

## OVERVIEW AND SCRUTINY COMMISSION

17 July 2008

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

#### 1 INTRODUCTION

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

#### 2 SUGGESTED ACTION

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

#### 3 SUPPORTING INFORMATION

##### Overview and Scrutiny Annual Report

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

##### Structure of Overview and Scrutiny

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

##### Overview and Scrutiny Working Groups

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

##### Overview and Scrutiny Commission

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

#### Environment and Leisure O&S Panel

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

#### Health O&S Panel

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

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

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

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

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

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

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

#### Other issues

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

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

#### Background Papers

Overview and Scrutiny Work Programme, 2007/08

#### Contact for further information

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## OVERVIEW AND SCRUTINY WORKING GROUPS – 2007/08

Position at 2 May 2008

(Shaded rows indicates completed reviews)

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

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

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

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

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

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

Services & Children's Centres (Joint with LL&CS OSP)	Mrs Birch, Mrs Angell, Mrs McCracken, Burrows, Beadsley	Symonds / Karen Frost	Dover					September 07 Met a variety of key people. Visited Children's Centres & ASGs Visits to Birch Hill and Sandy Lane primary schools in April. Also visit to Portsmouth L.A. TBA
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Joint East Berkshire Health Overview and Scrutiny Committee								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Hospital Discharge Procedures	Baily, Coad (Slough BC), Napier (RB W&M)	N/A	Andrew Scott (RB W&M) [Katie Dover to liaise]					Last meeting held on 17.4.08
Annual Health Check	All committee members allowed to contribute	N/A	Katie Dover/RB	N/A	√	√	N/A	<b>Completed</b> – O&S comments sent formally on 28.3.08

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

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