



## **NOTICE OF MEETING**

### **Overview and Scrutiny Commission**

**Thursday, 17 July 2008, 7.30 pm**

**Council Chamber, Fourth Floor, Easthampstead House, Bracknell**

### **To: OVERVIEW AND SCRUTINY COMMISSION**

Councillor Edger (Chairman), Councillor McLean (Vice-Chairman), Councillors Mrs Birch, Brunel-Walker, Burrows, Finnie, Leake, Mrs Shillcock, Thompson, Virgo, Ms Whitbread and Worrall

#### **Church Representative Members** (Voting in respect of Education matters only)

Mr G S Anderson and Mr M G Gibbons

#### **Parent Governor Representative Members** (Voting in respect of Education matters only)

Mr I Sharland

#### **cc: Substitute Members of the Commission**

Councillors Baily, Mrs Beadsley, Beadsley, Browne, Dudley, Mrs Pile and Wade

ALISON SANDERS  
Director of Corporate Services

#### **EMERGENCY EVACUATION INSTRUCTIONS**

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- 3 Use the stairs not the lifts.
- 4 Do not re-enter the building until told to do so.

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Published: 09 July 2008

**Overview and Scrutiny Commission**  
**Thursday, 17 July 2008, 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 Overview and Scrutiny Commission held on 5 June 2008. 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 items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.
5. **ROAD TRAFFIC CASUALTIES WORKING GROUP REPORT**  
The Commission is asked to receive the Executive's response to the report, presented by Councillor Mrs Ballin. 9 - 12
6. **CORPORATE PERFORMANCE OVERVIEW REPORT**  
To consider the Chief Executive's Corporate Performance Overview Report for the fourth quarter (January to March) of 2007/08. 13 - 74
7. **ANNUAL GOVERNANCE STATEMENT**  
The Commission is asked to note the Annual Governance Statement, presented by the Borough Solicitor. 75 - 88
8. **TEACHER, PARENT GOVERNOR AND OTHER REPRESENTATIVES ON THE SOCIAL CARE AND LEARNING OVERVIEW AND SCRUTINY PANEL**  
The Commission is asked to consider the attached report concerning the appointment of teacher, Parent Governor and other representatives to the Social Care and Learning Overview & Scrutiny Panel. 89 - 94
9. **UPDATE ON THE LOCAL AREA AGREEMENT WORKING GROUP**

A verbal update from the Chairman.

10. **OVERVIEW & SCRUTINY PROGRESS REPORT**

The Commission are asked to note the attached progress report on Overview and Scrutiny activity. 95 - 102

11. **UPDATES FROM PANEL CHAIRMEN**

To receive verbal updates from Overview and Scrutiny Panel Chairmen and Members of the Joint East Berkshire Health Overview and Scrutiny Committee.

12. **EXECUTIVE FORWARD PLAN**

Forthcoming items on the Executive Forward Plan of a corporate nature are attached for consideration. 103 - 108

13. **WORK PROGRAMME FOR 2008/09 MUNICIPAL YEAR**

The Commission are invited to approve the revised Work Programme for the Overview and Scrutiny function for 2008/09. 109 - 114

14. **EXCLUSION OF PUBLIC AND PRESS (S 100A)**

To consider the following motion:

That pursuant to Section 100A of the Local Government Act 1972, as amended, members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information), provided that information in this category is not exempt information if it is required to be registered under the Companies Act 1985; the Friendly Societies Acts 1974 and 1992; the Industrial and Provident Societies Acts 1965 to 1978; the Building Societies Act 1986; or the Charities Act 1993.

15. **PROCUREMENT UPDATE - FURTHER INFORMATION**

Presented by the Head of Procurement. 115 - 124

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## OVERVIEW AND SCRUTINY COMMISSION

05 JUNE 2008

7.30 - 9.35 PM

HELD AT SANDHURST TOWN COUNCIL

**Present:** Councillors Edger (Chairman), McLean (Vice-Chairman), Mrs Birch, Brunel-Walker, Burrows, Finnie, Leake, Mrs Shillcock, Virgo, Ms Whitbread, Worrall and Wade (Substitute)

Mr I Sharland (Parent Governor Representative)

**Also Present:** Councillor McCracken, Executive Member for Leisure, Corporate Services and Public Protection

**Apologies for absence were received from:**

Councillor Thompson  
Mr G S Anderson (Church Representative)

**In Attendance:** Alison Sanders, Director of Corporate Services  
Sally Hendrick, Head of Audit & Risk Management  
Alan Nash, Head of Finance  
Dr Steven Shuttleworth, Audit Commission  
Elizabeth Hale, Audit Commission  
Richard Beaumont, Head of Performance & Scrutiny  
Priya Patel, Democratic Services Officer

#### 4. Minutes and Matters Arising

**RESOLVED** that the minutes of the meeting of the Commission held on 13 March 2008 and 21 May 2008 be approved as a correct record, and signed by the Chairman.

##### Matters Arising

##### Minute 63 – Procurement Update Report

It was reported that a report on maverick spending would be brought to the next meeting of the Commission. Having consulted the Chairman, it was agreed that the agenda was too heavy, for this item to be considered at this meeting.

##### Minutes 64 – Corporate Community Cohesion Strategy 2006/07 – Annual Report

It was reported that an update report on Shopmobility was to be submitted to the Executive in the following week.

#### 5. Declarations of Interest and Party Whip

There were no declarations of interest made at the meeting or indications that Members would be participating whilst under the party whip.

#### 6. External Auditor's Annual Audit and Inspection Letter

The Commission were presented with the Annual Audit and Inspection Letter of March 2008 from the Audit Commission, by Dr Steven Shuttleworth, Relationship Manager.

Dr Shuttleworth described Bracknell Forest as a top performing Council nationally, this was to the great credit of Members. He stated that the report provided an overall summary of the Audit Commission's assessment of the Council.

He reported that the Council had either improved or maintained its level of performance in a variety of services, year on year, for the past three years. This showed a spectacular improvement in the Council's performance overall. The only service area that had lagged had been culture, however he stated that the Council should not overly concern themselves with this as, assessment calculations had changed, leading to some council's losing out. The score given in this area, did not necessarily mean that Culture services were any worse.

The Head of Performance & Scrutiny reported that this was a concern that had been highlighted at Executive; if the Council's scores remained the same in all services but maintained a 2 for Cultural Services, the Council could potentially move from four to three stars next year. The Chairman of the Environment, Culture and Communities Scrutiny Panel asked that a report be brought on culture services and CPA targets to a future meeting of this Panel.

Dr Shuttleworth highlighted that Supporting People services had been a key area of concern in last year's letter. In the last year to 18 months, these services had improved rapidly particularly to the merit of the interim director, Ian Davey.

He reported that looking ahead, the Council and its partners would need to work closely together over the next year to ensure that, they were ready to jointly meet the expectations of the new Comprehensive Area Assessment (CAA), which was replacing CPA. In particular, the Council would need to consider how it would work with partners to serve the needs of the area as a whole. The Scrutiny Commission would play a key role in the scrutiny of this process.

Members queried how accountability would be achieved once all resources were pooled together. Dr Shuttleworth stated that this would need to be carefully considered, the Council would need to work with partners and take the lead to ensure that there were clear lines of accountability and objectives. Mechanisms needed to be in place to resolve any issues that arose around accountability.

The Chairman stated that this issue would be covered by the Local Area Agreement Overview and Scrutiny Working Group. In addition, it was reported that whilst the Local Strategic Partnership would have joint responsibility to deliver services, within this, delivery of individual services would be attributed to particular organisations.

Dr Shuttleworth reported that all auditors were required to test the robustness of collecting data and had to ensure that data was collated appropriately. It was reported that the Council had a good record on the quality of its data and the Corporate Management Team were looking at this area of work and that work was underway. It was anticipated that the recommendation would be met this year.

Dr Shuttleworth reported that a specific neighbouring local authority had been very successful in reducing the number of young people not in education, employment and training (NEET). He did recognise that Bracknell Forest had done some good work as

part of the Town Centre Redevelopment Programme, around initiatives to raise skills of local people.

In response to members' queries around project management outlined as a concern in the report, officers stated that the PRINCE methodology had now been adopted to target particular areas of the Council's work. Dr Shuttleworth commended the Council for acting swiftly on this work.

The Chairman thanked Dr Shuttleworth for attending the meeting and presenting his report to the Commission. Dr Shuttleworth introduced Elizabeth Hale, who would be working with the Council in the following year as the CAA Lead for Berkshire.

## **7. Internal Audit Annual Assurance Report 2007/08**

The Commission received a report that provided an annual assurance report timed to support the Annual Governance Statement which would accompany the Council's annual accounts. The Head of Audit & Risk Management provided a summary of each section of the report for the Commission.

In particular, she highlighted that based on the work of Internal Audit during the year and other sources of assurance outlined, the following opinion could be provided:

- There were robust systems of internal control in place in accordance with proper practices except for those specific areas summarised in the report;
- Key systems of control were operating satisfactorily except for the specific areas highlighted in the report; and
- There were adequate arrangements in place for risk management and corporate governance.

In terms of Corporate Governance she stated that CMT had established a Governance Working Group. The Annual Governance Statement that would be drafted by this Group would be reported to the Commission in September.

In terms of risk management, significant progress had been made. The Strategic Risk Register had been updated, the Risk Management Strategy also needed to be updated and the Head of Audit would be looking at this.

In terms of the effectiveness of the system of Internal Audit, the Audit Commission had undertaken a detailed review and it had reported that the Internal Audit function had been effective for the year under review.

The Head of Audit then outlined significant control weaknesses. The Commission asked that they be kept informed of the work around the purchase of goods and services.

## **8. Corporate Performance Overview Report**

The Commission were presented with the Chief Executive's Corporate Performance Overview Report for the third quarter (October – December) 2007/08. The Director of Corporate Services reported that 93% of actions had been achieved in this quarter and that any areas where there had been under performance, had been highlighted in the report.

The Director of Corporate Services then highlighted some of the activity over the third quarter:

- Work was progressing with the detailed design for the Civic Hub, with the focus on RIBA Stage D.
- The Secretary of State concluded that the LDF Core Strategy was sound, making Bracknell Forest one of only 6 LDFs in the South East to achieve this milestone.
- Preparations for the transfer of the Council's housing stock to Bracknell Forest Homes.
- The Council's Gender Equality Scheme was approved, with work being done on a Race Equality Scheme for 2008-11.
- The on-site stages of the inspections of Adult & Community Learning, the Youth Service and the Joint Area Review (JAR).

In response to members' queries, the Director of Corporate Services reported that Neighbourhood schemes work had just begun and it was hoped that one scheme would be complete by the end of the financial year.

## 9. **Performance Monitoring Reports (PMR)**

The Commission were presented with the latest trends, priorities and pressures in terms of the fourth quarter (January to March) of 2007/08 as reported in the Performance Monitoring Reports for the Chief Executive's Office and the Corporate Services Department.

### Corporate Services Department

The Director of Corporate Services reported that there had been some significant milestones in this quarter, in particular:

- The Housing transfer, reaping benefits for residents across the Borough,
- The Department had reported an under spend of £1m for the year, as a result of good financial planning and the successful and timely transfer of the housing function.
- Collection rates of council tax and business rates had been very successful, only 5 outstanding cases of non-payment currently existed. It was noted that 80% of residents paid their council tax by direct debit.
- Corporate Services had experienced low staff turnover, 8.9% compared to the Council's average of 13.9%. Staff sickness absence was also lower at 5.75 days annually, compared with 7.3 days as the average in the South East.

Members asked if savings had been tracked in the Department, so that staff could be congratulated. The Director stated that a review was underway to track where savings had been made.

Members queried the potential of making savings by looking at the provider of Members' telecommunications. The Director stated that she would look into this.

### Chief Executive's Department

The Head of Performance & Scrutiny reported that 72 out of 76 actions in the service Plan had been completed – 95%.

Highlights from this quarter included:



- Highest level of crime reduction in Thames Valley during 2007-08.
- Completion of the CPA Scorecard process
- Preparation of the CPA Improvement Plan
- Town Centre Compulsory Purchase Order inquiry held successfully.
- Fear of Crime Survey completed – results to be released June 2008.
- Agreement of draft Local Area Agreement (LAA) and submission to Government Office for the South East.

In terms of the Older People's Strategy, he reported that the senior member of staff who had been leading on the Strategy had left, recruitment was currently underway. The Assistant Chief Executive had briefed the member champion and he was content with the proposals for the progression of this work.

Key activities during the next quarter included:

- Producing the Council's Annual Report for 2007/08.
- Preparing the 4<sup>th</sup> quarter Local Area Agreement performance monitoring report.
- Finalising and publishing the Local Area Agreement refresh.
- Finalising and publishing the Sustainable Community Strategy.
- Working with the other Berkshire Unitary Authorities to establish the new Berkshire Economic Strategy Board.

In response to members' queries, the Head of Performance & Scrutiny agreed to provide an explanation for the underachievement against the target for Best Value Performance Indicator 127a and seek advice as to whether it was feasible to provide members with profiled quarterly targets for the performance on crime and fear of crime and to show incremental progress. If this was feasible, this information would be circulated to the Commission.

#### 10. **Update on the Local Area Agreement Working Group**

The Chairman reported that the Working Group had met on 30 May, with the Assistant Chief Executive and the Senior Strategy & Partnership Officer and that it had been an informative meeting.

South East Employers had produced a report on Southampton's LAA and the Working Group would be looking at this closely. The Working Group would also be attending a meeting of the Bracknell Forest Partnership Board.

The Working Group had agreed a scoping document for the review as well as arranging a meeting with the Chief Executive to put a number of questions to him. It was hoped that an initial report would be brought to the Commission in September but it was noted that the work of the Working Group would go beyond this.

#### 11. **CPA Corporate Assessment Final Audit Commission Report and Improvement Plan**

The Commission were presented with a report that asked them to consider the Council's Corporate Assessment Improvement Plan, produced following the Audit Commission's publication of their final report on their corporate assessment of the Council.

The Head of Performance and Scrutiny reported that the Improvement Plan set out how the Council intended to address each criteria. Each respective action detailed in the Improvement Plan could be found in one or more Service Plans. These actions would therefore be monitored and reported upon.

Members noted that reducing people's fear of crime should be a long term target and not measured only over the short term.

## 12. **Road Traffic Casualties - Working Group Report**

The Commission were asked to note the report on Road Traffic Casualties by the working group of the Environment and Leisure Overview & Scrutiny Panel. The report had been agreed with members of the Panel and the Commission, before being sent to the Executive Member for Planning & Transportation. The Executive Member would present the Executive's response to the Commission meeting in July.

The Chairman of the Environment, Culture and Communities Scrutiny Panel thanked all Members and officers who had contributed to this work.

## 13. **Updates from Panel Chairmen**

### Health Overview & Scrutiny Panel

The Chairman stated that the work of the Extended Services and Children's Centres Working Group should be complete by September. It had been an extremely useful and informative exercise.

### Joint East Berkshire Health Overview & Scrutiny Committee

The Chairman reported that a working group had been looking at process around patient discharge. Concerns had been expressed about the variation in services provided at different hospitals.

### Social Care & Learning Scrutiny Panel

The working group looking at English as an additional language, were on target to produce an interim report in July. The working group had now completed its visits to schools and had met with the Executive Member as well as the Carers Working Group. The Working Group on Social Care Modernisation was nearing the end of the information gathering stage.

### Environment, Culture and Communities Scrutiny Panel

The Chairman reported that the Road Traffic Casualties review had been concluded. Two major reviews being undertaken by the Panel's working groups were continuing; on Street Cleaning and a Strategic Review of Waste. In terms of Strategic Waste, the working group had now undertaken lots of interviews and were still due to meet with the Executive Member and some other industry members. A report was currently being drafted. He thanked all Members and officers that had been involved in this work.

The Chairman asked that the working groups already underway should continue with their membership unchanged, regardless of the changes in Panel membership, in order to complete the reviews efficiently.

## 14. **Executive Forward Plan**

The Commission noted the Executive Forward Plan. Councillor Brunel-Walker asked for more information on the Desktop & Infrastructure Software Upgrade.

15. **Work Programme for 2008/09 Municipal Year**

The Commission were asked to consider the indicative work programme for Overview and Scrutiny for 2008/09. The Chairman asked that Panel Chairman consider the workloads of their Panels carefully before adding any new items. It was important not to overstretch resources, in particular officer time. Staggering the work of working groups could also be considered.

The Chairman asked that each Panel consider its work programme for the year, finalise it and bring a finalised version back to the next meeting of the Commission.

**CHAIRMAN**

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## OVERVIEW AND SCRUTINY COMMISSION 17 July 2008

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### EXECUTIVE RESPONSE TO OVERVIEW AND SCRUTINY REPORT ON THE REVIEW OF ROAD TRAFFIC CASUALTIES

#### 1 INTRODUCTION

- 1.1 This report invites the Commission to receive and consider the Executive's response to the Overview and Scrutiny (O&S) report on Road Traffic Casualties.

#### 2 SUGGESTED ACTION

- 2.1 **That the Overview and Scrutiny Commission receives and considers the Executive's response to the Overview and Scrutiny report on Road Traffic Casualties.**

#### 3 SUPPORTING INFORMATION

- 3.1 Following the adoption of the O&S report on Road Traffic Casualties by the Environment and Leisure O&S Panel and subsequently the O&S Commission, the Chairman of the O&S Commission formally sent the report to the Executive Member for Planning and Transportation, Councillor Mrs Ballin, on 13 May 2008. In that letter, the Executive member was asked to provide a written response to the report's recommendations, and was invited to present the response to the O&S Commission at its meeting on 17 July. The Report was included in the agenda for the last O&S Commission meeting, on 5 June 2008, and the report's conclusions and recommendations are attached, for information.
- 3.2 The Executive considered their response to this report at its meeting on 24 June.
- 3.3 At its meeting on 23 June 2008, the Environment, Culture and Communities O&S Panel accepted the three recommendations (5.6-5.8) addressed to that Panel.

#### Contact for further information

Richard Beaumont – 01344 352283  
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**Extract From 'Review of Road Traffic Casualties' Report From a Working Group of the Environment and Leisure Overview and Scrutiny Panel**

**4. Conclusions**

- 4.1 The Working Group found several deficiencies in the nature of the targets set by government in terms of their usefulness in assessing the true performance in RTC reduction. This deficiency is continued in part in the new National Indicators from April 2008. The nature of the BVPI's has somewhat overstated the underperformance against the targets.
- 4.2. As performance against the BVPI's is effectively on a rolling 12 month basis, the impact of the stretched target and the 2006 surge in injury numbers can be expected to cause a continuation of red traffic light BVPI indicators for KSI all- age and SI until the Spring of 2008. As the new National Indicators are on a three year basis, that impact will continue to apply to 2009.
- 4.3. Bracknell Forest's long-term trend in the reduction of road traffic casualties is much better than that required by the national targets, and the long term targets for the Borough are much more stretching than those national targets. Given the increasingly difficult task to further reduce what are already commendably low casualty figures, it is important that the Council's 'stretched targets' are reviewed to ensure they remain appropriate, and we note that this is being discussed with Government in the preparation of the new Local Area Agreement.
- 4.4 With relatively small numbers of casualties occurring, figures in any one year are more susceptible to variation by a high proportion due to chance factors. The Government has decided to average KSIs in this way when reporting the new National Indicators (NI). Given Bracknell Forest's relatively small size and low casualty numbers, measuring all types of casualty cases would benefit from this approach as well.
- 4.5. The reported under-achievement has occurred not in relation to the long-term target, but with the intermediate 2006 targets (see figures 1 and 3). All the in-year 2006 targets were much more demanding than a 'straight-line' reduction to achieve the long-term 2010 target. The reason for this appears to have been that to set a target less demanding than the previous year's performance would not have been appropriate – despite that having been done in previous years. The consequence was extremely demanding targets for 2006, almost requiring the full reduction due until 2010 in just one year. The increased intermediate target was clearly over-ambitious, and possibly the long term target too.
- 4.6. Individual years can contain large percentage variations due to the small actual numbers of casualties (for example, the target for children KSI is no more than 3 each year), making averaged outturns a more appropriate measure of performance than single year targets.
- 4.7 In recommending greater focus on long-term performance, the Working Group are mindful that the Council has no direct control over driver errors – the principal cause of collisions; also that investments in road safety are necessarily long-term in nature as are their returns, and it has to be accepted that there will be fluctuations in individual years. It would therefore be more appropriate to measure and report on outturns in relation to targets over a period greater than one year.

- 4.8 Coroners' verdicts on fatality cases are a useful source of information to understand the full causes of fatalities, and the adjudicated causes should be sought as a matter of routine for all fatality cases.

## **5. Recommendations of the Working Group**

### To the Council's Executive, we recommend that:

- 5.1 The Council decides whether to adopt a local performance target for slight injuries, as the Government have ceased requiring this to be measured, and if so, this should be on a rolling three-year average basis.
- 5.2 The Council should consider, with its partners, its long term targets for casualty reduction, as set out in its Road Safety Plan and Service Plan. They need to be challenging yet achievable, and the current 'stretched targets' appear extremely ambitious.
- 5.3 The Council's annual targets should not set a step reduction in any one year, but instead be based on a straight-line reduction to the 2010 'stretched' BFBC targets.
- 5.4 The Council should ask government to change the methodology for computing performance on RTC reductions to take account of (a) growth and other contributory factors (paragraph 3.3 above refers); and (b) incorporating a progress measure against the national long-term target (paragraph 3.4 above refers).
- 5.5 Officers should standardise the form of a note to be issued to Local Members and the Executive Member for Planning and Transportation on the officially recorded circumstances of fatal road collisions and the causes of death issued by the Coroners Service. The Council should also use the information to demonstrate publicly that it has a full understanding of fatality cases and has both learnt what it can, and taken appropriate action in all cases.

### To The Environment and Leisure Overview and Scrutiny Panel, we recommend that:

- 5.6 The work of the Working Group be regarded as concluded.
- 5.7 The Environment and Leisure O&S Panel considers mounting a separate and substantive review of operational issues affecting road traffic casualties as part of its work programme, but as a low priority.
- 5.8 This report should be copied to all Thames Valley Highway Authorities for their information and interest.



TO: THE EXECUTIVE  
24 JUNE 2008

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## CORPORATE PERFORMANCE OVERVIEW REPORT (Chief Executive)

### 1 PURPOSE OF DECISION

- 1.1 To inform the Executive of the performance of the Council over the fourth quarter of 2007/08 (January - March 2008).

### 2 RECOMMENDATION

- 2.1 To note the performance of the Council over the period from January to March 2008 highlighted in the Overview Report in Annex A.

### 3 REASONS FOR RECOMMENDATIONS

- 3.1 To brief the Executive on the Council's performance, highlighting key areas, so that appropriate action can be taken if needed.

### 4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None applicable.

### 5 SUPPORTING INFORMATION

#### Performance Management

- 5.1 The Council's performance management arrangements require the preparation of quarterly Performance Monitoring Reports (PMRs) by each department. These PMRs provide an update of progress and performance against departmental Service Plans.

#### Performance Monitoring Reports

- 5.2 Executive Portfolio Holders will have received the fourth quarter PMRs for their areas of responsibility in May. PMRs are also distributed to all Members, and will be considered by the Overview and Scrutiny Commission and Scrutiny Panels. This process enables all Members to be involved in performance management.

#### Corporate Performance Overview Report

- 5.3 Information from the PMRs facilitates the production of a 'Corporate Performance Overview Report' (CPOR). This report brings together the progress and performance of the Council as a whole, enabling the Corporate Management Team and the Executive to review performance, highlight any exceptions, and note any remedial actions that may be necessary, either from under-performing or over-performing services, across the range of Council activities.

5.4 The CPOR for the fourth quarter (January-March) 2008 is shown in Annex A.

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

### Borough Solicitor

6.1 There are no specific legal issues arising from this report.

### Borough Finance Officer

6.2 There are no direct financial implications arising from this report.

### Access Implications

6.3 There are no access implications arising directly from this report.

## **7 CONSULTATION**

7.1 Not applicable.

### Background Papers

PMR – Education, Children’s Services & Libraries Department – Quarter 4, 2007/08

PMR – Social Services & Housing Department – Quarter 4, 2007/08

PMR – Environment & Leisure Department – Quarter 4, 2007/08

PMR – Corporate Services & Resources Department – Quarter 4, 2007/08

PMR – Chief Executive’s Office – Quarter 4, 2007/08

### Contact for further information

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### Document Reference

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# *Corporate Performance Overview Report*

4th Quarter: January-March 2007/08

Timothy Wheadon  
Chief Executive



## Overview of Council Performance

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### 1 Introduction

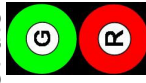
1.1 This report sets out an overview of the Council's performance for the period January-March 2008. It complements the detailed quarterly Performance Monitoring Reports for the period produced by each Director, which were circulated to Members in May. The purpose of this overview is to provide the Executive with a high-level summary of key achievements, and to highlight areas where performance is not matching targets or expectations, along with any remedial action that is being taken to address this.

### 2 Overview of Performance

2.1 The Departmental Service Plans for 2007/08 contain 344 detailed actions to be completed in support of the 12 interim Corporate Themes which were agreed by the Executive in March last year. The five quarterly Performance Monitoring Reports show that 317 (92%) of these actions were achieved by year end, whilst 27 (8%) are still outstanding. Annex A contains the complete list of actions, giving details of remedial action being undertaken with regard to those which have not been achieved.

2.2 A significant part of the Council's work relates to day-to-day service provision which is not specifically covered by priority actions in Service Plans. However, performance against targets for day-to-day services is also important, and is covered in Annex B of this report. This shows that out of a total of 146 performance indicators, there are only 50 where data is not yet available at the end of the 4th quarter.

Of the 128 indicators where data is available:



79 no. (62%) have already achieved the target or are anticipated to achieve it; and

49 no. (38%) have not achieved the target or are not anticipated to achieve it.

2.3 This overall progress maintains a consistent trend, as the anticipated outturns last quarter were 68% "green" and 32% "red".

### **3 Progress against Key Objectives**

3.1 Overall the final quarter of 2007/08 saw good progress towards achieving the Council's priorities, rounding off an extremely successful year which culminated in the CPA 'Four Stars, Improving Strongly' rating. Several departments reported previously "red" actions changing to "green" this quarter, with actions which had not been on target last quarter nonetheless being completed on schedule by year end. The following paragraphs highlight some areas of note.

#### *Corporate Theme 1: Promoting the sustainable development of Bracknell Forest*

3.2 Work on the Town Centre regeneration progressed well this quarter, with no call-in by the Secretary of State of the revised planning application and no High Court challenge to the grant of permission. Stage D (Design Development) of the Civic Hub project is now almost complete. The Council worked closely with its development partners, BRP, to present evidence to the town centre regeneration Compulsory Purchase Order public inquiry in February. No objectors appeared to give evidence against the Council, and the Government's response is due by the Summer. The current economic climate is being analysed, especially in terms of the potential impact on the development programme. Officers are keeping in close contact with BRP and will keep the situation under review.

#### *Corporate Theme 2: Promoting sustainable communities through housing strategies and maintenance policies*

3.3 The entirety of the Council's housing stock was successfully transferred to Bracknell Forest Homes in February, an achievement which will have a positive impact on the Council's budget for 2008/09 and beyond. Progress on a number of other housing objectives slipped because of the pressure to deliver the stock transfer, but these have now been reprogrammed, and a new Chief Housing Officer has been appointed. Consultation took place during the quarter with stakeholders including private-sector landlords on the new Local Housing Allowance, which will be paid to new benefit claimants in private-sector rented accommodation from April. More generally, the Benefits Service completed its year-end process successfully notwithstanding complications arising from the transfer of Council housing stock last quarter. Members were given an update on the Strategic Housing Land Availability Assessment (SHLAA) and associated viability study, key components of the Local Development Framework.

#### *Corporate Theme 3: Help create a stronger community which is socially cohesive*

3.4 Fourth quarter figures show that overall BCS crime within the Borough fell by a remarkable 20.4% in 2007/08, contributing to a three-year reduction of 12.5%. The 2007/08 result for Bracknell Forest represents the biggest reduction of crime in the Thames Valley force area. The 'Fear of Crime' survey was completed during the quarter, with the results anticipated in June, and it has been agreed that the Crime and Disorder Reduction Partnership's real-time data on anti-social behaviour within the Borough will be made available to

the public via the Council website. The Community Cohesion Strategy ('All of Us') and the new Voluntary Sector Compact were finalised during the quarter and are due for Executive approval in May. The Council's Race and Gender Equality Schemes were finalised and published internally, and work has progressed on the Equality Standard Action Plan with the aim of achieving Level 3 by March 2009 (BVPI 2a).

*Corporate Theme 4: Increase participation in and enjoyment of, art, culture, sport and recreation*

3.5 During the quarter the Council was notified of the successful outcome of its bid to secure Lottery grant funding for renovation of the grounds at South Hill Park: the £2.5m award will assist with the Council's ambitious plans for the site, which including extensive remedial works to trees, stonework and the southern lake, the creation of new gardens and a network of access pathways from neighbouring residential areas, and the provision of improved visitor information.

*Corporate Theme 5: Protect and improve public health in the Borough*

3.6 Work under this theme has progressed well this quarter, and Bracknell Forest is now the leading authority in the country on reducing teenage pregnancies. The number of schools achieving the new Healthy Schools Standard was slightly below target, but the progress made nonetheless places the Borough in a good position compared to other authorities. Interim host arrangements were made with regard to the Council's new responsibility under the Local Government and Public Involvement in Health Act to establish a Local Involvement Network (LiNK), which will replace Patients Forums under the Act. The interim host is Evolve (formerly Oxford and Area Consortium for Patient and Public Involvement in Health), and tendering processes are underway to secure a permanent host by September 2008.

*Corporate Theme 6: Improve outcomes for children and young people*

3.7 Publication in February of the Ofsted report of the Joint Area Review was confirmation of the success of children's services within the Borough, with an overall grade of 3 out of 4 (Good). Meanwhile, Whitegrove Primary School was judged by Ofsted to be 'Outstanding' – the third BFBC school to achieve this grade. Preparations for the transition from the Children and Young People's Strategic Partnership to a Children's Trust were completed by the Partnership for approval by the Council Executive. The capital programme, which includes major projects at Garth Hill School, on the Brakenhale School site and in Jennett's Park, has continued in line with the project plans, with considerable effort going in to ensuring that the projects remain affordable. In addition, the basic restructuring to bring adults' and children's services together was completed, but work will continue throughout 2008 to embed the changes more fully.

*Corporate Theme 7: Increase participation in adult learning*

3.8 Work is progressing well in this area. The Adult Learning Plan continues to offer planned opportunities for learning, subject to limitations of the Learning and Skills Council's grant funding.

*Corporate Theme 8: Improve services for vulnerable adults and older people*

3.9 Work under this Corporate Theme progressed well during the quarter. The timetable for approving commissioning strategies was met, with the Executive approving Mental Health and Learning Disabilities strategies in February and a strategy for People with Long-Term Conditions in March. Work also began to develop an approach to commissioning substance misuse services across East Berkshire, with the establishment of a commissioning group chaired by the Chief Officer – Adult Social Care.

*Corporate Theme 9: Create and maintain a quality environment*

3.10 The Council slightly exceeded its year-end target of 26% of household waste recycled, and although low composting rates during the bad weather in Quarter 4 meant that the 14% target for composting was narrowly missed, a total of 40% of household waste in the Borough was either recycled or composted. A good deal of work was put in to raising public awareness of the temporary closure of the Longshot Lane waste disposal and recycling facility for refurbishment, which is now underway. Additional monies made available by the Council have been allocated to improved cleaning and maintenance of verges on high-speed roads, deep cleansing neighbourhood centres every quarter, more frequent deployment of the chewing gum machine, attending to subways, and improved grounds maintenance.

*Corporate Theme 10: Improve transport and movement in and around the Borough*

3.11 Progress under this Corporate Theme was mixed in the final quarter of 2007/08. The Integrated Transport Team and the Smartcard Team worked extremely hard to produce 8,000 new smartcards for the National Concessionary Fares Scheme, and Bracknell Forest will now have the most advanced multi-application smartcard in operation anywhere in the country. Much surveying work has been undertaken to provide raw data for the Highway Asset Management and Highway Network Management Plans, but resource pressures have prevented the final completion and publication of these documents. The 2007/08 target of a 10% reduction in the number of journeys to school made by car has not been met, but the 3% reduction achieved at least represents a good basis on which to build in 2008/09. A review of the Borough's performance on minimising road traffic casualties has been undertaken jointly by a working group of the former Environment and Leisure Overview and Scrutiny Panel and a representative of the Thames Valley Police. The report of the review will be considered by the Overview and Scrutiny Commission in early June.

*Corporate Theme 11: Improve efficiency, effectiveness and access to services*

- 3.12 In addition to securing approval of the Council's budget proposals for 2008/09, new banking and insurance contracts were finalised during the quarter, and detailed work on the financial arrangements for the transfer of the Council's housing stock was completed, including the implementation of a new payroll service for Bracknell Forest Homes. A new Customer Contact Strategy was published internally, and improvements were made to the online payments software. At year end, over 97.5% of council tax and 99.5% of business rates had been collected, compared with 97.4% and 99.7% respectively at the same time last year. Eighty per cent of council tax was paid by direct debit.

*Corporate Theme 12: Improve Corporate Governance and Partnership Working*

- 3.13 A draft refresh of the Sustainable Community Strategy was published for consultation during the quarter, and a draft of the Local Area Agreement (LAA) was submitted to GOSE, negotiations on which are still ongoing. Proposals were also formulated for the restructuring of the Council's Overview and Scrutiny function to align it with the restructured Council departments, and progress was made with the ongoing work of the Council's 15 Overview and Scrutiny working groups.

**4 Performance against Actions and Indicators, Corporate Health, Budgets and Bracknell Forest Partnership Performance**

- 4.1 Detailed performance against targets is set out at Annex B. Information on Corporate Health is set out at Annex C. Budget information is set out at Annex D. Work achieved by the Bracknell Forest Partnership is set out at Annex E.

**5 Conclusion**

- 4.1 Overall, performance against targets during the final quarter of 2007/08 was very good, with a number of key milestones being met. The progress achieved during the quarter has contributed to an extremely successful year for Bracknell Forest Borough Council, in which our solid performance was awarded national recognition in the CPA 'Four Stars, Improving Strongly' rating.

*Timothy Wheadon  
Chief Executive  
June 2008*














## COUNCIL PERFORMANCE AGAINST KEY ACTIONS

### Corporate Theme 1:

### Promote the sustainable development of Bracknell Forest

#### Key Actions/Outcomes:

















- 1.1 Lead the regeneration of Bracknell Forest Town Centre
- 1.2 Deliver the annual programme set out in the Local Development Scheme.
- 1.3 Publish and commence a five year programme to develop master-plans for neighbourhood centres in the former New Town areas of Bracknell Forest Borough Council.
- 1.4 Work with partners to ensure that all new developments contain a mix of housing in accordance with the Council's policies that supports long term sustainability.
- 1.5 Deliver the Council's LAA agreement commitment to support economic development and enterprise.

Draft and consult on internal regeneration strategy, based on Town Centre workstreams.		
Approve and agree detailed design for Civic Hub.		
Support relocation of Town Centre users displaced by regeneration plans.		
Support development of third party sites.		
Ensure Members and Scrutiny Function are involved in the development of the Town Centre.		
Co-ordinate and implement communication strategies for the Town Centre regeneration, including the vitality of the town before regeneration, internal communications and the Council's element of the project e.g. Civic Hub.		
Draft Town Centre Management Strategy, including keeping Bracknell Town Centre alive during the redevelopment, ready for consultation.		
Develop with BFP a clear statement for carbon reduction in the Town Centre.		
Finalise design and layout of library.		
Adopt a Core Strategy which sets the spatial vision and policies for the Borough, outlining potential uses for all sites within the settlement area..		
Prepare issues and options for the Amen Corner Area Action Plan DPD.		



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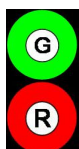
Prepare issues and options for development management policies covering housing and commercial uses and sites.		
Compile list of economic development activity already occurring, and subsequently consider launching an Economic Partnership.		
Finalise plans for cultural facilities in the new Civic Hub.		
Commence the statutory processes to implement the outline planning permission and other consents.		
Complete the Sustainable Resource Management Supplementary Planning Document.		
Apply new policies in relation to car parking.		
Apply new policies in relation to limiting the impact of development.		
Apply new policies in relation to the Thames Basin Health Special Protection Area.		
Publish a five year programme of master-plans for neighbourhood centres in the former New Town areas of Bracknell Forest Borough Council.		This has not been undertaken due to workload and delayed pending housing stock transfer to provide funds to complete works.
Commence work outlined in the five year master-plans for neighbourhood centres in the former New Town areas of Bracknell Forest Borough Council.		This has not been undertaken due to workload and delayed pending housing stock transfer to provide funds to complete works.
Work with partners to ensure that all new developments contain a mix of housing in accordance with the Council's policies, to support long term sustainability.		
Contribute to the delivery of the Council's LAA commitment to support economic development and enterprise.		
Co-ordinate and implement communication strategies for the Town Centre regeneration, including the vitality of the town before regeneration, internal communications, and the Council's element of the project e.g. Civic Hub.		
Assess the opportunities for capital investment in youth facilities.		
Contribute to the development of enhanced community initiatives.		
Work with Strategic Housing Partnership to develop prioritised affordable housing projects based on Housing Market		Timetable for this work has been revised to allow for further consultation. Consultation draft now due July 2008.



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Assessment and revised Housing Strategy.		
In consultation with the Housing Strategic Partnership and Bracknell Forest Homes, develop a five-year programme to deliver affordable housing through use of 75% of housing transfer capital receipt.		This work will follow on from the completion of the Housing Strategy. Autumn 2008.
Progress designs for Civic Hub to Stage E.		
Develop and implement a Procurement Strategy for the Civic Hub Project.		
Work with colleagues to complete workstreams and meet project deadlines for provision of new Civic Hub and provide all necessary support, advice and guidance.		
Finalise plans for the new democratic offer/suite in the Civic Hub, following consultation with Members.		
Complete delegated workstream reports and offer advice and guidance on customer service delivery in the new civic offices.		
Develop plans for the necessary adaptations to Time Square.		
Secure a confirmed Compulsory Purchase acquisition (CPO).		
Facilities Management to lead on development of plan to move to new Civic Hub in 2009, in liaison with other departments and Bracknell Regeneration Partnership (BRP).		
Ensure accurate headcount figures are in place to facilitate effective space planning.		
Review policies around flexible working to ensure they support the technological requirements.		
Construct business plans to support cultural change workstream activities.		












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## Corporate Theme 2: Promote sustainable communities through innovative housing strategies and effective maintenance policies

### Key Actions/Outcomes:















- 2.1 Implement the outcome of the housing stock options ballot of Council tenants.
- 2.2 Develop choice-based lettings for social housing in partnership with partner housing associations.
- 2.3 Increase the number of Council homes that meet the Decent Homes Standard.
- 2.4 Increase the number of affordable homes built in the Borough in accordance with the Local Area Agreement.
- 2.5 Update the Council's Housing Strategy and submit it to the Government Office for the South East.
- 2.6 Implement the Housing Act 2004 in relation to all houses let in multiple occupation.
- 2.7 Implement a programme to ensure 70% of private sector housing occupied by vulnerable people meets the Decent Homes Standard by 2010.

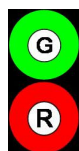
Develop and implement internal and external communications plan for housing stock transfer.		
If a yes vote, identify implications for the Landscape Team and prepare the team for transfer to the new organisation.		
If a yes vote, identify the implications for highway Adoption and Management.		
By implementing the Council's planning policy seek to increase the number of affordable homes built in the borough in accordance with the Local Area Agreement.		
Establish a register of all houses let in multiple occupation in accordance with the Housing Act 2004.		
Licence all housing in multiple occupation in accordance with the Housing Act 2004.		Staff vacancies have impeded progress, but in addition to this, common practice is that once the requirements are known, many landlords simply revert the homes back into single occupation rather than bring them up to standard.
Implement a programme of inspection to ensure 70% of private sector housing occupied by vulnerable households meets the Decent Homes Standard by 2010.		Progress slow due to continued resource pressures. Standard to be dropped in 2008 as a national indicator. Many homes are however being targeted for insulation works.
Ensure Bracknell Forest Homes (BFH) is established and transfer of housing stock complete by 31 March 2008.		
Disaggregate the HRA budgets from the general fund budgets.		



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
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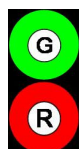
Support managers to identify and plan any TUPE transfer of staff to the new housing association.		
Support the AD Sustainable Communities to prepare the IT systems for transfer to the new Housing Association.		
Separate the staff and resources in the Resources Division ready for transfer to the new Housing Association.		
Develop a CBL scheme for consultation with BFH and other partners by March 2008.		Work on the CBL scheme is underway and the CBL Manager is in post. New outline policy to Executive in April 2008. Progress continues. An officer/Member steering group has been established. Timetable currently being revised.
Implement the approved housing capital programme to increase the percentage of Council Homes that meet the standard during 2007/08.		
Work with Strategic Housing Partnership to develop prioritised affordable housing projects based on Housing Market Assessment and revised Housing Strategy.		Timetable for this work has been revised – now July 2008.
In consultation with Housing Strategic Partnership and Bracknell Forest Homes, develop a five-year programme to deliver affordable housing through use of 75% of housing transfer capital receipt.		This work will follow on from the completion of the Housing Strategy now due July 2008.
Council to adopt Housing Strategy draft for consultation.		The timetable for the delivery of the draft Housing Strategy has been changed to accommodate a major consultation event which took place in October. The new timetable for the housing strategy is therefore April 2008.
Council to adopt revised Housing Strategy following consultation process.		A Housing Strategy consultation event took place on 17 October 2007. The Strategy will be developed as per target. Consultation draft now due July 2008.
Agree stock valuation with Bracknell Forest Homes.		
Prepare all required plans for transfer and instruct Environmental Surveyors if required.		
Prepare transfer contract.		
Submit to DCLG for consent to transfer.		
Complete stock transfer.		



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Enter into Transfer Agreement and complete conveyancing.		
Disaggregate housing functions from the rest of the Council.		
Provide financial support to the LSVT post ballot project.		
Complete staffing transfer and disaggregation of policy procedures and all staffing matters.		
Advise on the impact of the transfer on residual staff and structures in the Strategic Housing function.		
Consider the future requirements for payment processing and the role of the Cash Office.		
Produce a timetable for transferring customer enquiries relating to tenants' repairs to the new Housing Association.		












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## Corporate Theme 3: Help create a safer, stronger community which is socially cohesive

### Key Actions/Outcomes:










- 3.1 Work with partners to reduce the incidence of British Crime Survey crime within the Borough.
- 3.2 Seek to reduce the fear of crime in the Borough.
- 3.3 Work with the Bracknell Forest Partnership to update the Council's Community Cohesion Strategy to cover the period 2007-2010.
- 3.4 Improve community cohesion through culture and sport in accordance with the targets set out in the Local Area Agreement (three-year target).
- 3.5 Increase the level of community engagement and volunteering activities in the Borough in accordance with the targets set out in the Local Area Agreement.
- 3.6 Deliver the commitments in the Children and Young People's Plan for children and young people's safety.
- 3.7 Implement the Youth Justice Plan.
- 3.8 Support partners in targeted speed reduction campaigns.
- 3.9 Implement the electronic proof-of-age scheme through e+.
- 3.10 Develop licensing and related policies which support cohesive communities.
- 3.11 Improve safety and the sense of security in Bracknell Town Centre.

Restructure the Safer Community Team.		
Ensure that Community Safety issues are addressed in the Town Centre regeneration, through the production of a strategy.		
Implement and review the Safer Communities Strategy (CPA).		
Support the development of Neighbourhood Policing arrangements including the use of Police Community Support Officers for reassurance patrolling (Community Plan).		
Undertake at least three initiatives each year with Crimestoppers (Community Plan).		
Encourage crime deterrent schemes in public car parks such as car valeting and security guards to reduce car crime (Community Plan).		
Work with Bracknell Chamber of Commerce to protect business staff from violence (Community Plan).		
Use preventative and rehabilitative initiatives to reduce offending by Prolific and other Priority Offenders. (Community Plan).		
Work with partners to reduce vehicle crime and provide diversionary activities.		



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









Implement the Domestic Violence Strategy to comply with BVPI 225.		10 of the 11 indicators of the BVPI have been complied with. The strict wording required in the tenancy agreement for Bracknell Forest Homes does not meet exactly with the requirement in measure 9 of the BVPI.
Contribute to the development of the Corporate Community Cohesion Strategy.		
<p>Reduce the number of school governor vacancies to 9% of the total by end of March 2008, by:</p> <ul style="list-style-type: none"> <li>• persuading and encouraging the promotion of governance by governing bodies;</li> <li>• presence at events and targeted locations (eg Libraries);</li> <li>• ensuring better use of free opportunities available to the Council;</li> <li>• more active participation with the School Governors One Stop Shop;</li> <li>• contact with voluntary and placement organisations;</li> <li>• enhanced information collection and better analytical use of service information already collected;</li> <li>• engaging directly with under-represented social and ethnic groups;</li> <li>• more targeted advertising and enhanced promotional materials.</li> </ul>		
The CYPP details the priorities identified to safeguard children and young people in Bracknell Forest.		
The Youth Justice Plan details the actions identified to reduce the offending of children and young people in Bracknell Forest.		
<p>Produce plan to secure delivery of LAA target on volunteering and engagement, specifically:</p> <ul style="list-style-type: none"> <li>• Special Constables and school governors;</li> <li>• Informal volunteering rates;</li> <li>• Helping residents to influence decisions.</li> </ul>		
In collaboration with the Youth Service and BRP, identify options for youth provision and inclusion in the Town Centre.		
Provide opportunities to participate in a wide range of arts and leisure services to help reduce crime in the Borough through purposeful diversion.		
Provide comments on the draft Community Cohesion Strategy.		



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Implement and maintain work that will improve community cohesion through culture and sport, working towards the targets set out in the LPSA/Local Area Agreement which will be next measured in the 2009 residents survey.		
Support partners in targeted speed reduction campaigns by introducing signage and designing traffic calming measures in areas with speed issues.		
Implement an electronic proof-of-age scheme by using the e+ card.		
Adopt and implement the Council's Gambling Policy.		
Review and redraft the Council's Licensing Policy.		
Introduce an upgraded digital CCTV system to Charles Square Car Park.		
Join the Park Mark safer parking scheme.		
Through Park Mark undertake a full security assessment of the High Street Car Park.		
Contribute to the development of the Council's Community Cohesion Strategy, particularly inputting the views of those whose voices are seldom heard.		
We will aim to increase participation by those who are seldom heard by developing an 'Expert by Experience' project with a target of involving five users in the first year.		
Consult on the key areas of change to the Community Cohesion Strategy.		
Publish revised Community Cohesion Strategy.		
Evaluate Bracknell Forest's progress against the revised Equality Standard.		
Support the ACE with the delivery of: <ul style="list-style-type: none"> <li>• BF1500 residents panels;</li> <li>• Neighbourhood Action Groups and Forums run in conjunction with Thames Valley Police.</li> </ul>		
Increase engagement in and awareness of democratic processes amongst members of the public, including young people through Local Democracy Week activities and neighbourhood forums.		













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## Corporate Theme 4: Increase participation in and enjoyment of art, culture, sport and recreation

### Key Actions/Outcomes:












- 4.1 Develop a new Cultural Strategy covering 2008-2010.
- 4.2 Develop a new Parks and Open Space Strategy.
- 4.3 Continue to implement the Council's Heritage Strategy, focussing on historic landscapes, and in particular:
  - establish an enhanced management regime for Lily Hill Park; and
  - create a Lottery bid for South Hill Park.
- 4.4 Improve access to Leisure facilities.
- 4.5 Increase the percentage of 5-16 year olds who spend at least two hours per week on high-quality PE and school sport to 85% by 2008.
- 4.6 Increase the percentage of adults participating in at least 30 minutes of moderate sport activity on three or more days per week (three-year target).
- 4.7 Increase further user satisfaction with library and information services.

Develop detailed response to PAYP programme.		
Plan building of the trampoline centre at Brakenhale School.		
Increase participation in physical education through developing school-club links, leadership and volunteering opportunities, and competition. This is delivered through the School Sport Partnership Programme.		
Make extensive use of opportunities to publicise the services available in libraries.		
Modernise the library service further by the introduction of self-service facility.		Project delayed by agreement with the Executive Member. Awaiting possible move to new Library Management System and development of the new library in the Civic Hub.
Build a new improved library in Bracknell.		
Develop a Cultural Strategy through review and extension of the existing Strategy.		
Commence work on a Cultural Services Self-Improvement plan.		
Complete the regional commentary for cultural services.		
Establish and support a Public Arts Advisory Panel to ensure innovative and appropriate public art is delivered.		
Write a new Parks and Open Spaces Strategy.		



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Establish an enhanced management regime for Lily Hill Park.		
Create and submit a Lottery bid for South Hill Park.		
Maintain and develop arrangements for vulnerable groups to access 'mainstream' leisure facilities.		
Increase membership of the 'leisure saver' scheme.		
Maintain Charter Mark at three of the leisure facilities.		
Maintain and promote services that will contribute towards increasing the percentage of adults participating in at least 30 minutes of moderate physical recreation per week.		
Increase number of LD support workers working in the leisure services to four to offer seven-day access within existing resources.		
Develop new ways of organising support, e.g. membership schemes, for people to access leisure.		
Increase use of Direct Payment to facilitate access to leisure facilities for mental health service users.		
Detailed accessibility survey to be carried out of all Council buildings.		
Detailed programme of access work to be agreed by Community Cohesion Working Group and commented on by the Access Advisory Panel prior to programme commencement.		













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## Corporate Theme 5: Protect and improve public health in the Borough

### Key Actions/Outcomes:












- 5.1 Develop an overarching Health Strategy for the Borough involving all Council departments and other partners, and in particular review options with the Berkshire East Primary Care Trust to increase provision of health facilities in the Borough.
- 5.2 Deliver the commitments in the Children and Young People's Plan relating to the health of children and young people.
- 5.3 Work with the PCT to improve access to health centres.
- 5.4 Implement and enforce new provisions in relation to smoking in work or public spaces.
- 5.5 Introduce new 'Catering for Health' and 'Safe Food' awards.
- 5.6 Produce a public health report for the Borough.

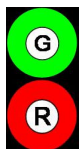
Consult partners and deliver a Health and Well-being Strategy for the Borough.		
Review options with the Berkshire East Primary Care Trust to increase provision of health facilities in the Borough.		
Contribute input from Overview and Scrutiny to the annual 'Healthcheck' declarations by the four NHS Trusts.		
Support Overview and Scrutiny Working Groups on: <ul style="list-style-type: none"> <li>• Healthcare Funding;</li> <li>• Patient Focus;</li> <li>• Health Strategy; and</li> <li>• Extended Schools / Children's Centres.</li> </ul>		
Support Health Scrutiny Members (both BFBC and Joint East Berkshire) in making an effective contribution to debate about and consultation on local health provision.		
To ensure all schools are engaged in the Healthy Schools Programme, the key priorities will be: <ul style="list-style-type: none"> <li>• Continue link with local partners;</li> <li>• Continue to manage the Healthy Schools Programme;</li> <li>• Work with schools and support teachers.</li> </ul>		
Work with members of the Children and Young People's Strategic Partnership to deliver the commitments in the CYPP relating to the health of children and young people (Actions BH1-6).		
Promote healthy eating through the school meal service.		
Contribute to the overall priorities of the Public Health Working Group (E&L lead).		
Work with Education, Children's Services & Libraries to encourage all schools to join in		



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the Healthy Schools Programme.		
Maintain the very high usage of leisure facilities.		
Maintain the delivery of GP referrals to sports and fitness facilities.		
In liaison with the PCT improve footpaths and cycleways and increase the number and frequency of bus routes passing health centres.		Awaiting consultation result from PCT.
Work with Corporate HR to develop a smoking policy in relation to BFBC workplaces.		
Write guidance for staff on enforcing smoking in public places, and publicise changes in the law.		
By working with local business and the PCT, implement the provisions of the smoking in public places legislation.		
By working with local business and the PCT, design and introduce a "Catering for Health" food award.		
By working with local business and the PCT, design and introduce a "Safe Food" award.		
Working with the PCT, publish a comprehensive annual report on the state of public health within Bracknell Forest.		
Contribute to the work programme of the Berkshire East Joint Strategic Commissioning Board and implement any joint commissioning proposals agreed by the Board.		
Revise the terms of reference of the Health and Social Care Partnership Board.		













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## Corporate Theme 6: Improve outcomes for children and young people

### Key Actions/Outcomes:

- 6.1 Implement the actions included in the second year of the Children and Young People's Plan.
- 6.2 Improve the life chances of looked after children by a) reducing the number of days of missed schooling, b) improving Key stage 2 and 3 results and c) increase percentage of children in out-of-school-hours learning.
- 6.3 Improve attendance and reduce exclusion at schools.
- 6.4 Work with partners to develop, promote and implement a Preventative Charter for all children and young people's services.
- 6.5 Work with schools and other partners to ensure that 14 schools offer a full range of extended services and six Children's Centres are established within the Borough.
- 6.6 Develop clear transition pathways for young people with physical or sensory disabilities as they reach adulthood.
- 6.7 Improve environmental management in schools: a) Increase the percentage of pupils in LA schools covered by a School Travel Plan; b) Increase recycling in schools; c) Improve energy management in schools.
- 6.8 Improve further the commissioning of children's service and establish a children's trust.

Deliver Actions EA 1-7, PC1-4, EW1-4, WT1 of the Children and Young People's Plan 2006-2009.		
Implement actions arising from consultant's report on exclusions.		
Issue new guidance with regard to school attendance matters.		
Implement the Preventative Charter and Self-Assessment Toolkit for children and young people's services, reporting to the Children & Young People's Strategic Partnership.		
Work with schools and other partners to ensure that 14 schools offer a full range of extended services and six Children's Centres are established within the Borough.		
Transition Policy developed and transition arrangements effective.		
Promote recycling in schools through training and workshop events.		
Improve and promote energy management in schools through training and workshop events.		
Work with the Children & Young People's Strategic Partnership to develop and establish a children's trust model.		
Continue to review and improve the processes involved in the effective recruitment and retention of staff, both on the		



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frontline, including in schools, and across the Department.		
Project manage the construction of the new school at Garth Hill.		
Lead the Department's preparation for the APA/JAR assessment process.		
Implement ICS software..		
Implement ContactPoint.		
Manage competition for development of a new school at Peacock Farm.		
Complete the Portman Close Project.		
Maintain the high number of attendances on junior teaching course offered through Leisure.		
Maintain the high level of contacts through the Young People in Sport scheme delivered by Leisure.		
Increase the percentage of pupils in LA schools covered by a School Travel Plan.		
Increase recycling in schools.		
Improve energy management in schools.		
Ensure all relevant staff receive training in the transitions pathway.		
Review the function of the Transition Panel in preparation for 2008/09.		
Finalise Transition Policy and Protocols.		
Provide a building service to the Department of Education, Children's Services & Libraries to meet their programme to develop schools and children's centres.		
Prepare and circulate School Energy and Environmental Plans and provide advice on these areas when required.		








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## Corporate Theme 7: Increase participation in adult learning

### Key Actions/Outcomes:

- 7.1 Develop an Adult Learning Plan.
- 7.2 Meet the targets set out in Local Area Agreement to meet the learning and training requirements for the Town Centre regeneration through the SEEDA-funded 'Grow Your Own' Project.
- 7.3 Increase the number of lowest-skilled, non-employed and under-employed adults to access learning, training and employability skills.

Negotiate and produce a Development Plan for Adult Learning as a basis for grant funding from the Learning and Skills Council (Thames Valley) for the academic year 2007/08.		
Prepare an Adult Learning Plan for Executive approval covering the academic year 2007/08.		
Work through the 'Grow Our Own' project team to establish pilot activity in Bracknell Forest to support regeneration.		
Plan and implement programmes of adult learning which target and support those with low skills seeking improved employment opportunities.		
Complete the development of the Brakenhale Open Learning Centre.		



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## Corporate Theme 8: Improve services for vulnerable adults and older people

### Key Actions/Outcomes:





- 8.1 Implement self-directed support for adults with learning difficulties.
- 8.3 Implement the Commissioning Strategy for Older People in conjunction with the East Berkshire PCT.
- 8.4 Agree timescales for developing Commissioning Strategies for all client groups.
- 8.5 Modernise services for people with a learning disability.
- 8.6 Increase the number of people with a physical disability being helped to live at home.
- 8.7 Improve adult protection procedures and awareness with all partners.
- 8.8 Implement the action plan for the Supporting People Strategy in consultation with the Audit Commission.
- 8.9 Increase the take-up of direct payments for all client groups.
- 8.10 Help older people with dementia to remain longer in the community rather than long-term institutional-type care.
- 8.11 Increase the number of older people being helped to live at home.
- 8.12 Deliver a single assessment framework for older people.
- 8.13 Agree the strategic framework for services for older people with mental health needs in partnership with PCT and Berkshire Health Care Trust.
- 8.14 Provide cultural development opportunities for adults through a) the Home Library Service and b) the activities of reading groups in residential homes.
- 8.15 Work with partners across the South East to implement a National Intelligence Model in respect of trading standards enforcement.
- 8.16 Finalise and begin implementation of a comprehensive Council-wide strategy for older people.

Deliver a Home Library Service to 37 residential (nursing and care) homes and day centres in the Borough.		
Deliver library materials to individuals confined to their own homes in the Borough.		
Organise reading groups in at least two residential homes in the Borough.		
Organise reminiscence sessions for older people in at least four libraries in the Borough.		
Work with partners across the South East to implement a National Intelligence Model in respect of trading standards enforcement.		
Prepare a draft Older People's Strategy.		Original timetable will not be met due to competing pressures and loss of staff. Work has progressed, but the production of a draft Strategy has been delayed due to staff shortages. Subject to recruitment, draft Strategy to be published in the Autumn. Discussion paper approved by Executive in December 2007, and stakeholder consultation complete.



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
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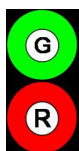
Complete the information/training programme for staff, service users and carers.		
Develop flexible ways of accessing Personal Budgets (e.g. e-cards, Individual Service Funds, Brokerage, etc).		
Develop a Purchasing Plan to underpin the Older People Commissioning Strategy.		
Develop needs analysis for all client groups to inform the commissioning strategies.		
Develop draft commissioning strategies for consultation for all client groups.		
Develop Purchasing Plans for all client groups.		The strategies are in draft and they have to be consulted on until December and then be agreed by the Executive in February and March. The Purchasing Plans come after the strategies. Revised target is June 2008.
Review the Health and Social Care Partnership Board terms of reference, giving consideration to the emerging East Berkshire Partnership structure.		
Appoint an Assistant Care Manager – Assistive Technology.		
Reduce waiting times for OT Assessments for DFG.		
Raise the profile of adult protection through specific events including the Adult Protection Forum.		
Revise the training programme for adult protection to reflect the Safeguarding Adults Policy.		
Extend the options for e-cards.		
Ensure current Domiciliary Care Service users can use direct payments to retain current provider if possible.		
Develop a new expanded Home Care Dementia Team within existing resources.		
Develop a care pathway for older people mental health including a single point of contact.		A decision was taken that the care pathway needed to be developed with the joint Community Mental Health Team for Old Age (CMHTE) Manager in post and when a definitive date for relocation of the CMHTE had been established. This has now been achieved and the care pathway is being led by the new manager, who was only recently appointed. Therefore the objective completion date has been revised from October 2007 and was completed by November 2007. Relocation of CMHTE has now taken



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		place. There is now a single point of access at the new base and therefore a new care pathway with a single point of contact. Referrals are all recorded on a single database.
Develop an action plan following review of the Older Peoples' Mental Health Strategy.		
Support corporate work in the development of a Strategy for Older People.		Delay in the production of a Strategy due to loss of staff in the Chief Executive's Office. Draft Strategy to be published in the Autumn. Support has been provided as required by Corporate Services.
Participate in the training needs analysis for staff, and deliver the learning and development requirements.		















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## Corporate Theme 9: Create and maintain a quality environment

### Key Actions/Outcomes:



- 9.1 Further improve the standards of open spaces and the visual environment within the Borough.
- 9.2 Improve waste management and recycling in the Borough.
- 9.3 Incorporate plans for Combined Heat and Power in the designs for the new Civic Hub.
- 9.4 Develop a climate change action plan to meet the Council's obligations under the 'Nottingham Declaration'.
- 9.6 Review the management plan and future investment need for the London Road ex-landfill site.
- 9.7 Work with external contractors, land owners and agencies to reduce the amount of fly-tipped rubbish in the Borough.

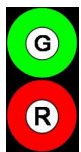
Revise RE3 Communications Strategy with Wokingham and Reading Councils.		
Within resources available, design and implement projects to improve the standards of open spaces and the visual environment in the Borough.		
Assess the designation merits in respect of a new conservation area around Church Road, Crowthorne and a new conservation area around Monks Alley, Binfield.		
Develop a joint waste strategy for RE3 with Wokingham and Reading Councils.		
Increase recycling rates in the Borough to 40%.		
Ensure plans for Combined Heat and Power are included in the designs for the new Civic Hub.		
Undertake an energy efficiency audit of the Council's buildings.		
Write and publish an Energy Strategy for the Borough.		
Work with the Head of Property Services to generate and implement initiatives to reduce energy consumption and carbon emissions in Council buildings.		
Develop and implement a Bracknell Forest Climate Change Strategy by 2009.		
Review the management plan and future investment need for the London Road ex-landfill site, and submit a capital bid for the work.		Report on current position and future investment requirements being prepared, but no bids made in 2007/08.
Work with external contractors, land owners and agencies to develop plans to reduce the amount of fly-tipped rubbish in		



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the Borough.		
Energy Manager to assist consultants by providing information to enable brief to be developed.		
Corporate Property to work with Environment & Leisure to develop a climate change action plan by providing information on energy consumption and suggested measures for reduction.		














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## Corporate Theme 10: Improve transport and movement in and around the Borough

### Key Actions/Outcomes:



- 10.1 Implement the first phase of the LTP2 programme.
- 10.2 Implement the Green Travel Plan for the Borough Council.
- 10.3 Work with the Government Office for the South East and neighbouring authorities to press for improvement in major junctions in and around the Borough.
- 10.4 Continue to support the Airtrack Forum to deliver a direct rail link to Heathrow Airport via Bracknell Forest.
- 10.5 Create the first phase of the Bracknell Forest traffic model.
- 10.6 Enter into a punctuality improvement partnership with First Bus.
- 10.7 Complete the first phase of the review of 'A' and 'B' class road speed limits.
- 10.8 Produce a Highway Asset Management Plan.
- 10.9 Produce a draft Highway Network Management Plan.
- 10.10 Introduce the National Concessionary Fares Scheme for Borough residents.
- 10.11 Increase the level of public transport uptake and satisfaction.
- 10.12 Reduce the percentage of journeys to school made by car.

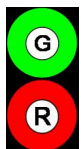
Replace the Mill Lane Bridge.		
Complete the planned programme of highway maintenance		
Implement actions due in 2007/08 from the Green Travel Plan.		Awaiting approval to launch Travel Plan.
Attend meetings with the Government Office for the South East and neighbouring authorities to press for improvement in major junctions in and around the borough.		
Attend meetings of the Airtrack Forum to lobby for a direct rail link to Heathrow Airport via Bracknell Forest Borough Council.		
Write the first phase of the Bracknell Forest traffic model.		
Write and have signed punctuality improvement agreement with First Bus.		Agreement will shortly be ready for signature.
Complete the first phase of the review of 'A' and 'B' class road speed limits.		
Write, consult on and have published a highway asset management plan.		Much surveying work has been undertaken to provide raw data, but the Plan will not be complete for 2007/08.
Write and put out for consultation a draft Highway Network Management Plan.		Much surveying work has been undertaken to provide raw data, but the Plan will not be complete for 2007/08.
Implement and administer the national concessionary fares scheme for borough residents.		



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Increase number and frequency of bus and train routes in the Borough.		
Reduce the percentage of journeys to school made by car by 10%.		3% reduction in total number of children travelling to school by car.









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## Corporate Theme 11: Improve efficiency, effectiveness and access to services

### Key Actions/Outcomes:

- 11.1 Review the Council's Medium Term Financial Strategy in the light of the housing stock transfer ballot.
- 11.2 Increase efficiency through delivery of further procurement savings.
- 11.3 Implement the Council's Risk Management Strategy and Business Continuity Plan.
- 11.4 Complete a review of the joint arrangements established between Berkshire UAs.
- 11.5 Implement a programme for the disposal of any surplus assets.
- 11.6 Develop and implement infrastructure and support services to deliver mobile and flexible working initiatives.
- 11.7 Implement the next phase of the Customer Contact Strategy and Stage 2 of the CRM frontline system development.
- 11.8 Develop, consult on and implement five-year ICT Strategy.
- 11.9 Administer the Borough/Parish Council elections in accordance with legislation including the Electoral Administration Act.
- 11.10 Implement the outcomes of the Council-wide efficiency review and the Support Services Review.
- 11.11 Improve access to the planning service.
- 11.12 Establish systems to support integration of work across Children's Services and the sharing of information between professionals.
- 11.13 Implement the Workforce Strategy to (d) ensure all practitioners working with children and young people are appropriately qualified and trained and are able to access professional development to support their role.
- 11.14 Implement HR and finance self-service provisions for staff and managers.
- 11.15 Implement the Council's Equality Schemes for Gender and Disability.
- 11.16 Review the Council's Race Equality Scheme.
- 11.17 Address issues of community cohesion by working with partners to establish a BME forum and using forum to assess unmet needs.

Undertake Direction of Travel self-assessment (CPA).	N/A	No self-assessment required. Direction of Travel assessment now finalised as "Improving Strongly".
Manage annual CPA.		
Undertake timely monitoring and assessment/comparison of performance information, highlighting changes in performance appropriately.		
Prepare and publish an Annual Report.		
Act as a resource to the Council and its services to undertake research – with emphasis on future developments, new legislation and guidance.		
Investigate, specify and – subject to resources – implement a performance management system for the whole Council.		
Provide support and assistance and co-ordinate any Beacon Council applications.		



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Seek out and participate in relevant performance benchmarking groups.		
Refresh approach to QOR and CPOR reports (as part of this develop plans for a transition from performance monitoring to more of a performance management approach).		
Produce statement assessing the community cohesion and inclusion aspects of The Town Centre regeneration.		
Produce and implement annual departmental communications and marketing forward plans.		
Produce Town & Country every quarter.		
Answer media enquiries according to the Council's media protocols.		
Produce Forest Views staff newsletter every month.		
Conduct staff attitude survey 2007.		
Review internal communications strategy as a result of the staff survey.		
Carry out internal and external communications campaigns according to the Council's priorities.		
Implement the Council's Risk Management Strategy and Business Continuity Plan.		
Implement the outcomes of the Council-wide efficiency review and the Support Services Review.		
Shared Processes Group to manage the integrated services agenda (including e-CAF, Information Sharing and IT), in delivering the actions under priority WT4 in the CYPP.		
Update recruitment practices in response to departmental requirements to attract appropriately skilled personnel to posts within the children's workforce.		
Provide advice and support on professional development opportunities for school staff and workforce remodelling practices.		
Implement the Council's Equality schemes for Gender and Disability.		
Contribute to the review of the Council's Race Equality Scheme.		
To ensure safe recruitment practice is maintained a system of recording the pre-employment checks will be made operational across the children's workforce.		
Continue to lead the Department in its search for financial efficiency without risking the quality of services provided, nor the effective		



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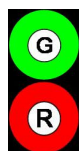
promotion of school standards and the wider ECM agenda.		
Implement B2B system for Personnel.		
Implement IT remote access to school admin network.		
Improve accuracy of student address data.		
Support performance management within the department including responding to requests for performance information and analysis, and supporting the development of an integrated performance management framework across the department.		
Coordinate department performance and policy returns including service plans, corporate plans and government returns.		
Run a test of the Council's Business Continuity Plan.		
Maintain the OHSAS 18001 Quality Management System for Health & Safety in six of the leisure sites.		
Provide e-enabled access to leisure services.		
Implement the on-line licensing package.		
Start to implement the e-enabled complaint on-line package for environmental health and trading standards.		
Draft a corporate GIS strategy for 2007-2010.		
Carry out any actions arising from the PWC Council-wide efficiency review.		
Start to research and implement any action from the PWC Council-wide efficiency review.		
Make any structural changes required by the outcome of the Support Services review.		
Enabling and promoting planning applications to be made online through the National Planning Portal.		
Enabling comments on planning policy matters to be made on line via Public Access.		
Enabling planning enforcement concerns to be registered and monitored online.		
Capturing all the planning history of the Borough into the Council's planning database.		
Implement the actions in the Disability Equality Scheme Action Plan.		



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Implement the actions in the Gender Equality Action Plan .		
Provide comments on the draft Race Equality Scheme.		
Support DMT to carry out any changes for 2007/08 and 2008/09 required by the Council-wide efficiency review.		
Support DMT to start to research and implement any changes in 2009/10 required by the Council-wide efficiency review.		
Make any structural changes required by the outcome of the Support Services review.		
Produce Action Plan for the department's deliverables in the Equality Schemes.		
Contribute to the review of the Council's Race Equality Scheme.		
Monitor, update and deliver the medium term financial plan, with particular emphasis on the delivery of the 2007/08 budget and preparations for the 2008/09 budget.		
Support transition to a new external auditor.		
Implement corporate contracts to achieve procurement savings, e.g. home-to-school transport, taxis, banking, insurance, building cleaning.		
As lead authority, provide financial support to the Berkshire Improvement Partnership and the Berkshire Procurement and Shared Services Unit.		
Extend the remit of the Integrated Transport Unit to include Social Services transport.		
Develop and implement a risk management training programme for Members and officers.		
Refresh the Corporate Risk Register.		
Joint Arrangements to be reviewed by BFBC in consultation with other Berkshire Unitary Authorities.		Pressure of work within the Legal Services Section has dictated that the review is unlikely to be completed in this municipal year, although most of the major joint arrangements have been reviewed and revised agreements are being put in place for some of the arrangements.
Amendments to Joint Arrangement Agreements.		Amended agreements for some of the Joint Arrangements have been put in place. Pressure of work within the Legal Services Section has meant that not all Agreements will be amended this Municipal Year.



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Complete a review of the financial aspects of Berkshire joint arrangements / shared services.		
Work with Department of SS&H, develop property strategy to reduce revenue outgoings as well as raise capital for investment in improved service provision for adults with learning difficulties.		
Disposal programme to recommence when SPA mitigation measures approved.		
Develop and implement infrastructure and support services to deliver mobile and flexible working initiatives. This will support work styles being developed to support the Civic Hub, etc.		
Implement the CRM work programme for 2007.		
Produce a CRM programme for 2007-2010.		
Develop, consult on and implement five year ICT Strategy, and in particular increase the online transaction capability of the Council's website, including extension of the online payments facility.		
Increase use of the online payments facility.		
Administer the Borough/Parish Council elections in accordance with legislation including the Electoral Administration Act 2006.		
Prepare effectively for, and deliver successfully the 2007 Borough/Parish Council elections, ensuring adequate levels of Staff, managing the postal vote opening sessions, and maintaining the integrity of the democratic process.		
Implement outcomes of the Support Services Review in accordance with agreed action plan.		
Implement agreed programme of works for Corporate Services from the Council-wide efficiency review.		
Support Council departments to implement agreed programmes of works from the Council-wide efficiency review.		
Implement the Pay and Workforce Strategy to (a) develop improved basic skills for workers to enhance career prospects within the Council, (b) develop better leadership and management skills within the workforce to improve management competence, and (c) develop clear, viable 'Grow Your Own' routes for a range of professional areas within the Council.		



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Submit version 3 of the Pay and Workforce Strategy to Employment Committee for endorsement, which will include a revised Action Plan to meet the requirements of the Key Actions.		
Ensure 100% staff appraisal return (except for long term sickness).		
Consider the Council's response to the Modernisation Agenda for the Registration Service.		
Deliver the agreed Member Induction Programme and/or rolling four-year programme to ensure Member learning and development needs are met.		
Implement HR and Finance 'self-service' provisions for staff and managers.		
Improve and upgrade the functionality of Yourself. Revise the staffing structure of Payroll/HR Systems Administration to create a team able to develop the REBUS (Yourself) self-service model for staff and managers.		
Implement the Council's Equality schemes for Gender and Disability.		
Implement actions for Corporate Services in Disability Equality Scheme.		
Implement actions for Corporate Services in Gender Equality Scheme.		
Review the Council's Race Equality Scheme.		
Work with Bracknell Forest Voluntary Action to establish BME Forum.		
Use BME Forum to assess unmet need.		












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## Corporate Theme 12: Improve corporate governance and partnership working

### Key Actions/Outcomes:

















- 12.1 Undertake a review of the Council's practices against best practice of Corporate Governance and partnership arrangements, and implement any consequent amendments.
- 12.2 Ensure effective implementation of the Local Government and Public Involvement in Health Act, in particular by establishing a new Public Services Scrutiny Board.
- 12.3 Support Member development.
- 12.4 Lead and co-ordinate the refresh of the Local Area Agreement between the Government and Bracknell Forest Partnership.
- 12.5 Lead and co-ordinate the refresh of the Sustainable Community Strategy.
- 12.6 Ensure that partners work together to improve outcomes for young people aged 14-19, including those who have additional needs.

Develop, re-shape and continue to support and facilitate the Neighbourhood Forums and Action Groups.		
Support members to develop a work programme for Overview and Scrutiny.		
Review and update BFP governance arrangements in light of the changing Government agenda.		
Develop the LAA performance framework. Specifically, roll out integrated performance management framework to all key BFP partnerships (CYPP, H&SC, LSP, CDRP) and put plans in place for similar version for departments.		
Implement Action Plan to improve the BFP's internal and external communications.		
Produce Annual Report of Overview and Scrutiny.		
Restructure Overview and Scrutiny to accommodate requirements of the Police and Justice Act (and secure necessary changes to Council's Constitution).	N/A	The Overview and Scrutiny provisions of the Police and Justice Act were not 'commenced', have been repealed, and are being reviewed by the Government. Restructuring proposals consequent on the new Council structure have been formulated.
Establish scrutiny arrangements for the Bracknell Forest Partnership.		
Lead and co-ordinate the refresh of the Local Area Agreement between the Government and Bracknell Forest Partnership.		
Produce six-monthly progress review of LAA for Government Office for the South East (GOSE).		



 denotes key actions which are anticipated to be achieved within timetable or already have been achieved.





 denotes key actions which have not been or are not likely to be achieved on time.

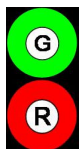
Draft the refresh of the Sustainable Community Strategy.		
Produce proposals on a set of voluntary (and benchmarked) Quality of Life performance indicators.		
Ensure schools have up-to-date information on accredited award schemes and support in developing programmes.		
Support schools following Diploma Gateway outcome (March 2007) in order to develop range of provision from September 2008.		Diploma Gateway submission not successful.
Influence providers of learning programmes to match provision with the needs of the learner, including support for teachers in the analysis of data and strategies to promote access to the curriculum and effective interventions.		
Support providers in the development of coordinated delivery models (including timetables) in order to enhance the role of the consortium in broadening the range of available provision.		
Contribute to the Bracknell Forest NEET Strategy coordinated by the Pathways To Success Working Group.		
Embed new arrangements for the delivery of the Connexions Service in Bracknell Forest.		
Support senior leaders in schools to evaluate school, group and individual attainment and progress and secure continued improvement.		
Review the terms of reference and membership of the 14-19 Partnership.		
Children & Young People's Strategic Partnership work effectively towards strengthening partnership working to address the additional needs of 14-19 year olds.		
Implement ContactPoint.		
Review to be conducted having regard to best practice guidance from CIPA, ACSeS, DCLG.		
Partnership Handbook to be amended.		
Review and develop robust partnership governance arrangements having regard to the Local Government & Public Involvement in Health Bill.		
Report to CMT and Executive following enactment identifying implementation		



 denotes key actions which are anticipated to be achieved within timetable or already have been achieved.

 denotes key actions which have not been or are not likely to be achieved on time.

stages required and timetable.		
Report on amendments to Code of Conduct to Council following consideration by the Standards Committee.		
Advice to Parish Councils on revised Code.		
Training sessions for all Borough and Parish Members.		
Develop and implement a work programme to ensure the effective delivery of the Members' Charter for Learning and Development.		













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 denotes key actions which have not been or are not likely to be achieved on time.













**ANNEX B  
COUNCIL PERFORMANCE AGAINST KEY INDICATORS**

Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08) Figure	Quartile*	Unaudited Outturn (whole year 2007/08) Figure	Quartile*	Notes
<b>Corporate Theme 2: Promote sustainable communities through innovative housing strategies and effective maintenance policies</b>									
	BV 106	E&L	%	High	60.00	Worst	69.23	Third	Percentage of new homes built on previously developed land.
	BV 63	SSH	Number: SAP rating out of 120	High	69	Second	73	Best	The average Standard Assessment Procedure (SAP) energy efficiency rating of local authority owned dwellings expressed as a number out of 120.
	BV 184a	SSH	%	Low	27	Second	27	Second	The proportion of local authority dwellings which were non-decent at the start of the financial year.
	BV 184b	SSH	%	High	4.0	Worst	25.2	Second	The percentage change in proportion of non-decent local authority homes between the start and the end of the financial year.
	BV 200a	E&L	Yes/No	Local	Yes	N/A	Yes	N/A	Did the local planning authority submit the Local Development Scheme (LDS) by 28th March 2005 and thereafter maintain a 3-year rolling programme?
	BV 200b	E&L	Yes/No	Local	Yes	N/A	Yes	N/A	Has the local planning authority met the milestones which the current Local Development Scheme (LDS) sets out?
	BV 212	SSH	Number of days	Low	27	Second	31	Second	Average time taken to re-let local authority housing.
	BV 66a	SSH	%	High	97.00	Worst	97.41	Third	Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings.
	BV 66b	SSH	%	Low	6.50	Third	5.48	Second	The number of local authority tenants with more than seven weeks of (gross) rent arrears as a percentage of the total number of council tenants.
	BV 66c	SSH	%	Low	34.00	Third	41.65	Worst	Percentage of local authority tenants in arrears who have had Notices Seeking Possession served.










\* Quartile columns show position of 2007/08 figures when compared to national 2006/07 outturns. (Order: Best - Second - Third - Worst. Source: AC)








Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08) Figure	Quartile*	Unaudited Outturn (whole year 2007/08) Figure	Quartile*	Notes
	BV 66d Percentage of local authority tenants evicted as a result of rent arrears.	SSH	%	Low	0.15	Best	0.39	Third	These are December 2007 figures, the last available figures prior to the stock transfer in February. This is no longer the domain of BFBC, so no remedial action.
N/A	BV 74a Percentage of all council tenants, or a representative sample of council tenants, stating that they are satisfied with the overall service provided by their landlord when surveyed.	SSH	%	High	N/A	N/A	N/A	N/A	
N/A	BV 74b Satisfaction of ethnic minority local authority tenants (excluding white minority tenants) with the overall service provided by their landlord.	SSH	%	High	N/A	N/A	N/A	N/A	
N/A	BV 74c Satisfaction of non-ethnic-minority local authority tenants with the overall service provided by their landlord.	SSH	%	High	N/A	N/A	N/A	N/A	
N/A	BV 75a Satisfaction of council housing tenants with opportunities for participation in management and decision making in relation to housing services provided by their landlord.	SSH	%	High	N/A	N/A	N/A	N/A	
N/A	BV 75b Tenant satisfaction with participation -- ethnic minority tenants.	SSH	%	High	N/A	N/A	N/A	N/A	
N/A	BV 75c Satisfaction of non-ethnic-minority council housing tenants with opportunities for participation in management and decision making in relation to housing services provided by their landlord.	SSH	%	High	N/A	N/A	N/A	N/A	
	BV 183b The average length of stay (weeks) in hostel accommodation of households which are unintentionally homeless and in priority need in the financial year.	SSH	Number (whole weeks)	Low	0	Best	0	Best	
	BV 202 The number of people sleeping rough on a single night within the area of the authority.	SSH	Number	Low	0-10	N/A	0-10	N/A	
	BV 213 Number of households who considered themselves as homeless, who approached the local housing authority's housing advice service(s), and for whom housing advice casework intervention resolved their situation.	SSH	Number (per 1,000 households)	High	3.57 (161 cases)	Second	3.71 (167 cases)	Second	
	BV 64 The number of non-local authority owned vacant dwellings returned to occupation or demolished during the year as a direct result of action by the local authority.	SSH	Number	High	76	Second	58	Second	There was a particularly low level of take-up on one of the initiatives which contribute to this indicator during quarter 3.
<b>Corporate Theme 3:</b>									
<b>Help create a safer, stronger community which is socially cohesive</b>									
	E47 Ethnicity of older people receiving assessment (new definition).	SSH		Low	1.20	N/A	1.16	N/A	
	E48 Ethnicity of older people receiving services following an assessment (new definition).	SSH		Low	1.00	N/A	0.95	N/A	

\*Quartile columns show position of 2007/08 figures when compared to national 2006/07 outturns. (Order: Best - Second - Third - Worst. Source: AC)

Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08)		Unaudited Outturn (whole year 2007/08)	Notes
					Figure	Quartile*		
	BV 2a	CXO	Level (0-5)	High	Level 2, working towards Level 3	N/A	Level 2, working towards Level 3	An Equality Standard Action Plan has been produced for progressing to Level 3 in March 2009, and a timeline has been produced for progressing to Level 5 by 2014.
	BV 2b	CXO	%	High	95	Best	95	Best
	CC01	CPS	%	High	N/A	N/A	82	Second
	BV 11a	CPS	%	High	35.00	Second	33.14	Third
	BV 11b	CPS	%	High	5.25	Best	3.07	Second
	BV 11c	CPS	%	High	2.80	Second	3.00	Second
	BV 16a	CPS	%	High	2.00	Third	1.61	Worst
	BV 17a	CPS	%	High	3.3	Second	3.2	Second
	BV 49	ECSL	%	Local	13.00	N/A	12.00	N/A
	BV 99a (i)	E&L	Number of people	Low	31	Best	36	Best

\*Quartile columns show position of 2007/08 figures when compared to national 2006/07 outturns. (Order: Best - Second - Third - Worst. Source: AC)

Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08) Figure	Quartile*	Unaudited Outturn (whole year 2007/08) Figure	Quartile*	Notes
	BV 99a (ii) Percentage change in number of people killed or seriously injured in road traffic collisions since the previous calendar year.	E&L	%	Low	-50.0	Best	-41.9	Best	Although slightly higher than the target, this is BFBC's second best ever value and puts the indicator back on track for achieving the 2010 target (subject to scrutiny/LAA review).
	BV 99a (iii) Percentage change in the number of people killed or seriously injured in road traffic collisions in the previous year compared to the 1994 & 1998 average.	E&L	%	Low	-57.0	Best	-50.0	Best	Although slightly higher than the target, this is BFBC's second best ever value and puts the indicator back on track for achieving the 2010 target (subject to scrutiny/LAA review).
	BV 99b (i) Number of children (aged under 16 years) killed or seriously injured in road traffic collisions.	E&L	Number of children	Low	3.0	Best	2.0	Best	
	BV 99b (ii) Percentage change in number of children (aged under 16 years) killed or seriously injured in road traffic collisions since the previous calendar year.	E&L	%	Low	-25	Second	-50	Best	
	BV 99b (iii) Percentage change in the number of children killed or seriously injured in road traffic collisions since the previous year compared to the 1994 & 1998 average.	E&L	%	Low	-66.7	Best	-77.8	Best	
	BV 99c (i) Number of people slightly injured in road traffic collisions in the previous calendar year.	E&L	Number of people	Low	309	Best	345	Best	There was an anomalous rise in the number of slight injuries recorded in the early months of 2007. The latter months show that the normal trend has returned, and the indicator is expected to be on track for achieving the 2010 target.
	BV 99c (ii) Percentage change in the number of people slightly injured in road traffic collisions since the previous calendar year.	E&L	%	Low	-0.3	Third	+11.3	Worst	There was an anomalous rise in the number of slight injuries recorded in the early months of 2007. The latter months show that the normal trend has returned, and the indicator is expected to be on track for achieving the 2010 target.
	BV 99c (iii) Percentage change in the number of people slightly injured in road traffic collisions in the previous year compared to the 1994 and 1998 average.	E&L	%	Low	-25.4	Best	-16.7	Second	There was an anomalous rise in the number of slight injuries recorded in the early months of 2007. The latter months show that the normal trend has returned, and the indicator is expected to be on track for achieving the 2010 target.
	BV 162 The percentage of child protection cases which were reviewed regularly, out of those cases which should have been reviewed during the financial year.	ECSL	%	High	100		100		

Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08) Figure	Quartile*	Unaudited Outturn (whole year 2007/08) Figure	Quartile*	Notes
	BV 163 Adoptions of looked after children. The number of looked after children adopted during the year as a percentage of the number of children looked after at 31 March who had been looked after for 6 months or more at that date.	ECSL	%	High	5.0		4.6		Performance varies with changes in cohort (small number of adoption cases).
	BFPJ Number of school governor vacancies as a percentage of the total.	E&L	%	Low	9	Best	3	Best	
	BV 126 Number of recorded domestic burglaries per 1,000 households in the local authority area.	CXO	Number per 1,000 households	Low	6.9	Second	9.9	Third	Dwelling burglaries rose in Bracknell Forest from March 2005 to March 2007. Since then there has been a steady fall back to the original baseline. The trend is continuing downwards.
	BV 127a The number of violent crimes recorded per 1,000 population in the local authority area.	CXO	Number per 1,000 population	Low	15.7	Second	16.5	Second	Violent crime rose between March 2004 and September 2007. Since then there has been a steady fall. This indicator includes Common Assault and Wounding. Common Assault rose steeply after the introduction of the power of arrest for this offence in January 2006, with figures falling since September 2007. Numbers of woundings have been falling since January 2006.
	BV 127b The number of robberies per 1,000 population in the local authority area.	CXO	Number per 1,000 population	Low	1.1	Third	0.5	Second	Robberies have been reduced by 56.1%, due in part to targeting known offenders and working to protect young people. No target was formally set for this indicator owing to a slight misalignment between the BVPI and a similar police target. The target of 1.1, which represents a 3% cut on TVP's previous year's outturn, was published in the 2006/07 BFBC Annual Report.
	BV 128 The number of vehicle crimes recorded per 1,000 population in the local authority area.	CXO	Number per 1,000 population	Low	10.2	Third	8.6	Second	There was a large reduction in thefts from vehicles due in part to targeting known offenders and securing car parks and other vulnerable areas.
	BV 166a Percentage score against a 10-point checklist of enforcement best practice for environmental health.	E&L	%	High	100.0	Best	97.0	Third	Due to the publicised intention to remove this indicator, it was decided not to utilise resources which were already short due to vacancies to improve the score rather than deliver key services.

\*Quartile columns show position of 2007/08 figures when compared to national 2006/07 outturns. (Order: Best - Second - Third - Worst. Source: AC)

Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08) Figure	Quartile* Worst	Unaudited Outturn (whole year 2007/08) Figure	Quartile* Worst	Notes
	BV 166b Percentage score against a 10-point checklist of enforcement best practice for trading standards.	E&L	%	High	95.0	Worst	90.0	Worst	Due to the publicised intention to remove this indicator, it was decided not to utilise resources which were already short due to vacancies to improve the score rather than deliver key services.
N/A	BV 174 The number of racial incidents reported to the local authority and subsequently recorded per 100,000 population.	CXO	Number per 100,000 population	Local	30.00	N/A	9.00	N/A	There is no polarity for this indicator, which merely sets the context for BV 175 (q.v.).
	BV 175 The percentage of racial incidents reported to the local authority that resulted in further action.	CXO	%	High	100.00	Best	100.00	Best	
	BV 215a The average number of days taken to repair a street lighting fault, which is under the control of the local authority.	E&L	Number of days	Low	5.00	Best	8.18	Worst	An unexpected increase in reported faults in January (up 48%) temporarily exceeded our contractor's resource capacity.
	BV 215b The average time taken to repair a street lighting fault, where response time is under the control of a Distribution Network Operator (DNO).	E&L	Number of days	Low	26.00	Third	6.38	Best	
	BV 225 Percentage score against an 11-point checklist of Actions Against Domestic Violence.	CXO	%	High	100.0	N/A	90.9	N/A	One item (anti-DV clause in standard tenancy agreements) from an 11-point checklist cannot be ticked.
<b>Corporate Theme 4:</b>									
<b>Increase participation in and enjoyment of art, culture, sport and recreation</b>									
	BV 219b Percentage of conservation areas in the local authority area with an up-to-date character appraisal.	E&L	%	High	100.00	Best	100.00	Best	
N/A	BV 220 Compliance score against the Public Library Service Standards 4-point checklist.	ECSL	Number (1-4)	High	N/A	N/A	16.5 (Category 3)	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 (excluding external public conveniences, schools and educational establishments).	CPS	%	High	50.60	N/A	51.20	N/A	Figure includes work currently on site.
	BFP1 8 To minimise net expenditure by optimising income levels in Leisure.	E&L	Amount (£)	High	£8,860,000	N/A	£9,024,000	N/A	
	BFP1 045 Number of customer visits/contacts to leisure facilities and sports development (excluding EP Conference Centre but including BFBC facilities operated by third parties).	E&L	Number of visits / contacts	High	2,242,000	N/A	2,359,478	N/A	Overall usage of facilities has recovered from a slow start to achieve the annual target and show marginal improvement on the previous year.
	BV 205 Percentage score of quality of service against a 21 point checklist for guidance to applicants.	E&L	%	High	100.0	Best	100.0	Best	















\*Quartile columns show position of 2007/08 figures when compared to national 2006/07 outturns. (Order: Best - Second - Third - Worst. Source: AC)












Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08) Figure	Quartile*	Unaudited Outturn (whole year 2007/08) Figure	Quartile*	Notes
	BFP1	ECSL	%	High	78	N/A	73	N/A	28 schools have now achieved the Award.
	BV 197	ECSL	%	Low	-23.9				
<b>Corporate Theme 6:</b>									
<b>Improve outcomes for children and young people</b>									
	BV 38	ECSL	%	High	64.0	Best	59.7	Second	Results remain above national average.
	BV 39	ECSL	%	High	93.0	Best	93.3	Best	
	BV 43a	ECSL	%	High	100.0	Best	100.0	Best	
	BV 43b	ECSL	%	High	95.0	Second	100.0	Best	
	BV 45	ECSL	%	Low	6.80	Best	8.01	Third	
	BV 46	ECSL	%	Low	4.80	Best	4.87	Best	
	BV 50	ECSL	%	High	69		73		
	BV 40	ECSL	%	High	84.0	Best	77.0	Second	Results remain above national average.
	BV 41	ECSL	%	High	85.0	Best	83.0	Best	Results remain within the top quartile nationally.
	BV 161	ECSL	%	High	0.67		0.75		
	BV 181a	ECSL	%	High	84.00	Best	78.00	Best	Results remain within the top quartile nationally.









Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08) Figure	Quartile*	Unaudited Outturn (whole year 2007/08) Figure	Quartile*	Notes
	BV 181b	ECSL	%	High	83.00	Best	80.00	Best	Results remain within the top quartile nationally.
	BV 181c	ECSL	%	High	82.00	Best	81.00	Best	Results remain within the top quartile nationally.
	BV 181d	ECSL	%	High	79.00	Best	72.00	Second	Results remain above national average.
	BV 194a	ECSL	%	High	39	Best	37	Best	Results remain within the top quartile nationally.
	BV 194b	ECSL	%	High	38	Best	31	Third	
	BV 221a	ECSL	%	Local	80	Best	82	Best	
	BV 222a	ECSL	%	High	55	Best	48	Best	
	BV 222b	ECSL	%	High	50	Third	45	Third	
<b>Corporate Theme 7:</b>									
<b>Increase participation in adult learning</b>									
	BFPI	ECSL	Number	High	2,240	N/A	1,865	N/A	Figure based on Autumn 2007 and Spring 2008 terms only: overall well on target.
N/A	BFPI	ECSL	Number	High	N/A	N/A	N/A	N/A	
	BFPI	ECSL	Number	High	10	N/A	0	N/A	Programme was planned to start during Q4 2007/08, but is linked to the regeneration timetable.
	BFPI	ECSL	Yes/No	N/A	Yes	N/A	Yes	N/A	
	BFPI	ECSL	Yes/No	N/A	Yes	N/A	Yes	N/A	
<b>Corporate Theme 8:</b>									
<b>Improve services for vulnerable adults and older people</b>									
N/A	B11	SSH	%		34	N/A	32	N/A	

















Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08)		Unaudited Outturn (whole year 2007/08)		Notes
					Figure	Quartile*	Figure	Quartile*	
N/A	B12	SSH	Cost	Low	£700.00	Not yet available			
N/A	B17	SSH	Cost	Low	£15.00	Not yet available			
	C72	SSH		Low	75	53.1			
	C73	SSH		Low	0.4	0.0			
	C29	SSH	Number per 1,000 population	High	3.6	3.7			
	C30	SSH	Number per 1,000 population	High	3.0	2.9			
	C31	SSH	Number per 1,000 population	High	5.8	5.39			
	BV 53	SSH	Number per 1,000 population 65+	Local	13.00	N/A	12.89	N/A	Indicator BV 53 is identical to indicator C28.
	BV 54	SSH	Number per 1,000 population 65+	High	90.00		86.77		Indicator BV 54 is identical to indicator C32.
<b>Corporate Theme 9: Create and maintain a quality environment</b>									
	BV 82a (i)	E&L	%	High	26.00	Best	26.78	Best	
	BV 82a (ii)	E&L	Number of tonnes	High	14,750.00	N/A	15,059.00	N/A	
	BV 82b (i)	E&L	%	High	14.00	Second	12.76	Second	Feb/Mar amount composted very low due to poor weather.
	BV 82b (ii)	E&L	Number of tonnes	High	7,952.00	N/A	7,174.78	N/A	Feb/Mar amount composted very low due to poor weather.
	BV 82c (i)	E&L	%	High	0.00	Worst	0.25	Second	139 tonnes of waste from recycling banks diverted from landfill for fibre fuel.
	BV 82c (ii)	E&L	Number of tonnes	High	0.00	N/A	139.00	N/A	139 tonnes of waste from recycling banks diverted from landfill for fibre fuel.








Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08)		Unaudited Outturn (whole year 2007/08)	Notes
					Figure	Quartile*		
	BV 82d (i)	E&L	%	Low	60.00	Second	60.20	Landfill tonnage below target. Percentages affected by BV 82b.
	BV 82d (ii)	E&L	Number of tonnes	Low	34,500.00	N/A	33,861.00	Landfill tonnage below target.
	BV 84a	E&L	Number of kilograms	Low	496.0	Worst	507.0	The latest population figures available are from 2006/07, since when the number of households has increased.
	BV 84b	E&L	%	Low	-0.2	Best	+2.20	The latest population figures available are from 2006/07, since when the number of households has increased.
	BV 86	E&L	Cost in £ per household	Low	£37.45	Best	£36.18	
	BV 87	E&L	Cost in £ per tonne	Low	£68.25	Worst	£64.85	
	BV 91a	E&L	%	High	99.7	Second	99.9	
	BV 91b	E&L	%	High	99.7	Second	99.9	
	BV 199a	E&L	%	Low	9.0	Second	6.0	
	BV 199b	E&L	%	Low	4	Third	1	
	BV 199c	E&L	%	Low	4	Worst	0	
	BV 199d	E&L	Number (1-4)	Low	2	Second	2	
	BV 204	E&L	%	Low	30.0	Second	45.5	A detailed analysis of the performance is currently underway to establish whether there is any pattern to this fall in performance and identify any corrective action that may be required.
	BV 205	E&L	%	High	100.0	Best	100.0	

Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08) Figure	Quartile*	Unaudited Outturn (whole year 2007/08) Figure	Quartile*	Notes
	BV 216a Number of 'sites of potential concern' [within the local authority area], with respect to land contamination.	E&L	Number	Local	2,309	N/A	2,308	N/A	
	BV 216b Number of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary, as a percentage of all 'sites of potential concern'.	E&L	%	High	14 sites to be investigated	N/A	0	Worst	The target has not been met due to resource pressures within the Environmental Health team. The target will be carried over to the new financial year, when better progress is expected to be made.
	BV 217 Percentage of pollution control improvements to existing installations completed on time.	E&L	%	High	100	Best	100	Best	
	BV 218a Percentage of new reports of abandoned vehicles investigated within 24hrs of notification.	E&L	%	High	86.00	Third	93.00	Second	
	BV 218b Percentage of abandoned vehicles removed within 24 hours from the point at which the Authority is legally entitled to remove the vehicle.	E&L	%	High	87.00	Third	40.00	Worst	The absolute numbers of vehicles requiring removal has dropped dramatically in recent years, from 327 in 2004/05 to 70 in 2007/08. The low percentage outturn in 2007/08 is due to a small number of vehicles not being collected on time by the Council's contractor.
<b>Corporate Theme 10:</b>									
<b>Improve transport and movement in and around the Borough</b>									
	BV 100 Number of days of temporary traffic controls or road closure on traffic sensitive streets or the road was closed, due to local authority road works per km of traffic sensitive streets. (Exclude traffic controls at road works that were completed in less than a day).	E&L	Number of days	Low	1.0	Third	0.5	Second	
	BV 102 The number of local bus journeys originating in the authority area undertaken each year.	E&L	Number	High	1,876,000	Worst	1,790,000	Worst	This is a provisional estimated figure.
	BV 109a Percentage of major planning applications determined within 13 weeks.	E&L	%	High	65.00	Worst	83.67	Best	
	BV 109b Percentage of minor planning applications determined within 8 weeks.	E&L	%	High	72.00	Third	88.00	Best	
	BV 109c Percentage of other planning applications determined within 8 weeks.	E&L	%	High	85.00	Third	94.59	Best	
	BV 165 The percentage of pedestrian crossings with facilities for disabled people as a proportion of all crossings in the local authority area.	E&L	%	High	100.0	100.0	100.0	Best	

Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08) Figure	Quartile*	Unaudited Outturn (whole year 2007/08) Figure	Notes
	BV 178	E&L	%	High	100.0	Best	91.6	Bracknell footpath 15 flooded at winter inspection; remedial work now complete.
	BV 187	E&L	%	Low	25	Third	49	The percentage of our principal footway network above investigation level is substantially above the original trajectory and continues to follow an upward trend. Independent audit has shown that the actual condition of the footways remains at steady state and has not deteriorated to the extent apparently shown by this indicator. The specialist surveyors may be becoming more rigid in the defects they are recording. Throughout its life, this indicator, which is not being continued as a National Indicator, has proved to be unreliable.
	BV 223	E&L	%	Low	9	Third	8	
	BV 224a	E&L	%	Low	16	Worst	11	
	BV 224b	E&L	%	Low	25	Worst	26	The percentage of the unclassified network above investigation level is slightly above the original trajectory set and within acceptable margins for this indicator.
<b>Corporate Theme 11: Improve efficiency, effectiveness and access to services</b>								
	BFFPI	ECSL	Number	High	Increase	N/A	51	The current figure of 51 teaching assistants with HLTA includes an additional nine who have achieved the standard this year.
	BV 201		Number per 100,000	High	150		243	Indicator BV 201 is identical to indicator C51.
	C62	SSH		High	15.0	Best	15.0	
	D37	SSH	%	High	100	Best	100	

\*Quartile columns show position of 2007/08 figures when compared to national 2006/07 outturns. (Order: Best - Second - Third - Worst. Source: AC)

Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08) Figure	Quartile* Second	Unaudited Outturn (whole year 2007/08) Figure	Notes
	D39	SSH	%	High	98	Second	98	
	Percentage of people receiving a statement of their needs and how they will be met.							
	D40	SSH	%	High	77	Best	81	Best
	Clients receiving a review.							
	D41	SSH		Low	20		9	
	Delayed transfers of care.							
	BV 56	SSH	%	High	92		90	Indicator BV 56 is identical to indicator D54.
	Percentage of items of equipment delivered and adaptations made within 7 working days							
	BV 195	SSH	%	High	95.0		95.0	Indicator BV 195 is identical to indicator D55.
	Acceptable waiting time for assessment for new older clients: the average of the percentage where the time from first contact to beginning of assessment is less than 48 hours (i.e. 2 calendar days).							
	BV 196	SSH	%	High	95.0		95.5	Indicator BV 196 is identical to indicator D56.
	Acceptable waiting time for care packages for new older clients: the percentage where the time from completion of assessment to provision of all services in a care package is less than or equal to 4 weeks (i.e. 28 calendar days).							
	E82	SSH	%	High	69		64	
	Assessments of adults and older people leading to provision of service (new definition).							
	D75	SSH			23	N/A	20.34	
	Practice learning (adults element) (new definition).							
	BV 8	CPS	%	High	95.50	Second	94.51	Results from a creditors benchmarking club we have joined show that the unitary average is 90%, suggesting that we are doing well in comparison to our peers. We may have set our target too high.
	The percentage of invoices for commercial goods and services which were paid by the authority within 30 days of receipt or within the agreed payment time.							
	BV 9	CPS	%	High	97.50	Third	97.50	Third
	The percentage of council tax received in financial year.							
	BV 10	CPS	%	High	99.20	Second	99.51	Best
	The percentage of non-domestic rates due for the financial year which were received by the authority.							
	BV 76b	SSH	Number	High	0.18	N/A (Local polarity)	0.35	N/A (Local polarity)
	The number of fraud investigators employed by the local authority per 1000 caseload (for the purpose of detecting or preventing fraud or error)							
	BV 76c	SSH	Number	High	31.80	N/A (Local polarity)	35.76	N/A (Local polarity)
	The number of Housing Benefit and Council Tax Benefit fraud investigations carried out by the local authority per financial year per 1000 caseload.							
	BV 76d	SSH	Number	High	7.70	N/A (Local polarity)	8.68	N/A (Local polarity)
	The number of Housing Benefit and Council Tax Benefit prosecutions and sanctions per financial year per 1000 caseload in the local authority area.							

Ref	Indicator	BFBC Dept	Unit	Polarity	Target (2007/08)		Unaudited Outturn (whole year 2007/08)		Notes
					Figure	Quartile*	Figure	Quartile*	
	BV 78a	SSH	Number of calendar days	Low	28.0	Second	28.4	Second	
	BV 78b	SSH	Number of calendar days	Low	10.0	Second	9.0	Second	
	BV 79a	SSH	%	High	99.00	Second	100.00	Best	
	BV 79b (i)	SSH	%	High	70.00	Third	57.22	Worst	A Housing Benefit overpayment of £120,000 was identified in Q3 2007/08, in which a claimant claimed benefit they were not entitled to. A prosecution in this case is pending.
	BV 79b (ii)	SSH	%	High	33.00	Second	17.45	Worst	A Housing Benefit overpayment of £120,000 was identified in Q3 2007/08, in which a claimant claimed benefit they were not entitled to. A prosecution in this case is pending.
	BV 79b (iii)	SSH	%	Local	2.50	N/A (Local polarity)	0.21	N/A (Local polarity)	Old debt has been reviewed and passed to a debt collection agency. If the agency is not able to collect, we will write off the debt.
	BV 226a		Value in £	Local	£186,090.00	N/A	#####	N/A	

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\*Quartile columns show position of 2007/08 figures when compared to national 2006/07 outturns. (Order: Best - Second - Third - Worst. Source: AC)

## CORPORATE HEALTH

## Complaints

Department		Year End	Q4	Notes (Q4)
Education, Children's Services and Libraries	<b>Total:</b>	<b>33</b>	<b>8</b>	
	Stage 1:	18	5	
	Stage 2:	12	2	
	Stage 3:	1	0	
	Ombudsman:	2	1	
Social Services and Housing	<b>Total:</b>	<b>76</b>	<b>9</b>	4 Short-term Services; 1 Long-term Services; 1 CMHT; 3 Sustainable Communities.
	Stage 1:	68	9	
	Stage 2:	5	0	
	Stage 3:	2	0	
	Ombudsman:	1	0	
Environment and Leisure	<b>Total:</b>	<b>22</b>	<b>7</b>	
	Stage 1:	15	7	Mostly related planning applications advice, refusals and rejections.
	Stage 2:	2	0	
	Stage 3:	0	0	
	Ombudsman:	5	0	
Corporate Services / Chief Executive's Office	<b>Total:</b>	<b>37</b>	<b>5</b>	1 CT (not upheld); 1 telephone payment; 3 service standards / Customer Care Charter.
	Stage 1:	36	5	
	Stage 2:	1	0	
	Stage 3:	0	0	
	Ombudsman:	0	0	
<b>BFBC</b>	<b>Grand Total:</b>	<b>168</b>	<b>29</b>	

## Audits with Limited or No Assurance Opinions

Department	Q4 Performance	Notes
Education, Children's Services and Libraries	None	
Social Services and Housing	None	
Environment and Leisure	None	
Corporate Services and Resources	None	
Chief Executive's Office	None	

## Staffing

### Best Value Performance Indicators

Ref	Indicator	2007/08 Target	2007/08 Outturn	Quartile information (Positions of 2007/08 figures when compared to national 2006/07 outturns. Source: Audit Commission)
BV 12	The number of working days/shifts lost to the local authority due to sickness absence.	6.80	<b>7.52</b>	Target: <b>Best</b> Outturn: <b>Best</b>
BV 14	The percentage of employees aged 50 or over retiring early (excluding ill-health retirements) as a percentage of the total work force (includes all permanent positions including schools).	0.25%	<b>0.18%</b>	Target: <b>Second</b> Outturn: <b>Best</b>
BV 15	The percentage of employees aged 50 and over retiring on grounds of ill health as a percentage of the total workforce (includes all permanent positions including schools).	0.18%	<b>0.13%</b>	Target: <b>Second</b> Outturn: <b>Second</b>



**Staff Turnover (BFBC total 2006/07: 13.39%)**

<b>Department</b>	<b>Quarter 4 (%)</b>	<b>2007/08 Year End (%)</b>	<b>Notes</b>
Education, Children's Services and Libraries	2.48	11.64	
Social Services and Housing	4.38	12.28	
Environment and Leisure	5.82	21.14	
Corporate Services and Resources	3.67	8.98	
Chief Executive's Office	3.85	15.38	



**Staff Sickness (BFBC total 2006/07: 7.04 days per employee)**

<b>Department</b>	<b>Quarter 4 (days per employee)</b>	<b>2007/08 Year End (days per employee)</b>	<b>Notes</b>
Education, Children's Services and Libraries	2.98	10.25	
Social Services and Housing	5.87	15.63	
Environment and Leisure	2.30	8.51	
Corporate Services and Resources	1.59	5.75	
Chief Executive's Office	2.73	2.73	

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**REVENUE BUDGET MONITORING – QUARTER 4 2007/08**

At the end of the financial year the budgetary control reports for the General Fund reported an underspend of £1.337m which will be added to the Council's General Reserves. Details of individual variances are outlined in each department's Performance Management Report (PMR).

There are two significant issues that contributed to the underspend, namely the one-off capitalisation of costs relating to the transfer of the Council's housing stock to Bracknell Forest Homes (£0.360m) and additional interest (£1.009m). There are three main reasons for the additional interest:

- Impact of the stock transfer
- Higher interest rates as a result of turbulence in the financial markets, and
- Higher cash balances, particularly as a result of government grants received in advance of expenditure.

Consideration has also been given to potential budget carry forwards into 2008/09, which amount to £0.582m. These represent planned expenditure which, for various reasons, could not be spent in the current year. Some of the more significant carry forwards are as follows:

- Start up funding for the Green Machine. Funding had been earmarked in 2007/08, but will not now be required until 2008/09 (£80,000)
- Completion of a mobile working solution for Environmental Health/Trading Standards & Licensing (£75,000)
- Conversion of microfiche records into electronic records in Development Control (£64,000)
- Commitment arising from the planned adoption of a sibling group of three (£50,000)
- Essential roof repairs to commercial properties delayed until 2008/09 (£40,000)

A full review of all the variances arising in 2007/08 is currently being undertaken so that any having an impact in 2008/09 and beyond are identified at an early stage and built into the Council's medium term financial plans.

This overall position represents a significant improvement on previous years and means that the Council has spent within budget for the tenth consecutive year. This also suggests that many of the budgetary issues in previous years have been largely addressed either through the budget build process or changes to service provision and positions the Council well for 2008/09 and subsequent financial years.

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## UPDATE ON THE WORK OF THE BRACKNELL FOREST PARTNERSHIP DURING THE QUARTER

### Place Shaping

Work is well underway to develop new versions of the Sustainable Community Strategy (SCS) and the Local Area Agreement (LAA). The draft evidence base is finalised and draws together local priorities, performance statistics and headlines of public opinion. Two stakeholder events were held (September and November) to gather additional views to supplement the desk based information gathering. The resulting draft frameworks for the SCS and the LAA were run through a stakeholder consultation during January and February 2008. The draft SCS was published for public consultation in Feb 2008. Negotiations were held with GOSE during March 2008 to agree the 35 indicators that will form the designated targets for the LAA.

**In addition**, the Partnership Board has

- collated and analysed the third quarter performance report against the current Local Area Agreement;
- begun procurement for the Community TV initiative.

The Partnership has been actively involved in **several consultations** which include:

Older People's Strategy – In anticipation of the changes to the community that will occur with the rapid growth in the over 50 population, the Borough is developing an Older People's Strategy with partners to plan and improve outcomes for the Borough's older people of today and tomorrow.

For the **next quarter**, the focus of the Board will be on:

- producing the final performance report for the current LAA;
- finalising and publishing the new Sustainable Community Strategy;
- finalising and publishing the new Local Area Agreement;
- holding a launch event for the new SCS and LAA;
- debating and contributing to local health plans and the Berkshire Economic Strategy;
- appointing a provider for the Community TV pilot.

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**TO: OVERVIEW AND SCRUTINY COMMISSION**  
**17 July 2008**

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**ANNUAL GOVERNANCE STATEMENT**  
**Director of Corporate Services – Legal Services**

**1 PURPOSE OF DECISION**

- 1.1 Following the issue of new best practice guidance on governance, the Council now has a statutory requirement to produce an Annual Governance Statement (AGS). This replaces the Statement on Internal Control (SIC). The purpose of this report is to inform the Overview and Scrutiny Commission of the new requirements and the work undertaken at the Council to address these requirements and to set out the AGS as approved by the Final Accounts Committee for the Commission to note.

**2 RECOMMENDATION**

- 2.1 **To note the Annual Governance Statement in Appendix 1.**

**3 SUPPORTING INFORMATION**

Background to Corporate Governance

- 3.1 Corporate governance encompasses the systems and processes by which organisations are directed and controlled. Following a number of high profile cases of abuse of powers, the Cadbury report identified three fundamental principles of corporate governance for the private sector: openness, integrity and accountability.
- 3.2 Aspects of corporate governance in public services were addressed by the Nolan Committee on Standards in Public Life. In addition to the three principles set out in the Cadbury Report, Nolan also defined a further four principles for conduct of governance that should underpin public service: selflessness, objectivity, honesty and leadership. CIPFA and SOLACE jointly published a corporate governance framework and guidance for councils across the UK in 2001 which was adopted by the Council in developing its corporate governance arrangements. New governance guidance has now been issued by CIPFA/SOLACE.

Use of resources

- 3.3 Governance arrangements are a key element of the KLOEs in the internal control section of the Use of Resources. The Use of Resources has been amended for 2007/08 to take account of the new CIPFA/SOLACE guidance. For 2007/08, to maintain our overall score of 3 for Use of Resources, the Council will need to demonstrate that it has a governance framework which satisfies the requirements of the new guidance. Significant changes are proposed for the Use of Resources from 2008/09 which will reduce the focus on financial themes and increase the emphasis on good governance.

New CIPFA/SOLACE Guidance on Governance

- 3.4 Previous guidance on governance has been replaced by the CIPFA/SOLACE publication "Delivering Good Governance in Local Government: Framework". The

Framework defines the following six core principles that should underpin the governance of each local authority:

- Focussing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the authority and demonstrating the values of good governance through upholding high standards for conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective;
- Engaging with local people and other stakeholders to ensure robust public accountability.

3.5 The Framework recommends that authorities:

- review their governance arrangements to ensure they meet the six core principles,
- update their Local Code of Governance; and
- produce an Annual Governance Statement (AGS) to report publicly on the extent to which the Authority complies with its own Local Code of Governance including how it has monitored the effectiveness of its governance arrangements in the year and any planned changes in the coming period

#### Governance Working Group

3.6 The Corporate Management Team established a Governance Working Group in March 2008 to coordinate the review of current governance arrangements and provide evidence of compliance with the principles set out in the “Delivering Good Governance in Local Government: Framework”, update the Code of Governance and draft the Annual Governance Statement. The Group is composed of the Monitoring Officer (Chairman), the S151 Officer, the Head of Audit and Risk Management and representatives from Environment, Culture & Communities and Social Care & Learning and reports to the Corporate Management Team.

#### Reviewing of Existing Governance Arrangements Against the Framework

3.7 The new guidance recommends that a review of existing arrangements should be undertaken in line with advice in the Framework that all authorities will need to review their current governance arrangements to:

- Consider the extent of compliance with principles (see below) and requirements of good governance set out in the Framework.
- Identify systems, processes and documentation that provide evidence of compliance.
- Identify the individuals and committees responsible for monitoring and reviewing the systems, processes and documentation identified.
- Identify the issues that have not been addressed adequately in the authority and consider how they should be addressed.
- Identify the individuals who would be responsible for undertaking the actions required and plan accordingly.



- 3.8 The Governance Working Group has overseen a detailed review of the governance arrangements in place at the Council using a detailed checklist produced by CIPFA setting out the policies, controls and procedures that authorities should have in place to satisfy requirements under each core principle as set out in the new guidance.

#### Update of the Local Code of Governance

- 3.9 Following the review of governance arrangements, the Authority's existing Code of Corporate Governance was reviewed. A new Code is being developed which records the mechanisms the Council has put in place to satisfy the six core principles of good governance and how compliance with the Code will be monitored and reviewed. This will be presented to those charged with governance for approval after stakeholders have been consulted.

#### Annual Governance Statement

- 3.10 The Framework recommends that an Annual Governance Statement (AGS) is prepared to report publicly on the extent to which the Authority complies with its own local code of governance including how it has monitored the effectiveness of its governance arrangements in the year and any planned changes in the coming period. This best practice guidance has now been made a statutory requirement for English authorities with effect from 2007/08. In England, the preparation and publication of an annual governance statement is necessary to meet the statutory requirement set out in Regulation 4(2) of the Accounts and Audit (Amendment) (England) Regulations 2006. This requires authorities to prepare a statement in accordance with "proper practices" and the guidance in the Framework recommending an AGS constitutes "proper practice". The new AGS replaces the Statement of Internal Control (SIC).
- 3.11 The SIC reported on the robustness of the internal control environment based on the identification of risks and the controls in place to mitigate those risks. It identified gaps in controls and assurances and plans to close gaps and improve assurances. The AGS subsumes and broadens reporting requirements of the SIC by focusing on the overall governance environment and hence will provide a more holistic view through consideration of the six core governance principles as noted above.
- 3.12 The AGS covers all significant corporate systems, processes and controls spanning the whole range of the Authority's activities. This will include performance issues as poor service is perceived to reflect a failure in governance. Consequently, approval and ownership of the AGS should be at corporate level. A review of the AGS by a member group reinforces its standing. As with the SIC there is a requirement for the most senior officer and most senior member to sign the AGS as having joint responsibility for its accuracy and completeness.
- 3.13 The AGS should be approved at a meeting of the Authority or delegated committee. At Bracknell Forest Borough Council, the Final Accounts Committee is asked to review and approve the AGS.
- 3.14 As a Local Code of Governance compliant with the latest higher standards is being developed, the Governance Working Group has overseen the drafting of the AGS based on the Rough Guide checklist produced by CIPFA. The Group has also reviewed the assurance statements completed by directors and officers with overall responsibility for financial control, risk management and the legal and regulatory framework to support the review of effectiveness of governance arrangements. A log of governance issues was drawn up summarising gaps in assurance and weaknesses

identified from the Rough Guide checklist, assurance statements and internal audit reports. The log was discussed by the Governance Working Group on 27 May 2008 to ensure that all key issues had been included in the draft AGS and that the draft accurately set out the governance framework in place. Following this the draft AGS was reviewed by the Corporate Management Team on 4 June and amended to reflect feedback provided. The AGS was then considered and approved by the Final Accounts Committee on 24 June 2008.

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## BRACKNELL FOREST BOROUGH COUNCIL

## ANNUAL GOVERNANCE STATEMENT

**1 Scope of Responsibilities**

- 1.1 Bracknell Forest Borough Council ("The Council") is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control facilitating the effective exercise of its functions, including arrangements for the management of risk.
- 1.3 The Council is updating its code of corporate governance to ensure it is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government* published in 2007. This Statement explains how the Council has complied with these principles. It also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 in relation to the publication of a statement on internal control.

**2 The Purpose of the Governance Framework**

- 2.1 The governance framework comprises the systems and processes, culture and values by which the authority is directed and controlled. It underpins its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of the strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can only provide reasonable assurance rather than absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at Bracknell Forest Borough Council for the year ended 31 March 2008 and up to the date of approval of the Annual Report and statement of accounts.

### **3 The Governance Framework**

#### **3.1 Vision and Priorities**

The Council has identified its strategic direction which is set out in its Vision. "To make Bracknell Forest a place where all people can thrive; living, learning and working in a clean, safe and healthy environment." This vision provides the focus for identifying key priorities and the medium term objectives under each priority. The following five overarching key priorities have been identified for the Council to address both national and local priorities over the period 2007-2011.

- A Town Centre fit for the 21st Century
- Protecting and enhancing our environment
- Promoting health and achievement:
- Create a Borough where people are, and feel, safe:
- Value for Money

These priorities are underpinned by 10 Medium Term Objectives and Key Actions to be delivered over the period.

The Vision, priorities and medium term objectives have been communicated through the Council's public website and intranet and Chief Executive briefings to staff. In addition to the website, there are a number of channels of communication which provide the Council with a means of engaging stakeholders in its strategy and policies, including the Town and Country Newsletter delivered to all households in the Borough, regular surveys of the Bracknell 1500, which is a citizens panel of 1500 local residents, and consultation exercises based on focus groups or publicised on the website.

The Vision, priorities and medium term objectives have been developed after extensive consultation with residents, employees, key strategic partners and local businesses. During 2007/08, the Council reviewed its medium term objectives. After widespread consultation these were updated resulting in 10 medium term objectives supported by the 64 action points across the 5 overarching priorities reflecting the current key aims for maintaining effective service delivery consistent with the needs and aspirations of the community, staff and strategic partners and ensuring achievement of statutory requirements and national targets. Following review at both the Overview and Scrutiny Commission and the Executive, the new medium term objectives were adopted by the full Council on 30 January 2008.

#### **3.2 Performance Reporting**

The Council has a robust and transparent performance management process in place. Performance against targets is reviewed on a quarterly basis at both directorate level and for the Authority as a whole. The quarterly performance management reports are reviewed by the Chief Executive, the Corporate Management Team and all Executive Members. Following this, the quarterly reports for Corporate Services and the Chief Executive's Office together with the quarterly Corporate Performance Overview Report are taken to the Overview and Scrutiny Commission. Quarterly performance management reports for the other directorates are reviewed by the relevant Overview and Scrutiny Panel for their area. The quarterly Corporate Performance Overview Report is also considered by the Executive.

The Annual Report reviews performance against targets set against each medium term objective as well as reporting how well the organisation has performed against Best Value Performance Indicators. In addition, the Annual Report summarises the Council's plans for the following year which are subsequently reflected in departmental service plans. The Annual Report is published at the end of June each year and is also available on the website.

3.3 Roles and Responsibilities

The Council's Constitution, which can be found on the public website, sets out the roles and responsibilities of the Executive, the full Council and its committees and sub-committees, overview and scrutiny and key officer functions. The terms of reference for the Overview and Scrutiny Commission and Overview and Scrutiny Panels detail the specific responsibilities of the committees and sub-committees having responsibility for the overview and scrutiny function. The delegation arrangements as set out in the Constitution were reviewed and updated during 2007/08 and the updated delegations were subsequently approved by the Council in February 2008. The Constitution also sets out the financial regulations which Members and officers must comply with. More detailed operational guidance is provided in procedures documentation such as the Risk Management Strategy and Guidance. Such procedures are maintained on the Council's intranet which is accessible by all officers and Members.

3.4 The Constitution Review Group

The Constitution Review Group advises the Monitoring Officer on the development of proposals to maintain the Council's constitution, its executive arrangements and procedure rules as fit for purpose and reports these to the full Council for it to consider.

3.5 The Audit Committee Role of Members

As in previous years, the Overview and Scrutiny Commission has performed the functions of an Audit Committee. During 2007/08, the Commission has received updates on the performance against the 2007/08 Internal Audit Plan together with a summary of assurances provided by individual audit reports and approved the 2008/09 Internal Audit Plan. The Annual Audit and Inspection Letter and Comprehensive Performance Assessment reports from the External Auditors have been considered by the Commission and the Executive. Other external inspections such as those performed by OFSTED assess performance in specific services and are also considered by the relevant Overview and Scrutiny Panels.

3.6 Compliance with Legislation and Policies

Assurance on compliance with relevant laws and regulations, internal policies and procedures and that expenditure is lawful is sought through internal audit reviews and the work of external audit. This is overseen by the Overview and Scrutiny Commission. Further assurance is gained from the comments of the Borough Solicitor and Borough Treasurer on all reports to the Council, Executive, Executive committees, portfolio holders and committees of the Council (except for the Planning and Highways Committee at which a solicitor always attends), as well as reports to Directors on Key Decisions.

3.7 Risk Management

The Council has taken steps to further develop its risk management systems during 2007/08. At the beginning of 2008, the post of Head of Audit and Risk Management was filled. The Strategic Risk Register was subject to an in depth review and the revised Register was agreed by the Corporate Management Team in March 2008 and will be reported to Members in July. Changes have been made to the format of

Service Plans for 2008/09 to provide greater emphasis on the identification of risks and actions to mitigate them. A training session was provided to the senior management on risks in service plans and in February 2008 Members also received risk management training at a workshop run by the Head of Audit and Risk Management.

### 3.8 Standards of Behaviour

The Codes of Conduct define standards of behaviour for both Members and Officers. The Code of Conduct for Employees is included in the Employee Manual which is available on the intranet to all staff and is highlighted to all new staff during induction. The Members Code of Conduct is included in the Constitution which is also on the intranet and public website. Members received training on the Code of Conduct through the Members Development training sessions during 2007/08. In addition to this, there is a Member and Officer Protocol which covers the standard of behaviour expected between Members and Officers and advises on effective communication between Members and officers and a Planning Protocol which provides specific guidance for Members in relation to planning applications. In addition, there is a specific protocol for Members who are also on the Board of Bracknell Forest Homes. The Member and Officer Protocol was reviewed and updated during 2007/08.

### 3.9 Partnerships

A Partnership Governance Framework and Toolkit has been developed by the Council to ensure that sound governance arrangements are in place for its key partnerships and to provide guidance on accountability, decision making and risk management. This has been agreed with the Local Strategic Partnership. A risk register was developed for the Local Area Agreement and considered by the Partnership Board in September 2007. Arrangements are now being put in place to draw up a strategic risk register for the new Local Area Agreement.

### 3.10 Complaints Processes

The Whistle Blowing Policy sets out the procedures to be followed when receiving and investigating allegations made by employees, agency staff and contractors. This Policy was reviewed and updated by the Standards Committee during 2007. The revised Policy was subsequently approved by the Council in November 2007. Staff and contractors were made aware of the revised policy which was e-mailed to all staff, summarised in the internal newsletter and made available on the intranet. The processes for receiving and investigating other allegations (other than those alleging a breach of the Code of Conduct for Members in respect of which there are separate procedures under the Local Government Act 2000) are covered by the Corporate Complaints Procedure which was reviewed by the Corporate Management Team during 2007/08 following a full review across the Council. Complaints may be submitted electronically or on a standard form. The Council provides leaflets on the Corporate Complaints Procedure and the Complaints Section on the Council's website clearly sets out whom to contact with complaints and also explains the informal and formal stages of the complaints process and how these can be pursued should the claimant not be satisfied with the response provided. In addition, where required by legislation there are complaints procedures for specific service areas in Social Services and Education.

### 3.11 Training

A broad internal training programme of courses is run each year for officers as well as specific professional training and this is supplemented by regular lunchtime manager training sessions. Compliance with Continuing Professional Development requirements is monitored through the performance appraisal process. The Council has secured Charter status to the South East Charter for Elected Member

Development and provides a Members Development Programme which takes the form of internal training workshops on specific topics. In addition, both officers and Members attend external training courses where training needs cannot be met internally. There is a strong commitment to ensuring that Members and officers individual training and development needs are identified and addressed to ensure they have the skills and knowledge to fulfil their roles. Two departments at the Council have Investors in People status. As part of the performance appraisal process, each officer is required to complete their own personal development plans which form the basis for the Council's internal training course programme. Officers agree their individual plans with their line managers and personal development plans are now being introduced for Members.

## **4 Review of Effectiveness**

Bracknell Forest Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates. During 2007/08, the review of effectiveness was informed by the following:

### **4.1 The Council**

The Council is composed of 42 councillors elected every four years. Councillors are democratically accountable to residents of their ward. The overriding duty of councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them. Councillors have to agree to follow a Code of Conduct to ensure appropriate standards in the way they undertake their duties. The Council elects:

- the Leader of the Council who appoints the other members of the decision-making Executive;
- the Public Scrutiny Commission which is responsible for holding the Executive publicly accountable and for developing policies;
- the four regulatory committees which make decisions; and
- the Standards Committee.

The Council is responsible for approving the Council's budget and those major policies comprised in the Policy Framework of the Council. Also, the Council has ultimate responsibility for the Council's Constitution, including the scheme of delegation to officers, codes of conduct and protocols of behaviour.

### **4.2 The Executive**

The Executive is appointed by the Leader of the Council and individual Executive Members are charged by the Leader with responsibility for specific executive functions. The key functions of the Executive are to develop and propose the policy and budget framework to the Council and to be responsible for all Executive decision-making, other than decisions delegated to officers, within the policy framework by the Executive as a whole, individual portfolio holders or a committee of the Executive. All reports to the Executive and portfolio holders include comments from the Borough Treasurer on financial impact and the Borough Solicitor on legal considerations as well as an assessment of risk.

#### 4.3 Governance Working Group

The Corporate Management Team established a Governance Working Group in March 2008 chaired by the Borough Solicitor. The Group has responsibility for reviewing governance arrangements on an ongoing basis, identifying any gaps and weaknesses to be addressed and reporting these back to the Corporate Management Team. The Governance Working Group was also made responsible for drafting the Local Code of Governance for review at CMT and for reviewing this on an annual basis.

#### 4.4 Overview and Scrutiny

The legislation which required the Council to establish an Executive also requires the Council to appoint one or more committees comprised of non-Executive Members to carry out the following main responsibilities:-

- to review or scrutinise decisions made by the Executive
- to make reports or recommendations to the Executive or to the Council with respect to the disclosure of any of the Executive's or the Council's functions
- to review or scrutinise non-Executive decisions.

The Committee with overarching responsibility for those matters is the Overview and Scrutiny Commission. During 2007/08 there were four sub-committees of the Commission namely:-

- the Adult Social Care and Housing Panel
- the Environment and Leisure Panel
- the Health Panel
- the Lifelong Learning and Children's Services Panel

The Council was also a constituent authority (along with Slough Borough Council and the Royal Borough of Windsor and Maidenhead) of the Joint East Berkshire Health Overview and Scrutiny Committee which discharges the functions of the participating authorities under the National Health Service Act 2006.

The Overview and Scrutiny Panels focus on specific service areas and in addition to quarterly performance management reports for their relevant directorates, they also consider any external inspection reports. The work programme of both the Overview and Scrutiny Commission and Panels is steered by a work programme agreed by the Commission at the start of each municipal year but is flexible allowing for further reviews as the need arises. Additional reviews may be identified by the Commission or at the request of the Executive. For example, in October 2007 the Executive asked that Overview and Scrutiny review the Borough's performance at minimising road traffic casualties.

In addition to its review of the audit functions, the quarterly Corporate Performance Overview Reports and the proposed annual budget are reviewed by the Commission. During 2007/08, the Commission considered the proposed new Medium Term Objectives and the Commission established a working group to review these in detail. The findings were subsequently reported to the Executive.

The Overview and Scrutiny Commission is responsible for reinforcing effective governance, particularly through reviewing the activities of the Council's internal and external auditors, in consultation with the Borough Treasurer. In the CPA Corporate Assessment Report published in February 2008, the Audit Commission concluded



that “overview and scrutiny is good and performance is challenged rigorously”. During 2007/08, the Commission has received summary reports on progress on the delivery of the Internal Audit Plan and key outcomes on completed work. The Internal Audit Plan for 2008/09 was approved by the Commission. It has also considered the Annual Audit and Inspection Letter for 2005/06 and the the external auditors Report to Those Charged with Governance for 2006/07.

#### 4.5 The Standards Committee

The Standards Committee advises the Council on the adoption of appropriate codes of conduct and protocols governing the ethical standards of the Members and officers of the Council and conducts periodic reviews of the Council's Code of Conduct, making recommendations for revision where appropriate. In June 2007, a revised Members Code of Conduct and a revised Employee Code of Conduct were considered and recommendations were made to the Council for the adoption of these documents.

During 2007/08, the Committee has had responsibility for considering and determining any allegations referred to it by the Standards Board for England that a Member has been in breach of the Code of Conduct for Members. In addition, the Committee has responsibility for determining any complaints that a Member has failed to observe a locally adopted protocol. During 2007/08, no allegations against Members have been received.

The provision of training and guidance to Members and officers on the operation of the Council's Codes of Conduct falls within the remit of the Standards Committee. A briefing was given to Members in October 2007 based on the new Code of Conduct.

A report on and update of the Whistle Blowing Policy was considered in October 2007 in response to a recommendation from Internal Audit that the Standards Committee should carry out a cyclical review of the key documents for corporate and ethical governance. A revised policy was recommended to the Council for approval and was duly adopted.

In January 2008, the Borough Solicitor briefed the Committee on amendments to the standards regime to ensure that Committee members were aware of the extended remit of standards committees in local authorities under the decentralised regime introduced by new legislation.

#### 4.6 Internal Audit

Internal audit provides an independent and objective opinion to the organisation on the control environment by evaluating its effectiveness in achieving the organisation's objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources. The Head of Audit and Risk Management is required to provide an annual opinion to those charged with governance to support the Annual Governance Statement.

Under the 2007/08 Internal Audit Plan, 100 audits have been completed. There were no instances where Internal Audit concluded that they could give no assurance and only 5 cases where limited assurance was concluded. Where limited assurances have been concluded, the Head of Audit and Risk Management reports the detailed findings to the Overview and Scrutiny Commission and follow-up audits are carried out within the following 12 months to ensure that agreed actions have been implemented.

Based on the work of Internal Audit during the year and other sources of assurance outlined, the Head of Audit and Risk Management has given the following opinion:

- there are robust systems of internal control in place in accordance with proper practices except for those reviews where limited assurance was concluded and for procurement where potential breaches in compliance with Contract Regulations and legislation have been identified ;
- key systems of control are operating satisfactorily except for the specific areas where limited assurance was concluded and in procurement ; and
- there are adequate arrangements in place for risk management and corporate governance.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Governance Working Group and the Final Accounts Committee and a plan is in place to address any governance issues arising from the review.

## **5 Significant Governance Issues for consideration in 2008/09**

### **5.1 Governance and Audit Committee**

The functions of the Council's Audit Committee were undertaken by the Overview and Scrutiny Commission during 2007/08. The Audit Commission has advised that this does not satisfy the requirement for a committee charged with governance, in particular because the Commission does not have decision making powers. In response to this, the Final Accounts Committee's terms of reference have been extended to enable it to satisfy governance requirements on an interim basis whilst the arrangements for Members to review governance and audit are given further consideration.

### **5.2 Risk Management Arrangements**

Further steps will be taken to embed a culture of risk management within the Council. During 2007/08, the Strategic Risk Register was reported once to the Corporate Management Team (CMT) in March 2008 following a detailed update of the Register. The Strategic Risk Register will be reported to the Executive in July 2008. Actions to address strategic risks are in the process of being developed. The Strategic Risk Register will now be reported quarterly to CMT and will in future be reported to the committee charged with governance. The Risk Management Strategy and Guidance was last reviewed in 2006 and will be updated during 2008/09. Following this, training on identifying, evaluating and managing risk in line with the updated guidance will be provided to officers.

### **5.3 Procurement**

Ongoing Internal Audit reviews have identified a small number of cases involving potential non-compliance with internal Contract Regulations and legislative provisions. These investigations are still in progress and appropriate actions will be determined once these are complete.

### **5.4 Partnerships**

The Council has developed a Partnerships Governance Framework and Toolkit which has been agreed with the Local Strategic Partnership. However, further progress is needed to apply the Toolkit to the Borough's Themes. During 2008/09 we will carry out a programme of reviews for the Local Strategic Partnership Themes before considering other partnerships in future years.

5.5 Standards Committee Annual Report

The Standards Committee currently does not prepare an annual report of its activities and outcomes. At its meeting on 5th June 2008, the Committee agreed to prepare an annual report on its workings to the Council.

5.6 Protocol between Leader and Chief Executive

Whilst the Council has a Member and Officer Protocol which provides guidance on the working relationship between Members and officers it does not provide specific guidance on the Leader/Chief Executive relationship. The CIPFA/SOLACE guidance indicates that the Council should have in place a protocol which specifically deals with the Leader/Chief Executive interface. During 2008/09, the existing Member and Officer Protocol will be reviewed to ensure this supports the, already effective, working relationship between the Leader and the Chief Executive.

5.7 Annual Disclosure Statements

There is currently no requirement for Members to complete a signed declaration of related party transactions. Although not a requirement under the Code of Conduct, during 2008/09, the Council will consider the introduction of annual disclosure statements.

**6 Action Plan**

An action plan has been developed to address governance issues identified.

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

**Signed:**

Leading Member

Chief Executive

on behalf of Bracknell Forest Borough Council

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## OVERVIEW AND SCRUTINY COMMISSION 17 JULY 2008

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### **TEACHER, PARENT GOVERNOR AND OTHER REPRESENTATIVES ON THE SOCIAL CARE AND LEARNING OVERVIEW AND SCRUTINY PANEL (Assistant Chief Executive and Director of Corporate Services)**

#### **1 INTRODUCTION**

- 1.1 Following the restructure of the Council's Departments, the corresponding restructure of the Overview and Scrutiny (O&S) Panels and the need to formalise the arrangements for Parent Governor Representatives (PGRs), the Social Care and Learning O&S Panel has reviewed the appointment of teacher representatives and PGRs to the Panel. The O&S Commission is invited to consider the Panel's resulting recommendations.

#### **2 SUGGESTED ACTION**

2.1 **It is recommended to the Overview and Scrutiny Commission that:**

- i) **in addition to the statutory requirement of two parent governor and two Diocesan representatives, two teachers (one primary and one secondary) and two social care representatives be appointed to the Social Care and Learning Overview and Scrutiny Panel;**
- ii) **teacher, social care and Church representatives be appointed initially for a three year term to coincide with the life of this Council, and thereafter from May 2011 for a four year term;**
- iii) **in the event that teacher, social care and Church representatives do not complete their term of office, their successor be appointed to complete the remainder of the original term of office;**
- iv) **social care representatives be sought in consultation with the new Bracknell Forest Local Involvement Network (LINKs);**
- v) **nominees for teacher representation be sought by writing to head teachers formally inviting nominations;**
- vi) **it is not necessary to consult the Teachers Association and other organisations over the change to the arrangement whereby teacher representation is sought;**
- vii) **it is not necessary for the teacher representatives to be restricted to current teachers only;**
- viii) **current arrangements for parent governor representatives be formalised by allocating places for two parent governor representatives on the Panel, one primary school and one secondary school parent governor, with a term of office of four years each;**

- ix) if it is not possible to appoint a parent governor from each category (primary/secondary), two parent governors be appointed from any category;
- x) in the event that these parent governor representatives do not complete their term of office, their successor be appointed to complete a normal full term of four years;
- xi) general information about the role of representatives on the Social Care and Learning Overview and Scrutiny Panel be provided on a website accessed by teachers and governors.

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

#### Borough Solicitor

- 3.1 Schedule 1 to the Local Government Act 2000 requires the Council to appoint to an Overview and Scrutiny Committee, or sub-committee having Education within its remit, two representatives (one each) nominated by the Church of England and Roman Catholic dioceses, respectively. In addition, the Parent Governor Representative (England) Regulations 2001 require between two and five parent governor representatives to be appointed, such representatives to be elected in accordance with the regulations.

#### Borough Treasurer

- 3.2 Co-optees appointed by the Council are eligible to claim travel allowance for in-Borough approved duties and travel and subsistence allowance for out-of-Borough approved duties in accordance with the Council's Allowances Scheme. It is anticipated that the cost to the Council of the additional co-optees will be negligible and can be met from within existing budgets. The financial implications of appointing these representatives will include the cost of any elections required, which will include officer time. In addition, once representatives are appointed they will be eligible to claim travel expenses when attending meetings.

#### Equalities Impact Assessment

- 3.3 None.

#### Strategic Risk Management Issues

- 3.4 None.

### **4 SUPPORTING INFORMATION**

- 4.1 At its meeting held on 2 July 2008, the Social Care and Learning Overview and Scrutiny (O&S) Panel reviewed the appointment of teacher and Parent Governor representatives (PGRs) to the Panel to decide on the type and number of externally drawn appointments to be made. The relevant extract of the minutes of that meeting is attached at Appendix 1 to this report.

### Teacher Representatives

- 4.2 When Bracknell Forest became a unitary authority in 1998, it assumed the custom and practice of the former Berkshire County Council of inviting nominations for teacher representatives to sit on its then Education Committee in a non-voting capacity for an unlimited term of office. Whilst there is no statutory requirement to do this, it does give teachers an opportunity to express their views on educational matters. Further to the introduction of the new Executive / overview and scrutiny governance arrangements in 2001, it was deemed appropriate for these teacher representatives to sit on the overview and scrutiny body dealing with education, which is currently this Panel. Difficulties in attracting nominations to the three teacher representative places have been experienced and there have been two vacancies since January 2005.
- 4.3 As the remit of the Social Care and Learning O&S Panel now includes both children's and adults' social care in addition to education, it is considered appropriate to amend the externally drawn membership of the Panel. It is considered inappropriate for the Panel's membership to include three teacher representatives but none from social care, particularly as there is a statutory obligation for two church representatives (one Church of England and one Roman Catholic) and two PGR representative members to be included within the membership of the Panel with a remit relating to education only. Accordingly, the Panel recommends that two teacher representatives (one primary and one secondary) be sought through inviting formal nominations from head teachers and two social care representatives be sought via the new Bracknell Forest Local Involvement Network, the successor to the Patient and Public Involvement Forum.

### Parent Governor Representatives (PGRs)

- 4.4 Under the Parent Governor Representatives (England) Regulations 2001, PGRs are appointed to O&S committees dealing wholly or partly with education functions.
- 4.5 The representatives are elected by fellow parent governors and have voting rights relating to any education functions which are the responsibility of Bracknell Forest Borough Council's Executive.
- 4.6 Legislation stipulates that local education authorities operating executive arrangements must appoint at least two and not more than five PGRs to each O&S committee and sub-committee whose functions relate wholly or partly to any education functions. Parent governors appointed to the Panel will also be appointed to the O&S Commission and can participate and vote on any items relating to education that the Commission considers.
- 4.7 The role of a PGR is to:
- act as an apolitical voice for parents in the area; representing to the local education authority the main education issues which concern parents of pupils maintained by the Authority;
  - liaise with other PGRs at their own Authority;
  - attend and contribute to the meetings of the committees to which they are appointed;
  - establish good relations with other members and officers;
  - feedback to parents the Authority's discussions of, and decisions on, education;
  - abide by the Council's rules on committee procedure; and

- act with due propriety according to standards laid down for conduct in local government.

4.8 The Panel considered the number of PGRs, their category and tenure and is recommending that current arrangements for PGRs are formalised by allocating places for two PGRs on the Panel, one primary school and one secondary, with a term of office of four years each. Parent governors will be contacted in July 2008 and invited to nominate candidates to fill the current vacancies that exist on the Council's O&S bodies and the School Admissions Forum. A report will be submitted to the Commission at the conclusion of the election process, to seek formal appointment of PGRs on scrutiny bodies.

#### Background Papers

Education Transition Committee agenda and minutes, Local Government Act 2000 and Parent Governor Representative Regulations.

#### Contact for further information

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**Extract from the Draft Minutes of the Meeting of the Social Care and Learning  
Overview and Scrutiny Panel held on 2 July 2008**

The Panel considered the report of the Assistant Chief Executive and the Director of Corporate Services on teacher, parent governor and other representation on the scrutiny panel. Following the restructure of Council Departments and the corresponding restructure of the scrutiny panels, in addition to the need to formalise the arrangements for parent governor representatives, the Panel reviewed the appointment to the Panel of teacher representatives and parent governors and considered the type and number of all externally drawn appointments to be made.

The Panel considered it appropriate to amend the externally drawn membership of the Panel to reflect the scope of the restructured Panel's work. Co-opted representatives would be non-voting, with the exception of parent governor and Diocesan representatives who were eligible to vote on education matters only.

Originally teacher representation had been invited by way of a letter to Head Teachers and an election held in the event of nominations exceeding the number of vacancies. Owing to difficulties in attracting nominations, since 2002 representatives had been sought via the Teachers Association. These difficulties continued and there were two teacher vacancies on the Panel from January 2005 until the end of 2007. Ms Richardson expressed the view that it was possible that not all teachers in the borough were aware of teacher representation on the Panel.

The Panel noted that an article about parent governor representation was published in the edition of Town and Country soon to be distributed borough-wide. Parent governor and Diocesan representatives also sat on the Overview and Scrutiny Commission and could participate and vote on any items relating to education.

The Panel

**RECOMMENDED** to the Overview and Scrutiny Commission that:-

- i) in addition to the statutory requirement of two parent governor and two Diocesan representatives, two teachers (one primary and one secondary) and two social care representatives be appointed to the Social Care and Learning Overview and Scrutiny Panel;
- ii) teacher, social care and Church representatives be appointed initially for a three year term to coincide with the life of this Council, and thereafter from May 2011 for a four year term;
- iii) in the event that teacher, social care and Church representatives did not complete their term of office, their successor be appointed to complete the remainder of the original term of office;
- iv) social care representatives be sought in consultation with the new Bracknell Forest Local Involvement Network (LINKs);
- v) nominees for teacher representation be sought by writing to head teachers formally inviting nominations;

- vi) it is not considered necessary to consult the Teachers Association and other organisations over the change to the arrangement whereby teacher representation is sought;
- vii) it is not considered necessary for the teacher representatives to be restricted to current teachers only;
- viii) current arrangements for parent governor representatives be formalised by allocating places for two parent governor representatives on the Panel, one primary school and one secondary school parent governor, with a term of office of four years each;
- ix) if it is not possible to appoint a parent governor from each category (primary/secondary), two parent governors be appointed from any category;
- x) in the event that these parent governor representatives do not complete their term of office, their successor be appointed to complete a normal full term of four years;
- (xi) general information about the role of representatives on the Social Care and Learning Overview and Scrutiny Panel be provided on a website accessed by teachers and governors.

## OVERVIEW AND SCRUTINY COMMISSION

17 July 2008

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### OVERVIEW AND SCRUTINY PROGRESS REPORT (Assistant Chief Executive)

#### 1 INTRODUCTION

- 1.1 The Chief Executive has asked officers to produce a progress report every three months on Overview and Scrutiny (O&S) activity for the Corporate Management Team. This report contains the detail from the third quarterly report, updated to reflect the current position, for Member's information.

#### 2 SUGGESTED ACTION

- 2.1 The Overview and Scrutiny Commission and Panels are invited to note this progress report.

#### 3 SUPPORTING INFORMATION

##### Overview and Scrutiny Annual Report

- 2.1 The 2007-08 Annual Report of Overview and Scrutiny was adopted by Council at its meeting on 23 April. This summarised the O&S work during the municipal year and included an indicative work programme for 2008-09.

##### Structure of Overview and Scrutiny

- 2.2 A revised structure of O&S was approved by Council at its meeting on 23 April. The former O&S Panels for Environment and Leisure, Lifelong Learning and Children's Services, and Adult Social Care and Housing are being replaced with two: Environment, Culture and Communities, and Social Care and Learning, to align with the Council's new departmental structure from April 2008.

##### Overview and Scrutiny Working Groups

- 2.3 The attached table sets out the current status of the 17 O&S Working Groups. This continues to represent a heavy and ambitious programme, demanding on member and officer time. The involvement of departmental link officers is continuing to be very useful.

##### Overview and Scrutiny Commission

- 2.4 The O&S Commission continues to meet on a two-monthly cycle. The Commission's March meeting concentrated on: the Internal Audit Plan for 2008/09, the Quarter 3 Performance Monitoring Reports, procurement, the annual report on Community Cohesion, and the annual report on O&S. Following the annual meeting on 21 May, its next meeting will be on 5 June at Sandhurst Town Council, when the main items will include: the Annual Audit and Inspection Letter, the Quarter 4 Performance Monitoring Reports, and the O&S work programme for 2008/09. The Commission's agenda continues to be substantial.

#### Environment and Leisure O&S Panel

- 2.5 The Panel has continued to meet on a three-monthly cycle. With the restructuring of the Panels referred to at 3.2 above, the municipal diary dates for this and the other Panels affected are being amended to achieve a three monthly meeting cycle for the revised Panel structure. The main work of the Panel is being progressed through the working groups (see attached), which are progressing well.

#### Health O&S Panel

- 2.6 The Panel continues to meet on a three-monthly cycle. Its next meeting is on 12 June. In addition to on-going reviews of performance, members have considered items including: Continuing Healthcare, Frimley Park Hospital Governors, and the development of Local Involvement Networks. The Panel issued responses to the Berkshire East PCT's and Berkshire Healthcare NHS Trust's 'Right Care Right Place' consultations. There is a heavy programme of responding to NHS consultations. Working Groups are making progress, as attached.

#### Lifelong Learning and Children's Services O&S Panel

- 2.7 The Panel has continued to meet on a three-monthly cycle, including at locations outside Council buildings, most recently at the Oaks Children's Centre, Great Hollands. The main work of the Panel is being progressed through the working groups (see attached), which are progressing well.

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

- 2.8 The Panel continues to meet on a three-monthly cycle. In addition to on-going reviews of performance and receiving an update on the action plan from the outgoing Director of Social Services and Housing, a number of Working Groups are making progress, as attached.

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

- 2.9 The Committee continues to meet on a three-monthly cycle, rotating between the three Councils' venues, with the next meeting on 19 June in Maidenhead. The Committee has a considerable programme of responding to NHS consultations, and is represented on the Berkshire East PCT's Strategy Implementation Group. The Committee issued responses to the Berkshire East PCT's and Berkshire Healthcare NHS Trust's 'Right Care Right Place' consultations, and has sent comments for the annual Healthcheck declarations process for the PCT and Heatherwood & Wexham Park Hospitals NHS Trust. Officers are currently working on an orderly transfer of the officer support for this Committee to RB Windsor and Maidenhead, who will also be chairing this Committee from the commencement of the 2008-09 municipal year.

#### Other issues

- 2.10 Communities and Local Government have published a paper 'Unlocking the talent of our communities', expected to lead to a White Paper on empowerment in England in the summer. One theme of the proposals is to increase opportunities for communities to hold local public officials and representatives to account. Developments on this are being monitored.

- 2.11 The O&S quarterly progress reports are now routinely included in the published papers for the Commission and the Panels, and the reports to date have been well-received by members.
- 2.12 An article is being produced for 'Town and Country' to recruit another Parent Governor onto the Social Care and Learning O&S Panel/O&S Commission.
- 2.13 The Officer team has produced guidance on the foundations for effective O&S reviews and producing quality O&S Reports in Bracknell Forest, published on the Council's Intranet site. This includes measures to seek formal feedback on O&S reviews, to inform the continual improvement of the O&S function.
- 2.14 External networking on O&S in the last quarter has included O&S Member and officer attendance at a Centre for Public Scrutiny conference in February on the scrutiny of Local Strategic Partnerships. The Council will also have O&S attendance at the Centre for Public Scrutiny's annual conference in June.
- 2.15 Quarterly review meetings between O&S Chairmen, Vice Chairmen, Executive Members and Directors are taking place regularly for the Commission and the Panels. Agenda-setting meetings continue to be held, usually in combination with the review meetings.

#### Background Papers

Overview and Scrutiny Work Programme, 2007/08

#### Contact for further information

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## OVERVIEW AND SCRUTINY WORKING GROUPS – 2007/08

Position at 2 May 2008

(Shaded rows indicates completed reviews)

Overview and Scrutiny Commission								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Medium Term Objectives	Thompson (Lead), Mrs Birch & Browne	Victor Nicholls	Richard Beaumont	√	√	√	√	<b>Completed</b> – final report forwarded to Leader and Chief Executive, and response received.
Healthcare Funding	Edger (Lead), Leake, Beadsley, Browne	Lise Llewellyn Glyn Jones	Katie Dover/RB	√	√	√	√	<b>Completed</b> - Executive and PCT response considered by O&SC in Nov 07. Referred on to Health Panel.
Scrutiny of Local Area Agreement	Edger (Lead), Beadsley & McLean	Victor Nicholls/Claire Sharp	Katie Dover/RB	√				Next meeting arranged for 10 June 2008

06

Adult Social Care and Housing Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Carers	Mrs Shillcock (Lead), Simonds & Turrell	Glyn Jones	Andrea Carr	√				Report being drafted and a meeting with the Indian Community Assoc. is being arranged.
Care Homes	Browne	Glyn Jones	Andrea	In draft				Visits to care homes /

	(Lead), Baily & Blatchford		Carr					services have been held. 1 <sup>st</sup> meeting took place on 14 April.
Social Care Modernisation Agenda	Leake (Lead), Mrs Shillcock & Virgo	Glyn Jones	Andrea Carr	√				7 <sup>th</sup> and 8 <sup>th</sup> meetings with professional carers and Head of Learning Disabilities at Oldham being arranged.
Supporting People	Mrs Shillcock (Lead) & Browne	Stuart Mudie	Andrea Carr	√	Ongoing			Ongoing monitoring. Working Group has been invited to attend Supporting People Commissioning Board.

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**Environment and Leisure Overview and Scrutiny Panel**

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Strategic Review of Waste	Brunel-Walker (Lead), Mrs Angell, Beadsley, Mrs Ryder, Mrs McLean (Binfield), Wade (Crowthorne), Allen (S'hurst & Ms Healy (Warfield)	Steve Loudoun / Janet Dowlman	Andrea Carr	√				6 meetings held to date and further meetings to interview reps of the food industry & WRAP and meet the Executive Member and a planner. Some progress towards identifying findings has been made.
Street Cleaning / Street Scene	Finnie (Lead), Finch, Mrs McCracken, Leake	Steve Loudoun	Andrea Carr	√				Date for 5 <sup>th</sup> meeting being arranged.

	(Binfield), Mrs Thompson (Crowthorne) & Mrs Cupper (S'hurst).							
Community Arts Development Plan	Mrs Fleming, McLean & Finnie	Helen Tranter	Andrea Carr	N/A				Working Group gave input at a meeting on 26.3.08. The draft strategy is expected later in 2008.
Road Accidents	Finch (Lead) Virgo Mrs McCracken & McLean	Roger Cook	Richard Beaumont	√	√	√		<b>Completed</b> - Final meeting held on 17.4.08 and report issued to Executive Member on 13 May, awaiting Executive response

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Health Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Patient Focus	Mrs Mattick, Leake (Lead), Virgo Mrs Angell	Glyn Jones	Katie Dover	Drafted awaiting confirm by group				Next meeting arranged for 8 May 2008.
Health and Wellbeing Strategy	Leake (Lead), Thompson, Virgo	Victor Nicholls	Richard Beaumont	√	√	√	√	<b>Completed.</b> Draft report adopted by O&SC on 22 November and Health Panel on 6 December.
Extended	Leake (Lead),	Graham	Katie	√				Met 8 times since



Services & Children's Centres (Joint with LL&CS OSP)	Mrs Birch, Mrs Angell, Mrs McCracken, Burrows, Beadsley	Symonds / Karen Frost	Dover					September 07 Met a variety of key people. Visited Children's Centres & ASGs Visits to Birch Hill and Sandy Lane primary schools in April. Also visit to Portsmouth L.A. TBA
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**Joint East Berkshire Health Overview and Scrutiny Committee**

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Hospital Discharge Procedures	Baily, Coad (Slough BC), Napier (RB W&M)	N/A	Andrew Scott (RB W&M) [Katie Dover to liaise]					Last meeting held on 17.4.08
Annual Health Check	All committee members allowed to contribute	N/A	Katie Dover/RB	N/A	√	√	N/A	<b>Completed</b> – O&S comments sent formally on 28.3.08

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**Lifelong Learning and Children's Services Overview and Scrutiny Panel**

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
English as an Additional Language	Mrs McCracken (Lead), Burrows, Ms Whitbread & Mr Ian Sharland	Tony Eccleston	Andrea Carr	√				Working Group have met on 4 occasions and visited The Brakenhale School & Garth Hill College. Visits to 3 primary schools took place during the week beginning 28 April.
Extended Schools & Children's Centres (Jointly with HO&SP)	<b>See Health O&amp;S Panel</b>							

## OVERVIEW & SCRUTINY COMMISSION

**EXECUTIVE WORK PROGRAMME:** Chief Executive's/Corporate Services

<b>REFERENCE</b>	I011475
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**TITLE:** Discretionary Rate Relief - New Applications

**PURPOSE OF DECISION:** To consider applications for discretionary rate relief.

**FINANCIAL IMPACT:** Within existing budget.

**WHO WILL TAKE DECISION:** Executive Member for Leisure, Corporate Services and Public Protection

**PRINCIPAL GROUPS TO BE CONSULTED:** None.

**METHOD OF CONSULTATION:** None.

**DATE OF DECISION:** 8 Jul 2008

<b>REFERENCE</b>	I011712
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**TITLE:** Strategic Risk Register

**PURPOSE OF DECISION:** To agree the contents of the Council's Strategic Risk Register

**FINANCIAL IMPACT:** No financial implications

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** N/A

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** Before 22 Jul 2008

<b>REFERENCE</b>	I010453
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**TITLE:** Commitment Budget 2009/10 - 2011/12

**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:** N/A

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** 22 Jul 2008

<b>REFERENCE</b>	I010999
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**TITLE:** Member Development Strategy 2008-2011

**PURPOSE OF DECISION:** To adopt a Member Development Strategy which outlines the principles and key themes for Member development over the next four years.

**FINANCIAL IMPACT:** There are no additional financial implications arising from this report as the Learning and Development Programme will be delivered from within existing resources. If any additional resources are subsequently needed these will be considered through the Council's budget process.

**WHO WILL TAKE DECISION:** Executive Member for Leisure, Corporate Services and Public Protection

**PRINCIPAL GROUPS TO BE CONSULTED:** Not applicable.

**METHOD OF CONSULTATION:** Not applicable.

**DATE OF DECISION:** Before 31 Jul 2008

<b>REFERENCE</b>	I010545
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**TITLE:** Capital Strategy

**PURPOSE OF DECISION:** To agree the Council's Capital Strategy for 2009/10 onwards

**FINANCIAL IMPACT:** None at this time

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Capital Group

**METHOD OF CONSULTATION:** The Council's internal capital group

**DATE OF DECISION:** 16 Sep 2008

<b>REFERENCE</b>	I011172
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**TITLE:** Ombudsman Annual Report

**PURPOSE OF DECISION:** To note the Annual Letter from the Commission for Local Administration in England.

**FINANCIAL IMPACT:** None

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Not applicable.

**METHOD OF CONSULTATION:** Not applicable.

**DATE OF DECISION:** Before 16 Sep 2008

<b>REFERENCE</b>	I011536
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**TITLE:** Discretionary Rate Relief - New Applications

**PURPOSE OF DECISION:** To consider applications for discretionary rate relief

**FINANCIAL IMPACT:** Within existing budget

**WHO WILL TAKE DECISION:** Executive Member for Leisure, Corporate Services and Public Protection

**PRINCIPAL GROUPS TO BE CONSULTED:** None

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** Before 30 Sep 2008

<b>REFERENCE</b>	I010465
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**TITLE:** Calculation of Council Tax Base - 2009/10 Local Council Tax discounts - 2009/10

**PURPOSE OF DECISION:** To agree calculation of council tax base for 2009/10 and the level of local council tax discount offered for 2009/10

**FINANCIAL IMPACT:** To be determined

**WHO WILL TAKE DECISION:** Director of Corporate Services

**PRINCIPAL GROUPS TO BE CONSULTED:** Not applicable.

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** Before 26 Nov 2008

<b>REFERENCE</b>	I010455
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**TITLE:** Draft Capital Programme 2009/10 - 2011/12

**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 Taxpayers and business ratepayers

**METHOD OF CONSULTATION:** To be determined

**DATE OF DECISION:** 16 Dec 2008

<b>REFERENCE</b>	I010457
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**TITLE:** Draft General Fund Revenue Budget 2009/10

**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 taxpayers and business rate payers

**METHOD OF CONSULTATION:** To be determined

**DATE OF DECISION:** 16 Dec 2008

<b>REFERENCE</b>	I011538
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**TITLE:** Discretionary Rate Relief - New Application

**PURPOSE OF DECISION:** To consider an application for discretionary rate relief

**FINANCIAL IMPACT:** Within existing budget

**WHO WILL TAKE DECISION:** Executive Member for Leisure, Corporate Services and Public Protection

**PRINCIPAL GROUPS TO BE CONSULTED:** None

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** Before 31 Dec 2008

<b>REFERENCE</b>	I010459
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**TITLE:** General Fund Revenue Budget 2009/10

**PURPOSE OF DECISION:** To approve the General Fund Revenue Budget 2009/10 for submission to Council

**FINANCIAL IMPACT:** To be determined

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Council taxpayers and business ratepayers

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

**DATE OF DECISION:** 10 Feb 2009

<b>REFERENCE</b>	I010461
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**TITLE:** Capital Programme 2009/10 - 2011/12

**PURPOSE OF DECISION:** To approve the capital programme 2009/10 - 2011/12 for submission to Council

**FINANCIAL IMPACT:** To be determined

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Council taxpayers and business ratepayers

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

**DATE OF DECISION:** 10 Feb 2009

<b>REFERENCE</b>	I010463
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**TITLE:** Financial Reporting Process 2009/10

**PURPOSE OF DECISION:** To agree the detailed Budget Book which forms the basis of the Council's scheme of virement

**FINANCIAL IMPACT:** Within existing budget

**WHO WILL TAKE DECISION:** The Leader

**PRINCIPAL GROUPS TO BE CONSULTED:** N/A

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** Before 10 Mar 2009

<b>REFERENCE</b>	I011541
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**TITLE:** Discretionary Rate Relief

**PURPOSE OF DECISION:** To consider an application for discretionary rate relief.

**FINANCIAL IMPACT:** Within existing budget

**WHO WILL TAKE DECISION:** Executive Member for Leisure, Corporate Services and Public Protection

**PRINCIPAL GROUPS TO BE CONSULTED:** None

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** Before 31 Mar 2009



## OVERVIEW AND SCRUTINY COMMISSION 17 JULY 2008

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### OVERVIEW AND SCRUTINY WORK PROGRAMME 2008/09 (Assistant Chief Executive)

#### **1 INTRODUCTION**

- 1.1 The purpose of this report is to invite members of the Overview and Scrutiny (O&S) Commission to consider the revised work programme for 2008/09 attached at Appendix 1 to this report, for formal consultation with the Corporate Management Team (CMT) and the Executive, as required by the Council's Constitution.

#### **2 SUGGESTED ACTION**

- 2.1 **That the Overview and Scrutiny work programme for 2008/09 attached at Appendix 1 be approved.**
- 2.2 **That the Chairman of the Commission formally consults CMT and the Executive on the work programme.**

#### **3 SUPPORTING INFORMATION**

- 3.1 The indicative O&S work programme for 2008/09 was summarised in the Annual Report of Overview and Scrutiny, adopted by Council at its meeting on 23 April 2008. That indicative work programme took account of the views of CMT and the Executive. That programme has been amended in Appendix 1 to reflect the Council's decision to restructure Overview and Scrutiny, also to incorporate additional topics put forward by Members since the Annual Report was produced.
- 3.2 The indicative work programme aimed to continue the strategic and effective approach to Overview and Scrutiny coverage. It recognised that the work of many of the Working Groups in progress in 2007/08 would extend into the 2008/09 municipal year, that it had to reflect the limitations on both Members' and Officers' time, and that it has to allow space for additional review topics which experience suggests will arise during the year.
- 3.3 The indicative work programme, together with a paper which set out the pressures and other considerations applying to the programming of O&S work, was considered by the O&S Commission at its meeting on 5 June 2008. At that meeting, the Commission decided that each O&S Panel should consider whether any changes were needed to the indicative programme, and that the Commission would subsequently consider the revised programme at its next meeting, on 17 July 2008.
- 3.4 All the O&S Panels have subsequently met and considered their parts of the indicative work programme. The Health O&S Panel met on 12 June, the Environment, Culture and Communities O&S Panel met on 23 June, and the Social Care and Learning O&S Panel met on 2 July. Each of the Panels decided to make some alterations to their parts of the programme, and these changes are reflected in the revised programme at Appendix 1. The relevant Directors and some Executive Members were present at the Panel meetings. All Panels recognised the need to

complete the reviews currently underway, and in the interest of not over-burdening members or officers, decided to introduce a very limited number of new reviews, and to identify a number of prospective new reviews. The prospective new reviews will be prioritised and activated by the Panels at a future date when the current reviews have been completed, thus releasing Member and Officer capacity to embark on new reviews. This two-part approach to the work programme is set out in the revised work programme at Appendix 1.

- 3.5 The work programme for the Joint East Berkshire Health Overview and Scrutiny Committee, of which the Council is a member, is determined separately by that Committee. That Committee are due to have their first meeting for the 2008/09 Municipal year on 16 July 2008.

#### Background Papers

Annual Report of Overview and Scrutiny – 2007/08

<http://www.bracknell-forest.gov.uk/overview-and-scrutiny-annual-report-2007-to-2008.pdf>

Minutes and Papers for the meetings of the Overview and Scrutiny Commission and Panels, June-July 2008

#### Contact for further information

Richard Beaumont – 01344 352283.

e-mail: [richard.beaumont@bracknell-forest.gov.uk](mailto:richard.beaumont@bracknell-forest.gov.uk)

**Work Programme for Overview and Scrutiny in 2008/09**

**Note – the indicative work programme in the Annual Report 2007/08 has been amended in the table below to reflect the Council’s decision to restructure Overview and Scrutiny, also to incorporate additional topics put forward since the Annual Report was produced.**

<b>OVERVIEW AND SCRUTINY COMMISSION</b>	
<b>Current and Planned Work</b>	
1.	<b>Co-ordination of the work of the Overview and Scrutiny Panels</b>
2.	<b>Routine Monitoring of the performance of the Council’s corporate functions</b>  To monitor the performance of the Chief Executive’s Office and the Corporate Services department. To include the Bracknell Town Centre regeneration and the building of the new Civic Hub.
3.	<b>Audit Issues</b>  To include the review of plans and the reports of both internal and external audit.
4.	<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>
5.	<b>Periodic review of the Council’s strategic risk management arrangements</b>
6.	<b>Working Group on the Local Area Agreement</b>  To continue the on-going review of the new Local Area Agreement and the activities of the Bracknell Forest (Local Strategic) Partnership
7.	<b>2009/10 Budget Scrutiny</b>  Note – each of the Overview and Scrutiny Panels will also scrutinise the budget proposals in their departmental areas.
<b>Prospective Reviews to be considered when resources are available</b>	
8.	<b>Review of the Council’s Reorganisation</b>  To review the delivery of the Council’s reorganisation from three Service Departments to two in April 2008.

<b>SOCIAL CARE AND LEARNING OVERVIEW AND SCRUTINY PANEL</b>	
<b>Current and Planned Work</b>	
1.	<b>Monitoring the performance of the Social Care and Learning department, including the implementation of the action plan for Adult Social Care.</b>
2.	<b>Monitoring the action taken by the Executive to earlier reports by the Panel</b>  This would include a review of action taken in response to the O&S report on Anti-Social Behaviour
3.	<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>
4.	<b>Budget Scrutiny</b>  To review the 2009/10 budget proposals for the Social Care and Learning department.
5.	<b>Carers</b>  To complete the work of the working group undertaking a detailed review of the Council's arrangements for carers.
6.	<b>Social Care Modernisation Agenda</b>  To complete the work of the working group undertaking a detailed review of the Council's implementation of the social care modernisation agenda, with particular reference to services for adults with learning disabilities.
7.	<b>Refreshed Children and Young People Plan 2007</b>  To complete the work of the working group reviewing the refreshed Children and Young People Plan with particular reference to 'English as an Additional Language' (EAL).
8.	<b>Extended Services/Children's Centres</b>  To complete the work of the working group undertaking a detailed review of Extended Services/Children's Centres jointly with the Health Overview and Scrutiny Panel.
<b>Prospective Reviews to be considered when resources are available</b>	
9.	<b>Care Homes</b>  To resume the work of the working group on Care Homes in the Borough.
10.	<b>14-19 Years Plan</b>  To review the implementation of a major element of the plan (to be determined).
11.	<b>Transport</b>  A strategic review of the procurement and provision of transport used by the Social Care and Learning Department.

## ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

### Current and Planned Work

1.	<p><b>Monitoring the performance of the Environment Culture and Communities department</b></p> <p>This will include monitoring the implementation of the Supporting People action plan.</p>
2.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p>
3.	<p><b>Budget Scrutiny</b></p> <p>To review the 2009/10 budget proposals for the Environment Culture and Communities department.</p>
4.	<p><b>Contributing to the development of the Community Arts Development Plan</b></p>
5.	<p><b>Strategic review of waste</b></p> <p>To complete the work of the working group undertaking the review of the new waste Private Finance Initiative Re3 contract and the experience of the first year of Alternate Bin Collection.</p>
6.	<p><b>Street cleaning / street scene</b></p> <p>To complete the work of the working group undertaking a detailed review of the Council's performance in this area.</p>
7.	<p><b>Housing Strategy</b></p> <p>To review the Council's draft Housing Strategy and produce a response during the public consultation period.</p>
<p><b>Prospective Reviews to be considered when resources are available</b></p>	
8.	<p><b>Residential Parking</b></p> <p>To review issues concerning residential parking in the Borough, and to contribute to the formation of new policy.</p>
9.	<p><b>The Council's Housing Functions</b></p> <p>Depending on the outcome of the review of the Housing Strategy (7 above), and consequent on the transfer of the Council's housing stock, to review the Council's housing role, including the interface with Registered Social Landlords and addressing the Borough's needs for Affordable Housing.</p>
10.	<p><b>Climate Change and the Nottingham Declaration</b></p> <p>To review progress on implementing the actions flowing from the Council signing the Nottingham Declaration and in applying the new performance indicators set by government.</p>
11.	<p><b>Section 106 Arrangements</b></p> <p>To review the arrangements for securing and applying receipts from Section 106 agreements.</p>

12.	<p><b>Road Traffic Casualties (Part 2)</b></p> <p>The May 2008 report of the working group on the review of road traffic casualties has recommended that the panel consider, as a low priority, reviewing the operational issues connected with the reduction of road traffic casualties in the Borough.</p>
<b>HEALTH OVERVIEW AND SCRUTINY PANEL</b>	
<b>Current and Planned Work</b>	
1.	<b>Monitoring the implementation of the Borough's Health and Well-Being Strategy</b>
2.	<b>Monitoring the Berkshire East Primary Care Trust's budget for health care in the Borough</b>
3.	<p><b>Extended Services/Children's Centres</b></p> <p>To complete the work of the working group undertaking a detailed review of Extended Services/Children's Centres jointly with the Social Care and Learning Overview and Scrutiny Panel.</p>
4.	<p><b>Patient focus</b></p> <p>To continue the work of the working group undertaking a detailed review centred on General Practitioner services.</p>
5.	<p><b>Berkshire East PCT's Performance</b></p> <p>In conjunction with the Joint East Berkshire Health Overview and Scrutiny Committee, monitoring the performance of the Berkshire East PCT</p>
6.	<p><b>Annual 'Health Check' process</b></p> <p>Contributing to the annual 'Health Check' process and responding to consultations by the PCT and NHS Trusts operating in the Borough.</p>
7. (New)	<p><b>The PCT's New Commissioning Strategy</b></p> <p>To monitor the Berkshire East PCT's Commissioning Strategy, following the 'Right Care Right Place' consultation.</p>
<b>Prospective Reviews to be considered when resources are available</b>	
8.	<p><b>Maternity Services</b></p> <p>To review the quality and operations of maternity services in the Borough, with reference to the latest Healthcare Commission's assessment that Heatherwood and Wexham Park Hospitals Trust give a 'fair performing' service.</p>

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

# Agenda Item 15

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