

## **NOTICE OF MEETING**

### **Overview and Scrutiny Commission**

**Thursday 2 May 2013, 7.30 pm**

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

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

Councillor Leake (Chairman), Councillor Angell (Vice-Chairman), Councillors Mrs Angell, Mrs Birch, Ms Brown, Finnie, Gbadebo, Harrison, Heydon, McLean, Turrell and Virgo

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

Two vacancies

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

Mr R Briscoe and Mrs C Murray

**cc: Substitute Members of the Commission**

Councillors Allen, Baily, Kensall, Ms Miller, Mrs Temperton and Worrall

ALISON SANDERS  
Director of Corporate Services

**There will be a private meeting for members of the Commission at 6.45pm in the Function Room, Easthampstead House**

### **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: 23 April 2013



**Overview and Scrutiny Commission**  
**Thursday 2 May 2013, 7.30 pm**  
**Council Chamber, Fourth Floor, Easthampstead House,**  
**Bracknell**

**AGENDA**

Page No

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

To receive apologies for absence and to note the attendance of any substitute members.

2. **Minutes and Matters Arising**

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Commission held on 28 March 2013.

1 - 10

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

Members are requested to declare any disclosable pecuniary or affected interest, including the existence and nature of the Party Whip, in respect of any matter to be considered at this meeting.

*Any Member with a Disclosable Pecuniary Interest or an affected interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.*

4. **Urgent Items of Business**

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

5. **Public Participation**

To receive submissions from members of the public which have been submitted in advance in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.

**Crime and Disorder Committee**

6. **Community Safety**

Meeting as the Crime and Disorder Committee, to receive a presentation on, and to consider:

11 - 46

- i. The performance of the Community Safety Partnership in 2012-13
- ii. The Community Safety Plan for 2013-14

## **Holding the Executive to Account**

### **7. Executive Forward Plan**

Forthcoming items on the Executive Forward Plan of a corporate nature are attached for consideration. 47 - 62

## **Overview and Policy Development**

### **8. Work Programme Update**

To note the progress against the Overview and Scrutiny work programme for 2012-13. 63 - 70

To receive verbal updates from Overview and Scrutiny Panel Chairmen on each panel's progress against the work programme, drawing attention to any new major issues or changes needed to the programme:

- Adult Social Care and Housing – Councillor Turrell
- Children, Young People and Learning – Councillor Mrs Birch
- Environment, Culture and Communities – Councillor Finnie
- Health – Councillor Virgo

To prioritise the commission's work in the agreed programme for 2013-14.

## **Date of Next Meeting**

The next planned meeting of the Overview and Scrutiny Commission will be the annual meeting on 15 May 2013.

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**OVERVIEW AND SCRUTINY COMMISSION  
28 MARCH 2013  
7.30 - 9.55 PM**

**Present:**

Councillors Leake (Chairman), Angell (Vice-Chairman), Mrs Angell, Mrs Birch, Ms Brown, Finnie, Gbadebo, Harrison, Heydon, McLean and Turrell

Parent Governor Representative Member: Mr R Briscoe

**Executive Members:**

Councillors Mrs Ballin and McCracken

**Also Present:**

Councillor Baily

Chief Inspector Dave Gilbert

Councillor Anthony Stansfeld, Police & Crime Commissioner

**Apologies for absence were received from:**

Councillor Virgo

**In Attendance:**

Richard Beaumont, Head of Overview & Scrutiny

Ian Boswell, Community Safety Manager

Victor Nicholls, Assistant Chief Executive

Alison Sanders, Director of Corporate Services

**48. Minutes and Matters Arising**

The minutes of the meeting of the Overview and Scrutiny Commission held on 30 January 2013 were approved as a correct record and signed by the Chairman.

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

Councillor Mrs Birch declared a personal interest as the spouse of the Executive Member for Adult Social Care, Health and Housing.

**50. Urgent Items of Business**

There were no items of urgent business.

**51. Public Participation**

There were no items submitted under the Public Participation Scheme.

**52. Thames Valley Police and Crime Commissioner**

The Chairman welcomed the Police and Crime Commissioner for Thames Valley, Councillor Anthony Stansfeld to the meeting.

Councillor Stansfeld made the following points:

- He had now been in post for four months and it had been a very busy period, he had visited all of the Police authorities in his area, as well as MP's and Council leaders. The area covered by the Police and Crime Commissioner was vast and stretched from Hungerford to Heathrow and included Oxford. The Thames Valley Police force was the largest in the Country outside of the Metropolitan Police. He planned to meet more members of the public in future.
- The Commissioner had now produced a five year Police and Crime Plan for the Thames Valley, which had been widely consulted on. The budget to fund the Plan had also now been approved and would ensure that no cuts were made to frontline policing, however this had entailed a small rise in council tax across the Thames Valley area. When elected, he had pledged that he would not change funding in the first year unless central government reduced their funding and he had been able to stand by this commitment. He would need to justify spending in the following year.
- The Police and Crime Plan 2012-2017 included three main priorities:
  - 1) To reduce burglary and improve burglary detection rates, performance in the area was already good and detection rates high, however it was still an issue for the area.
  - 2) Safeguarding vulnerable people, this was a major issue. In particular, the human rights of children often hindered safeguarding and work would be undertaken to consider how this could be addressed.
  - 3) Rural crime, this was also a major issue. There had been a significant number of incidents relating to organised crime in the countryside which often involved expensive heavy equipment being stolen. This was having a huge detrimental commercial impact on the countryside.
- He reported that anti social behaviour and domestic abuse were also underlying priorities for the area.
- He stated that there had been criticism that his priorities were unambitious; however he believed that they were realistic and addressed the major issues in the Thames Valley area. Rates of crime often related to the economy and the large fall in crime over the last 18 months couldn't be expected to be repeated over the next 18 months.

In response to members' queries, the Commissioner made the following comments:

- A large proportion of violent crime was fuelled by excessive alcohol consumption. Drugs were also a major issue and were often related to a large proportion of acquisitive crime.
- It was noted that Bracknell Forest would be moving to an 18 hour economy following the regeneration of the town centre and that this was likely to have implications on the level of crime locally. The Commissioner stated that he would offer his support wherever possible, for example in relation to commenting on licensing applications.
- The Commissioner stated that he would do his utmost to communicate with local councils and local communities through visits, the media and his very comprehensive website. In addition, the Commissioner would be supported by his deputy, David Carroll.
- The Commissioner stated that to maximise economies of scale, he felt that policing should be undertaken on a large regional basis and Thames

Valley Police had many shared services with adjoining police forces. However the large area he covered did present challenges.

- The Commissioner reported that the thrust of his five year plan did support Bracknell Forest's medium term objectives and there was close contact with Community Safety partnerships.
- The low turnout at the elections for the Police and Crime Commissioners was due to shortcomings by central government. The next elections were likely to be held in May, together with local elections and the turnout was anticipated to be higher.
- In relation to the Commissioner's target to achieve a 'percentage of crimes solved' detection rate for violence with injury of 45%, he reported that 90% of offenders were known to their victims where violent crime was concerned. He would be considering the use of video conferencing to support victims. In addition, the closing down of a number of magistrates courts had led to victims having to travel a long distance to court and sometimes being in the position of having to share public transport with their offenders, this was clearly unsatisfactory. In response to members' queries, he stated that he would try to address the issue of fewer magistrates courts.
- The Commissioner reported that central government set the Police pension scheme and the level of contributions made to the scheme was therefore outside of his control. Similar concerns applied to increasing National Insurance costs.
- He stated that all police forces were currently reviewing their accommodation, it was clear that more neighbourhood police posts were needed and these could be co-located with councils and libraries. Policing had changed enormously since large police stations were built, police officers now carried Blackberry's that could provide them with all the information they needed.
- Effective crime prevention required wide partnership working well beyond the Police, for example in schools and through good parenting.
- Looking ahead, opportunities would include improvements in technology such as Automatic Number Plate Recognition as well as GPS tagging of people which was hugely effective. Some of the major challenges that lay ahead included the economy and the floods of people entering the country from Eastern Europe.
- The volume of resources, manpower and cost dedicated to tackling terrorism was quite considerable. Resources were allocated on a regional basis and it was an area of work that was taken very seriously.
- He felt it was extremely important to work with young people who were at risk of offending. Local youth offending teams would play a key role in this and schools, jobs and poverty also impacted this.

The Executive Member for Culture, Corporate Services and Public Protection thanked the Commissioner for his presentation and acknowledged that drawing up the budget would not have been an easy feat. He also commended the outgoing Police authority for providing a good template for the Commissioner to work on. He reported that over the last five years, Bracknell Forest had seen rates of crime successively drop. Actual numbers of crime were now extremely low and exceeded the targets in the Commissioner's plan. The targets in the Commissioner's Plan would therefore be used as a baseline and stretch targets would be used.

Chief Inspector Gilbert reassured the Commission that the partnership working that existed with Bracknell Forest was one of the strongest partnerships he had worked within and everyone had the same focus of reducing crime.

The Chairman wished the Commissioner well for the future and stated that Bracknell Forest would support his work wherever possible.

**53. Thames Valley Police and Crime Panel**

The Commission meeting as the Crime and Disorder Committee received an update on the work of the Police and Crime Panel for Thames Valley, with reference to the report by Buckinghamshire County Council, being the host council for the Panel.

The Executive Member for Culture, Corporate Services and Public Protection as the Council's representative on this Panel, made the following points:

- A shadow meeting of the panel had taken place in February 2013 in Reading. Buckinghamshire County Council had secured the chairmanship of the Panel and as a result had been allocated £53,000 to administer this work.
- The Panel had two statutory functions; to approve the precept and to agree an approach to the handling of non-criminal complaints against the Commissioner.
- The Panel had determined their terms of reference and decided how the £53,000 should be allocated. The majority of this funding would be taken up by the clerk who would look after the running of the Panel.
- The Panel had now met three times with meetings being webcast. Two task and finish groups had been set up. The Panel had also considered the appointment of the Commissioner's then proposed Deputy. It was still early days for the Panel and they would continue their role as a critical friend and make recommendations to the Commissioner. In the longer term the Panel would consider future budget proposals and commissioning.

The Commission noted that the focus and nature of the Police and Crime Panel had a much narrower remit than the previous Police authority. In addition the challenges of having one democratically elected person as opposed to ten remained to be seen.

The Executive Member reported that the Chief Constable had attended the first Panel meeting; however the Panel's primary role would be to hold the Commissioner to account.

**54. Community Infrastructure Levy**

The Commission considered the Executive's response to the report of its working group which reviewed the preparations for the Community Infrastructure Levy.

The Executive Member for Planning and Transport thanked the Commission and working group for their work on this, it was a large task and key policy issue for the Council.

The Commission expressed disappointment that of the ten recommendations made, five of these were only partially or mainly agreed.

The Executive Member assured the Commission that the Executive's response to this work had been hugely positive. A cautious approach to the response had been taken by officers and the Executive.

The Commission felt that there needed to be mechanisms and frameworks in place to ensure non-executive members were able to engage in the CIL process in a



meaningful way. With the introduction of a new system it was imperative to seize the opportunity and ensure there was maximum meaningful participation for all councillors, including parish councillors. This would demonstrate to constituents that members had a meaningful contribution to make. The Chairman agreed to draft a letter in consultation with Commission members to be sent to the Chief Executive and the Leader.

The Chairman raised three specific issues:

- i) Paragraph 5.9.2 of the agenda papers, the Borough Solicitor be asked to confirm this.
- ii) Paragraph 5.10.2 of the agenda papers, this needed to be considered further to ensure that the CIL risk was appropriately shown in the Strategic Risk Register. The Director of Corporate Services stated that this would be considered when finalising the risk register.
- iii) Paragraph 5.11.2 of the agenda papers, a report be brought back to the Commission on arrangements for strategic leadership.

#### **55. Executive Key and Non-Key Decisions**

Councillors Harrison and Leake declared a personal interest in the disposal of Binfield Nursery as they had both participated in deliberations around this item.

The Commission noted the Executive Key and Non-Key decisions contained in the report. In response to members' questions, the Director of Corporate Services reported that the Discretionary Rate Relief Applications related to charities.

#### **56. 2012 Residents Survey**

The Commission considered a report that asked them to note the results of the Residents Survey 2012 and the statistical comparison table attached at Annex Two of the agenda papers.

The Director of Corporate Services made the following points:

- As an outcome of the 2011 Neighbourhood Engagement Review the Executive agreed that the Council would conduct a biennial resident's survey of all households to ensure that adult residents' views continued to shape the Council's strategy and that the Council remained informed of residents' perceptions of services.
- In total there was a total of 5,109 responses, this equated to an 11% response rate. This compared favourably to a national average response rate for this type of household survey of between 3-5%.
- It was noted that the response rate from BME groups and young people was relatively low. Separate mechanisms existed to obtain the opinions of young people, for example and it was hoped to undertake more work with these groups to improve their response rates.
- The Director gave a summary of the results of the survey.

In response to members' queries, the Director of Corporate Services made the following points:

- If available, a breakdown of the satisfaction results for Binfield for Councillor Harrison would be provided.
- An action plan would be created and the Commission's input into what should be included would be welcomed. The Chairman stated that the Commission could consider an action plan in detail at a future meeting.

- The design of the survey questions made use, for example, of the questions used previously in the Place Survey, the Neighbourhood Survey and model questions issued by the Local Government Association.

The Chairman felt that resident's understanding of where services were provided, whether it be by parishes or the Borough was interesting and should be further explored.

The Commission were pleased to see that rates of volunteering had increased in the Borough.

#### 57. **Quarterly Service Reports (QSR) 2012/13**

The Commission considered the latest trends, priorities and pressures in terms of departmental performance as reported in the QSRs for the third quarter of 2012/13 (October to December) relating to the Chief Executive's Office and the Corporate Services Department.

##### The Chief Executive's Office

The Chairman noted that the second sentence of the Director's Commentary related to the level of recorded crime.

The Commission queried the importance of social media communication. The Assistant Chief Executive reported that it was important to maximise ways of communicating with residents, for many people Facebook and Twitter were important channels. It was also a means of gaining feedback from residents very rapidly on Council services.

##### The Corporate Services Department

The Chairman queried the extended time to answer calls. The Director of Corporate Services reported that Nationality checking appointments were also now being undertaken by Customer Services, increasing their calls and workloads. In addition, lots of work around supporting Benefits and Housing reviews was currently underway.

The Director noted that the core benchmark for Customer Service calls being answered was 15 seconds which compared very well with national benchmarking. Customer satisfaction levels continued to remain high at 92%.

#### 58. **Corporate Performance Overview Report (CPOR)**

The Commission considered the Chief Executive's Corporate Performance Overview Report for the third quarter of 2012/13 (October to December).

The following points were made in response to members' queries:

- In relation to Business rate collection suffering as detailed on page 95 of the agenda papers, the Assistant Chief Executive stated that there was a lack of clear legal precedent as to how an unoccupied property was defined for rateable purposes.
- In relation to the number of children remaining on child protection plans being high, this was reported to be positive as more work was being done to identify children at risk and more work around prevention was also being undertaken.

#### 59. **Work Programme Update**

The Head of Overview and Scrutiny reported that the programme that had been agreed at the beginning of the year had been delivered, except that one working group was over-running slightly into 2013-14. The Annual Report for Overview and Scrutiny had now been agreed by Commission members. The Corporate Management Team and the Executive had both been consulted on the work programme for 2013/14 and the report would be submitted to full Council on 24 April.

Verbal updates were received from Overview and Scrutiny Panel Chairmen:

Adult Social Care and Housing

Councillor Turrell reported that the working group's report on Substance misuse had gone to the Executive Member and a response was awaited. The Panel had visited the facilities at Waymead and Portland Close. At the next Panel meeting, consideration would be given to the impact of welfare reform and comments on the Older People Strategy.

Children, Young People and Learning

Councillor Mrs Birch reported that the Panel's working group on School Governance had almost concluded its work. At the next Panel meeting it was hoped to begin a working group on allocation of school places.

Environment, Culture and Communities

Councillor Finnie reported that the working group considering the Bus Strategy was still underway.

Health

Councillor Angell reported that the Health and Wellbeing Board had its first public meeting in February and was ready to begin its statutory function as of 1 April 2013. The Minor Injuries Unit would be moving from Heatherwood to Brant's Bridge. Ward 8 at Heatherwood and Midwifery services would also be closed at Heatherwood.

**CHAIRMAN**

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**ACTIONS TAKEN: OVERVIEW AND SCRUTINY COMMISSION MEETING – 28 MARCH 2013**

<b><u>Minute Number</u></b>	<b><u>Action Required</u></b>	<b><u>Action Taken</u></b>
54. Community Infrastructure Levy	<p>Seek confirmation from the Borough Solicitor of the reservation to the Executive of decisions on exemptions (paragraph 5.9.2 of the Executive response).</p> <p>A letter be drafted by the Chairman in consultation with Commission members to the Leader and Chief Executive on:</p> <ul style="list-style-type: none"> <li>- the need to ensure that all members are able to contribute in a meaningful way to the development of the CIL.</li> <li>- ensuring that the CIL risk is appropriately shown in the Strategic Risk Register.</li> <li>- strategic leadership of CIL.</li> </ul>	<p>The Borough Solicitor confirmed this on 15 April. Under the Local Government Act 2000, where a Council is operating a system of Executive Arrangements all functions are Executive functions unless regulations to the contrary specify otherwise. The relevant regulations are, "the Local Authorities (Functions and Regulations Responsibilities) (England) Regulations 2000 , as amended. Granting CIL relief is not specified as a non-Executive function. It is therefore an Executive function.</p> <p>Letter drafted and sent to Commission members for comments on 19 April.</p>
56. Residents Survey 2012 Results	<p>If available, a breakdown on the residents' satisfaction rates for Warfield residents to be provided to Cllr Harrison.</p> <p>Action plans from the results to be considered in detail at a future meeting of the Commission.</p>	<p>QA Research has provided to Cllr Harrison a breakdown on the residents survey data for his ward.</p> <p>To be considered once action plans are available.</p>

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**TO: OVERVIEW AND SCRUTINY COMMISSION (CRIME AND DISORDER  
COMMITTEE)  
2 MAY 2013**

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**COMMUNITY SAFETY  
Assistant Chief Executive**

**1 PURPOSE OF REPORT**

1.1 Meeting as the Crime and Disorder Committee, the Overview and Scrutiny Commission is to consider the performance of the Community Safety Partnership in 2012-13, and the Community Safety Plan for 2013-14.

1.2 Those present at this meeting will include:

Thames Valley Police

John Campbell, Assistant Chief Constable

Dave Gilbert, Chief Inspector

Bracknell Forest Council

Councillor Iain McCracken, Executive Member for Culture, Corporate Services and Public Protection

Timothy Wheadon, Chief Executive and Chairman of the Community Safety Partnership

Ian Boswell, Community Safety Manager

**2 RECOMMENDATIONS**

**That the Overview and Scrutiny Commission, meeting as the Crime and Disorder Committee:**

**2.1 Considers reports by representatives of Thames Valley Police and the Council on the performance of the Community Safety Partnership in 2012-13 and the Community Safety Plan for 2013-14.**

**3 SUPPORTING INFORMATION**

3.1 The Police and Justice Act 2006 requires every local authority to have a 'Crime and Disorder Committee' with the power to review and scrutinise, and make reports or recommendations, regarding the functioning of the responsible authorities of the local CDRP/Community Safety Partnership. Under the Council's Constitution, the O&S Commission is designated as the Council's Crime and Disorder Committee.

3.2 At its meeting on 16 July 2009, the Overview and Scrutiny Commission reviewed the new statutory guidance issued by the Home Office in May 2009 on the scrutiny of

crime and disorder matters, and resolved to involve the Thames Valley Police Authority in work undertaken by the Crime and Disorder Committee by co-opting a Police Authority member onto the Committee when policing matters are being considered. With the ending of Police Authorities, officers have sought advice from the Home Office as to any co-option requirements, and have been told that there are no longer any such requirements from government.

- 3.3 The Community Safety Plan for 2011-14, which is in the course of being refreshed in 2013, is attached to this report. Proposed changes to the 2013-2014 Community Safety Plan are due to be considered by the Executive in November 2013.

**ALTERNATIVE OPTIONS CONSIDERED/ ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS/ EQUALITIES IMPACT ASSESSMENT/ STRATEGIC RISK MANAGEMENT ISSUES / OTHER OFFICERS/ CONSULTATION – Not applicable**

Contact for further information

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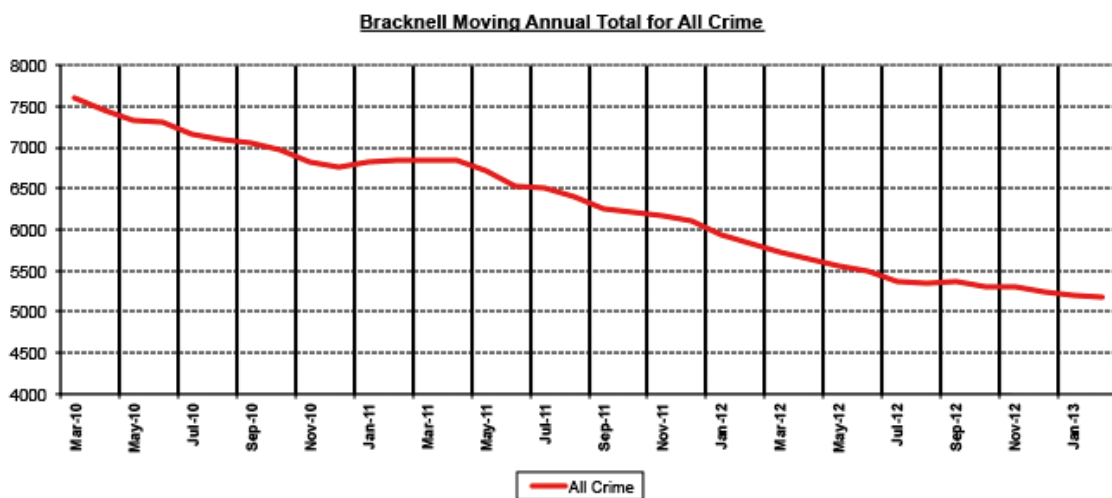
Community Safety Partnership



# Plan 2011 - 2014 (2013 Refresh)



# Key facts about crime and disorder in Bracknell Forest



**Did you know that since April 1 2012, the Community Safety Partnership (CSP) has achieved the following:<sup>1</sup>**

- overall crime reduction of 10.9%
- reduction in Total Violence against the Person of 13%
- reduction in Total Sexual Offences of 9.5%
- reduction in Personal Robbery of 22.9%
- reduction in Burglary not Non-Dwelling of 29.1%
- reduction in Total Stealing of 11.7%
- reduction in Arson and Criminal Damage of 6.2%
- reduction in Metal Theft of 21.2%

<sup>1</sup>Figures are as at 28 February 2013

## Vision

*Everyone has the right to be free from being a victim of crime and anti-social behaviour, to feel safe and to choose their own lifestyle.*

*Everyone also has the responsibility to take reasonable steps to avoid becoming a victim of crime, not to cause harassment or distress to others and to respect differences in others.*

***Your safety is our key priority***

# Contents

<b>Introduction</b>	<b>5</b>
<b>The Community Safety Partnership</b>	<b>6</b>
<b>Measuring success</b>	<b>8</b>
<b>Key priorities</b>	<b>9</b>
<b>Theme 1: Crime</b>	<b>12</b>
<b>Theme 2: Anti-Social Behaviour</b>	<b>25</b>
<b>Theme 3: Fear of Crime and Anti-Social Behaviour</b>	<b>31</b>

# Introduction

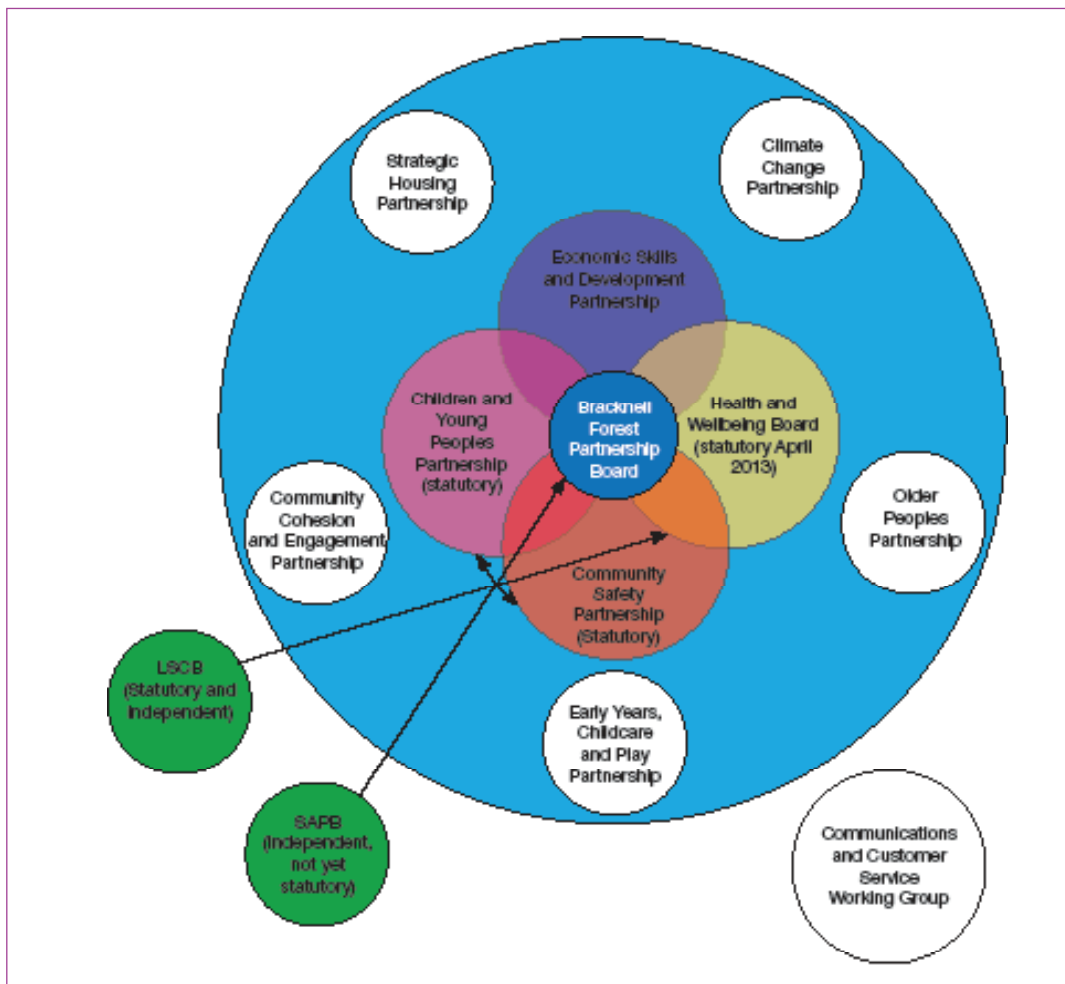
The Bracknell Forest Community Safety Partnership (CSP) is required to conduct an assessment of crime, anti-social behaviour (ASB) and substance misuse within the borough every year. It is also required to publish a three year plan, to be updated annually, of how it intends to make the community safer. This document is the 2013 refresh of the three year plan for 2011 – 2014.

Reducing crime and anti-social behaviour requires a careful balance between reducing recorded incidents, encouraging reporting and addressing the negative perceptions of those who believe crime and anti-social behaviour is worse than it really is.

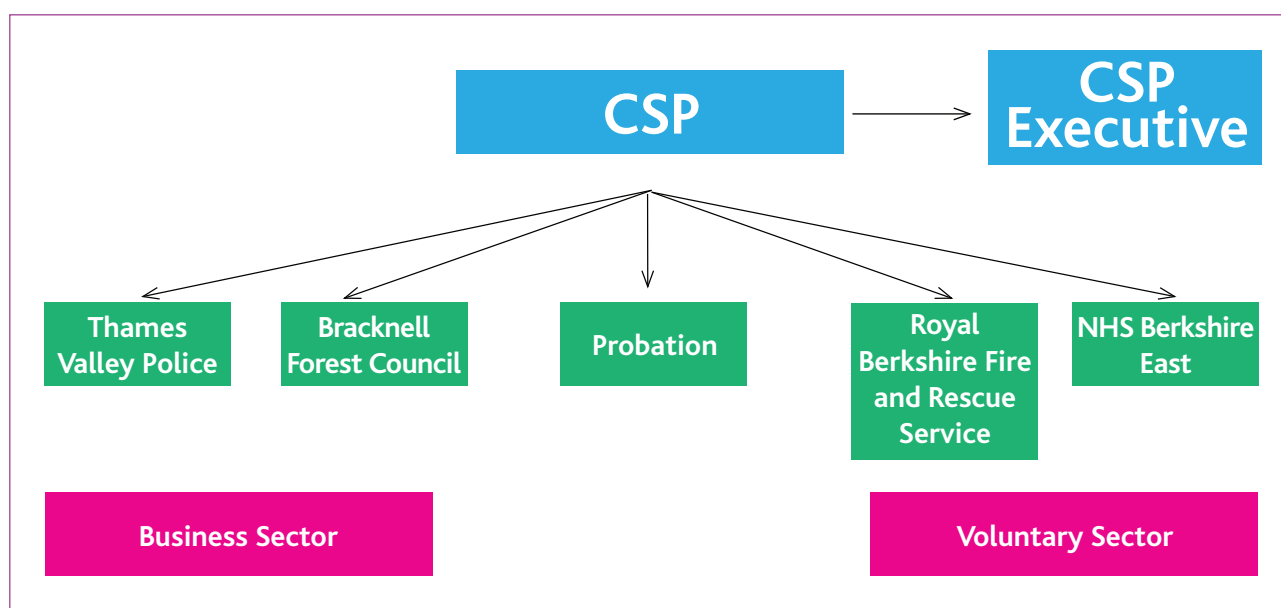
This plan will ensure that the issues that are of most importance in Bracknell Forest will be addressed while the low levels of recorded crime and anti-social behaviour that have been achieved will be maintained at their current low levels and, where possible, reduced further. This plan sets out clearly what the main objectives of the CSP are and what is to be done to achieve those objectives.

# The Community Safety Partnership

The CSP is one of a number of theme partnerships that fall under the Bracknell Forest Partnership (BFP). This collaboration brings together agencies that deliver public services and their single purpose is to improve the quality of life for local people.



Every local authority in England & Wales has a Community Safety Partnership (CSP). The statutory members of the CSP are the Police, Local Authority, Health Service, Fire Service and Probation Service. Others who are also members include Victim Support, the voluntary sector, the business sector, Her Majesty's Court Service and the Crown Prosecution Service. The Drug & Alcohol Action Team (DAAT) and the Youth Offending Service (YOS) are also part of the CSP.



The CSP and its Executive meet quarterly to oversee timely and effective delivery of actions to reduce crime and disorder.

In any partnership, the various members bring different skills and resources. The success of the CSP is not only dependent upon the members working together in a spirit of co-operation but also on close working with the community which is vital to reduce crime & disorder. The successes enjoyed by the Bracknell Forest CSP are due to this strong partnership working and a shared determination to reduce the level of crime and disorder.

# Measuring Success

The previous three-year CSP plan (2008 – 2011) identified burglary, auto crime and robbery as offences to be reduced. There was also a focus on anti-social behaviour (ASB) and violent crime. As a result, many of these offences are now at their lowest levels or in reduction. This has been achieved by the CSP working together to meet the needs of offenders who want to change their offending behaviour but need help with health, housing or employment. The partnership has also ensured that substance misuse offences are reduced or kept at a rate lower than many surrounding and neighbouring areas. ASB is recorded from a wide range of partners/sources and enables us to understand where and when ASB takes place.

This 3 year plan (2011 to 2014) identified new challenges and priorities which became the focus of partnership work in 2011 and included domestic abuse, violent offences and serious sexual offences which had not reduced in line with other categories of crime. The following page sets out the process and identifies priorities for 2013/14.



# Key Priorities

Each year, the CSP undertakes a strategic assessment to review performance and reconsider its priorities and targets. It is a partnership document and takes full account of the priorities of all the statutory partners, views of the community as well as current trends, volumes of crime and ASB categories and future projections. The priorities that are identified in this document inform the content of the CSP Plan which is refreshed each year. To view the 2012 Strategic Assessment, please go to:

[www.bracknell-forest.gov.uk/community-safety-partnership-strategic-assessment-document-2012-13.pdf](http://www.bracknell-forest.gov.uk/community-safety-partnership-strategic-assessment-document-2012-13.pdf)

The three broad themes of the CSP are:

**Theme 1: Crime**

**Theme 2: ASB**

**Theme 3: Fear of Crime and ASB**

Under these three themes, the following priorities have been identified for 2013/14:

## Theme 1: Crime

**Priority 1:**

Domestic Abuse (DA)

**Priority 2:**

Serious Sexual Offences involving under 18s

**Priority 3:**

Burglary Dwelling

**Priority 4:**

IT-related Crime

**Priority 5:**

Drug Offences

**Priority 6:**

Youth Crime

## Theme 2: ASB

**Priority 7:**

Environmental ASB

**Priority 8:**

Nuisance ASB

**Priority 9:**

Personal ASB

## Theme 3: Fear of Crime and ASB

**Priority 10:**

Level of fear of crime and ASB

These priorities have been analysed more closely and broken down into more specific sub-priorities:

## DA

Reduce the number of repeat incidents of DA committed by the 2012/13 DASC<sup>2</sup> cohort

Reduce the number of children on Child Protection Plans (CPPs) where DA is a factor and the perpetrator has participated in the DAPS<sup>3</sup> programme

Achieve and improve on the detection rate target for domestic abuse assaults with injury

## Serious Sexual Offences involving under 18s

Reduce the number of sexual offences involving under 18s

## Burglary Dwelling

Reduce the number of incidents of burglary dwelling

Achieve the detection rate target for burglary dwelling

## IT (Information Technology)-related Crime

Deliver awareness -raising messages with targeted community groups

Undertake workforce training sessions

Deliver public-facing, online messages

## Drug Offences

Increase the number of successful adult treatment completions

Increase the number of successful young people treatment completions

Increase the quality of life score for the treatment population

Increase the number of amphetamine users retained in treatment for 12+ weeks (this includes mephedrone users)

Increase the number of amphetamine users completing treatment (this includes mephedrone users)

Reduce reports of suspicious dealing and usage (as per CADIS)<sup>4</sup>

Execute drugs warrants

## Youth Crime

Prevent a rise in the re-offending rate of the Bracknell Forest local cohort of all young offenders

Increase the number of referrals into the Youth Offending Service (YOS) Prevention Service

### Environmental ASB

Reduce the number of incidents of Environmental ASB as recorded by CADIS

### Nuisance ASB

Reduce the number of incidents of Nuisance ASB as recorded by CADIS

### Personal ASB

Reduce the number of incidents of Personal ASB as recorded by CADIS

### Level of fear of crime and ASB

Increase the number of those 'not very worried' and 'not at all worried' about the levels of crime in the borough

***Further explanation around each priority is set out overleaf.***

<sup>2</sup>DASC (Domestic Abuse Service Co-ordination). This is a project which tackles medium-risk DA offending in Bracknell Forest by providing enhanced support to victims and children and improving supervision and management of offenders.

<sup>3</sup> DAPS (Domestic Abuse Perpetrator Service). This is a one-to-one DA perpetrator service.

<sup>4</sup> CADIS (Community Nuisance and Disorder Information System). This is a database, used in Bracknell Forest, to collate all recorded incidents of ASB in the borough.

# Theme 1: Crime

## Priority 1: Domestic Abuse (DA)

Priority 1

## Why is this a priority?

The level of domestic abuse incidents in Bracknell Forest remains unacceptably high and has serious consequences affecting both adults and children. National research also shows that there is a high level of under reporting.

## What is our aim?

- To reduce the number of repeat incidents of DA committed by the 2012/13 DASC cohort
- To reduce the number of children on Child Protection Plans (CPPs) where DA is a factor and the perpetrator has participated in the DAPS programme
- Achieve and improve on the detection rate target for domestic abuse assaults with injury

## How will we measure success?

We will monitor incidents and rates as recorded by Thames Valley Police and Bracknell Forest Council on a quarterly basis at the CSP Executive meetings as well as at the Domestic Abuse Executive meetings and put in place any actions required to achieve these aims.

## What will we aim to achieve this coming year?

- Reduce the number of repeat incidents of DA committed by the 2012/13 DASC cohort by 10%
- Reduce the number of children on CPPs where DA is a factor and the perpetrator has participated in the DAPS programme by 10
- Achieve the detection rate target of 45% and improve it to 50% for domestic abuse assaults with injury

## How will we do this?

- Co-ordinate activity by partner agencies in medium-risk cases of DA
- Continue programmes to deter perpetrators including police visits
- Provide enhanced support to high-risk victims
- Use all media opportunities to raise awareness of DA and encourage reporting

**Priority 2:  
Serious Sexual Offences involving  
under 18s**

Priority 2

## **Why is this a priority?**

Although levels of sexual offending have reduced since 2012, especially those involving under 18s, work plans are in place to reduce levels even further.

## **What is our aim?**

- To reduce the number of incidents of sexual offences involving under 18s

## **How will we measure success?**

We will monitor the number of incidents as recorded by Thames Valley Police on a quarterly basis at the CSP Executive meetings and put in place any actions required to achieve this aim.

## **What will we aim to achieve this coming year?**

- Reduce the number of incidents of sexual offences involving under 18s by 5%

# **Priority 3: Burglary Dwelling**

**Priority 3**



## Why is this a priority?

Burglary dwelling has a negative affect on victims, families and the wider neighbourhood. Numbers have fallen considerably in recent years but last year saw a slight rise. The CSP are determined to work towards a downward trend.

## What is our aim?

- To reduce the number of incidents of burglary dwelling
- To achieve the detection rate target for burglary dwelling

## How will we measure success?

We will monitor incidents and rates as recorded by Thames Valley Police on a quarterly basis at the CSP Executive meetings and put in place any actions required to achieve these aims.

## What will we aim to achieve this coming year?

- Reduce the number of incidents of burglary dwelling by 2%
- Achieve the detection rate target of 18% for burglary dwelling

## How will we do this?

- Ensure the IOM (Integrated Offender Management) model is targeted at those most likely to be involved in burglary of dwellings
- Provide high profile visible policing in areas experiencing higher levels of crime
- Support a process of communicating with neighbourhoods

# Priority 4: IT-related Crimes

Priority 4

## Why is this a priority?

Crimes that have been traditionally reported have continued to show a reduction but there is evidence to suggest that there has been an increase in IT-related crime. The CSP intends to keep pace with changing patterns of crime to protect the community from these types of offences.

## What is our aim?

- To deliver awareness-raising messages with targeted community groups
- To undertake workforce training sessions
- To deliver public-facing, online messages

## How will we measure success?

We will monitor progress made with the above on a quarterly basis at the CSP Executive meetings and put in place any actions required to achieve these aims.

## What will we aim to achieve this coming year?

- Deliver 12 awareness-raising messages with targeted community groups
- Undertake 4 workforce training sessions
- Deliver 6 public-facing, online messages

## How will we do this?

We will use social media, the press and partner organisation training to raise awareness amongst the workforce, parents, carers, children and young people of the risks posed online as well as the skills to address them. The CSP will share best practice as identified by national organisations such as the Child Exploitation & Online Protection Centre (CEOP) and Childnet to support this work.

# Priority 5: Drugs Offences

Priority 5

## Why is this a priority?

Illicit drug use is a catalyst for criminal behaviour and we believe that enforcement efforts to suppress drug taking and dealing are likely to reduce crime. Treatment for drug users, particularly young people, is also critically important so that their health and wellbeing is safeguarded and so that they can become contributing members of society.

## What is our aim?

- To increase the number of successful adult treatment completions
- To increase the number of successful young people treatment completions
- To increase the quality of life score for the treatment population
- To increase the number of amphetamine users retained in treatment for 12+ weeks (this includes mephedrone users)
- To increase the number of amphetamine users completing treatment (this includes mephedrone users)
- To reduce reports of suspicious dealing and usage (as per Community Nuisance and Disorder Information System CADIS)
- To execute drugs warrants

## How will we measure success?

We will monitor the numbers and scores in the above aims as recorded by the Drug and Alcohol Action Team (DAAT), Thames Valley Police and CADIS on a quarterly basis at the CSP Executive meetings and put in place any actions required to achieve these aims.

## What will we aim to achieve this coming year?

- Increase the number of successful adult treatment completions by 5%
- Increase the number of successful young people treatment completions by 2%
- Increase the quality of life score for the treatment population by 5%
- Increase the number of amphetamine users retained in treatment for 12+ weeks (this includes mephedrone users) by 5%
- Increase the number of amphetamine users completing treatment (this includes mephedrone users) by 5%
- Reduce reports of suspicious dealing and usage (as per CADIS) by 10%
- Execute 12 drugs warrants

## How will we do this?

To work with substance misuse providers to increase the number of people recovering from substance misuse by providing a full range of services

To ensure that young people who misuse substances can access services

To work with service providers to ensure that people who misuse substances recover and all aspects of their health and wellbeing are improved

To ensure that specific services are available for people who misuse amphetamines (including mephedrone) in order to retain them in treatment

To ensure that services are provided to assist amphetamine users to successfully complete treatment.

# Priority 6: Youth Crime

Priority 6

## Why is this a priority?

Although the levels of youth crime in Bracknell Forest have, and continue to, reduce steadily, the intention of the CSP is to continue to monitor these levels.

## What is our aim?

- To prevent a rise in the re-offending rate of the Bracknell Forest local cohort of all young offenders
- To increase the number of referrals into the Youth Offending Service (YOS) Prevention Service

## How will we measure success?

We will monitor the rates and referrals as recorded by the YOS on a quarterly basis at the CSP Executive meetings and put in place any actions required to achieve these aims.

## What will we aim to achieve this coming year?

- Prevent a rise in the re-offending rate of the Bracknell Forest local cohort of all young offenders
- Increase the number of referrals into the preventative service of the YOS by 5%

## How will we do this?

- Deliver youth justice services in accordance with National Standards for Youth Justice, and the actions identified in the Bracknell Forest Youth Justice Strategic Plan
- Deliver intervention programmes for young offenders which are designed to reduce the risk of reoffending, manage the risk of harm to others and address vulnerability
- Work in partnership with Thames Valley Police to implement the changes to the youth justice process for the management of the Out of Court disposals (OoC). These changes are introduced by the Legal Aid and Sentencing of Offenders Act from 1 April 2013)
- Work in partnership with TVP to implement the joint decision making process in regard to First-time entrants to the Youth Justice System
- Work with partners in the CSP and Children & Young Peoples Partnership (CYPP) to promote the further development of the YOS Prevention Service through the Early Intervention Hub



**Theme 2:  
Anti-Social Behaviour**

**Priority 7:  
Environmental ASB**

**Priority 7**

## Why is this a priority?

Environmental ASB deals with incidents where individuals and groups have an impact on their surroundings including natural, built and social environments. It is a priority for the CSP because it is about protecting various environments and enabling people to enjoy private and public spaces.

## What is our aim?

- To reduce the amount of incidents of Environmental ASB as recorded by CADIS.

## How will we measure success?

We will monitor the number of incidents as recorded by CADIS on a quarterly basis at the CSP Executive meetings and put in place any actions required to achieve this aim.

## What will we aim to achieve this coming year?

- Reduce the amount of incidents of Environmental ASB by 3%

## How will we do this?

Using CADIS, monitor locations, volume and time of ASB and apply partnership solutions.

**Priority 8:  
Nuisance ASB**

**Priority 8**

## Why is this a priority?

Nuisance ASB captures those incidents where an act, condition, thing or person causes trouble, annoyance, inconvenience, offence or suffering to the local community rather than to individual victims. It is a priority for the CSP because it incorporates incidents which interfere with public interests including health, safety and quality of life.

## What is our aim?

- To reduce the number of incidents of Nuisance ASB as recorded by CADIS

## How will we measure success?

We will monitor the number of incidents as recorded by CADIS on a quarterly basis at the CSP Executive meetings and put in place any actions required to achieve this aim.

## What will we aim to achieve this coming year?

- Reduce the number of incidents of Nuisance ASB by 3%

## How will we do this?

Using CADIS, monitor locations, volume and time of ASB and apply partnership solutions.

**Priority 9:  
Personal ASB**

**Priority 9**

## Why is this a priority?

Personal ASB is designed to identify incidents that are perceived to be deliberately targeted at, or have an impact on, an individual or group rather than the community at large. Personal ASB is a priority for the CSP because it incorporates incidents that have an adverse impact on individuals' quality of life.

## What is our aim?

- To reduce the number of incidents of Personal ASB as recorded by CADIS

## How will we measure success?

We will monitor the number of incidents as recorded by CADIS on a quarterly basis at the CSP Executive meetings and put in place any actions required to achieve these aims.

## What will we aim to achieve this coming year?

- Reduce the number of incidents of Personal ASB by 3%

## How will we do this?

Using CADIS, monitor locations, volume and time of ASB and apply partnership solutions.

**Theme 3:**

**Fear of Crime and ASB**

**Priority 10:**

**Level of fear of crime and ASB**

**Priority 10**

## Why is this a priority?

The level of recorded crime in Bracknell Forest continues to fall. Despite this, there is still a perception among many within our community that they are unsafe.

## What is our aim?

- To ensure that people have a realistic understanding of the levels of crime and disorder within the borough so that their fear does not become disproportionate. At the same time, we want to encourage people to take reasonable precautions to protect themselves, their neighbours and their property.
- To increase the number of those 'not very worried' and 'not at all worried' about the levels of crime in the borough

## How will we measure success?

We will survey the community in order to monitor changes in the perception of safety in comparison to previous surveys.

## What will we aim to achieve this coming year?

- Increase the number of those 'not very worried' and 'not at all worried' about the levels of crime in the borough by 5%.

## How will we do this?

- Promote good news stories, crime reduction figures and messages of reassurance through a variety of media and fora
- Support a process of communicating with neighbourhoods
- Inform the community of the levels of crime and ASB



# Contact us

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**TO: OVERVIEW & SCRUTINY COMMISSION  
2 MAY 2013**

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**EXECUTIVE KEY AND NON-KEY DECISIONS RELATING TO  
CORPORATE ISSUES  
Assistant Chief Executive**

**1 PURPOSE OF REPORT**

- 1.1 This report presents scheduled Executive Key and Non-Key Decisions relating to corporate issues for the Commission's consideration.

**2 RECOMMENDATION(S)**

- 2.1 **That the Overview and Scrutiny Commission considers the scheduled Executive Key and Non-Key Decisions relating to corporate issues appended to this report.**

**3 REASONS FOR RECOMMENDATION(S)**

- 3.1 To invite the Commission to consider scheduled Executive Key and Non-Key Decisions.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5 SUPPORTING INFORMATION**

- 5.1 Consideration of Executive Key and Non-Key Decisions alerts the Commission to forthcoming Executive decisions and facilitates pre-decision scrutiny.
- 5.2 To achieve accountability and transparency of the decision making process, effective Overview and Scrutiny is essential. Overview and Scrutiny bodies are a key element of Executive arrangements and their roles include both developing and reviewing policy; and holding the Executive to account.
- 5.3 The power to hold the Executive to account is granted under Section 21 of the Local Government Act 2000 which states that Executive arrangements of a local authority must ensure that its Overview and Scrutiny bodies have power to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive. This includes the 'call in' power to review or scrutinise a decision made but not implemented and to recommend that the decision be reconsidered by the body / person that made it. This power does not relate solely to scrutiny of decisions and should therefore also be utilised to undertake pre-decision scrutiny.

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

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues. Such advice will be sought in respect of each Executive Forward Plan item prior to its consideration by the Executive.

**7      CONSULTATION**

None.

Background Papers

Local Government Act 2000

Contact for further information

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**OVERVIEW & SCRUTINY COMMISSION**

**EXECUTIVE WORK PROGRAMME**

<b>REFERENCE</b>	1039024
------------------	---------

**TITLE:** Bracknell Town Centre Development Agreement

**PURPOSE OF DECISION:** Variations to the existing Development Agreement to enable the regeneration of Bracknell town centre to come forward as soon as possible.

**FINANCIAL IMPACT:** Outlined in the report (exempt information)

**WHO WILL TAKE DECISION:** Chief Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** None

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** Not before 1 Mar 2013

<b>REFERENCE</b>	1039026
------------------	---------

**TITLE:** Bracknell Town Centre Development Agreement

**PURPOSE OF DECISION:** Variations to the existing Development Agreement to enable the regeneration of Bracknell town centre to come forward as soon as possible.

**FINANCIAL IMPACT:** Outlined in the report (exempt information)

**WHO WILL TAKE DECISION:** Chief Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** None

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** Not before 1 April 2013

<b>REFERENCE</b>	I039652
------------------	---------

**TITLE:** Financial Reporting Process (Budget Book 2013/14)

**PURPOSE OF DECISION:** To approve the Council's "Cash" Budget Book for 2013/14.

**FINANCIAL IMPACT:** None at this time

**WHO WILL TAKE DECISION:** Executive Member for Transformation & Finance

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

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** 29 Mar 2013

<b>REFERENCE</b>	I039186
------------------	---------

**TITLE:** Discretionary Rates Relief - New Applications

**PURPOSE OF DECISION:** Discretionary Rates Relief new applications

**FINANCIAL IMPACT:** Within existing budget

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

**PRINCIPAL GROUPS TO BE CONSULTED:** Not required

**METHOD OF CONSULTATION:** Not required

**DATE OF DECISION:** 31 Dec 2013

<b>REFERENCE</b>	I040726
------------------	---------

**TITLE:** MFD Framework Procurement

**PURPOSE OF DECISION:** To approve a framework for the procurement of Multi Function Devices.

**FINANCIAL IMPACT:** Within existing budget

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

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

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** 17 May 2013

<b>REFERENCE</b>	I038042
------------------	---------

**TITLE:** Community Consultation and Engagement Services Contract Award

**PURPOSE OF DECISION:** To approve the contract award for the Community Consultation and Engagement Services Contract.

**FINANCIAL IMPACT:** Within existing budgets.

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

**PRINCIPAL GROUPS TO BE CONSULTED:** Service Efficiency Steering Group  
Corporate Management Team

**METHOD OF CONSULTATION:** Email and meetings in May 2013.

**DATE OF DECISION:** 20 May 2013

<b>REFERENCE</b>	I039436
------------------	---------

**TITLE:** Peer Review - Feedback

**PURPOSE OF DECISION:** To inform the Executive of the feedback received from the Peer Review Team

**FINANCIAL IMPACT:** Contained within report

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Chief Executive and Leader

**METHOD OF CONSULTATION:** Meetings

**DATE OF DECISION:** 21 May 2013

<b>REFERENCE</b>	I040093
------------------	---------

**TITLE:** ICT Strategy Action Plan - Progress Report

**PURPOSE OF DECISION:** To approve the updated action plan contained in the ICT Strategy 2012-2015 showing progress made to date.

**FINANCIAL IMPACT:** Nil

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Members of the following groups:

Operations Group  
 ICT Steering Group  
 Corporate Management Team

**METHOD OF CONSULTATION:** Written report.

**DATE OF DECISION:** 21 May 2013



<b>REFERENCE</b>	I040386
------------------	---------

**TITLE:** Contract Award - The Supply of Miscellaneous IT Equipment

**PURPOSE OF DECISION:** To approve the contract award for the supply of miscellaneous IT equipment.

**FINANCIAL IMPACT:** Within existing budget

**WHO WILL TAKE DECISION:** Executive Member for Culture, Corporate Services and Public Protection, Director of Corporate Services

**PRINCIPAL GROUPS TO BE CONSULTED:** Head of Procurement, ICT Category Manager, Assistant Borough Solicitor, IT Procurement Project Board.

**METHOD OF CONSULTATION:** Meeting with interested parties

**DATE OF DECISION:** 4 Jun 2013

<b>REFERENCE</b>	I040391
------------------	---------

**TITLE:** Capital Expenditure Outturn 2012/13

**PURPOSE OF DECISION:** To note outturn expenditure and financing and to approve carry forwards.

**FINANCIAL IMPACT:** None at this time

**WHO WILL TAKE DECISION:** Executive

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

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** 11 Jun 2013

<b>REFERENCE</b>	I040620
------------------	---------

**TITLE:** Revenue Expenditure Outturn 2012/13

**PURPOSE OF DECISION:** To note outturn expenditure and make recommendations to the Governance and Audit Committee on Reserves.

**FINANCIAL IMPACT:** None at this time.

**WHO WILL TAKE DECISION:** Executive

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

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** 11 Jun 2013

<b>REFERENCE</b>	I039183
------------------	---------

**TITLE:** Discretionary Rates Relief - New Applications

**PURPOSE OF DECISION:** Discretionary Rates Relief new applications

**FINANCIAL IMPACT:** Within existing budget

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

**PRINCIPAL GROUPS TO BE CONSULTED:** Not required

**METHOD OF CONSULTATION:** Not required

**DATE OF DECISION:** 28 Jun 2013

<b>REFERENCE</b>	I039715
------------------	---------

**TITLE:** Use of Bailiff Service in Revenue Services Annual Report

**PURPOSE OF DECISION:** For the Executive Member for Culture, Corporate Service and Public Protection to receive and note a summary of the extent to which Bailiff Services have been utilised during the financial year 2012 - 2013.

**FINANCIAL IMPACT:** Not applicable

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

**PRINCIPAL GROUPS TO BE CONSULTED:** Customer Contact Strategy Group.

**METHOD OF CONSULTATION:** Written report.

**DATE OF DECISION:** 28 Jun 2013

<b>REFERENCE</b>	I039874
------------------	---------

**TITLE:** Print Strategy

**PURPOSE OF DECISION:** To approve the Council's Strategy for bulk printing and local multi functional devices.

**FINANCIAL IMPACT:** Within existing budget

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Members of staff, Service Efficiency Steering Group

**METHOD OF CONSULTATION:** Staff survey

**DATE OF DECISION:** 9 Jul 2013

<b>REFERENCE</b>	I040393
------------------	---------

**TITLE:** Commitment Budget Report 2014/15 - 2016/17

**PURPOSE OF DECISION:** To approve the Commitment Budget and budget process for 2014/15 and beyond.

**FINANCIAL IMPACT:** None at this time

**WHO WILL TAKE DECISION:** Executive

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

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** 9 Jul 2013

<b>REFERENCE</b>	I040648
------------------	---------

**TITLE:** Bracknell Forest Partnership Community Engagement Strategy 2013-16

**PURPOSE OF DECISION:** To seek approval of the Bracknell Forest Partnership's Community Engagement Strategy 2013-16.

**FINANCIAL IMPACT:** From within existing budgets.

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** All member organisations of the Bracknell Forest Partnership as well as the wider voluntary and community sector, residents, businesses, town and parish councils, elected members and staff, the Council's Neighbourhood Engagement Management Group and the Community Cohesion and Engagement Partnership.

**METHOD OF CONSULTATION:** There have been two phases of consultation on the draft strategy. The first consultation took place in September 2012 to identify the strengths and weaknesses of the Partnership's engagement activity. The second, public consultation, was for 12 weeks from February to the end of May 2013, using an online and hard copy survey.

**DATE OF DECISION:** 9 Jul 2013

<b>REFERENCE</b>	I040646
------------------	---------

**TITLE:** Bracknell Forest Partnership Community Engagement Strategy 2009/13: Final Monitoring Report

**PURPOSE OF DECISION:** To report on the actions in the Bracknell Forest Partnership Community Engagement Strategy 2009/13 in its fourth and final year of implementation, and to celebrate community engagement achievements during 2012/13.

**FINANCIAL IMPACT:** All activity was supported by existing budgets.

**WHO WILL TAKE DECISION:** Executive Member for Council Strategy and Community Cohesion

**PRINCIPAL GROUPS TO BE CONSULTED:** The Council's Neighbourhood Engagement Management Group members and Community Cohesion and Engagement Partnership members.

**METHOD OF CONSULTATION:** Through meetings and by email.

**DATE OF DECISION:** 9 Sep 2013

<b>REFERENCE</b>	I039185
------------------	---------

**TITLE:** Discretionary Rates Relief - New Applications

**PURPOSE OF DECISION:** Discretionary Rates Relief new applications

**FINANCIAL IMPACT:** Within existing budget

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

**PRINCIPAL GROUPS TO BE CONSULTED:** Not required

**METHOD OF CONSULTATION:** Not required

**DATE OF DECISION:** 30 Sep 2013

<b>REFERENCE</b>	I038307
------------------	---------

**TITLE:** Corporate Asset Management Plan 2013/14 - 2015/16

**PURPOSE OF DECISION:** The Executive to agree the Council's Corporate Asset Management Plan.

**FINANCIAL IMPACT:** No financial implications

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Corporate Asset Management Group

**METHOD OF CONSULTATION:** Meetings

**DATE OF DECISION:** 15 Oct 2013

<b>REFERENCE</b>	I040163
------------------	---------

**TITLE:** Draft Revenue Budget 2014/15

**PURPOSE OF DECISION:** To approve the Council's budget proposals for consultation.

**FINANCIAL IMPACT:** Council's annual budget proposals

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Business rate payers, the Schools Forum, Parish Councils, voluntary organisations, Council officers and members and the general public.

**METHOD OF CONSULTATION:** The Council's website, a dedicated mailbox, letters to all business ratepayers and meetings with interested parties.

**DATE OF DECISION:** 10 Dec 2013

<b>REFERENCE</b>	I040395
------------------	---------

**TITLE:** Capital Budget 2014/15

**PURPOSE OF DECISION:** To approve the Council's Capital Programme proposals for consultation.

**FINANCIAL IMPACT:** The financial implications will be set out in the report.

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Business Rate Payers, the Over 50's Forum, the Schools Forum, Parish Councils and Voluntary Organisations

**METHOD OF CONSULTATION:** The Council's web site, a dedicated mailbox and a letter to all business ratepayers.

**DATE OF DECISION:** 10 Dec 2013

<b>REFERENCE</b>	I040165
------------------	---------

**TITLE:** Revenue Budget 2014/15

**PURPOSE OF DECISION:** To recommend to Council the annual budget.

**FINANCIAL IMPACT:** Council's annual budget

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Business rate payers, the Schools Forum, Parish Councils, voluntary organisations, Council officers and members and the general public.

**METHOD OF CONSULTATION:** The Council's website, a dedicated mailbox, a letter to all business ratepayers and meetings with interested parties.

**DATE OF DECISION:** 11 Feb 2014

<b>REFERENCE</b>	I040397
------------------	---------

**TITLE:** Capital Budget 2014/15

**PURPOSE OF DECISION:** To recommend to Council the Capital Programme.

**FINANCIAL IMPACT:** The financial implications will be set out in the report.

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Business Rate Payers, the Over 50's Forum, the Schools Forum, Parish Councils and Voluntary Organisations

**METHOD OF CONSULTATION:** Via the Council's web site, a dedicated mailbox and a letter to all business ratepayers.

**DATE OF DECISION:** 11 Feb 2014

<b>REFERENCE</b>	I040158
------------------	---------

**TITLE:** Financial Reporting Process (Budget Book 2014/15)

**PURPOSE OF DECISION:** To approve the Council's "Cash" Budget Book for 2014/15

**FINANCIAL IMPACT:** None at this time

**WHO WILL TAKE DECISION:** Executive Member for Transformation & Finance

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

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** 28 Mar 2014



<b>REFERENCE</b>	I039187
------------------	---------

**TITLE:** Discretionary Rates Relief - New Applications

**PURPOSE OF DECISION:** Discretionary Rates Relief new applications

**FINANCIAL IMPACT:** Within existing budget

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

**PRINCIPAL GROUPS TO BE CONSULTED:** Not required

**METHOD OF CONSULTATION:** Not required

**DATE OF DECISION:** 31 Mar 2014

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**TO: OVERVIEW AND SCRUTINY COMMISSION  
2 MAY 2013**

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**WORK PROGRAMME UPDATE REPORT  
Assistant Chief Executive**

**1 PURPOSE OF REPORT**

- 1.1 This report provides an update on the Overview and Scrutiny (O&S) Work Programme for 2012-13, with particular reference to Working Groups of the Overview and Scrutiny Commission. It also invites Members to prioritise the Commission's work for 2013-14.

**2 RECOMMENDATION**

**That the Overview and Scrutiny Commission:**

- 2.1 **Reviews the progress by the O&S Commission and the O&S Panels against the work programme**
- 2.2 **Notes the progress achieved to date by the Commission's Working Groups.**
- 2.3 **Prioritises the Commission's work in the agreed programme for 2013-14**

**3 SUPPORTING INFORMATION**

O&S Work programmes

- 3.1 The O&S Work Programme for 2012-13, incorporating where available each Chairmen's assessment of progress, is at Appendix 1.
- 3.2 The Commission's agreed work programme for 2013-14 is attached, and forms part of the annual report of O&S for 2012-13, presented to Council on 24 April.

Community Infrastructure Levy (CIL) Working Group

- 3.3 The Working Group comprised Councillors Leake (Lead Member) Angell, Mrs Birch, Heydon, Virgo and Worrall. The Group held its first meeting on 23 February 2012, and, having completed its work, its report was adopted by the Commission in January 2013. The Executive's response to the report's recommendations was considered by the Commission at its meeting on 28 March, when it was decided to write to the Leader on some issues arising from the response.

Communications Strategy Working Group

- 3.4 The Working Group, which comprised Councillors Leake (Lead Member), Gbadebo, Thompson and Wade, has now concluded. It met on 10 May to: receive a briefing, review an example of another council's communication strategy, consider the current communications arrangements, and to discuss prospective priorities and deliverables for the new strategy. At its final meeting on 17 July, the Working Group reviewed and

provided comments on the draft Communications strategy, which were taken into account before the finalised strategy was approved by the Executive on 16 October.

Delegated Authorities

- 3.5 The Working Group, comprising Councillors Angell (Lead Member), Mrs Birch, Finnie, Gbadebo and Leake met for the first time on 7 February, to receive a briefing from officers and to consider the approach to take to the review. The scope and approach was agreed at the second meeting on 28 February, when the Working Group also commenced a programme of meetings with Directors to review each department's scheme of delegation and the extent of powers delegated to officers. Further meetings are being planned, with completion anticipated in June.

**ALTERNATIVE OPTIONS CONSIDERED/ ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS/ EQUALITIES IMPACT ASSESSMENT/ STRATEGIC RISK MANAGEMENT ISSUES / OTHER OFFICERS/ CONSULTATION – Not applicable**

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**Monitoring Of Work Programme for Overview and Scrutiny in 2012/13**

The Overview and Scrutiny (O&S) Chairmen’s assessment of the progress on the work programme for O&S in 2012/13 is shown below, where the symbols represent:



Completed or on course for completion













Delayed or completion at risk



Will not be completed as planned









<b>OVERVIEW AND SCRUTINY COMMISSION</b>	<b>Status / Comment</b>
<b>Co-ordination of the work of the Overview and Scrutiny Panels</b>	
<b>Routine monitoring of the performance of the Council’s corporate functions</b>	
<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>	
<b>2013/14 Budget Scrutiny</b>	
<b>Crime and Disorder Committee</b>	
<b>Policy Development</b>	
a) To complete the Working Group contributing to the Council’s plans for the Community Infrastructure Levy.	
b) To contribute to the update of the Council’s Communications Strategy.	
c) To receive a briefing on the implications of the Localism Act for the Council, and to contribute to the formulation of the Council’s plans for the ‘Community Right to Challenge’.	
<b>Delegated Authorities</b>	
To review the scheme of delegation and the extent of powers delegated to officers.	


<b>ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL</b>	<b>Status / Comment</b>
<b>Monitoring the performance of the Adult Social Care, Health and Housing Department</b>	





<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>	
<b>2013/14 Budget Scrutiny</b>	
<b>Modernising Older People's Services</b> To complete the Working Group monitoring the proposed implementation of a wide range of measures intended to modernise and improve support for older people in the Borough.	
<b>Substance Misuse</b> To complete the Working Group reviewing the Council's response, and that of its partners, to the Government's requirements contained in its 2010 Drug Strategy.	
<b>Policy Development</b>	
a) <u>Carers' Strategy</u> – To monitor the delivery of this Strategy (Panel discussion).	
b) <u>Joint Autism Strategy</u> – To review the implementation of the Strategy (Panel discussion).	
c) <u>Personalisation</u> – An update at a Panel meeting, and depending on the outcome and the availability of resources, to review a further strand of the personalisation of Adult Social Care.	
d) <u>Adult Social Care White Paper</u> – to receive briefings on the progress of the White Paper and monitor its implementation	
e) The implementation of the new national structure for <u>Housing and Council Tax benefits</u> .	

<b>CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL</b>	<b>Status / Comment</b>
<b>Monitoring the performance of the Children, Young People and Learning Department</b>	
<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>	
<b>2013/14 Budget Scrutiny</b>	
<b>Schools Governance</b> A Working Group to review the comments by Ofsted about governance in Bracknell Forest Schools, and the arrangements being made to ascertain and	

achieve effective governance in all schools.	
<b>Policy Development</b>  To contribute to the formulation of the Council's new Early Intervention and Prevention strategy.	

<b>ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL</b>	<b>Status / Comment</b>
<b>Monitoring the performance of the Environment, Culture and Communities Department</b>	
<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>	
<b>2013/14 Budget Scrutiny</b>	
<b>Monitoring significant departmental issues:</b> <ul style="list-style-type: none"> <li>• The implementation of the Local Development Framework.</li> <li>• The implementation of the Supporting People Programme Action Plan on an annual basis.</li> <li>• The implementation of Community Planning.</li> <li>• The procurement of environmental works</li> </ul>	
<b>Highway Maintenance</b>  To complete the review of the Council's plans and performance for highway maintenance.	
<b>Commercial Sponsorship</b>  To complete the Member Reference Group exploring the possible procurement of a commercial sponsorship scheme.	
<b>Public Transport Subsidies and Concessionary Fare Support</b>  To review the proposed reductions to public transport subsidies and concessionary fare support. The Working Group might re-form to contribute to the development of a Bus Strategy for the Borough.	
<b>Policy Development</b> (the O&S input will be conducted at Panel meetings)  a) <u>Local Transport Plan</u> – To review the outcome of public consultation, and to contribute to the	

<p>development of future policy, with a particular focus on highway improvements.</p> <p>b) <u>The Environmental Management of Schools</u> – To receive progress updates.</p>	
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HEALTH OVERVIEW AND SCRUTINY PANEL	Status / Comment
<p><b>Health and Wellbeing Strategy</b></p> <p>To contribute to the development of the Council's statutory 'Health and Wellbeing' strategy [Working Group].</p>	
<p><b>Policy development and monitoring the implementation of the major changes from the 2012 Health and Social Care Act</b></p> <p>To contribute to the Council's and NHS policy development, and monitor in particular: the transfer of the Public Health responsibilities from the PCT to the Council; the creation of the GP Clinical Commissioning Group, Local HealthWatch and the new Health and Wellbeing Board; and establishing the new arrangements for Health Overview and Scrutiny. [Panel updates and a Working Group]</p>	
<p><b>Monitoring the performance and budget of the Berkshire Primary Care Trust and the NHS trusts serving Bracknell Forest</b></p> <p>[Panel updates] Member briefing sessions will be held on Stroke treatment and Mental Health issues, which may in due course lead to focussed reviews.</p>	
<p><b>Responding to NHS Consultations</b></p> <p>The Health O&amp;S Panel is a statutory consultee for any substantial variation in NHS services affecting the Borough. A major consultation is expected to occur on 'Shaping the Future', concerning hospital and community health services in East Berkshire. [Working Group]</p>	



<b>2013-14 WORK PROGRAMME - OVERVIEW AND SCRUTINY COMMISSION</b>	
1.	<b>Co-ordination of the work of the Overview and Scrutiny Panels</b>
2.	<p><b>Routine monitoring of the performance of the Council's corporate functions</b></p> <p>To include: the Corporate Performance Overview Reports; the Quarterly Service Reports of the Chief Executive's Office and the Corporate Services Department; on-going monitoring of departmental performance and expenditure; progressing the regeneration of Bracknell Town Centre; and the application of Regulation of Investigatory Powers functions.</p> <p>To receive briefings on: the Commercial Property portfolio; the work of the Economic and Skills Development Partnership; progress in implementing the Economic Development Strategy; and the implementation of the customer contact channel strategy.</p> <p>To receive briefings on the implementation of strategies where the Commission made an input to their formulation, including the Communications Strategy.</p>
3.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>
4.	<p><b>2014/15 Budget Scrutiny</b></p> <p>To review the Council's budget proposals for the Chief Executive's Office and the Corporate Services Department for 2014/15, and plans for future years. To include a discussion with the Borough Treasurer during 2013 on the evolving budgetary position. Overview and Scrutiny Panels will also scrutinise the budget proposals in their departmental areas.</p>
5.	<p><b>Crime and Disorder Committee</b></p> <p>To carry out the role of statutory 'Crime and Disorder Committee', to include an annual meeting with representatives of the Community Safety Partnership, and relationship building with the Police and Crime Commissioner. Particular attention will be given to measures to tackle domestic violence and anti-social behaviour.</p>
6.	<p><b>Other Policy Development</b></p> <p>d) To keep a watching brief on the introduction of the Community Infrastructure Levy.</p> <p>e) To form a Working Group to review the impact of <u>Re-Localisation of Business Rates</u>, and the connection with economic development initiatives.</p>
7.	<p><b>Delegated Authorities</b></p> <p>To complete the Working Group reviewing the scheme of delegation and the extent of powers delegated to officers.</p>

<b>FUTURE PROPOSED REVIEWS</b> (Unlikely to be resourced until 2014/15 or later)	
<u>Overview and Scrutiny Commission</u>	
1.	<b>Economic Development</b>  To review the implementation and outcomes of the Local Economic Development Strategy
2.	<b>Procurement</b>  To review the Council's procurement procedures.