

## Notice of Meeting

### Adult Social Care, Health and Housing Overview and Scrutiny Panel

Councillor Tullett (Chairman),  
Councillor Mrs Mattick (Vice-Chairman),  
Councillors Allen, Atkinson, Bhandari, Brossard, Finch,  
Mrs L Gibson, MJ Gibson, McLean, Skinner and Temperton  
Dr David Norman, Co-opted Representative



#### Also Invited:

Mark Sanders, Healthwatch Bracknell Forest Observer  
Councillor Dale Birch, Executive Member Adult Services, Health and Housing

**Thursday 5 September 2019, 7.30 - 9.30 pm**  
**Council Chamber - Time Square, Market Street, Bracknell,**  
**RG12 1JD**

### Agenda

Item	Description	Page
1.	<b>Apologies for Absence/Substitute Members</b>	
	To receive apologies for absence and to note the attendance of any substitute Members.	
2.	<b>Minutes and Matters Arising</b>	3 - 14
	To approve as a correct record the minutes of the meeting of the Adult Social Care, Health and Housing Overview and Scrutiny Panel meeting held on 16 July 2019.  To review the Actions Log arising from the Minutes and to provide an update on any issues arising since the last meeting.	
3.	<b>Declarations of Interest and Party Whip</b>	
	Members are asked to declare any disclosable pecuniary or affected interests 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.  Any Member with a Disclosable Pecuniary 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.  Any Member with an Affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the	

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	meeting.	
4.	<b>Urgent Items of Business</b>	
	Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	
5.	<b>Public Participation</b>	
	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.	
6.	<b>Transformation Review</b>	
	Using the evidence pack which is to follow, the Panel will consider the following questions: <ol style="list-style-type: none"> <li>1. The transformation programme has been going for 18 months. What proof is there of its impact? What lessons do we need to learn and what needs to change?</li> <li>2. How has the voice of the customer/carer made a difference to service provision? How has the conversations model made a difference and what is the impact?</li> </ol>	
7.	<b>Executive Forward Plan</b>	15 - 16
	To consider scheduled Executive Key and Non-Key Decisions relating to Adult Social Care, Health and Housing.	

Sound recording, photographing, filming and use of social media is permitted. Please contact Kirstine Berry, 01344 354068, [kirstine.berry@bracknell-forest.gov.uk](mailto:kirstine.berry@bracknell-forest.gov.uk), so that any special arrangements can be made.

Published: 28 August 2019

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### **ADULT SOCIAL CARE, HEALTH AND HOUSING OVERVIEW AND SCRUTINY PANEL**

**16 JULY 2019**

**7.30 - 9.40 PM**



**Present:**

Councillors Tullett (Chairman), Mrs Mattick (Vice-Chairman), Allen, Atkinson, Bhandari, Brossard, Finch, Mrs L Gibson, MJ Gibson and Temperton

**Observer:**

Mark Sanders (Healthwatch Bracknell Forest Observer)

**Executive Members:**

Councillor D Birch

**Also Present:**

Max Baker, Head of Planning, Bracknell Forest Council  
Sharon Warner, Head of Housing and Benefits, Bracknell Forest Council  
Melanie O'Rourke, Assistant Director: Adult Social Care Operations  
Sarah Gee, Assistant Director: Early Help and Communities  
Ellie Eghtedar, Interim Head of Housing  
Cynthia Folarin, Consultant in Public Health  
Councillor Peter Heydon, Executive Member for Transformation and Finance  
Councillors Brown and Neil

**Apologies for absence were received from:**

Councillors McLean, Skinner, Mrs Hamilton and Ms Hayes

**14. Minutes and Matters Arising**

**RESOLVED:** that the Minutes of the Adult Social Care, Health and Housing Overview and Scrutiny Panel held on 4 June 2019 be approved as a correct record, and signed by the Chairman.

There were no comments arising from Members from the Action Log and there were no issues arising since the last meeting.

The Chairman gave congratulations to Nikki Edwards, Executive Director: People and her team on behalf of the Panel for the successful inspection by the Care Quality Commission (CQC) of New Hope run by the Drug and Alcohol Action Team (DAAT) at Bracknell Forest Council. He commented in particular on the fact that working relationships in respect of the Learning Disability Team were found to be 'Outstanding' in the report.

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

There were no declarations of interest relating to any items on the agenda, nor any indication that Members would be participating under the party whip.

**16. Urgent Items of Business**

There were no urgent items of business.

**17. Public Participation**

No submissions had been made by members of the public under the Council's Public Participation Scheme for Overview and Scrutiny.

**18. Executive Forward Plan**

Councillor Dale Birch, Executive Member for Adult Services, Health and Housing provided the Panel with a verbal update on the Executive Work Programme.

With reference to IO84567, Safeguarding Partnership Arrangements, the Panel were advised that:

- Joint Safeguarding arrangements were to be presented to the Executive on 23 July 2019 and were based on the work that had been done last year when the Panel were advised that the joint arrangements were being reviewed.
- During the examination of safeguarding it had been decided to establish our own separate safeguarding board but the major change was that instead of it being solely a safeguarding adults board, it was now a joint adults and children's safeguarding board.
- The main board would have statutory partners on it.
- It was complex to bring the two structures together. The children's side of safeguarding was heavily steeped in legislation with statutory posts etc, and the adults side had a less statutory function.
- The main board will consist of Police, Health and Local Authority who would meet four times a year and would pass to the relevant children's /adults board the policy changes, monitoring and performance data, and then those boards would manage the day to day elements and appoint task and finish groups to do the routine work, such as significant reports.
- There would be professionals with children's and adults experience working on the same disciplinary teams so that there were no gaps.
- The report was in the public domain in the agenda for next week's Executive and Members were advised to review it.

Looking forwards in the Executive Forward Plan, one of the items for September when Members would get to see it was the Safeguarding Adults Report. After this report, future reports would be joint.

The only other scheduled item in September was the Annual Complaints Report for the department which would be brought to the Executive through the usual channels.

Members were advised that the new Council plan in September would determine what the departments would be putting up for decision and the associated timings.

There were no questions from Members.

**19. Workshop to develop proposals for the Overview and Scrutiny Work programme**

The Chairman introduced the workshop and outlined that the objective of the workshop was to generate a list of topics for scrutiny. The list of topics would be submitted to the Overview and Scrutiny Commission for consideration and would

contribute to the development of the Panel's work programme for the coming months and years.

As a result of discussions between the Chairman, Vice Chairman, Executive Member for Adult Services, Health and Housing, Executive Director: People and departmental Associate Directors, 2 workstreams for scrutiny's contribution had been identified:

- The Integrated Care System (ICS)
- Development of the Housing Strategy for Bracknell Forest

The Chairman invited everyone present at the meeting, where appropriate, to take part in and contribute to the workshop so that a range of ideas, views and opinions could be captured.

Councillor Dale Birch, Executive Member for Adult Services, Health and Housing provided the workshop with a brief overview of the ICS. He advised the workshop that:

- The ICS footprint covered East Berkshire, Northants, Surrey Heath and South Buckinghamshire and covered a population of approximately 750,000 people.
- The ICS was created via the National Health Service (NHS) as an entity but had no legislation in support of it yet, but that legislation was planned and was going out to consultation to formally describe how the ICS would be used across the footprint in the future.
- The funding of the ICS was designed to save the NHS £20 billion. Part of the rationale was to share health and social care and join them up sharing them with the partners in the system.
- As a Local Authority we needed to make sure our plans showed due regard to NHS partner plans and vice versa. It was also necessary to ensure that the messages coming out of the NHS colleagues and partners were put into plain language and delivered to residents in a clear and understandable way.

Melanie O'Rourke, Assistant Director Adult Social Care, introduced the Frimley System ICS-Bracknell Forest Council Focus, Plan on a Page to the workshop and explained that it:

- Provided the workshop with the Bracknell perspective.
- The left hand column were the priorities set by the ICS that related to the NHS 5 year plan. The NHS 10 year plan had been introduced and the 5 year plan would be refreshed but was anticipated to be very similar.
- The middle column described what it meant to Bracknell.
- The right hand column described the golden thread and the planned activity that drew what Bracknell was doing back to the ICS priorities.

Further detail was provided that related to each of the ICS priority areas for Bracknell Forest's activity:

- Priority 1. Cynthia Folarin, Consultant Public Health, was involved in many of the projects as many of them were public health related. The list of activities in the middle column described what Bracknell Forest were doing to deliver the priority 1 objective of the ICS.
- Priority 4. Bracknell Forest will be required to interact with the new primary care networks (PCNs) to contribute to this objective.
- Priority 5. Further details were available to support reducing health inequalities which sat with Public health. The facts around prevalence could be shared in the workshops if required.

There were 4 groups of 6 people in the workshop. Officers, Members and members of the public were distributed between the groups evenly.

The groups were provided with hard copies of:

- The Council Plan 2015-2019 Strategic Themes
- Frimley System ICS-Bracknell Forest Council Focus Plan on a Page

The Chairman asked them to consider the following questions that related to the ICS workstream and how it interacted/intersected with the residents of Bracknell Forest and complete a weighted decision matrix for each question.

Question 1. What are Members' key local priorities against the Plan on a Page?

Question 2. Bearing in mind their own Ward, which issues/areas that affect each Councillor's residents match the Plan on a Page?

The results of the discussions and the associated weightings from each workshop table were then fed back and input live to a master decision matrix so that the whole workshop could see the topic suggestions and the relative scores.

Councillor Dale Birch, Executive Member for Adult Services, Health and Housing provided the workshop with a brief overview of the development of a housing strategy for Bracknell forest. He advised the workshop that:

- Scrutiny had been invited to take part in the development of the housing strategy at the earliest stage.
- He hoped some of the myths surrounding the topic of housing would be busted. For example, the idea that if you build more affordable homes you can eliminate homelessness entirely. This was not the case as homelessness is complex and multi-faceted.
- The information provided again was set in the council context.
- A Local Authority had to work to within a statutory framework in meeting duties to homeless households and those in housing need.
- There was a need to understand what types of dwellings/housing were needed in the future so a lot of data will need to be gathered to understand future housing needs including for affordable and specialist housing.
- Planning has a role in supporting the delivery of new homes as detailed in the 'Housing in Bracknell on a page' sheet circulated in advance. Max Baker, Head of Planning was in attendance at the workshop because of that role.
- Another overlap was with public health. One of the key determinants of health was housing so it was necessary to have a strategy that reflected the makeup and needs of the local population.
- The Housing Roles and Responsibilities on page 19 of the agenda summarised the key areas of local housing roles and responsibilities within Bracknell Forest that made up 'Housing' within the Borough.

Sarah Gee, Assistant Director Early Help and Communities provided the workshop with a brief presentation in addition to the agenda papers. In addition to the detail on the slides the workshop were advised that:

- Anna Smy was in attendance at the workshop representing the Public Protection Partnership (PPP) the Council's shared service with West Berkshire, Wokingham and Bracknell. Anna had provided a handout

summarising PPP's Housing priorities and this was provided in hard copy for the workshop on their tables.

- Ellie Eghtedar, Interim Head of Housing and Sharon Warner, Head of Welfare and Housing were also in attendance at the workshop to provide input.
- Legislation enacted in April 2018 required the Local Authority (LA) to be proactive in preventing and relieving homelessness and to intervene as early as possible.
- Housing associations which are non-profit housing providers, are regulated by the state. The LA had no regulatory role or control over them but did try to work with them in partnership. Many housing associations now manage and develop a range of tenures including private market rented, shared ownership, intermediate rents and other products as well as social rent housing.
- In 2008 Bracknell Forest Council had transferred its housing stock to a registered provider in Bracknell now called Silva homes.
- Temporary or emergency accommodation owned by the Council and its housing company (Downshire Homes) provided around 160 homes for homeless households whilst their needs were assessed and also shared housing for people with learning disabilities.
- The private rental sector (PRS) has an important role in meeting local housing needs, as turnover in existing stock and the supply of new affordable housing is not sufficient to meet all of the needs presenting. The PRS has doubled in the last decade and 20% of households now live in a privately rented property – this included a growing number of families.

Following Sarah's presentation, the Chairman reconvened the workshop. The groups were provided with hard copies of:

- Housing in Bracknell – An Overview July 2019 as presented by Sarah Gee at the meeting
- PPP Priority – Housing, Plan on a Page as brought to the meeting by Anna Smy

The Chairman asked the groups to consider what their vision for housing in Bracknell Forest might be. This was captured as an open qualitative response.

The groups were also asked to consider the following questions that related to the Development of the Housing Strategy for Bracknell Forest workstream and complete a weighted decision matrix for each question.

- Question 3. What top three things should the revised Housing Strategy focus upon?
- Question 4. What are the key challenges for housing in Bracknell Forest?

Those present at the workshop were able to answer question 3 and feedback.

The results of the discussions and the associated weightings from each workshop table were then fed back and input live to a master decision matrix so that the whole workshop could see the topic suggestions and the relative scores.

The Chairman partially concluded the workshop by briefly talking through the raw data that had been collected live on the screens and asked if anyone would like to stay to answer question 4.

In answering question 4, the workshop was reduced to two groups as a result of time pressures.

The Chairman thanked everyone for their input.

**Action: Councillor Tullett/Councillor Mattick**

Following the workshop:

- The collated vision statements for housing in Bracknell Forest will be provided to Sarah Gee, Assistant Director Early Help and Communities and Councillor Dale Birch, Executive Member for Adult Services, Health and Housing for consideration during the development of the Housing Strategy
- The weighted decision matrices will be consolidated to form a ranked topic suggestion list and will be submitted to the Overview and Scrutiny Commission to form the basis of suggested topics to form the Adult Social Care, Health and Housing Overview and Scrutiny work programme for the coming months and years.
- The suggested topics that are included in the final work programme commissioned by the Overview and Scrutiny Commission will be dealt with separately as task and finish groups.
- Separately and to be discussed outside of the workshop, it was suggested that Members who had a particular interest in a subject that had been raised at the workshop could take a watching brief on that topic, scanning the external environment to identify any matters that might require scrutiny and bringing those suggestions the attention of the Panel and the Overview and Scrutiny Commission for consideration as they arose.

20. **Date of Next Meeting**

The next meeting of the Adult Social Care, Health and Housing Panel has been scheduled for 05 September 2019.

**CHAIRMAN**



# Actions Log

## Adult Social Care, Health & Housing Overview and Scrutiny Panel From Minutes of Meetings

Key: Grey = Action Complete

Action/Information Request	Response
<p><b>(From 15 January 2019 Meeting)</b> <b>Item 34. Minutes and Matters Arising</b></p> <p>The sixth Bulletin supplied by the East Berkshire CCG about “The Big Conversation”, had been circulated to Members. Members asked what impact the “Feeling Unwell?” communications piece which signposts people to the correct service, had been.</p> <p>ACTION: Janette Fullwood, Head of Children, Young People’s and Families: East Berkshire Clinical Commissioning Group (CCG) confirmed she would look at the specific impact of the “Feeling Unwell?” information piece and advise the Panel.</p>	<p>On 16 July 2019 Kirstine Berry, Governance and Scrutiny Co-ordinator supplied the ICS winter and Easter system resilience communication campaign evaluation supplied by Sabahat Turk Hassan, Senior Social Marketing and Communications Manager East Berkshire CCG to Members, Substitute Members, co-opted members and colleagues of the Adult Social Care, Health and Housing Overview and Scrutiny Panel via email.</p>
<p><b>(From 4 February 2019 Meeting)</b> It was raised with Catriona Khetyar, Head of Medicines Optimisation: East Berkshire Clinical Commissioning Group</p>	<p>A meeting was held at the Bracknell Council Offices on 21 June 2019 with Councillor Isabel Mattick, Damian James, Assistant Director: Contract Services, Claire Pike, Head of Environmental Services</p>

Action/Information Request	Response
<p>(CCG) that the collection of sharps boxes was an issue. Patients using sharps were no longer able to take them back to GP surgeries, the boxes had to be left out in patients' front gardens between 7am and midnight for collection. Strangers had entered people's gardens and were looking at the sharps boxes. It was suggested that there needed to be a central point to drop off sharps boxes.</p> <p>Catriona Khetyar, Head of Medicines Optimisation: East Berkshire Clinical Commissioning Group (CCG) agreed to take this suggestion back to the CCG for consideration.</p> <p><b>Action:</b> Kirstine Berry, Governance and Scrutiny Co-ordinator to contact Catriona Khetyar to obtain an update and clarify for the Panel who is responsible for the policy for and responsibility of the collection of sharps.</p>	<p>and Catriona Khetyar, Associate Director Medicines Optimisation, East Berkshire Clinical Commissioning Group (CCG) who dialled in, to discuss the current process for the collection of sharps clinical waste within the Borough.</p> <p>A new proposal for the collection and disposal of sharps within the Borough was currently being worked on but a permit from the Environment Agency was required. It was anticipated that the Environment Agency might take approximately 3 to 6 months to issue the permit. Damian James will provide a further update when he hears from the Environment Agency.</p>

<p><b>(From 16 July 2019 meeting) Item 19 Workshop to develop proposals for the Overview and Scrutiny Work programme</b></p> <p><b>Action: Councillor Tullett/Councillor Mattick</b></p> <ul style="list-style-type: none"> <li>• The weighted decision matrices will be consolidated to form a ranked topic suggestion list and will be submitted to the Overview and Scrutiny Commission to form the basis of suggested topics to form the Adult Social Care, Health and Housing Overview and Scrutiny work programme for the coming months and years.</li> <li>• The suggested topics that are included in the final work programme commissioned by the Overview and Scrutiny Commission will be dealt with separately as task and finish groups.</li> </ul>	<p>Councillor Tullett, Chairman of the Adult Social Care, Health and Housing Overview and Scrutiny Panel will submit a Chairman's report to the Overview and Scrutiny Commission for the meeting of the O&amp;S Commission on 19 September 2019. This report will provide the consolidated weighted decision matrices to form a ranked topic suggestion list for consideration in the development of the Overview and Scrutiny Commission work programme for the coming months and years.</p> <p>The suggested topics that are included in the final work programme commissioned by the Overview and Scrutiny Commission will be dealt with separately as task and finish groups.</p>
<p><b>(From 16 July 2019 meeting) Item 19 Workshop to develop proposals for the Overview and Scrutiny Work programme</b></p> <p><b>Action: Councillor Tullett/Councillor Mattick</b> Following the workshop:</p>	<p>On 24 July 2019, Kirstine Berry, Governance and Scrutiny Co-ordinator supplied a copy of the raw qualitative responses given by attendees at the workshop to Councillor Birch, Executive Member for</p>

<ul style="list-style-type: none"><li>The collated vision statements for housing in Bracknell Forest will be provided to Sarah Gee, Assistant Director Early Help and Communities and Councillor Dale Birch, Executive Member for Adult Services, Health and Housing for consideration during the development of the Housing Strategy</li></ul>	Adult Services, Health and Housing and Sarah Gee, Assistant Director Early help and Communities via email. The question attendees had been asked was: What is your vision for housing in Bracknell Forest?
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**Issues Arising Since the Last Meeting on 16 July 2019  
Updated 23 August 2019**

Issue Arising	Action taken
<p><b>Healthwatch Annual Report</b></p>	<p>Kirstine Berry, Governance and Scrutiny Co-ordinator circulated the Bracknell Forest Healthwatch Annual Report for 2018/19 to Members, Substitute Members, Co-opted members and colleagues of the Adult Social Care, Health and Housing Overview and Scrutiny Panel via email on 23 July 2019. Comments/questions/observations relating to the report were invited from members in advance of the next Panel meeting date of 5 September 2019.</p> <p>The report was also circulated more widely via Democracy Snapshot which is an internal newsletter targeted towards all Bracknell Forest Councillors.</p> <p>On 23 August 2019 Kirstine Berry, Governance and Scrutiny Co-ordinator advised that no comments/questions/observations had been received from members of the Panel.</p>

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## ADULT SOCIAL CARE, HEALTH & HOUSING OVERVIEW & SCRUTINY PANEL

### EXECUTIVE WORK PROGRAMME

<b>REFERENCE:</b>	I085918
<b>TITLE:</b>	Heathlands Redevelopment
<b>PURPOSE OF REPORT:</b>	For the Executive to approve the decision to appoint the contractor, in line with the procurement plan, for the RIBA Stage 3 design which will enable the Council to submit a planning application and progress with costings for the enabling/main works stages. The report also provides an update on the principles of Provider arrangements.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	24 Sep 2019
<b>FINANCIAL IMPACT:</b>	The project requires capital funding for the proposed new facilities including contribution from the NHS. Start up and operational costs have been modelled.
<b>CONSULTEES:</b>	East Berkshire CCG, Frimley Health NHS Foundation Trust for and the Local Planning Authority.
<b>CONSULTATION METHOD:</b>	Meetings and email consultation with key partners.

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