exceeded – PDG target 90% also exceeded
●	BV 179 The percentage of standard searches carried out in 10 working days measured during the current financial year. [E&L]	100% (99.86)		100%	Target Met
●	BV 78 a The average processing time taken (number of calendar days) for all	27 days (Quarter 4 only)		35 days	The figures for quarters 1 & 2 are being checked. 27

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
	new housing benefit and Council Tax claims submitted to Bracknell Forest for which the date of decision is within the financial year [SS&H]	(68.2)			days is very close to performance by the top quartile (top 25% of authorities).
●	BV 78b Speed of processing benefits – average time for processing notifications of changes in circumstance [SS&H]	9 days (Quarter 4 only) (25.18)		10 days	The figures for quarters 1 & 2 are being checked. 9 days is consistent with the top quartile.
Annual indicators					
●	BV 3 Citizens satisfied with the overall service provided [CEX]	77.3%		N/A	
●	BV 4 Percentage of complainants satisfied with the handling of their complaint [CEX]	34.1%		N/A	
●	BV 11a) The percentage of the top paid 5% of local authority staff who are women at 31 March. [CS]	33.38% (34.29)		35%	Data collected annually . Last year's outturn = 34.29%.
●	BV 11b) The percentage of the top paid 5% local authority staff who are from an ethnic minority at 31 March [CS]	5.44% (7.18)		7%	Data collected annually . Last year's outturn = 7.18%.
●	BV 16a) The percentage of local authority employees declaring that they meet the Disability Discrimination Act 1995	1.81%		1%	Data collected annually . Last year's outturn =

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
	disability definition at 31 March [CS]	(0.9)			0.88%.
●	BV 17a) The percentage of local authority employees from ethnic minority communities at 31 March. [CS]	2.96% (2.998)		3%	Data collected annually . Provisional (un-audited) data for 2006/07 is 2.96%, remains in line with last year. Last year's outturn = 2.98%. To follow
n/a	LPI 1 Percentage of Supporting People service reviews completed [SS&H]	n/a (100)		100%	To follow
n/a	KPI 1 Service users who are supported to establish and maintain independent living through Supporting People [SS&H]	n/a (887)		100%	To follow
-	BV 3 Percentage of citizens satisfied with the overall service provided	56% (60%)		-	Results just released. Awaiting comments
-	BV 4 Percentage of complainants satisfied with the handling of their complaint	34% (30%)		-	Results just released. Awaiting comments
-	BV 89 Satisfaction with cleanliness	66% (67%)		-	Results just released. Awaiting comments
-	BV 90 Satisfaction with a) waste collection, b) waste recycling, c) waste disposal	A- 72% (89%) B- 75%		-	Results just released. Awaiting comments

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
		(79%)			
-	BV 103 Satisfaction with transport information	C- 75% (78%)		-	Results just released. Awaiting comments
-	BV 104 Satisfaction with bus services	30% (32%)		-	Results just released. Awaiting comments
-	BV 119 Satisfaction with a) sports/ leisure facilities, b) libraries, e) parks & open spaces	34% (41%)		-	Results just released. Awaiting comments
		A- 76% (68%)			Results just released. Awaiting comments
		B- 70% (61%)		-	
		E- 84% (82%)			
-	BV 80 Benefits – Satisfaction with benefits service	n/a		-	
-	BV 111 – Planning – Satisfaction with planning service	71% (72%)		-	Results just released. Awaiting comments
-	BV 118 – Libraries – Satisfaction with library users	n/a			
-	BV 74 – Tenants – satisfaction with overall service provided by the landlord	75% (76%)		-	Results just released. Awaiting comments
-	BV 75 – Tenants – satisfaction with the opportunities for participation	63% (59%)		-	Results just released. Awaiting comments

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Sustainable Community Plan Priorities

Details of how the Council has contributed to the priorities during the last quarter

Promoting learning and training for all ages

In addition to continuing to sustain improved standards in attainment across the Borough, work on developing literacy skills of children and young people has been a focus in the last quarter

Protecting and enhancing the environment

The Alternate Weekly Collection is now well established

Improving health and well-being

Health promotion activity with the PCT has continued through work to develop extended services, including whole family healthy lifestyle programmes to address obesity and other health issues to improve children's well-being.

Providing decent and affordable housing

The overriding priority in quarter 4 was preparation for the voting on the "Your Homes" project.

Strategic Housing continued to work with colleagues in Planning on the Housing Market Assessment which will be published in May/June 2007. Work to reduce the reliance on the use of temporary accommodation to meet housing need was a key priority. This involves increasing the use of private sector leasing.

Developing a town fit for the 21st century

Completion of the development agreement between BFBC and Bracknell Regeneration Partnership for the comprehensive redevelopment and regeneration of Bracknell Town Centre. This provides a formal framework with partners to progress the regeneration of Bracknell Town Centre.

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Good progress is being made on establishing library fit out and operational costs.

Improving travel and transport

Partnership working with the Blackwater Valley Transport Partnership is developing a Travelcard as a fundamental part of the vision to improve public transport connectivity throughout the Blackwater Valley.

The procurement of the Bracknell Forest Transport Model commenced this quarter and a Service Level Agreement with Keep Mobile for community transport services was signed.

The focus has been on ensuring that the impact of extended services developments on travel arrangements for children and young people are minimised and safe and healthy travel methods are promoted.

Promoting community safety

the actions within 'All of Us', the Council's existing Community Cohesion Strategy, are on track with the majority ahead of schedule. Initial consultation with each of the themed partnerships was held during the quarter to review and refresh this strategy to reflect the developing needs of the Borough's communities.

The Council's new Disability Equality Scheme action plan was agreed during the quarter, and the draft Gender Equality Scheme was developed for consultation.

Following the Youth Offending Service Strategy Day, where progress against the 2006/07 Action Plan was reviewed, a draft 2007/08 Youth Justice Plan has now been produced.

Improving community engagement

Work was undertaken with Partners to look at a review of the Neighbourhood Forums.

Work was undertaken on implementing the revised Community Register of Consultation and partnership events were attended.

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During this period a draft Multi Agency Parenting Strategy has been produced with a view to launching it at the Multi- Agency Parenting Conference in May.

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Development Initiatives

Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
LPSA 2	Target one: Promote better health and emotional well-being for all children and young people				
●	Indicator 1: Number of LEA managed schools in BF accredited as Healthy Schools under the National Healthy Schools Programme [ECS&L]		18	31	Our progress has been very good. Compared with other LA's, we have a high level of achievement. The main reason for this is the enthusiasm of our schools, coupled with very good support from our two Healthy Schools Consultants and a positive contribution from many within the LA, particularly LAL core and consultants who support as assessors. The principal factor in achieving our NHSS target is school capacity to give enough development time to meet the requirements. This depends on school priorities. However, as we envisage meeting the December 2008 target by December 2007, the risk of failing to meet the new targets is minimal.
	Target two: Improve the life chances of looked after children				

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	Indicator 1: % of LAC who have been looked after for more than 12 months who have missed more than 25 days schooling [ECS&L]	13.3%		13%	Predicting this academic year to be 13% - 16%.
○	% of Y6 pupils who have been looked after by BF continuously for at least one year, achieving level 4 or above in KS2, in the 3 year period from 2006 to 2008 Indicator 2: English [ECS&L]	-		75%	This is an annual measurement based on the exam results which will not be known until summer 07. There is only one pupil in the cohort who is statemented and is not likely to achieve.
○	Indicator 3: Mathematics [ECS&L]	-		75%	This is an annual measurement based on the exam results which will not be known until summer 07. There is only one pupil in the cohort who is statemented and is not likely to achieve.
○	Indicator 4: English, mathematics and science [ECS&L]	-		60%	This is an annual measurement based on the exam results which will not be known until summer 07. There is only one pupil in the cohort who is statemented and is not likely to achieve.
○	% of Y9 pupils who have been looked after by BF continuously for at least one year, achieving level 5 or above in KS3, in the 3 year period from 2006 to 2008 Indicator 5: English [ECS&L]	23%		75%	This is an annual measurement based on the exam results which will not be known until summer 07. There are 13 in the cohort, predicting 3 will achieve at this time.
○	Indicator 6: Mathematics [ECS&L]	23%		70%	This is an annual measurement based on the exam results which will not be known until summer 07. There are 13 in the cohort, predicting 3 will achieve at this time.

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
○	Indicator 7: Science [ECS&L]	23%		70%	This is an annual measurement based on the exam results which will not be known until summer 07. There are 13 in the cohort, predicting 3 will achieve at this time.
●	Indicator 8: % of LAC who have been looked after for more than 12 months and are aged 6yrs to 16 yrs who are in out of school hours learning [ECS&L]	54%		90%	More children have been encouraged to take up opportunities offered. Whilst some actions have been taken to ensure the database is robust, there remains an issue of data input, this will continue to be addressed.
Target three: Attendance and exclusion at school					
70	Indicator 1: % of half days attended by all pupils in primary schools maintained by LA as measured and published in the DfES performance tables [ECS&L]	-		95.5% (July 08)	This target relates to the academic school year and therefore the annual data for 2006/07 will not be known until after the end of the summer term July 07.
●	Indicator 2: % of half days attended by all pupils in secondary schools maintained by LA as measured and published in the DfES performance tables [ECS&L]	92.9%		93.5% (July 08)	This target relates to the academic school year and therefore the annual data for 2006/07 will not be known until after the end of the summer term July 07.
●	Indicator 3: Number of fixed period exclusions (episodes) from primary school [ECS&L]	22		48 (July 08)	Good progress – Fixed period exclusions from primary school down by 1/3. There have been no permanent exclusions from Primary

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	Indicator 4: Number of fixed period exclusions (episodes) from secondary school [ECS&L]	464		500 (July 08)	Schools this year to date. Fixed period exclusions significantly above average target. Discussions taking place with schools to identify causes and possible actions.
●	Indicator 5: Number of permanent exclusion from secondary school [ECS&L]	19		60 (July 08)	Good progress – reduced number of permanent exclusions from secondary schools to date.
Target four: Help older people with dementia to remain longer in the community rather than long term institutional type care					
●	Indicator 1: Number of older people with dementia whose admission into longer term care is prevented for a minimum of 4 months [SS&H]	49		60	
Target six: Reduce vehicle crime by working with PPOs to enable a percentage of them to have a period free from any convictions					
●	Indicator 3: Number of drug users retained in treatment for 12 weeks or more [SS&H]	79%		80%	Retention rates up to the end of March will not be available until 30 th April. Post April 2007 a validation process will be undertaken by the National Drug Treatment Monitoring Service and the validated figures will be available in June/July. The figures as at the end of February is not a true reflection as data from one service provider was

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
-	Indicator 4: Number of offences committed by PPOs subject to Intensive Supervision [SS&H]	N/A		45%	not imported. This situation has been rectified. This information is only available on an annual basis
Target seven: Increase community safety through working with young people to reduce arson and hoax calls and undertaking a perception survey with targeted interventions					
-	Indicator 1: % of respondents to the Bracknell Forest Safer Communities perception survey who responded 'not at all worried' and 'not very worried' to the basket of issues identified in Question 12 of the survey [SS&H]	3.5% (baseline from 1 st survey)		5% increase	The data from the perception survey is not due to be collected until later this year.
Target nine: Demonstrate effective community leadership through increasing the level of community engagement and participation in volunteering activities in Bracknell Forest					
72	Indicator 1: % of adults surveyed who feel they can influence decisions affecting their local area (LIB 137) [CEX]	25.3%		32.9%	Result from Best Value User Satisfaction Survey 2006 carried out in September 2006, shows fall in level feeling they can influence decisions in their local area. Plans for use of pump priming in 07/08 to be further targeted to this outcome rather than additional monies for related informal volunteering target. This work may include development of refreshed partnership area based consultation and engagement strategy.

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
●	Indicator 2: Number of new people from 'difficult to attract groups' who undertake formal volunteering this covers school governors and special constables [CEX]	591		576	School Governor Progress The end of year figure of 575 governors in post (out of a potential 614) represents our lowest ever vacancy rate of approximately 6% which is one of the lowest in England and Wales. We provide prompt support to schools when vacancies arise. A review of our recruitment and retention strategy is due to take place in the next 2 months and will be built into the wider Governor Services strategy. Special Constable Progress Whilst performance is good, retention is still a concern and work is continuing on the recruitment programme to counteract this.
-	Indicator 3: Number of people (aged 16 or over) who undertake formal volunteering in groups, clubs or organisations for an average of 100 hours per 12 month period (an average of 2 hours per week) [CEX]	N/A		68	The Take Pride campaign was launched in Spring 2006. More than 70 volunteers to date have registered on the database to take part in community clean ups, speed monitoring and crime awareness patrols. In Autumn 2006, a 'Getting Involved'

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
					section of the Borough Council web site was launched, giving easy access to information about volunteering opportunities across the borough. Performance indicator data is collected every three years as part of the Best Value User Satisfaction Survey. The results of this indicator will not be known until the next survey is carried out in the autumn of 2009
Target ten: Increase the level of public transport uptake and satisfaction Promote better health and emotional well-being for all children and young people					
-	Indicator 1: Local bus services passenger journeys per year (BVPI 102) [E&L]			1,876,000	Figure for 3rd quarter 06/07. Data not yet available for 4th quarter. Local telephone surveys are currently underway to establish what barriers there are that prevent people from using local bus services more often. Results on this survey will inform future actions.
-	Indicator 2: Public satisfaction of users with the local bus service as reported in the Best Value Satisfaction Survey (BVPI 104) [E&L]	49%		65%	A survey of existing bus users has recently taken place to identify issues which could increase bus user

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Performance	Key Indicator	Progress this quarter	Progress year to date	Target	Interpretation of performance/ remedial action
					satisfaction. Initial results indicate that satisfaction with the services is greater than the Best Value User Satisfaction results would indicate.

N.B It may appear that some of the indicators relating to LPSA2 targets are missing. These indicators are the lead responsibility of partner organisations and therefore do not appear in this report. The full listing of all indicators for the LPSA2 will be monitored by the Bracknell Forest Partnership Service Board and Executive Board.

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Complaints	Progress this quarter	Progress to date	Interpretation of performance/ remedial action
Education, Children Services & Libraries	Total = 3 Stage 1 = 2 Stage 2 = 1 Stage 3 = 0 Ombudsman = 0	Total = 22 Stage 1 = 15 Stage 2 = 3 Stage 3 = 1 Ombudsman = 3	
Social Services	Total = 16 Stage 1 = 15 Stage 2 = 0 Stage 3 = 0 Ombudsman = 1	Total = 125 Stage 1 = 115 Stage 2 = 5 Stage 3 = 0 Ombudsman = 5	
Environment & Leisure	Total = 2 Stage 1 = 0 Stage 2 = 0 Stage 3 = 0 Ombudsman = 2	Total = 30 Stage 1 = 21 Stage 2 = 2 Stage 3 = 0 Ombudsman = 7	
Corporate Services/ Chief Executives	Total = 1 Stage 1 = 1 Stage 2 = 0 Stage 3 = 0 Ombudsman = 0	Total = 1 Stage 1 = 1 Stage 2 = 0 Stage 3 = 0 Ombudsman = 0	Home transport query- closed.

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External inspections	Progress to date	Interpretation of performance/ remedial action
None		

Corporate Health

Details of performance for the revenue budget (forecast over/underspend) and the capital programme are not included in this Corporate Performance & Overview Report as they are already included in a report on Finance which is being received by Executive at the same time.

Audits with limited or no assurance opinions		
Education, Childrens Services & Libraries	0	CS- The following areas received a limited assurance following audits in the previous quarter- <ul style="list-style-type: none"> • AXIS IT (Cashier's system)- this report is still in the draft stage and has 4 priority one recommendations: two covering access controls, one to address a configuration weakness and one relating to the system's audit trail. • Operating Systems IT- this follow up audit concluded that one previously identified priority one recommendation concerning the settings on the server was only partially implemented. All of these areas will be revisited during 2007/08
Social Services & Housing	0	
Environment & Leisure	0	
Corporate Services & Resources	2	
Chief Executive's Office	0	

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Sickness levels (The Employers Organisation for the SE 04/05 is 8.9 days and Bracknell Forest 05/06 was 7.85 days)	Days per FTE	Projected days per fte unless stated	Interpretation of performance / remedial action
Education, Childrens Services & Libraries	2.76	7.92	Long Term Sickness in Children's Social Care (Family Centre), Youth Service and PRU College Hall (2). No sickness absence data available from Education Library Service.
Social Services & Housing	3.60	12.59	The number of days absent has increased by 385.5 days compared with the 3 rd quarter. This is due to the inclusion of the Home Support Workers. When they are discounted the increase is only 25.5 days on the quarter and the annual average per employee goes down to 11.08.
Environment & Leisure	1.94	7.12	
Corporate Services & Resources			The number of staff days lost to sickness during the fourth quarter of 2006/07 (including long term sickness) was 434.5. This is 102.5 days higher than the figure from the previous quarter (332 days). It is also higher than the figure from the corresponding quarter in the previous financial year excluding BFS data (350.5 days). At the end of the quarter, the projected annual average number of sick days per FTE within Corporate Services is 5.83 days, which is lower than the Council average for 05/06.
Chief Executive's Office	2.95	4.21	The high sickness rate this quarter is due to the long term sickness of two members of staff totalling 37 days – both are now back at work.
Staff turnover (2005/06 turnover for Council is 13.6%, 2004/05 average turnover for SE LA's 04/05 is 15.6%, excluding schools)	Turnover for 4 th Qtr	Turnover for 12 months preceding 31 March 2006	Interpretation of performance / remedial action

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Education, Childrens Services & Libraries	3.17%	14.26%	2005/06 turnover for the Council (excluding schools) - : 13.6% 2004/05 average turnover for local authorities in the South East (excluding schools) – 15.6%
Social Services & Housing	2.85%	10.72%	Turnover for the quarter decreased by 0.5% to 2.85% when compared with the second quarter. The rolling year comparison also shows a decrease of 1.2%.
Environment & Leisure	2.27%	13.66 %	In total there have been 13 leavers. This has included 1 retirement, the ending of 2 temporary fixed term contracts and 10 resignations. The overall vacancy rate of 7.28% has decreased slightly in relation to the last quarter (7.64%).
Corporate Services & Resources	2.47%	13.99%	The staff turnover rate within Corporate Services for the quarter ending 31 March 2007 was 2.47%. The annual turnover rate for Corporate Services as at the end of the quarter was 13.99%. This is slightly higher than the overall turnover rate for the Council during 2005/06 but lower than the 2004/05 local authority average for the South East.
Chief Executives Office	10.53%	21.05%	<u>Leavers this financial year:</u> James Griffin, Senior Policy Officer - 25 June 2006 Joel Killer, Policy Officer, graduate - 13 August 2006 Robin Taylor, Senior Policy Officer - 11 March 2007 Ashley Perry, Senior Communications Officer - 18 March 2007

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ANNEX A

Work highlighted by the theme partnerships is set out below:

Early Years and Childcare Partnership

1 The Early Years Partnership met for the first time on the 23 March since its consultation day last year. The partnership has a new set of terms and conditions and an expanded membership to reflect the current needs and agenda. The next meeting is due on the 23 May and partnership will be discussing a number of new initiatives including the Play Strategy.

Children and Young People's Strategic Partnership

2 The Children and Young People's Plan 2006 – 2009 was published in May 2006. It is intended to be a three year strategic plan to improve the delivery of services for children, young people and families through strong partnership working. The Children and Young People's Plan [England] Regulations 2005 require that an annual review of the Plan is carried out. Further regulations and legislation have been brought into force which impact on the review and content of the Plan. Accordingly, the process for revision is currently underway which includes consultation on the priorities, a review of the Action Plan and further development of the way in which the vision for children, young people and families will be achieved. Consultation with a broad range of partners is essential and members of the Bracknell Forest Partnership will shortly be receiving a consultation document for their comments and input. The review of the Children and Young People's Plan will form part of the Annual Performance Assessment Inspection process and will replace the self assessment which has been completed in previous years. The revised plan will be submitted to Ofsted by 14 June 2007.

Lifelong Learning Partnership

3 The LLP continues to progress its three key themes. A new task group for Personal, Community Development Learning (PCDL) will be formed in May 2007 to review all local provision in adult learning. The Skills agenda for Regeneration of the Town Centre is covered by the SEEDA funded Action Research Project - 'Grow Our Own' which has had its business plan approved and now has a two year contract for grant income to the end of March 2009. An external consultancy ex-ante evaluation of the pilot year indicates significant endorsement of the approach being taken, the actions building supportive infrastructure and the developments being planned for the later phases in Bracknell Forest linked to Town Centre Regeneration.

Safer Communities Strategic Partnership

4 Seven outcomes of the new Local Area Agreement will be led by the SCSP so these will provide a focus for future work. Of the work currently underway by the SCSP:

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- The Partnership is at an advanced stage of compiling an alcohol harm reduction strategy;
 - Work is continuing with the 23 Bracknell Forest Prolific and Priority Offenders (PPOs) managed within the borough;
 - Work is due to be undertaken to ensure the PPOs are the right people being focussed;
 - The partnership is now undertaking an Integrated Performance Management exercise to identify key targets which need to be reported to the Partnership;
 - The Partnership has recently supported a borough wide anti-bullying survey of all schools and also has supported a domestic violence strategy, training programme and perpetrators programme;
 - The Partnership also has responsibility for overseeing the Neighbourhood Forum consultation process and monitoring the work of the Neighbourhood Action Groups (NAGs) to address the outcomes. The issues of most concern to the community through this process are typically, instances of anti-social behaviour and parking and speeding matters. There are plans for this process to evolve over the coming year to include different forms of consultation;
 - The level of the rise of British Crime Survey (BCS) comparator crime has now fallen to a rise of around 3.5%. There are a variety of initiatives planned to turn this figure into a reduction;
 - An initiative involving the Partnership and Crimestoppers was undertaken over the New Year to address the theft from motor vehicles. This appears to have been a success as the number of reports of such crimes has reduced.
- From April 2007, the partnership will be renamed to become the Crime and Disorder Reduction Partnership (CDRP).

Health and Social Care Partnership

5 The Partnership did not meet this quarter but with all of the organisational changes the meeting will look at updating the terms of reference.

Transport Partnership

6 The Partnership met in March and received presentations on the Community Cohesion Strategy, the Local Transport Plan and the Integrated Performance Management Framework.

Strategic Housing Partnership

7 The Strategic Housing Partnership continues to meet on a bi-monthly basis. Issues which have recently been considered include the government White Paper: Strong and Prosperous Communities. Future agenda items include discussions around a site in the borough which a local house builder, whom is also a member of the SHP, is considering bringing forward as an exciting eco homes development.

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Environment Partnership

8 A review of Bracknell Forest's ecological footprint at the October 2006 meeting revealed that food production and consumption had the highest ecological impact of all activities. Members agreed to consider the need for a Food Working Group and to investigate the possibility of establishing a farmers' market in Bracknell Town Centre. Subsequent discussions have taken place with the Town Centre Manager and the Berkshire Food Group, both of whom are keen to pursue this further. Following the successful Going Green event at Lilly Hill Park in July 2006 the Environment Partnership donated residual funds of £348 to Lilly Hill Park for the purchase of a monkey puzzle tree.

Cultural Partnership

9 The Cultural Partnership held a very well attended meeting at South Hill Park which focussed on cultural activity for young people. Speakers gave talks on DJ skills for young people, the Girl Guides, the results of the Youth Working Group and how the Community Police approach some of the youth behaviour issues which they experience. The Partnership also commented on the draft progress report on the Cultural Strategy 2002 - 2007. A visit was held at Blackbird Leys to look at the community facilities available there. The visit was arranged to encourage ideas for the new Jennett's Park development as the community facilities are shortly to be planned for that site. Blackbird Leys has a new housing estate built next to a more established community so there were many useful comparisons to be made. Accordingly, the relationship with existing facilities in Great Hollands would also be considered.

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Review of Healthcare Funding in Bracknell Forest

**Report by a Working Group of the
Overview and Scrutiny Commission**

June 2007

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Acknowledgements

The Working Group would like to express their thanks to the following people for their co-operation and time. All those who have participated in the review have been thanked for their contribution and provided with a copy of this report.

Dr Lise Llewellyn, Chief Executive, Berkshire East Primary Care Trust

Councillor Dale Birch, Executive Member for Adult Services, Health and Housing

Keith Ford, Independent Consultant

The following Officers from Bracknell Forest Borough Council:

Richard Beaumont, Katie Dover – Chief Executive’s Department

Glynn Jones – Adult Services and Housing Department

Hannah Coman – Corporate Services Department

'What might be considered core services elsewhere will have to be critically examined to see if they are affordable in Thames Valley'

Attributed to the former Chief Executive of the Thames Valley Strategic Health Authority.

1. Forward by the Chairman

On the 16 February 2007 the former Chairman of the Overview and Scrutiny Commission of Bracknell Forest Borough Council wrote to the Chief Executive of the Berkshire East Primary Care Trust, Dr Lise Llewellyn, to advise her that his Commission had decided on the 18 January 2007 to appoint a Working Group to review the Health Care funding for the Borough.

This decision was taken following information imparted by her to a meeting of the Health Overview and Scrutiny Commission on the 7 December 2006 that Bracknell Forest had been under funded annually for the last four years and that this shortfall is unlikely to be remedied for the next four years.

Subsequently the following Panel members were appointed to carry out this review:

Councillor RC Edger OBE
Chairman Adult Services and Housing Overview and Scrutiny Panel

Councillor IW Leake
Chairman Health Overview and Scrutiny Panel
Chairman of the Joint East Berkshire Health Overview and Scrutiny Committee

Councillor MJ Beadsley
Deputy Leader of the Labour Group

Councillor AS Browne
Vice Chairman Health Overview and Scrutiny Panel

The Terms of Reference for this review are given at Appendix 1

The first part of the review began on 7 March 2007 when Dr Llewellyn was interviewed, and concluded on the 16 March 2007 with the interview of Councillor Dale Birch, Executive Member for Adult Services and Health.

Throughout the review the working group were given technical advice and research support by Mr Keith Ford OBE CPFA, former Finance Director of Avon, Gloucester and Wiltshire Strategic Health Authority.

This is an outline report by the Working Group on Healthcare Funding. The Working Group was formed by the agreement of the Overview and Scrutiny Commission.

2. Background

- 2.1 At a meeting of the Council's Health Overview and Scrutiny Panel on 7 December 2006, Dr Lise Llewellyn, Chief Executive of the Berkshire East Primary Care Trust, declared that Bracknell Forest had been under funded since 2002 by about £4m annually, by reference to the government formula for Primary Care Trusts. Dr Llewellyn also noted that The Royal Borough of Windsor and Maidenhead had been over funded in the same period by around £11m annually whilst Slough had been funded broadly in line with the formula.
- 2.2 This revelation was a considerable surprise to Members, and at odds with assurances given to Scrutiny members by the former Bracknell Forest PCT. Hence, at a meeting held on 18 January 2007, Members of the Overview and Scrutiny Commission agreed to undertake a review of healthcare funding in the Borough of Bracknell Forest. The Commission established a working group consisting of Councillors Edger, Leake, Beadsley and Browne, with Councillor Sargeant, Chairman of the Overview and Scrutiny Commission, acting as a co-opted Member of the Group as required.
- 2.3 The key observations of the working group review's scope were to determine what services the Bracknell Forest PCT supplied to Bracknell Forest Borough and to ascertain what services were denied to its residents over the last four years due to the funding imbalance. From this starting point the aim was to assess the immediate steps being taken to permanently redress any imbalance of these services. The review was undertaken under the terms of the Health and Social Care Act 2001.
- 2.4 The scope of the review was separated into two parts, the first to look at the issues stated as follows:
- a. *The difference and equivalence of PCT services in Bracknell Forest and other authorities in Berkshire East PCT.*
 - b. *How the PCT funding formula operates and how the under-funding for Bracknell Forest in the region of £4M assumed to have been year on year over the last four years, arose.*
 - c. *The role of the Bracknell Forest Health and Social Care Partnership in addressing the issue.*
 - d. *The value of the review is to ensure under-funding does not reoccur.*
- 2.5 This report summarizes the work undertaken on part one of the scope. The working group decided that it would consider whether to undertake part two of the scope upon the conclusion of part one of the review. It was considered that part two would involve more thorough investigation into what actions the Berkshire East PCT would take to correct under-funding and determine what they and the Strategic Health Authority were doing to ensure equitable funding was maintained in the future for Bracknell Forest.

- 2.6 Any issues not pertinent to the PCT funding formula; its consequences and its remediation, were excluded from the scope of the review.
- 2.7 Mr Keith Ford, OBE, CPFA was invited to act as an independent consultant on this review, due to his substantial experience with regards to working with the NHS and the funding formulae.

3. Investigation and Information Gathering

3.1 Programme of the investigation

The working group met on the following dates on the basis of a work programme generated by an initial meeting.

15 January	-	Initial Meeting to decide to carry out a review
21 February	-	Scoping Meeting
27 February	-	Scoping Meeting with Keith Ford
7 March	-	Meeting with Dr Lise Llewellyn
16 March	-	Meeting with Councillor Dale Birch

3.2 Consultant Advice

Keith Ford, the group's consultant, attended the meeting of 7 March to give advice to the group on the details of the NHS funding formulae and related issues. The advice and information he gave covered the following areas:

a) Background to Resource Allocation and Targets in the NHS

Keith Ford advised the group that every PCT in England received an allocation of funding for which it provides healthcare directly as well as commissioning healthcare from providers e.g. hospitals.

The working group noted that the allocation of funds was set by reference to the previous year with an uplift of funds to reflect inflation as well as growth. The uplift amount being determined by the PCT's position against the "fair shares" target. PCTs with allocations above their target receive lower than average uplift.

Keith Ford informed the group that the formula for the calculation of this target had been kept under review since 1976, and now is reviewed by the Ministerial Advisory Committee on Resource allocation, on which Keith Ford himself served. Since 1976 the conceptual approach to the funding allocation had remained the same; that there should be *equal funding for people at equal risk*.

In order to follow this aim, the target was calculated by reference to population, adjusted for sex/age mix, adjusted for need and variations in cost arising from market forces. The element of "need" relied on measures of deprivation which were reviewed from time to time and were subject to debate. It was noted that the Department of Health publish details of the formula calculations on their website. The data used in the formula is updated every year for population, weighting for the elderly, the inclusion of the most recent deprivation data, and an annual recalculation of the impact of market forces on costs.

b) Funding Data relating to Bracknell Forest PCT

The group considered the figures relating to Bracknell Forest PCT area for the 2007/2008 year as follows:

The funds available per head of population in England were £1,388

The target for the former Bracknell Forest PCT was given as £1,147
 The PCT's allocation was set as £1,105

The PCT was thus recorded as under target by 3.7%
 Multiplies by the population in the PCT this amounts to £4.116million
under target

The Working Group was concerned that the comparison data for neighbouring East Berkshire local authorities revealed that Slough PCT area were £0.065m over-funded in comparison to target while Windsor, Ascot and Maidenhead PCT area were £10.606 million over-funded in comparison to target in the same period.

However, in looking at the disparities of previous years the population data used on which to base the calculations reverted in 2006/2007 to use data which included an adjustment for population growth since the census. The data used was the mid 2006 population estimates as opposed to the 2001 census data. It was reported that this benefited the Bracknell Forest area more than Slough and Windsor, Ascot and Maidenhead by moving it closer to its target figures than the other two areas.

Hence the working group considered that it should concentrate its concerns upon the current year's under-funding and the question of what action the newly merged Berkshire East Primary Care Trust would take to continue to honour the improvement planned for the Bracknell Forest area in terms of NHS funding in future years.

c) Information relating to deprivation

The working group found that different weightings applied to each area, as part of the calculations for their funding formula, as follows:

	Bracknell Forest	Slough	Windsor, Ascot and Maidenhead
Age	91%	92%	98%
Need	81%	103%	74%
Market Forces	111%	110%	111%

It is therefore evident that deprivation differential between areas had therefore already been taken account of in the original funding formula (e.g the 22% differential between Slough and Bracknell Forest) and therefore there did not need to be further adjustments to the PCT's budget to take account of it.

d) Governance Arrangements

The Working Group sought details about the distribution of the information on the financial allocations

Keith Ford reported that the details of the proposed allocations and distances from target for the 2007/2008 year were included in a schedule of every PCT position published by the National Director of Finance on 9th February 2005. This information was sent to all NHS Chief Executives and Directors of Social Services.

In March 2005 the former Thames Valley Strategic Health Authority received a report from its Director of Resources which gave the local figures. This paper was in the public part of the agenda for that meeting.

The merger consultation document on the website of the former Thames Valley Strategic Health Authority made no reference to the capitation position of the three former PCTs. Had it done so, it may have resulted in assurances being sought as to continuing funding positions of the three areas.

e) Receiving a fair share of funding and how to measure this

The PCT expressed the view that on the issue of whether an area was receiving a fair share of funding related to health outcomes i.e. how healthy the residents are. However, Keith Ford pointed out that outcome measurements can be crude e.g. survival rates or death rates do not cover chronic conditions. The Working Group were advised that Bracknell Forest Borough Council are entitled to explore with the PCT the wealth of data that exists and seek to reach an agreement on what information should be shared and monitored beyond mortality data.

f) Practice Based Commissioning

Having moved from three separate PCTs to one single PCT for Berkshire East, there was an intention now to devolve spending decisions down to GP practice level. There was a Department of Health toolkit for the initial calculation of Practice Based Budgets but not yet a formula for the calculation of a "fair shares" target at GP practice level.

The recently formed Professional Executive Committee, comprised of GPs and other clinicians such as therapists would be a key body on such issues, and the working group were advised to keep in touch with discussions on practice based commissioning.

g) Constraints to Action

The 2007/2008 funding year was expected to be the last year of high cash uplifts with 9.4% as the England average, with expectations that the 2008/2009 year would give a 3.5% average. Hence it was thought that scope for progress towards a fairer share for Bracknell Forest in 2008/2009 might be limited, and the Council would not want to accept too readily that 2007/2008 is constrained.

h) Role of the Independent Reconfiguration Panel

The working group were informed that the IRP acts to advise the Secretary of State for Health only when requested by the Secretary of State to do so. This would be in relation to matters of major service change such as hospital closures/mergers where these were contested locally. The IRP would

therefore be unlikely to be relevant to the decisions of the PCT on how to spend their annual revenue budget.

3.3 ***Summary of the interview with Dr Lise Llewellyn, Chief Executive Berkshire East Primary Care Trust on 7 March 2007:***

Dr Llewellyn explained at the start of the interview that it was important to focus on 'service outcomes' rather than 'provision' to gauge improvement of health across the area. Bracknell Forest was considered to be a relatively healthy place to live and since core services were not defined by the NHS it followed that Slough, with greater health problems, needed more specialised services to deal with them.

Dr Llewellyn was asked how assessments were carried out and what data was being used. She explained that 'a substantial problem was caused by the fact that the funding was given based on the population numbers which were then weighted by demographics and deprivation levels. The population figures were based on the Office of National Statistics and the accuracy was crucial to the outcome'.

These figures could be out of date especially when an area was subject to rapid growth, like Bracknell Forest. Members expressed concern that if the funding formula was based on false statistics then Bracknell Forest would never reach the level of obtaining resources to achieve a higher level of health provision for residents. Dr Llewellyn conceded that it was her task to improve these areas of concern but that her focus had to be on those areas where the need was greatest.

Members learned that whilst Bracknell Forest had the fifth lowest spend per head of population in England the new Primary Care Trust would be looking at GP practices to compare who had above and below their fair share of funding. However, she maintained the chances of changing the formula funding were negligible and had been tried elsewhere but failed, also existing budgets could not be turned around easily.

Regarding the specific under spend members learned that a paper was presented to the old Bracknell Forest Primary Care Trust on 31 March 2005 explaining why the Trust was heading from an over funded to an under funded financial position in a year. This paper was in the public domain but Dr Llewellyn was unclear who in the 'Council' would have been aware of it. There was no record of any representations being made at the time.

(NB - Whilst it might have been expected that this information would be presented to the Health and Social Care Partnership Board for discussion, there is no record in the minutes of meetings around this time that any such discussion took place.)

Dr Llewellyn stated that in future the Berkshire East Primary Care Trust accounts would be taken to the Health Overview and Scrutiny Panel and Public Primary Care Trust for discussion; and in conclusion she expected that health spending in Bracknell Forest would be given more transparency in the future than it had in the past.

The full minutes of this meeting are attached at appendix 2.

3.4 ***Summary of the interview with Councillor Dale Birch Executive Member for Adult Services and Health held on 16 March 2007.***

Before the interview began the Lead Member made it clear that information provided by the Working Group's consultant had revealed that Bracknell Forest had not been under funded year on year for the last four years and had been properly funded up to 2006/7 after which the shortfall of £4.116M arose. He also pointed out that whilst the Government average funding per head of population for 2006/7 was £1388 Bracknell Forest Primary Care Trust received only £1147 for some reason.

Councillor Birch, who is now also Chairman of the Bracknell Health and Social Care Partnership Board, informed Members that the Chief Executive of the Bracknell Forest Primary Care Trust had warned the partnership that there was a funding gap but did not give an actual figure. The meeting at which she offered this information was less concerned with a short fall in financial resources than with the emphasis it was placing on identifying commissioning 'need' and how to deliver it.

He confirmed that in meetings he had attended no specific questions had been asked about reduced services that may result from the short fall since mainly attention was being paid to the delivery of services than the health budget overall. He also stated that there was once a very loose communication between the Council and the old Bracknell Forest Primary Care Trust but there was a growing relationship between the Council and the new Primary Care Trust with meetings already held between him, the Chairman of the Berkshire East Primary Care Trust and the Trust's Locality Manager for Bracknell Forest.

When asked how matters could have been handled differently and what lessons had been learned Councillor Birch said that in the past poor relationships had impeded good communication and that as far as the Bracknell Forest Primary Care Trust was concerned everything sent to the Director of Social Services and Housing was to 'the Council'. The implication being that information was being passed and communication was established but that it was of no concern of the Primary Care Trust how this information was analysed or cascaded to those who needed to use it.

A joint understanding was now developing between the Council and the Berkshire East Primary Care Trust and more pertinent questions of a financial and health delivery nature were being asked than before.

The full minutes of this meeting are attached at appendix 3.

4. Conclusions

- 4.1 Every Primary Care Trust (PCT) in England receives an allocation of funds with which it both directly provides healthcare (typically General Practitioners (GP) and Community services) and commissions healthcare from providers (typically hospitals). Since 1976 the allocation of funds is set by reference to the previous year plus an additional sum for inflation and growth (the 'formula'). What determines what each PCT gets is a 'fair shares target' and whilst the allocation may differ from one PCT to another progress towards a geographically fairer distribution of funds has remained an objective.
- 4.2 The fundamental concept is that there should be equal funding for people at equal risk but the most contentious element conceptually is 'need' which is not capable of being measured directly but relies on proxy measures of deprivation. Changes in the formula for allocating funds began in 1997 when criticism of under funding, an 'unmet need', in the industrial and ex-industrial parts of the country shifted funding away from the shire counties. In this context Bracknell Forest is considered a very healthy place to live.
- 4.3 The Working Group is advised that no individual Primary Care Trust has ever been successful in arguing a change in the formula referred to above and such approaches have been seen as 'self-interested lobbying'.

However, the following data of funding for the financial year 2007/08 shows:

Funds available per head of population in England:	£1,388
Target allocation for the former Bracknell Forest PCT:	£1,147
Actual allocation set at:	£1,105
An under-target allocation by:	3.7%

Resulting, when multiplied by the population in the PCT, in an under funding of £4.116M

- 4.4 We can assume that this shortfall was neither challenged nor notified to the 'Council' in specific terms at the time and no evidence exists to suggest it was. Although, in the manner in which the NHS/PCT considered its consultation to be effective at that time it might have been sent to the Director of Social Services and Housing but not articulated in any sense that would have caused concern i.e. because services had not been noticeably cut and the 'need' factor was being serviced satisfactorily. We understand that this data was published in a Department of Health letter dated 9 February 2005 sent by the then national Director of Finance to NHS Chief Executives (PCTs and Trusts) and to Directors of Social Services. The letter gave targets and allocations for the Financial Years 2006/07 and 2007/08. As stated above the assumption is that the significance of this data was not recognised at the time although this cannot be verified with certainty since neither the then Chief Executive of Bracknell Forest PCT nor the Director of Social Services and Housing work in the Borough any longer.
- 4.5 At the same time these figures were available to us the neighbouring Boroughs were funded correctly in the case of Slough whereas the Royal Borough of Windsor and Maidenhead were over funded by 5.8% amounting

to £10,606M. They were given by Dr Lise Llewellyn, the Chief Executive Berkshire East PCT, at her briefing to the Health Overview and Scrutiny Panel on 7 December 2006. She could not have anticipated it coming as such a surprise to Panel Members given they, the figures, had been in the public domain for some time.

- 4.6 Research has shown that prior to 2007/08 Bracknell Forest was being funded properly and even benefited from a slight over spend so it cannot be argued that the Borough has been under funded for the four years it was at first thought. However, as matters stand within the newly merged PCT we are likely to be under funded by comparison with the Royal Borough but in parity with Slough for some time to come. Prior to the merger the Department of Health's declared policy was to correct imbalances over time by a process of differential growth and it is known that Bracknell Forest was to receive a 1.5% higher uplift (increase) than Windsor in 2007/08 and smaller percentage rise by comparison with Slough. We believe a strong case exists for pursuing this improvement and should expect this increase to be honoured by the new PCT, as would have been the case had the Bracknell Forest PCT continued to exist.
- 4.7 In the context of funding allocations we are advised of the importance of understanding how deprivation features in the formula. Figures presented show that Slough are compensated by 3% more in their target for need but Bracknell Forest is down rated by 19% giving a differential of 22%. We would not, therefore, expect the merged PCT to skew its financial policies in favour of Slough since that has already been done in the targets and it rests with the Health and Social Care Partnership Board and the Health Overview and Scrutiny Panel to monitor this; especially as the immigrant population is known to be rising in that Borough. We are firm in our belief that it is for Slough and the Berkshire East PCT to make representations to the Government if more funds are needed than those that already exist to support their services and we do not expect a reduction in funding elsewhere to meet any short fall that has arisen.
- 4.8 Regarding governance and procedure around the time of the merger a consultation document was posted on the website of the former Strategic Health Authority that did not mention the capitation position of the three PCTs. Whilst this would probably have made no difference to the final decision it might well have resulted in assurances being given about the continued progress towards the target levels of the constituent parts of the reformed PCT. This lays greater emphasis on our administration to monitor the division of whatever funds are allocated to Berkshire East PCT to ensure that Bracknell Forest gets what it is entitled to by way of need and that this need is accurately researched by us to ensure it is properly identified and subsequently funded.
- 4.9 As already stated the Health Overview and Scrutiny Panel have an important role to play in carrying out scrutiny but the difficulties should not be underestimated. PCTs measure success in health outcome terms; therefore, if Bracknell Forest is seen to be healthier by comparison with other places it could be argued that this factor in itself justifies the amount of money being spent on its existing services; consequently the actual amount of money being spent could be seen as not a critical factor in itself. Our view is that whilst this argument might have substance there is no excuse for not ensuring that health outcomes in Bracknell Forest do continue to rise and that the

yardstick should not be a comparison with other areas which may be worse off but with those areas that are even more advanced than we are here. There is a growing use of data for comparison about levels of service in Hospitals and GP practices and we are entitled to explore this with the PCT to provide the health outcomes in Bracknell Forest we all want to see.

4.10 In this context also Dr Llewellyn stated in her interview that she was not committed to any previous levels of spend decided by her predecessors in the former PCTs. However, much is being made of the new Practice Based Commissioning strategy and we must ensure that local interests are being properly considered in this exercise. We understand that this financial year may be the last we will see for some time when large increases are made to NHS budgets (some of which have already been announced). So, we are mindful that if this is the case then further progress to a fairer share of the funds available may be restricted in the years to come and that our efforts to ensure that our share is fair and equitable should not be constrained in this financial year.

4.11 In summary the Working Group concludes:

1. It is worthwhile keeping the national formula under review but we should not spend time at the moment seeking to change it.
2. The PCTs approach to deprivation must be monitored and reminded that Slough already has a 22% premium (£27M) over Bracknell Forest for this.
3. We should bear in mind that if the PCTs had not merged Bracknell Forest would have received an improved allocation 0.7% relative to Slough and 1.5% relative to The Royal Borough of Windsor and Maidenhead and seek to pursue delivery of this increase in this financial year.
4. The authority must work with the PCT to gain an understanding not only of the differences in health outcomes locally, but also health provision generally, with a view to reaching equity with our neighbouring authorities quickly.
5. We should work with the PCT to understand how Practice Based Commissioning will be used locally to achieve equity and over what time scale.
6. That good monitoring by both the Health Overview and Scrutiny Panel and the Health and Social Care Partnership Board is essential to ensure that the mistakes of the past in failing to identify a shortfall in funding, leading to this review, does not recur and that procedures are put in place between the PCT and ourselves to ensure the probity of the system now and for the future is established as quickly as possible.

4.12 Finally, we consider that the aims and objectives of the scoping instructions as stated at paragraph 2.4 of the above report have been met by these conclusions and that if the recommendations are accepted by the Executive the purpose of this review will have achieved its aims and highlighted the way by which this under funding situation arose and in what way future budget setting must be monitored. Furthermore, the Group consider that realistically there is no chance, in the current financial climate in the NHS despite the proposed increases, for lost funds to be redeemed and also that no immediate purpose will be achieved by going on to a second phase of this review. However, this report should be brought back to the Health Overview

and Scrutiny Panel in a year's time by the Executive Member for progress to be assessed and judged on its recommendations, after which a report should be submitted to the Overview and Scrutiny Commission.

- 4.13 The Working Group expresses thanks to Dr Lise Llewellyn the Chief Executive of the Berkshire East PCT, and Councillor Dale Birch the Executive Member for Adult Services and Health, for their time and transparent help in assisting us to come to these conclusions; and to our consultant Mr Keith Ford CPFA OBE.

5. Recommendations of the Working Group

5.1 *To Bracknell Forest Borough Council Officers and Members it is recommended that:*

- 5.1.1 Incoming mail addressed blandly to the 'Director of Social Services' should be carefully scrutinised by officers to ensure that the significance of its content is understood and that information detrimental to the provision of health and domiciliary services in Bracknell Forest is recognised and brought to the attention of the appropriate officers and Executive member for action.
- 5.1.2 Berkshire East Primary Care Trust's accounts are annually scrutinised by the Health Overview and Scrutiny Panel from now onwards as a matter of routine.
- 5.1.3 That the terms of reference of the Health and Social Care Partnership Board are reviewed and/or revised to ensure the purpose of this body is functional and beneficial to the residents of Bracknell Forest by comparison with its neighbouring authorities.

5.2 *To Berkshire East Primary Care Trust it is recommended that:*

- 5.2.1 The Berkshire East Primary Care Trust establish if the formula being used for the health funding of Bracknell Forest is correct; as this may be the basis in the future for influencing change through research and publicity.
- 5.2.2 Berkshire East Primary Care Trust honour the improvement planned for the funding of the late Bracknell Forest Primary Care Trust in this financial year i.e. 0.7% more than Slough and 1.5% more than the Royal Borough of Windsor and Maidenhead.
- 5.2.3 Berkshire East Primary Care Trust does not skew its financial policies in favour of Slough on the basis of perceived deprivation since this will have already been recognised in the calculation of financial targets.
- 5.2.4 Having established that Bracknell Forest has the fifth lowest spend for health in England, Berkshire East Primary Care Trust is requested to review GP practices, to establish which had above or below their fair share of funding and make the necessary adjustments.
- 5.2.5 The Berkshire East Primary Care Trust identify the measurement criteria of health outcomes in Bracknell Forest comparing local with national practice in so far as is not now being done. These outcomes and the practical application locally should be formally shared with this authority on a regular basis, enabling it to judge how well the health of its residents is being managed against its own health strategies and generally; so giving it the opportunity to comment on success, concerns and where it sees improvement potential.

5.3 *To both Bracknell Forest Borough Council and Berkshire East Primary Care Trust it is recommended that:*

- 5.3.1 From now onwards a more open dialogue takes place between Berkshire East Primary Care Trust and officers and Executive members of the Council as to where to spend the funding allocation for the Borough and that the

improved relationships now existing ensure an informed Executive consistently in touch with the state of health and health funding in Bracknell Forest.

- 5.3.2 Bracknell Forest Council, through its Executive and Health Overview and Scrutiny Panel, are kept informed of discussions on Practice Based Commissioning to ensure that local interests are being served; and that Board papers and any underlying technical working papers are made available for scrutiny.

Appendix 1

BRACKNELL FOREST BOROUGH COUNCIL

**OVERVIEW AND SCRUTINY PANEL
2 February 2007**

WORK PROGRAMME 2006 – 2007

Terms of Reference for

OVERVIEW AND SCRUTINY WORKING GROUP ON HEALTHCARE FUNDING

Purpose of this Working Group / anticipated value of its work:

Establish:

- a. The difference and equivalence of PCT services in Bracknell Forest and other authorities in Berkshire East PCT.
- b. How the PCT funding formula operates and how the under-funding for Bracknell Forest in the region of £4M year on year over the last four years, arose.
- c. The role of the Bracknell Forest Health and Social Care Partnership in addressing the issue.
- d. The value of the review is to ensure under-funding does not recur.

Key Objectives:

There are three key objectives, they are:

- a. To determine what services the Berkshire East PCT supply to Bracknell Forest.
- b. What services were denied Bracknell Forest over the last four years?
- c. The immediate steps being taken to permanently redress any imbalance of these services.

Scope of the work:

The review is to be undertaken under the Health and Social Care Act 2001 in two Parts. The first is explained in the 'purpose and value' issues stated above and to decide whether or not to continue to stage 2 which will:

- a. Investigate more thoroughly what East Berkshire PCT and the Strategic Health Authority are doing to correct the under-funding.
- b. Determine what East Berkshire PCT and the Strategic Health Authority are doing to ensure equitable funding for Bracknell Forest being maintained in the future.
- c. Ensure that the PCT's time scale for changing the funding for Bracknell Forest is as short as possible.
- d. Decide if the 'Reconfiguration Panel' needs to be drawn into the resolution of the under-funding.
- e. Consider the impact under-funding may have had on the health and social care in Bracknell Forest.
- f. Report the findings of the review to the Overview and Scrutiny Commission with recommendations to the Council's Executive, and as appropriate, the Berkshire East PCT, the Health and Social Care Partnership, and the Strategic Health Authority.

Not included in the scope:

Any issues not pertinent to the PCT funding formula, its consequences and its remediation, for example speculation on the development of any Health Multiplex.

Terms of Reference prepared by: *The Lead member and Review Panel*

Terms of Reference agreed by: *Councillor M. Sargeant*
Chairman Overview and Scrutiny
Commission

Working Group structure: *Councillor RC Edger OBE*
Chairman ASC&H O&S Panel
Councillor IW Leake
Chairman Health O&S Panel
Councillor MJ Beadsley
Deputy Leader Labour Group and O&S
Commission Member
Councillor AS Browne
Vice Chairman, Health O&S Panel

Working Group Lead Member: *Councillor RC Edger OBE*

Portfolio Holder: *Councillor DP Birch*
Deputy Leader

BACKGROUND:

1. At a meeting of the Council's Health Overview and Scrutiny Panel On 7 December 2006, Dr Lise Llewellyn, Chief Executive of the Berkshire East Primary Care Trust, declared that:
 - Bracknell Forest had been under funded since 2002 by about £4m annually, by reference to the government formula for PCTs;
 - The Royal Borough of Windsor and Maidenhead had been over funded in the same period by around £11m annually;
 - Slough Borough Council had been funded broadly in line with the formula.

This revelation was a considerable surprise to members, and at odds with assurances given to Scrutiny members by the former Bracknell Forest PCT.

2. When questioned about this, Dr Llewellyn said that whilst she regretted this imbalance, which would be addressed as soon as possible, full, equity of funding could probably not be achieved for about three years.
3. Overview and Scrutiny Members query whether this underfunding may have had a serious effect on Bracknell Forest Borough Council's Health and Social Care performance.
4. The funding shortfall may also have contributed to the PCT's decision to withdraw funding for the 'Activate' scheme, which had been valued by the Council, also possibly post-operative care.

Appendix 2

WORKING GROUP ON HEALTHCARE FUNDING

7 MARCH 2007

Present: Councillors Edger (Chairman), Beadsley, Leake and Sargeant
Keith Ford, Consultant
Glyn Jones, Assistant Director Social Services
Katie Dover, Policy Officer

Dr Lise Llewellyn, Berkshire East Primary Care Trust

Dr Llewellyn attended the meeting to assist the group with their queries relating to healthcare funding within the Borough of Bracknell Forest, as follow:-

1. Equivalence of Health Provision with Neighbouring Local Authorities

Dr Llewellyn noted that it was important to focus on service outcomes rather than provision in order to gauge whether the PCT's aim of improving the health of the population was being achieved. The driver for the PCT was the aim of reducing health inequalities. Dr Llewellyn reported that Bracknell Forest is a relatively healthy place to live in compared to other areas which was why it was awarded less funding per head from the Government.

Dr Llewellyn reported that core services should be provided for everyone but these core services were not defined anywhere by the NHS and it would help to have such a list.. She reported that access to services was determined by need. In Slough there were greater health problems and therefore more specialised services to deal with them. The PCT were looking for equitable outcomes.

It was noted that the PCT were looking at the future of community services this spring.

2. Which services are there where there are different demands for them in different areas?

There would be less demand for health visitors in more affluent areas such as Binfield than others. However the issue was about placing services relative to the needs of the area. Bracknell Forest's population is younger than Windsor and Maidenhead's and thus would have a different set of service demands.

3. Where is the information found to assess these differences?

Found via the Department of Public Health – "health needs" work. The PCT collected information on levels of usage. The data could now be tracked back to who used what service, when and for what.

4. Is usage affected by ready availability?

The closer a person is to a service, the more likely they are to use that service, and this includes specialist services. E.g. in London the percentage spend on hospital care is much greater than in Bracknell Forest.

5. How often do you reassess the data you base your assessments on?

Dr Llewellyn reported that the PCT should meet regularly with the council to look at the plans for future housing developments. Dr Llewellyn has recently met with Victor Nicholls and the Chief Executive to do so. Hence the PCT could have an involvement on such issues as the Section 106 agreements and influence the provision of new primary care in new housing areas.

A substantial problem was caused by the fact that the funding was given based on the population numbers which were then weighted by demographics and deprivation levels. The population figures were based on the Office of National Statistics' figures, and the accuracy was crucial to the funding outcome. These could be out of date as based on statistics such as the latest census, and the numbers of people on GP registers. It was noted that some residents might be registered with GPs outside the Borough.

Bracknell Forest had changed from being over to under funded in a relatively short space of time due to the rapid population growth. The Office of National Statistics has been saying that the population of Slough was currently falling, and which was thought unlikely. Slough Borough Council was lobbying MPs about the issue.

The working group expressed concern that given the fact that funding was based on statistics and that the population of Bracknell was also growing rapidly, that it would never reach the level of obtaining resources to achieve a higher level of health service provision for the population. Dr Llewellyn noted that it was her job to improve areas of concern and mortality rates overall and then to target the worst areas in particular. There would be a positive knock-on effect from improving the worst areas. The focus had to be on the greatest need.

It was noted that Bracknell Forest had the fifth lowest spend per head for health in England. Dr Llewellyn stated that she would be looking at GP practices to see which had above and below their fair share of funding.

With regards to extended schools, Dr Llewellyn had just spoken to Tony Eccleston and would need to speak to him again on re-profiling services in relation to extended schools.

6. Would it be difficult for you to explain on a national level why Bracknell Forest requires more funding?

Yes – this has been tried unsuccessfully in other areas and it would be difficult. However we can try and be inventive with organising the funding.

7. Is the over-funding of Windsor and Maidenhead as a result of the formula or as a result of something else?

Dr Llewellyn reported that the basis for the funding formula was historic. The spend was about the pace of change and how you get to the capitation spend level. If you were over the capitation level you incur less growth. E.g. in Easington, which had the lowest capitation spend and therefore wanted the fastest pace of change. Political

influence affects the pace of change. It was not likely to change dramatically in Bracknell Forest however.

The funding allocation had already been received for this year based on the East Berkshire Primary Care Trust's for the year 2007/2008. In September/October we would be allocated funding for the next 3 years. Hence we were entrenched with the historical funding formula for a while yet. It was important to see what figures the Office of National Statistics used for each in for the three East Berkshire areas.

8. Will the formula give you the opportunity to level those inequalities over the area?

Dr Llewellyn reported that she would work with GP practices to get them to their fair share level. She would negotiate with them about their budgets. Funding would come in two different streams; a) for secondary care and b) for patients. Both pots of money would be forwarded to practice leaders.

9. Were there previously any representations by the Bracknell Forest Primary Care Trust on the under-funding situation in Bracknell Forest?

A paper was presented to Bracknell Forest Primary Care Trust on 31 March 2005 which showed how the area went from over to under funding. This paper would have been in the public domain but Dr Llewellyn was not sure of whom in Bracknell Forest was aware of it. At the same time Milton Keynes required help and funding in the area was paid back to them.

The pattern of spend differences around the area are very interesting. Dr Llewellyn promised to share the details of the budget with the Council once the initial work had been done on them. It was noted that NHS contracts were unlikely to get into penalties against each other as they were all part of the same organisation.

Once Heatherwood and Wexham Park became a foundation trust, they would have their own accountability systems. Monies had been provided to them to hit the 18 week waiting times during 2008. However, hospital trusts were not given a guaranteed overall income for services by the PCT, but were paid as the services were provided. Most other contracts increased by the inflation factor but general medical services were given 1% on government guidance.

Community services were given a budget uplift of 2.5%. Mental health was given £1.557million which reinstated their baseline and there would be further investment for the end of the year.

10. What commitments have been given by, or on behalf of, the new PCT to any other parties about protection of existing budgets and spending levels, or rates of growth to be maintained?

No assurances were previously made to other local authorities as to their budgets.

With regards to existing contracts Dr Llewellyn stated that:

- the number of acute service cases varied each year.

- Community services were given annual contracts with six month notice of any change

Mental health contracts were for a period of one year with six month notice period. Once a foundation trust was in place for mental health the contract would be for a 3 year period.

Commissioning was knowing what services you required for an area, and being prepared to pay the price for them. Providing services was about hitting the right improvement level and that depended on what the baseline was.

11. What issues are there to stop you achieving a more balanced budget?

Dr Llewellyn reported that she could not see issues to affect the balancing of budgets as such. There would be a review carried out by practice and locality as to where the funding was being spent.. For example a letter had been sent to GPs about minor skin procedures which on average cost £125 if undertaken in a GP practice but at least £500 in a hospital. This raised the issue of where quality was the same – was there a more effective way of doing things? Why pay the larger overheads of a hospital on a per activity basis. There was a need to challenge GPs into assessing “am I doing the best from the budget to deliver quality to the patient?”

There was evidence that once a person had been in hospital for a procedure such as a knee operation, that for every day after the operation the outcomes for them if still in hospital got worse. As soon as clinically fit, people should be returned home. This in turn would mean more care at home and the structure for this provision was not yet in place. This was an issue to be addressed in the future.

12. Health and Social Care Partnership Board

The question arose as to whether the information on under-funding would have been taken to the Board. It was thought that it should have been presented there, but whether this was the case and whether attention was drawn to the issue was not known. The Berkshire East PCT accounts should in future be taken to the Health Overview and Scrutiny Panel and the Public PCT Board meetings.

It was agreed to write to the Chairman to find out the position in relation to the Health and Social Care Partnership Board.

13. Funding this year

The funding targets this year were;

- To reach the 18 week waiting list
- Put money back into mental health services in particular childhood and adolescent mental health
- The IT programme

In future Dr Llewellyn stated that she would expect a more open discussion on where to spend the funding allocation for the area. This year the choice on what to allocate where had been restricted as there was very little spare money.

The Chairman thanked Dr Llewellyn for giving such full and informative responses to the questions put.

Appendix 3

**WORKING GROUP ON HEALTHCARE FUNDING
16 MARCH 2007
(9.45am – 11.00am)**

Present: Councillors Edger (Chairman), Beadsley, Leake and Sargeant
Councillor Birch
Glyn Jones, Assistant Director – Community Care, Social Services
and Housing
Hannah Coman, Democratic Services Officer

Firstly Councillor Edger reported the following information to the group:

- (i) Bracknell PCT had not been under funded by £4m year on year for the last four years but had been under funded by a total of £4.116m for the year 2006/07.
- (ii) In 2006/07 government health funding per head averaged at £1388, Bracknell Forest PCT had received £1147 and allocated £1105.
- (iii) The national uplift for 2007/08 was 9.7% and Bracknell Forest would receive an uplift of 9.4%, 1.1% higher than Slough and 0.4% higher than Windsor and Maidenhead. The Group were concerned as to whether this would be reflected in the funding received from Berkshire East PCT.

The purpose of the meeting was to establish whether the under funding had been identified by the Health and Social Care Partnership Board (HSCP/B).

Councillor Birch attended the meeting to answer questions, as follows:

1. As Chairman of the Health and Social Care Partnership, how did the Partnership work?

The HSCP/B was a themed partnership under the Local Strategic Partnership and was responsible for bringing together the PCT, public health through Don Sinclair, Environment and Leisure, the ambulance service and PPI Forums, and was the lead partnership over the Joint Strategy and Commissioning Group (JSCG).

Councillor Birch replaced a representative from the PCT as the Chair. Councillor Mills had been the Vice-Chairman while the PCT had chaired the Partnership. JSCG's role was to carry out the work of the HSCP/B which aimed at bringing the work of the partners together in order to remove duplication of that work.

Since Councillor Birch had taken on Chairmanship in Spring 2006 there had been two HSCP/B meetings, as the one scheduled in January 2007 had been cancelled. One of the pieces of work the Partnership had completed was the BF1500 health survey. This was developed jointly with the PCT and all partners had contributed to the questions in the survey. An analysis of the survey had now been completed.

At the HSCP/B the PCT had given regular updates on a number of issues, with the last meeting focusing on prescribing. Nick Relph had also attended a meeting in 2006 which had alerted members to the fact that the health economy would be £40m light going forward.

The HSCPb had been told by Diane Hedges that there was a funding gap in Bracknell Forest but had not been given an actual figure. This was a higher issue than was discussed at HSCPb or JSCG, which had the role of identifying commissioning need and delivering it.

2. Clearly Bracknell Forest had been under funded so what services were currently not being received?

The Activate scheme was jointly funded by the Council and the PCT and this had been cut, but Councillor Birch was unsure whether there was any intention to cut other services.

The Assistant Director – Community Care stated that the resources received were the same as the previous year, but it was not known what would happen next year.

3. Did the HSCPb ask questions around the cutting of services?

Specific questions about the cutting of services were not asked, Diane Hedges explained that there was a funding gap and questions were asked but information was not given relating to specific services.

4. Did the HSCPb or Bracknell Forest PCT raise the shortfall as an issue?

The financial situation was raised at HSCPb but the figure of £4.116m was not given. The same information was presented at HSCPb and at the Health Overview and Scrutiny so it was the December 2007 Health Overview and Scrutiny Panel where the figure was discovered.

Questions at forums would have been around what Bracknell Forest Borough Council was delivering and not regarding an overall health budget. It was believed that the relevant questions were being asked at the HSCPb whose role it was to question the PCT in terms of delivering services to residents.

5. Was there anybody in the Social Services and Housing department who could give advice on finance?

Currently Mary Purnell, Bracknell Forest Locality Manager was based at Time Square and officers in the department were able to access the information they needed.

Previously there had been very loose communication between the Council and the PCT, and with the reconfiguration of the PCT there had been little value in setting up a formal relationship. Since the situation had settled down there had been a better rapport with the Chief Executive of the PCT who had offered to make people available to work on the Health Strategy. There had been meetings with the Locality Manager, Councillor Birch had met the Chairman, and received regular updates regarding the 'Right Care Right Place' consultation.

The group raised concern that the HSCPb had not been truthfully dealt with. It was strongly felt that more questions needed to be asked in the future and that the Council needed to be involved in the PCT's budgeting process.

6. In retrospect how could matters have been handled differently and what lessons have been learnt?

Relationships were difficult the previous year and working with partners was difficult because information had to be handled carefully. When Councillor Birch became chairman of the HSCP questions began to be asked regarding the funding. At the same time the PCT was unsure of who to talk to in the Council and considered that everything that was sent to the Director of Social Services and Housing was 'the Council'.

The Chief Executive of Berkshire East PCT was now aware of how the Council was structured and who should be presented with information. Working together on the Health Strategy meant that the PCT would need to answer questions around what Bracknell Forest wanted. Joint understanding hopefully meant that there was more power to ask questions from the Council side.

The group were concerned that previously there had been a flaw in the system which had resulted in information not getting through to the correct people. It was hoped that by highlighting the issue this kind of situation would not arise again.

The group thanked Councillor Birch for attending the meeting and answering the questions honestly. He hoped that the right results would be achieved by Overview and Scrutiny taking on the issue.

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OVERVIEW AND SCRUTINY COMMISSION 19 JULY 2007

OVERVIEW AND SCRUTINY OF BRACKNELL FOREST PARTNERSHIP ORGANISATIONS – THE REQUIREMENT TO FORM A CRIME AND DISORDER OVERVIEW AND SCRUTINY COMMITTEE (Head of Performance and Scrutiny)

1 INTRODUCTION

- 1.1 This paper updates the Overview and Scrutiny (O&S) Commission on new and prospective legislation, also on changing Government and Council policy affecting Overview and Scrutiny of partner organisations, and invites the Commission to decide in principle how they want to apportion these new, emerging responsibilities.

2 SUGGESTED ACTION

It is suggested that the Overview and Scrutiny Commission:

- a) Note the new legislation and changing Government and Council policy affecting Overview and Scrutiny of partner organisations;
- b) Determine in principle how the new responsibilities for the Council's Overview and Scrutiny function should be allocated between the Commission and Panels; and in particular
- c) Determine where the new responsibility to operate a Crime and Disorder Scrutiny Committee should reside;
- d) Note that any changes to the terms of reference for the O&S Commission or Panels should await enactment of the legislation and the issuing of government guidance, and will require Council approval to an amendment to the Constitution, on the advice of the Constitution Review Group.

3 SUPPORTING INFORMATION

- 3.1 At the meeting of the O&S Commission on 15 March 2007, the minutes record:

Scrutiny of External Public Service Bodies

The Head of Performance and Scrutiny presented a report which detailed the principal public bodies external to the Council for the Commission to consider how it and the Scrutiny Panels might extend their scrutiny function to cover. As well as arising from a previously expressed interest in extending scrutiny to public services, by the Commission, the Local Government Bill currently before Parliament would be likely to expand the role for local authority Overview and Scrutiny in relation to other public service providers. Members were advised that it therefore seemed likely that the scrutiny of some public bodies would become a statutory requirement and others may be included via locally agreed governance protocols.

In discussion, Members raised the following issues:

- i) *Resources – concerns were expressed that this expanded remit would not be achievable without the commitment of additional resources to Overview and Scrutiny;*
- ii) *Focussing Work – the increased need for Overview and Scrutiny to clearly identify and focus its work upon specific issues was acknowledged; and*
- iii) *Internal Issues – the need to ensure that scrutiny of external bodies was not done at the expense of important internal issues such as transport, was regarded as essential.*

3.2 The principal changes are as follows.

- a) The Bracknell Forest Partnership - A new role in relation to the Bracknell Forest (Local Strategic) Partnership, as required by the Partnership's Governance Protocol, which states: *'The Council shall facilitate the scrutiny of the work of the Partnership through its Overview and Scrutiny process. The process shall include scrutiny of the membership of the Partnership and how organisations and individuals are selected for representation'*.
- b) The Police and Justice Act 2006 requires every local authority to have a Crime and Disorder Committee empowered to review and scrutinise, and make reports or recommendations, regarding the functioning of the 'responsible authorities' (the local authority, Police, Police Authority, Primary Care Trust, and the Fire Service) of the local Crime and Disorder Reduction Partnership (CDRP) and Community Safety Partnership. The legislation does not require that this should be a separate, dedicated committee. The relevant Commencement Order for the Police and Justice Act 2006 has not yet been issued, and further guidance is awaited from Government.
- c) Subject to legislation, a larger role for Overview and Scrutiny flowing from the Local Government and Public Involvement in Health Bill (e.g. the 'Community Call for Action'; and greater powers in relation to other public sector service providers). Consultation documents and detailed arrangements are awaited from Government.
- d) Further changes to scrutiny arrangements may well derive from likely developments to Local Strategic Partnership governance arrangements. On 19 February 2007, Communities and Local Government published a document *'Developing the Future Arrangement for Local Area Agreements'*. This document follows the Local Government Bill in envisaging a much enhanced role for LSP's and LAA's and sets out the current thinking on how the new LAA arrangements might be implemented. Operational guidance should follow later in 2007, at which point the actual impact should be clearer.

3.3 Pending enactment of the legislation and the issuing by the Government of detailed guidance, there are three broad options to accommodate the extra work:

1. Retain the existing O&S Commission and Panel structure and allocate the new functions to the appropriate Panel/Commission
2. Put as much health scrutiny work as possible into the domain of the Joint East Berkshire Health O&S Committee, freeing up the Health O&S Panel to cover all external public services.
3. Put the Health Scrutiny work back into the Adult Social Care and Housing O&S Panel, freeing up the former Health O&S Panel to cover all external public services except health.

At the meeting of the Bracknell Forest Partnership Board meeting on 19 April, the Board's views were sought on how they would like to see O&S organised from their perspective, and they expressed a preference for option 2 above.

Background Papers

Minutes of the meeting of the O&S Commission on 15 March 2007

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OVERVIEW AND SCRUTINY COMMISSION 19 JULY 2007

OVERVIEW AND SCRUTINY WORK PROGRAMME 2007/08 (Head of Performance and Scrutiny)

1 INTRODUCTION

- 1.1 This paper invites the Overview and Scrutiny Commission to adopt a programme of Overview and Scrutiny (O&S) work for the Commission and O&S Panels in the municipal year 2007/08

2 SUGGESTED ACTION

- 2.1 The Overview and Scrutiny Commission are invited to approve the draft Overview and Scrutiny work programme at Appendix 1 to this report, for subsequent consultation with the Executive and the Corporate Management Team (as required by Article 6.02 (i) of the Council's Constitution).

3 SUPPORTING INFORMATION

- 3.1 At their meeting on 7 June 2007, the O&S Commission considered the indicative work programme in the 2006 Annual Report of Overview and Scrutiny and agreed to return to this issue once the O&S Panels had considered which topics they wished to review in depth during 2007/08. All of the O&S Panels have met and concluded on their proposed review topics, in consultation with the Directors concerned. Those conclusions are summarised in the Appendix.
- 3.2 Following finalisation of the work programme, the detailed scope of each of the reviews will be designed by member working groups.
- 3.3 The work programme for the Joint East Berkshire Health Overview and Scrutiny Committee, of which Bracknell Forest BC is a member, is determined separately by that Committee.

Background Papers

2006 Annual Report of Overview and Scrutiny.
Minutes of Overview and Scrutiny Commission and Panel meetings.

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Doc. Ref
Alluse/O&S Commission/O&S Work Programme

DRAFT WORK PROGRAMME FOR OVERVIEW AND SCRUTINY, 2007/08

OVERVIEW AND SCRUTINY COMMISSION	
1.	Co-ordination of the work of the Overview and Scrutiny Panels
2.	Routine Monitoring of the performance of the Council's corporate functions
3.	Audit Committee duties To include the review of plans and the reports of both internal and external audit.
4.	Periodic review of the Council's strategic risk management arrangements
5.	Bracknell Forest Partnership To receive a briefing on the Overview and Scrutiny implications of the Local Area Agreement and determine how to expand the O&S coverage of BFP partner organisations in the light of new legislation and government guidance on governance of Local Strategic partnerships.
6.	2008/09 budget scrutiny Note – each of the O&S Panels will also scrutinise the budget proposals in their departmental areas.
7.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan
ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL	
1.	Review of Adult Treatment Plan (Drugs and Alcohol Action Team)
2.	Monitoring the performance of the Social Services and Housing Department
3.	Monitoring the implementation of the action plans for Supporting People and Adult Social Care This arises from the 2006 Commission for Social Care Inspection.
4.	Review of action taken in response to the Panel's report on Anti-Social Behaviour
5.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan
6.	Carers A working group to undertake a detailed review of the Council's arrangements for carers in order to ascertain, for example, the number of carers, the nature of their needs and whether they are adequately supported.

7.	<p>Care Homes</p> <p>To invite a regulatory manager from the Commission for Social Care Inspection and a representative of the Berkshire Care Association to a Panel meeting to provide background information on their roles in preparation for a prospective detailed review by a working group. This may include visits to care homes and services in the Borough. A presentation on the work of the Adult Protection Co-ordinator may be included.</p>
8.	<p>Social Care Modernisation Agenda</p> <p>A working group to undertake a detailed review of the Council's implementation of the social care modernisation agenda which provides for adults with learning difficulties and seeks to offer them greater choice and independence in their lives, as led by the national pilot, 'In Control'. A visit to BROCC may be included.</p>
ENVIRONMENT AND LEISURE OVERVIEW AND SCRUTINY PANEL	
1.	Monitoring the performance of the Environment and Leisure Department
2.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan
3.	Contributing to the development of the Community Arts Development Plan
4.	<p>Strategic review of waste</p> <p>A working group to undertake a review of either, or both of, the new waste Private Finance Initiative RE3 contract and the experience of the first year of Alternative Bin Collection.</p>
5.	<p>Street cleaning / street scene</p> <p>A working group to undertake a detailed review of the Council's performance in this area, possibly including representation from the Town/Parish Councils.</p>
HEALTH OVERVIEW AND SCRUTINY PANEL	
1.	Contributing to and agreeing the Council's development of a Health and Well-Being Strategy for the Borough
2.	Monitoring the remediation of under-funding of health care in the Borough, as revealed by the Chief Executive of the Berkshire East PCT
3.	<p>Extended Schools/Children's Centres</p> <p>A working group to undertake a detailed review of Extended Schools/Children's Centres jointly with the Lifelong Learning and Children's Services Overview and Scrutiny Panel.</p>
4.	<p>Patient focus</p> <p>A working group to undertake a detailed review centred on the issue of patient focus,</p>

	which is a principal area of concern for residents, perhaps concentrating on waiting lists, obtaining General Practitioner appointments, and the GP out of hours service.
5.	In conjunction with the Joint East Berkshire Health Overview and Scrutiny Committee, monitoring the performance of the Berkshire East PCT
6.	Contributing to the annual 'Health Check' process and responding to consultations by the PCT and NHS Trusts operating in the Borough.
LIFELONG LEARNING AND CHILDREN'S SERVICES OVERVIEW AND SCRUTINY PANEL	
1.	Monitoring preparations for, and outcome of, the 2007 Joint Area Review
2.	Monitoring the performance of the Education, Children's Services and Libraries Department
3.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan
4.	Refreshed Children and Young People Plan 2007 A working group to review the refreshed Children and Young People Plan with a view to prioritising for a thorough review 1 of the 25 areas identified in the Plan as being in need of improvement.
5.	Extended Schools/Children's Centres To undertake a review of Extended Schools/Children's Centres jointly with the Health Overview and Scrutiny Panel.
6.	School Exclusions To receive feedback on the effectiveness of the new school exclusion procedures put in place following the Panel's earlier review of school exclusions and pupil behaviour policy at the March 2008 meeting of the Panel.

Note – This programme may need to be amended to meet new requirements arising during the year.