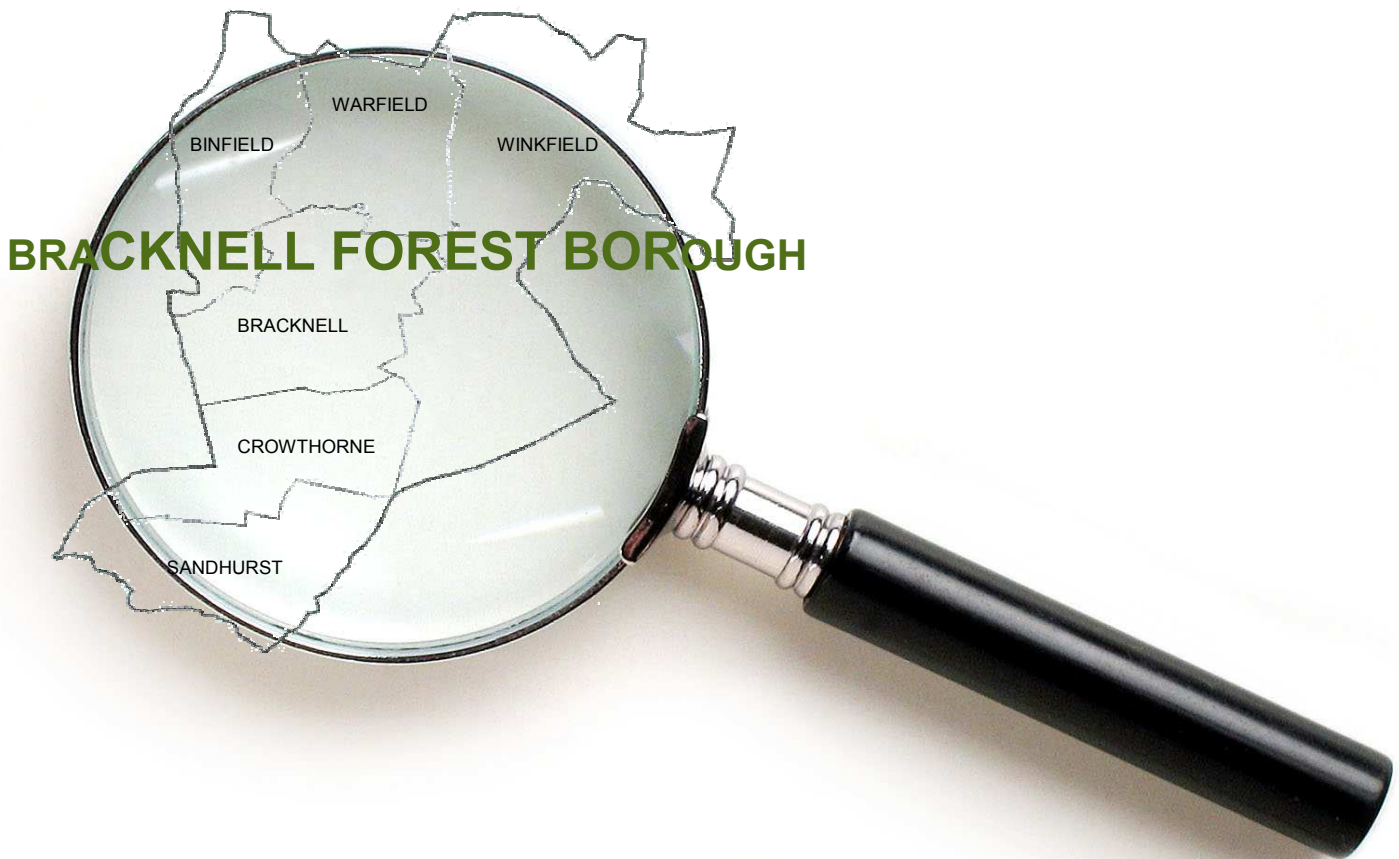


DRAFT 09.03.09

# OVERVIEW AND SCRUTINY ANNUAL REPORT 2008/09



Helping to make Bracknell Forest a place where all people can thrive: living,  
learning and working in a clean, safe and healthy environment



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# FOREWORD

It gives me great pleasure in presenting this report on Overview and Scrutiny (O&S) to full Council and to reflect upon how this authority has been developing its skills over the last year.

The success of the O&S process does not manifest itself only in the number of reviews it does but in the meaningful contribution the recommendations in these reviews make to local governance and the way in which they are absorbed into the Executive decision making process.

Unless non-executive members can see that their contribution to the administration of the Council has value problems will arise over 'ownership' of what we, as Councillors, seek to achieve on behalf of our electorate; who have entrusted us with the authority to act on their behalf to improve the quality of their lives.

In a recent document published by the Leadership Centre for local government the Deputy Leader of the Local Government Association wrote:

*'I urge all authorities to consider how scrutiny can best contribute to the overall governance of the Council and the improvement of outcomes for local residents and communities. If Overview and Scrutiny members are not able to make this contribution in the most effective way possible the Council is squandering one of the most valuable resources it has – the time, energy and commitment of its elected members.'*

I associate myself with these remarks entirely and it has long been my belief that Members, both Executive and non-Executive, have a duty and a responsibility to show leadership in this respect and get fully involved in the scrutiny process.

Throughout the year a number of Councils have come to Bracknell Forest to discuss the matter of scrutiny with us. In many respects we are regarded to be ahead of the game; but we would be very foolish to believe there is not still a great deal we have to do and there is certainly no room for complacency.

This year we have consolidated the practice of holding quarterly meetings with Directors and Executive Members to discuss departmental matters and set sensible and appropriate agendas for Panel meetings. Several meaningful reviews have been completed and we are now in the process of planning the scrutiny programme for the next Municipal year; further details about this are included elsewhere in this document.

Our excellent officer team has recently been strengthened and we are now able to carry out research on behalf of scrutiny Panel members to ensure that their efforts are not wasted by being overtaken by events. Our intention is to create a system whereby we can monitor the recommendations made by our review groups, ensuring that our claims to success are evidence based and subject to inspection by outside statutory agencies.

In conclusion, it is essential that we continue to work towards performance improvement in our scrutiny systems with the one aim of providing a strong, responsible, challenging and influential input to policy making in Bracknell Forest Council, in a way that is instantly acknowledged, respected and recognised by both by officers and Executive members alike.

I commend this report to Council.



**Councillor RC Edger OBE**

**Chairman Overview and Scrutiny Commission**

**February 2009**



**Overview and Scrutiny Chairmen and Vice Chairmen 2008/09.**  
From the left: Councillors Finnie, Ms Whitbread, Edger, Brunel-Walker,  
Leake, McLean, Virgo, and Mrs Birch.

# INTRODUCTION TO OVERVIEW AND SCRUTINY

## What is Overview and Scrutiny?

Overview and Scrutiny (O&S) is a legal requirement which was introduced by the Local Government Act 2000. O&S is a process that allows elected Members (Councillors) to examine, question and evaluate various functions of the Council and other providers of public services on behalf of the public in an open and effective way.

The aim of O&S is to improve public services and quality of life for local residents. Its main value is in holding the Council and other service providers to account, rigorously monitoring performance and in its capacity to inform and influence the actions of the Council and its partners.

Overview and Scrutiny has five broad functions;

- Holding the Council's Executive to account in the public interest. This enables more transparent and effective decision making. This includes the power to 'call-in' a decision made by the Executive that has not yet been implemented. This effectively freezes the decision and allows the Commission and the Panels to consider the decision further and then to make recommendations, if appropriate, to the Executive.
- Supporting the development of effective policies and initiatives which have a beneficial impact on the community through policy review and development.
- Contributing to continuous improvement in services through monitoring quarterly departmental performance reports and the implementation of improvement plans.
- Having a positive impact on the work and outcomes of external agencies and providers of public services.
- Aiding councillors in engaging with their communities and playing the role of community representatives and leaders.

## The structure of Overview and Scrutiny at Bracknell Forest

The yearly budget and plans for the Council's policies are agreed by Council (42 elected Members). The Council elects one of its members to be the Leader of the Council. The Leader then appoints the other Executive Members who together make most of the major day to day decisions whilst working within the overall budget and policy framework set by the Council.

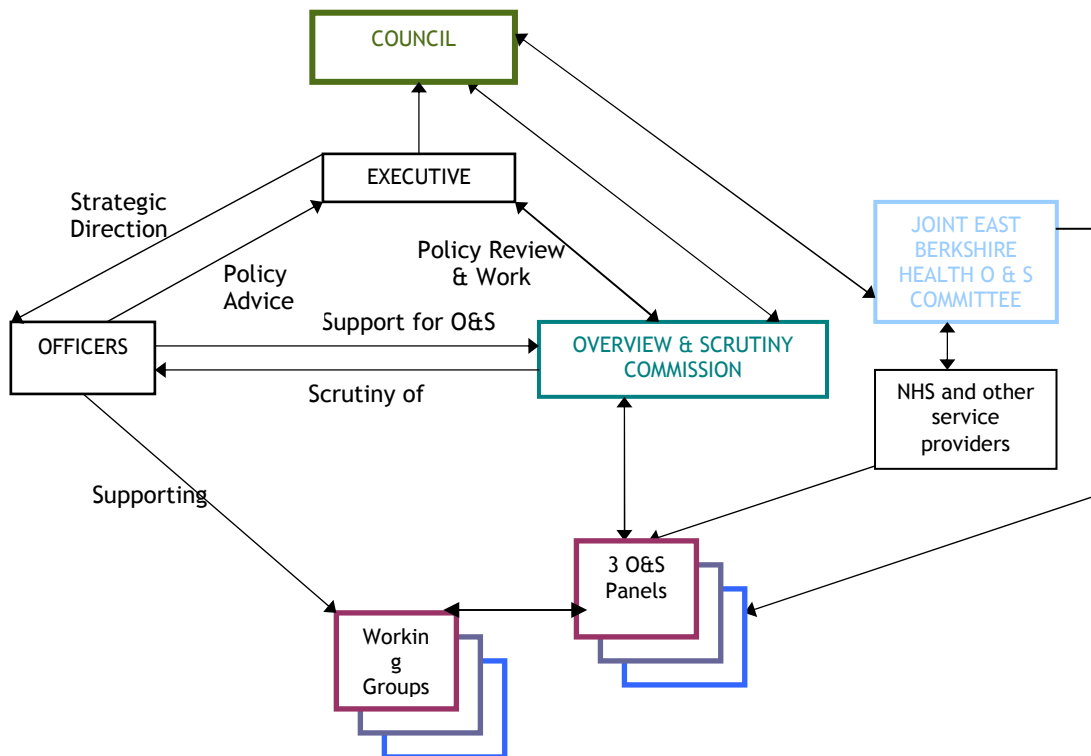


Diagram showing the structure of Overview and Scrutiny at Bracknell Forest Council

Overview and Scrutiny allows the non-Executive Members of the Council to hold the Executive Members to account for the decisions they make, and the Council’s performance. O&S Members examine decisions taken and carry out reviews looking at policies that are important to local residents. Changes to improve matters are recommended; this is not limited to monitoring the Council, it can be applied to any agency such as the Police or NHS, whose activities affect local residents.

In Bracknell Forest O&S is carried out by three Panels and the coordinating O&S Commission. The coordination role of the Commission includes developing a work programme of O&S reviews and policy development projects and, with Council approval, appointing a number of Overview and Scrutiny Panels. This structure is kept under review to ensure it remains efficient.

Each of the Panels and the Commission is made up of elected non-Executive Members of the Council (full details of O&S Membership can be seen on page 24). As well as Council Members, some of the Panels include other representatives such as Church, Parent

Governor and Teacher Representatives. Residents are encouraged to contribute ideas and concerns to the meetings of the O&S Commission and the Panels.

In addition, the Council participates in the Joint East Berkshire Health (JEBH) O&S Committee in conjunction with Slough Borough Council and the Royal Borough of Windsor and Maidenhead Council. This Committee looks at health issues across East Berkshire.

Much of the detailed O&S work is carried out by Working Groups. These groups carry out investigations by collating relevant evidence and information and then producing a report on the specific issue. Council officers, expert witnesses, Partners and service users participate in these O&S reviews. Site visits may be carried out and independent research may be considered.

### Organisation of Overview and Scrutiny Work

In addition to its coordination and general role, the O&S Commission specifically concentrates on the activities of the Council's Chief Executive's Office and the Corporate Services Department, with the same functions as the Panels below; it receives information on the Council's audit functions; and it undertakes its own cross-cutting reviews when required.

The work of the Commission and Panels is steered by a work programme which is agreed by the Commission at the beginning of each municipal year in consultation with the Executive and Corporate Management Team. The work programme features policy reviews and performance monitoring in relation to policy objectives, performance targets and particular service areas through regular performance/audit reports and budget consultation and monitoring. The work programme is flexible, allowing the addition of new reviews as the need arises.

### The Overview and Scrutiny Officer Team

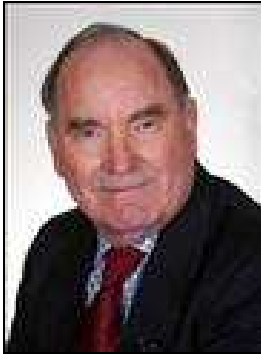
2008/09 has seen a staffing restructure. At the beginning of the year the O&S officer team consisted of one full time officer and two part time officers. The team now has three full time officers.

Bracknell Forest's O&S arrangements are independently assessed by the Audit Commission and in their most recent report of February 2008 the auditors stated:

*"Scrutiny capacity to challenge and support the Council's executive is good. It has good officer support and engages actively in the scrutiny of performance and decision-making."*



# OVERVIEW AND SCRUTINY COMMISSION



Councillor Bob Edger OBE

Chairman, Overview and Scrutiny Commission

The Overview and Scrutiny (O&S) Commission co-ordinates the work of the O&S Panels and reviews corporate issues concerning the whole Council. The co-ordination role includes appointing Panel Members, programming O&S reviews and approving reports on them. Regularly scrutinised items include the quarterly Corporate Performance Overview Reports, the Performance Monitoring Reports for the Chief Executive's Office and the Corporate Services Department, and the plans and reports of internal and external audit. A wide range of matters is reviewed on a more ad-hoc basis, such as the Council's risk management arrangements, and information systems. The Commission regularly monitors the forward plan of the Council's Executive, with the Executive Member for Leisure, Corporate Services and Public Protection routinely attending the Commission's meetings, and other Executive Members attending as necessary.

## Performance monitoring

Overview and Scrutiny continues to make an important contribution to the Council's very effective performance management arrangements. Our on-going reviews of the Performance Reports for the Chief Executive's Office, the Corporate Services Department and the Council as a whole enabled us to question Executive members and officers on matters as diverse as Neighbourhood initiatives, the provision of telecommunications, the performance figures concerning crime and the fear of crime, and various other issues.

The O&S Commission has not had occasion to make or review any 'call-ins' during 2008/09.

## Internal and External Audit

The Commission maintained a watching brief on the plans and reports of internal and external audit. The Audit Commission's Relationship Manager for the Council presented to us their Annual Audit and Assurance Letter, and the Council's Head of Audit and Risk Management met with us during the year. This allowed us to monitor the strength of the Council's governance, financial and other key controls, and value for money, and we received answers to our questions on the relatively few areas of weakness found by audit.



The O&S Commission meeting at Sandhurst Town Hall, 5 June 2008

Two governance issues which the Commission considered in some depth during the year were:

- Procurement - following presentation of the Annual Report where cases of off-contract spending were highlighted, we sought further information from the Head of Procurement on procurement approvals, levels of off-contract spend and whether further centralisation of procurement was appropriate. The Commission received satisfactory answers.
- Risk Management, where we were concerned at the rate of progress in recording the actions to address strategic risks, where good progress is now being made.

### Budget scrutiny

The O&S Commission, together with the O&S Panels, examined the Council's revenue and capital budget proposals for 2009/2010, along with the proposed fees and charges for Council Services. In readiness for this, members received professional training on budget scrutiny during the year. Our views were reported to Council as part of the open consultation on the budget.

### Responding to Consultations

The O&S Commission responded on behalf of the Council to the Government's consultation 'Communities in control: real people, real power improving local accountability'. This is part of the wider changes to legislation affecting O&S nationally, which we are contributing to and stand ready to implement.

### Attendance of the Council's Executive Members at O&S Meetings

Acting on the advice of the Borough Solicitor, in 2008/09 the O&S Commission and the O&S Panels all resolved to require each Executive Member to attend its meetings whenever the agenda of the meeting includes a matter which falls within the relevant portfolio of the Executive Member, unless the Chairman shall have confirmed that there are no matters which require the Executive Member's attendance. The background to this is that the Government's Model Code of Conduct for Councillors precludes Executive Members from remaining in the Council Chamber when the Commission (or one of the Panels) considers an Executive decision which they made or which was made at a meeting of the Executive which they attended. This is at odds with the Local Government Act which empowers O&S to require the attendance of Executive Members and officers, and the Code is therefore unworkable. The Council is suggesting to Government that the Code should be changed.

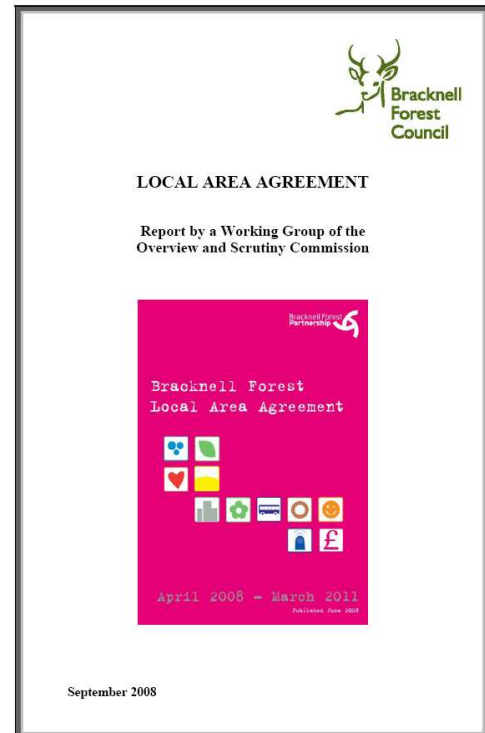
## Review of the Local Area Agreement

This is a significant development for O&S nationally. The Commission formed a working group to: contribute to shaping the improvement priorities for Bracknell Forest's new Local Area Agreement (LAA); ascertain examples of good practice of scrutinising LAAs; explore with partners how O&S could be used in a positive and meaningful way in relation to the LAA; and establish effective arrangements for O&S of the LAA and Sustainable Community Strategy (SCS). This confirmed that the Council's O&S function has two principal purposes: to carry out O&S in relation to the Council's own contribution to the SCS and LAA, in dialogue with Councillors and Council officers; and in collaboration with those charged with ensuring accountability in the BFP partner organisations, to coordinate a programme of O&S of major issues of interest to the partnership as a whole. Through this report, we have gained widespread agreement to how O&S should move forward in this important new area. The recommendations in our report were accepted by both the Partnership Board and the Council's Executive, where the Council's Leader said:

*'The report was an excellent first step into a brand new area for overview and scrutiny and.... I would like to thank you, your fellow Working Group members, and your officer support team, for a first class report.'*

## Further meetings

A further meeting of the Commission is scheduled to take place on the 19<sup>th</sup> March 2009. It is anticipated that the meeting will cover the approach to partnership scrutiny, the Local Area Agreement performance report and the quarter 3 Performance Monitoring Reports.



An Overview and Scrutiny Commission Working Group produced a report on the Local Area Agreement

# ENVIRONMENT, CULTURE AND COMMUNITIES



Councillor Marc Brunel-Walker

## Chairman, Environment, Culture and Communities Overview and Scrutiny Panel

The Environment, Culture and Communities Overview and Scrutiny (O&S) Panel undertakes the Council's O&S function in relation to its Environment, Culture and Communities Department which provides environment and public protection, housing, leisure, culture, planning and transport services. The work of the Panel consists of monitoring the Department's performance, scrutinising its budget and exercising pre-decision scrutiny by reference to the Executive Forward Plan. The relevant Executive portfolio holders regularly attend Panel meetings. The Panel assists with policy review and development by establishing working groups to undertake policy reviews, the outcomes and recommendations of which are submitted to the Executive for adoption and the Panel receives the Executive's response. The work programme of the Panel identifies other areas of work to be undertaken by the Panel.

## Performance Monitoring

During 2008-09 the Environment, Culture and Communities O&S Panel has continued to monitor the performance of the Environment, Culture and Communities Department mainly through review of its quarterly Performance Monitoring Reports. This has enabled the Panel to question Executive members and officers in detail about the trends, pressures and priorities for this major service area. This resulted in a number of questions and requests for additional information including:

- the success of School Travel Plans in reducing the number of car journeys to school;
- the outcomes of the mystery shopping initiative employed to test the quality of the Council's leisure facilities;
- arrangements for developers and residents to give feedback on the Council's planning and building control services;
- clarification of the number and level of complaints against Council services; and
- 'Scores on the Doors' food business inspection regime.

### Budget Scrutiny

With the benefit of budget scrutiny training, the Panel examined the 2009/10 draft budget proposals for the Environment, Culture and Communities Department. The Panel was pleased to note that savings proposed in the draft budget had been well planned and had been generated through good management of resources and not as a result of service reductions.

Having asked numerous related questions, the Panel indicated its acceptance of the draft budget proposals. Panel members were also invited to comment on the proposed fees and charges for Council Services which were considered by the O&S Commission in January 2009.

### Overview and Policy Development

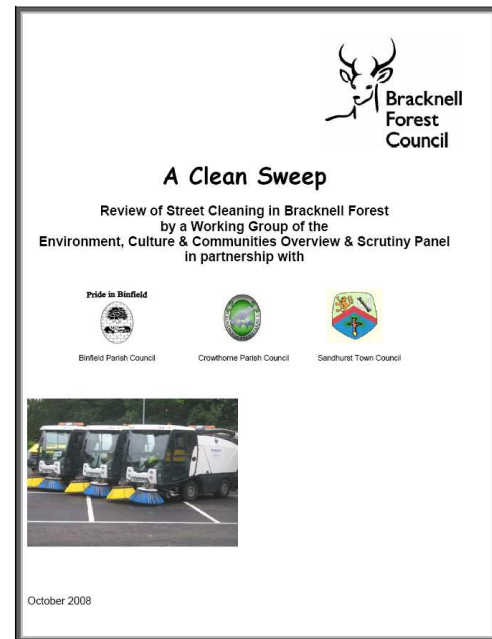
Following the transfer of the Council's housing stock, the Panel received a progress briefing on the authority's remaining housing role which features responsibility for strategic housing and support services, Housing & Council Tax benefits, Housing Options and Forestcare out of hours emergency services. The Panel also received regular quarterly O&S progress reports and had an overview of climate change and the Nottingham Declaration, the Local Development Framework and the Housing and Council Tax Benefits service which led to the establishment of a working group to monitor implementation of an Improvement Plan resulting from a benchmarking exercise and mock inspection.

### Road Traffic Casualties

At the request of the Council's Executive, the Panel established a working group to examine performance in reducing road traffic casualties. The Working Group's review was conducted jointly with a representative of Thames Valley Police due to their significant role with regard to road traffic casualties. With some changes in detail, its findings and recommendations were accepted by the Executive. The improvements secured by this review included the setting of more realistic targets for the Local Area Agreement, and obtaining fuller information from the Coroner's Service on the causes of fatalities.

## 'A Clean Sweep' - Review of Street Cleaning in the Borough

A review of street cleaning in the Borough has been carried out by a working group of the Panel in 2008/09 which included Town and Parish Councillors. A main finding of the review was that, although there was a natural tendency for anecdotal feedback to concentrate on problem litter areas and for the many positive aspects of street cleaning to be under-recognised, it was clear from performance against national Performance Indicators, residents' high levels of satisfaction, comments from the Audit Commission and direct observation that the Borough enjoys a high standard of cleanliness, better than many others around the country. The improvements recommended in this report which have been accepted for action include: 'Take Pride' and similar local campaigns being rejuvenated and co-ordinated to encourage more voluntary litter picking to improve the street scene; more severe cutting back of grass verges in the spring and creation of verge areas wide enough to accommodate litter pickers to facilitate litter picking without the need for road closure; and Thames Valley Police being asked to encourage their officers to use their powers to issue Fixed Penalty Notices in respect of littering more vigorously.



The Environment, Culture and Communities O&S Panel completed a review of Street Cleaning

## 'Waste Not Want Not' – Review of Waste and Recycling Services in Bracknell Forest

A Working Group of the Panel has been undertaking a strategic review of waste and recycling services in the Borough during the past year. Members welcomed undertaking this review as waste collection and disposal is a major service which affects all residents of the Borough and has a significant impact on the environment and sustainability implications. Work has featured a review of progress of the new waste Private Finance Initiative re<sup>3</sup> contract and the experience of the first year of the Alternate Bin Collection scheme. A draft report of the review's findings and recommendations has been circulated for comments.

### Supporting People (SP) Programme

The annual review of progress against the SP programme action plan by a working group of the Panel found that considerable progress has been made since 2006 and the view of Audit Commission Inspectors is that the Council provides a good service to its clients. As there are considerable challenges ahead particularly with regard to funding and the contract re-tendering process next year, the Working Group will continue its monitoring role for the time being.

### Other Panel work

Some members of the Panel have acted as a sounding board to assist officers with the preparation of a Community Arts Strategy 2009-2013 for Bracknell Forest which is currently in draft form.

A further Working Group of the Panel is reviewing the Borough's draft Housing Strategy as part of the strategy consultation process. The Group has already made a number of suggested changes to the draft strategy, which have been accepted and incorporated.

### Holding the Executive to Account

The Panel has kept a watching brief on the Executive's decisions and reviewed relevant Executive forward plan items at each meeting. It has not had occasion to make or review any 'call-ins' during 2008/09.

### Further meetings

A further meeting of the Panel is scheduled to take place on the 16<sup>th</sup> March 2009. It is anticipated that the meeting will cover a briefing on Section 106 arrangements and the Choice Based Letting Policy amongst other matters.





Councillor Ian Leake

## Chairman, Health Overview and Scrutiny Panel

The Health Overview and Scrutiny (O&S) Panel has a wide remit under the Health and Social Care Act 2001 to monitor the performance of the Berkshire East Primary Care Trust, the Berkshire Healthcare Trust, and the various hospitals and other NHS organisations serving the residents of Bracknell Forest. This includes responding to consultations on proposed changes in service provision. The Panel also reviews the Council's activities contributing to health in the Borough. The Council's Executive Member for Adult Services, Health and Housing regularly attends meetings of the Panel. Working groups of the Panel undertake policy reviews with a view to developing and improving services and the resulting findings and recommendations are submitted to the Executive of the organisations concerned for action.

## Performance Monitoring

The Panel was again involved in the Annual Healthcheck system, run by the Healthcare Commission for assessing and reporting on the performance standards within the PCT and NHS Trusts in Bracknell Forest. Trust performance was assessed against the 24 core standards provided by the government, covering the seven key areas of safety; clinical and cost effectiveness, governance, patient focus, accessible and responsive care, the care environment, amenities and public health. This contributed to the Healthcare Commission's assessment of the PCT's and Trusts' performance.

The Panel received regular reports from Heatherwood and Wexham Park Hospitals NHS Foundation Trust on progress in controlling hospital-acquired infections, and as part of this work, Panel members visited Wexham Park hospital.

## Overview and Policy Development

Our main interest in the year has been responding to the 'Right Care Right Place' consultation, and monitoring the roll-out of the PCT's new commissioning strategy, particularly the progress towards creating the 'Health Space' in Bracknell. This will remain an important focus for the Panel in 2009/10.



The Panel has also kept abreast of Continuing Healthcare, and the creation of the Local Involvement Network (LINK), which replaced the former Patient and Public Involvement Forum (PPIF), and we have appointed a nominee from the Bracknell Forest LINK to the Panel. The Panel also considered the Joint Strategic Needs Assessment, an important foundation for the commissioning of health services.

### Budget Scrutiny

During the year the Panel maintained ongoing monitoring of the PCT's budget and reviewed the proposed allocation of resources against priorities. Particular reference has been made to the interactions with the budgets for both the Council's Adult Services and the Strategic Health Authority, the implications arising from the resource shortfall in the South Central Ambulance Trust, and the forthcoming challenge posed by the reduction in the growth of the national NHS budget.

### Working Groups

Two working groups progressed specific reviews during 2008/09:

- [Children's Centres and Extended Schools Services](#). These related programmes provide valuable services contributing to the objectives of 'Every Child Matters'. This review is almost complete and the report should be published by May 2009.
- [Patient Focus](#), which has centred on access to General Practitioner services, and which will be completed in 2009/10.

### Holding the Executive to Account

The Panel reviewed the Council's progress on the implementation of the Health and Wellbeing strategy, and raised various concerns with the Executive Member.

### Other Panel Work

The Panel appointed representatives to the South Central Health O&S Group, which we have actively participated in. The Panel met regularly throughout the year, with one of our meetings held at Heatherwood Hospital. The Chairman and Vice Chairman have continued to represent the Panel at meetings of the South Central Health O&S group and at various Department of Health conferences on health scrutiny.

### Further meetings

A further meeting of the Panel is scheduled to take place on the 12<sup>th</sup> March 2009. It is anticipated that the meeting will include an update on hospital acquired infections, an update on staffing at Heatherwood Hospital and the Overview and Scrutiny Quarterly Report.



**Members of the Health Overview and Scrutiny Panel Meeting which took place at Heatherwood Hospital on the 8<sup>th</sup> January 2009.**

**From the Left: Councillors Brossard, Mrs Angell, Thompson, Mrs McCracken, Baily, Burrows, Ms Wilson, Council Officer Andrea Carr, LINK representative Mrs Isabel Mattick, Councillor Virgo and Council Officer Priya Patel.**

## **Joint East Berkshire Health Overview and Scrutiny Committee**

This Committee, formed jointly with the Royal Borough of Windsor and Maidenhead and Slough Borough Council, met on a three-monthly cycle, rotating between the three Councils' venues. The Committee's role is to carry out health scrutiny reviews and consider health issues across the whole of the Berkshire East PCT's area. The Committee is chaired on a rotational basis annually, with the Royal Borough of Windsor and Maidenhead chairing it and providing officer support during 2008/09.

The Committee, expanded to include councillors from Buckinghamshire County Council, responded at length to the PCT's and Berkshire Healthcare NHS Trust's major consultation on 'Right Care Right Place'. The Committee is represented on the Berkshire East PCT's Strategy Implementation Group. The Committee also sent comments for the annual Healthcheck declarations process for the PCT and Heatherwood & Wexham Park Hospitals NHS Foundation Trust.

The Committee received briefings from NHS professionals on a variety of topics, including the PCT budget and the assisted conception policy. One notable achievement related to the provision of Child and Adolescent Mental Health Services to those young people aged 16-18 who were not in employment, education or training. The Committee was not satisfied that this group were provided equality of access to those services, and took this up with the Berkshire Healthcare NHS Trust, which subsequently remedied this.

# SOCIAL CARE AND LEARNING



Councillor Mrs Gill Birch

Chairman, Social Care and Learning Overview and Scrutiny Panel

The role of the Social Care and Learning Overview and Scrutiny (O&S) Panel is to overview and scrutinise the work of Bracknell Forest's Social Care and Learning Department which delivers all aspects of education and social services in the Borough. The Panel monitors performance of the Department and holds the Council's Executive to account by reviewing Executive Forward Plan items relating to the Department. The Council's Executive members for Adult Services, Health and Housing, for Education and Libraries and for Children's Services and Young People regularly attend meetings of the Panel. Working groups of the Panel undertake policy reviews with a view to developing and improving services and the resulting findings and recommendations are submitted to the Executive for adoption. The Panel is consulted on the Council's budget each year and looks at others matters of interest in addition to reviewing statutory reports and other plans.

## Performance Monitoring

The performance of the Social Care and Learning Department has been continually monitored by the Social Care and Learning Overview and Scrutiny Panel mainly through review of its quarterly Performance Monitoring Reports. This has enabled the Panel to question Executive members and officers in detail about the trends, pressures and priorities for this significant service area. This resulted in a number of questions and requests for additional information including:

- the number of schools participating in the Healthy Schools programme;
- circulation of the anti-bullying strategy 'Safer Together, Safer Wherever';
- the establishment of interim host arrangements in relation to the Council's new responsibility to form a Local Involvement Network;
- application to the Department for Children, Schools and Families for funding of 14-19 years education provision; and
- submission of an expression of interest in bringing forward the Building Schools for the Future scheme in Bracknell Forest.



Members of the O&S Extended Schools and Children's Centres Working Group visited The Oaks Children's Centre in Bracknell Forest.

## Budget Scrutiny

Having previously received budget scrutiny training, the Panel considered the 2009/10 draft budget proposals for the Social Care and Learning Department. These included the Department's commitment budget, service pressures and developments, proposals to balance the budget and an overview of the capital programme. Panel members were also invited to comment on the proposed fees and charges for Council Services which were considered by the O&S Commission in January 2009.

## Overview and Policy Development

Areas considered by the Panel during the course of 2008/09 included the Joint Strategic Needs Assessment report 2008, the Local Safeguarding Children and Safeguarding Adults Annual Reports for 2007/08 and Statutory Annual Reports for Children and Adults Social Care Complaints 2007/08. The Panel also received regular quarterly O&S progress reports.

## 'Caring About Carers' – Review of Support for Carers in Bracknell Forest

A working group of the Panel undertook a review of the support for carers in Bracknell Forest during the year in order to ascertain the number of carers in the Borough, the nature of their problems and needs and whether they were adequately supported. The census in 2001 revealed that there were 8,278 people registered as a carer in Bracknell Forest, the majority of whom were part time carers, and the number was estimated to be approximately 10,000 in 2008 based on GP figures. The review found that carers show immense dedication and provide invaluable services to those whom they care for and by doing so they save the taxpayer millions of pounds. Carers often feel very isolated with many caring for 24 hours a day, most of the year and with very little time of their own. The Executive adopted all recommendations arising from the review which include implementing an effective system of drawing to the attention of carers up to date information relating to services for carers, and staff in Adult Social Care working with health centres and hospitals to ensure that they provide appropriate information to carers.

## Celebrating EAL – Review of the Implications of English as an Additional Language in Bracknell Forest schools

This review topic was selected owing to a sudden and rapid growth in the number of languages spoken in the Borough's schools and a wish to ensure that schools were adequately supported and resourced to address any associated issues. The Working Group found that over 70 different languages were spoken in Bracknell Forest schools which were managing the impact of the growing numbers of EAL pupils, who made an excellent contribution, very well. The Executive has responded very positively to the recommendations in the review report which addressed funding, centralising resources and training to assist teaching pupils with EAL and dissemination of a good practice model. The actions flowing from this will be the Council working to support an event celebrating communities in the Borough, and the Director of Social Care and Learning seeking additional funding from the Department for Children, Schools and Families to address resource constraints arising from the extremely high number of languages additional to English spoken in the Borough's schools.

## Other Panel Work

The Extended Schools' Services and Children's Centres review was undertaken jointly with the Health Overview and Scrutiny Panel and it has looked at the effectiveness of the implementation of the extended services and children's centres project and evaluated the anticipated outcomes for children, young people and families with a view to informing future project development. The draft report has been prepared and is awaiting Members' comments.

A review of the social care modernisation agenda has been completed and a resulting report is being prepared. A working group of the Panel is commencing a review of a topic from the Borough's 14-19 Years Plan concerning education provision.

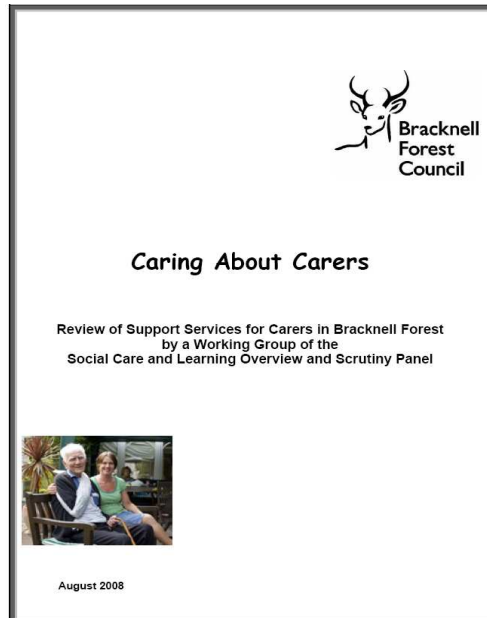
## Holding the Executive to Account

The Panel has kept a watching brief on the Executive's decisions and reviewed relevant Executive Forward Plan items at each meeting. It has not had occasion to make or review any 'call-ins' during 2008/09.



## Further meetings

A further meeting of the Panel is scheduled to take place on the 25<sup>th</sup> March 2009. It is anticipated that the meeting will include a Presentation on the 'Grow Our Own Project' and a report / presentation on relevant themed partnerships.



The Social Care and Learning O&S Panel completed a working group review on Caring for Carers



The Social care and Learning O&S Panel completed a working group review of English as an additional language. During this review they visited College Town Infant School where a Nepali display was viewed by Members.

# DEVELOPING OVERVIEW AND SCRUTINY

This part of the report outlines the main developments in Overview and Scrutiny at Bracknell Forest in 2008/09, and it looks ahead to future developments, including an indicative work programme for Overview and Scrutiny for 2009/10.

## New Legislation and Government Guidance

The Council's O&S arrangements must comply with legislation and government guidance, and there have been significant developments here:

- (i) In January 2009, the Department for Communities and Local Government (CLG) published the outcome of its consultation 'Communities in control: real people, real power improving local accountability'. The O&S Commission, in consultation with the Corporate Management Team, responded to this CLG consultation. The Government's conclusion on the way forward differs to the Council's responses in only one area, in relation to remote attendance and voting by Councillors.
- (ii) The *Local Democracy, Economic Development and Construction Bill* was introduced in the House of Lords on 4 December 2008. The Bill's requirements on Overview and Scrutiny are: a duty to promote understanding and participation in processes for reviewing council decisions through O&S committees; new arrangements for O&S involvement in reviewing petitions; and the designation of an officer as a 'Scrutiny Officer' to support the work of the authority's overview and scrutiny committee(s).
- (iii) The O&S provisions in the *Local Government and Public Involvement in Health Act 2007* will commence in April 2009, and best practice guidance on the local authority scrutiny function is expected in early 2009 on the 'Councillor Call for Action', arrangements for the scrutiny of partners, and arrangements around joint committees.
- (iv) The *Police and Justice Act 2006* contains a requirement on local authorities to scrutinise Community Safety Partnerships. This part of the Act has yet to receive a Commencement Order, and further government guidance on the local accountability arrangements for the Police is awaited.

The O&S Commission continues to contribute to and monitor these significant developments in the statutory framework to ensure that Bracknell Forest is well placed to implement them properly, and on time.

## Working In Partnership

Partnership working is a strength in Bracknell Forest, and O&S has contributed to this by maintaining and developing its own partnership work in 2008/09. For example, we have:

- Included Parish and Town Councillors on two of our O&S working groups
- Maintained our active membership of the Joint East Berkshire Health O&S Committee, with Slough Borough Council, the Royal Borough of Windsor & Maidenhead and Buckinghamshire County Council.
- Carried out an innovative review of the Local Area Agreement, in close collaboration with our partners in the Local Strategic Partnership
- Included external experts from partner organisations in some of our reviews, for example the Thames Valley Safer Roads Partnership made a valuable contribution to our review of road traffic casualties
- Within the Council, we have maintained good collaborative working through measures such as: thorough consultation on our work programme; producing quarterly progress reports on O&S for the Corporate Management Team, the O&S Commission and Panels; and holding regular quarterly review meetings between O&S Chairmen, Vice Chairmen, Executive Members and Directors.

Looking ahead to 2009/10, a major development for O&S will be taking forward our O&S of the Bracknell Forest Partnership, including its ten Theme Partnerships, which cover the full span of public services to people living and working in the Borough. Our approach will be very collaborative with partner organisations, and it will take into account the new legislation and emerging national best practice in this new and important area. Our approach will be based on the way forward which we set out in our report on our review of the LAA, which had full support from the Board of Bracknell Forest Partnership and the Council's Executive.

## Public engagement

As a main purpose of O&S is to act on behalf of residents in holding decision makers to account, it is important that we continue to improve our engagement with the public. All Councils have found that engaging the public with the O&S function has proved to be challenging. The measures we have taken to improve public engagement in 2008/09 are set out below, and we will be looking to see how we can improve this further in 2009/10.



- O&S have held meetings in places other than the Council offices so people see and hear about O&S (for example at Garth Hill College, Sandhurst Town Council, Heatherwood Hospital, and working group visits to many places including a waste recycling centre, schools and children's centres)
- Deciding to co-opt representatives of social care organisations onto O&S, and welcoming a member of the Local Involvement Network and a new Parent Governor representative into the O&S Commission and related O&S Panels
- Consulting the public, for example we hosted a tea party for a group of carers
- Actively inviting views from residents, for example by including a suggestion post card at the end of this annual report
- Improving the presentation of our annual report of O&S to make it more accessible.

### Improving the quality of Overview and Scrutiny

We have continued to improve the quality of O&S, for example through:

- Introducing new arrangements to obtain feedback on the quality of O&S reviews from the officers in the area reviewed. The responses to the first four feedback questionnaires were very positive (see Appendix 2)
- Providing external expert training for Overview and Scrutiny Members on Budget Scrutiny, in readiness for the consultation on the Council's budget proposals for 2009/10
- Officers engaged in supporting Bracknell Forest's O&S activities attended two training courses on O&S issues at the University of Birmingham
- Designing and implementing a new policy and procedure for the conduct of O&S reviews and the production of good quality O&S reports.
- Expert witnesses from a number of organisations contributed to our O&S work. For a list of these organisations please see page 28.
- Maintaining and developing our external networking on O&S, including delivering presentations on the Council's O&S work and arrangements to Members and officers of four other councils, and participating in Centre for Public Scrutiny, South East Employers and other national and regional O&S fora.
- We are developing a new database for regularly tracking the progress of the action taken on recommendations in O&S reports.

# OVERVIEW AND SCRUTINY MEMBERSHIP

## OVERVIEW AND SCRUTINY COMMISSION

Commission Members:	Councillors Edger OBE (Chairman), McLean (Vice-Chairman), Mrs Birch, Brunel-Walker, Burrows, Finnie, Leake, Mrs Shillcock, Thompson, Ms Whitbread, Virgo, Worrall.
Church Representatives:	Mr G. S. Anderson, Mr M Gibbons.
Parent Governor Representatives:	Dr P. Josephs-Franks, Mr I. Sharland.
Substitute Members:	Councillors Baily, Beadsley, Mrs Beadsley, Brown, Dudley, Mrs Pile, Wade.

## ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

Panel members:	Councillors Brunel-Walker (Chairman), Finnie (Vice-Chairman), Beadsley, Browne, Burrows, Finch, Mrs Fleming, Leake, Mrs McCracken, McLean, Mrs Pile, Mrs Ryder.
Substitute Members:	Councillors Mrs Barnard, Mrs Beadsley, Packham, Mrs Shillcock, Simonds, Turrell, Worall.



**A selection of Bracknell Forest Overview and Scrutiny Reports**  
For further details of reports produced by O&S see page 31

## HEALTH OVERVIEW AND SCRUTINY PANEL

- Panel Members: Councillors Leake (Chairman), Virgo (Vice-Chairman), Mrs Angell, Baily, Brossard, Browne, Burrows, Mrs McCracken, Mrs Shillcock, Simonds, Thompson, Ms Wilson.
- Co-Optees: Mrs I. Mattick.
- Substitute Members: Councillors Beadsley, Mrs Beadsley, Edger, Mrs Fleming, Harrison, Kensall, Osborne.

## JOINT EAST BERKSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE

- Committee Members:
- Bracknell Forest Council: Councillors Leake (Vice-Chairman), Browne, Mrs Shillcock.
- Royal Borough of Windsor and Maidenhead: Councillors Meadowcroft (Chairman), Mrs Evans, Mrs Napier.
- Slough Borough Council: Councillors Grewal, Plimmer (Vice-Chairman), Walsh.
- Substitute Members:
- Bracknell Forest Council: Councillors Baily, Beadsley, Thompson.
- Royal Borough of Windsor and Maidenhead: Councillors Mrs Endacott, Majeed, Mrs Yong.
- Slough Borough Council: Councillors Dhaliwal, Dodds and Maclsaac.

## SOCIAL CARE AND LEARNING OVERVIEW AND SCRUTINY PANEL

- Panel members: Councillors Mrs Birch (Chairman), Ms Whitbread (Vice-Chairman), Mrs Angell, Mrs Barnard, Mrs Beadsley, Dudley, Kensall, Mrs McCracken, Osborne, Mrs Ryder, Turrell, Ms Wilson.
- Church Representatives: Mr G. S. Anderson (voting), Mr M. Gibbons (voting).
- Parent Governor Representatives: Dr P. Josephs-Franks (voting), Mr I. Sharland (voting).
- Other Representatives: Miss V. Richardson (non-voting)
- Substitute Members: Councillors Beadsley, Blatchford, Mrs Fleming, Harrison, Packham, Mrs Shillcock, Virgo.

# OVERVIEW AND SCRUTINY 2008/09 MEETINGS

The agenda and papers for each overview and scrutiny meeting are published on the Council's website one week before each meeting. Meetings, which are usually held in Easthampstead House, are open to the public and residents are encouraged to attend and see local democratic accountability in action.

## OVERVIEW AND SCRUTINY COMMISSION

- 21<sup>st</sup> May 2008
- 17<sup>th</sup> July 2008
- 20<sup>th</sup> November 2008
- 19<sup>th</sup> March 2009
- 5<sup>th</sup> June 2008
- 11<sup>th</sup> September 2008
- 22<sup>nd</sup> January 2009

## ENVIRONMENT, CULTURE AND COMMUNITIES PANEL

- 23<sup>rd</sup> June 2008
- 18<sup>th</sup> December 2008
- 22<sup>nd</sup> September 2008
- 16<sup>th</sup> March 2009

## HEALTH PANEL

- 12<sup>th</sup> June 2008
- 8<sup>th</sup> January 2008
- 4<sup>th</sup> September 2008
- 12<sup>th</sup> March 2009

## JOINT EAST BERKSHIRE HEALTH COMMITTEE

- 16<sup>th</sup> July 2008
- 17<sup>th</sup> December 2008
- 24<sup>th</sup> March 2009
- 30<sup>th</sup> September 2008
- 5<sup>th</sup> March 2009

## SOCIAL CARE AND LEARNING PANEL

- 2<sup>nd</sup> July 2008
- 12<sup>th</sup> November 2008
- 25<sup>th</sup> March 2009
- 10<sup>th</sup> September 2008
- 17<sup>th</sup> December 2008

### Meetings in the community

Each of the O&S Panels and the O&S Commission try to have at least one off-site meeting a year. By having a meeting away from Bracknell Forest Council Offices, the panels hope to raise the profile of Overview and Scrutiny and make it more accessible to members of the public who are welcome at all O&S Commission and Panel Meetings. If you would like to attend an O&S Meeting please look at our website for details or contact an Overview and Scrutiny Officer (Contact details can be found on page 37).

### Meetings in 2009/10

Dates for O&S meetings in 2009/10 are published on the Council's website and are available from the O&S officer team.

### Meeting of the Children's Centres Working Group



#### Members of the O&S Extended Schools and Children's Centres Working Group visited The Oaks Children's Centre in Bracknell Forest.

From the left: Councillors Mrs Angell, Leake, Beadsley, Mrs Birch, Mrs McCracken. Sandra Woodward, manager of The Oaks, and Bridget Shepherd a Council Officer



#### Members of the O&S Extended Schools and Children's Centres Working Group visited The Rowans Children's Centre in Bracknell Forest.

From the left: Councillors Mrs Angell, Mrs McCracken, Mrs Birch, Leake. Cath Lowther, Manager of the Rowans, Councillor Beadsley, and Bridget Shepherd a Council Officer

## EXTERNAL VISITS

When conducting a review Members become involved in a number of ways of obtaining information. Throughout the year the Overview and Scrutiny Commission and the Panels have worked with many different people and organisations across the Council, Bracknell Forest and further afield to enable Members to gain first hand information and allow detailed consideration of a topic, and we were appreciative of their input to our work.

Last year the Overview and Scrutiny Commission and Panels visited a number of organisations including:

- Age Concern's World's End Day Centre
- Bracknell and Wokingham College Wick Hill site
- Bracknell Leisure Centre
- College Town Infant and Junior Schools
- Day Services, Eastern Road
- Garth Hill College
- Great Hollands Primary School
- Sandhurst Town Council
- Sandy Lane Primary School
- Smallmead Household Waste Recycling Centre, Reading
- The Brakenhale School
- The Oaks and Rowans Children's Centres
- Wexham Park Hospital

As well as external visits the Panel Members heard evidence from officers within the Council and often from expert witnesses from a variety of organisations including:

- Berkshire East PCT
- Berkshire Healthcare Foundation
- Berkshire Healthcare Trust
- Binfield Parish Council
- Bracknell Forest Teachers
- Bracknell Forest Voluntary Action
- Carers UK
- Centre for Public Scrutiny
- Crowthorne Parish Council
- Head of Development, SITA UK Ltd
- Health Advisory Group
- Heatherwood and Wexham Park Hospitals NHS FoundationTrust
- A local General Practitioner
- Officers of Bracknell Forest Council
- Principal and Chief Executive of Bracknell and Wokingham College
- re<sup>3</sup> Contract Manager
- Regional Adviser South East, Valuing People Support Team, Department of Health
- Sandhurst Town Council
- Smallmead Household Waste Recycling Centre, Reading
- Teachers at Bracknell and Wokingham College

# 2008/09 WORKING GROUPS

## OVERVIEW AND SCRUTINY COMMISSION

### Working Group

### Members

Scrutiny of Local Area Agreement

Councillors Edger (Lead), Beadsley & McLean

## ENVIRONMENT, CULTURE AND COMMUNITIES PANEL

### Working Group

### Members

Strategic Review of Waste

Councillors Brunel-Walker (Lead), Mrs. Angell, Beadsley, Mrs. Ryder, Town and Parish Councillors Allen (Sandhurst), Ms Healy (Warfield) & Wade (Crowthorne)

Street Cleaning

Finnie (Lead), Finch, Leake, Mrs. McCracken, Town and Parish Councillors Mrs. Cupper (Sandhurst) & Mrs. Thompson (Crowthorne).

Community Arts Development Plan

Councillors Mrs. Fleming, Finnie & McLean

Supporting People

Councillors Mrs. Shillcock (Lead) & Mrs. Fleming

Housing Strategy

Councillors Finnie (Lead) Mrs. Fleming & Finch

Road Traffic Casualties

Councillors Finch (Lead) McLean and Mrs McCracken. Mr Richard Owen, Thames Valley Safer Roads Partnership

## HEALTH PANEL

### Working Group

### Members

Patient Focus

Councillors Leake (Lead), Mrs. Angell, Virgo and Mrs. Mattick

Extended Services & Children's Centres (Jointly with SC&L OSP)

Councillors Leake (Lead), Mrs. Angell, Beadsley, Mrs. Birch, Burrows , Mrs. McCracken



## JOINT EAST BERKSHIRE HEALTH O&S COMMITTEE

### Working Group

Hospital Discharge Procedures

### Members

Councillors Baily, Coad (Slough BC),  
Napier (RB W&M)

## SOCIAL CARE AND LEARNING O&S PANEL

### Working group

Carers

Care Homes

Social Care Modernisation Agenda

English as an Additional Language  
(EAL)

Extended Schools & Children's Centres  
(Jointly with HOSP)

### Members

Councillors Mrs. Shillcock (Lead), Simonds &  
Turrell

Councillors Browne (Lead), Baily & Blatchford

Councillors Leake (Lead), Mrs. Shillcock &  
Virgo

Councillors Mrs. McCracken (Lead), Burrows,  
and Ms Whitbread. Mr. Sharland

See Health O&S Panel



**A meeting of the Overview and Scrutiny Extended Schools and Children's Centres Working Group.**  
From the left: Council Officer Richard Beaumont, Councillors Leake, Mrs McCracken, Mrs Angell, Beadslev and Mrs Birch.



**A Meeting of the Housing and Council Tax Benefit Improvement Plan O&S Working Group with staff from the Citizen's Advice Bureau (CAB).**  
From the left: Margaret Kempster CAB, Leona Rees-Tucker CAB, Councillors Burrows, Finch and Beadslev



## OVERVIEW AND SCRUTINY REPORTS COMPLETED

<b>Title</b>	<b>Publication Date</b>
South Bracknell School Review	December 2003
Review of Adult Day Care Services in Bracknell Forest (Johnstone Court Day Centre & Downside Resource Centre)	January 2004
Review of Community & Voluntary Sector Grants	May 2004
Review of Community Transport Provision	July 2004
Review of Members' Information Needs	April 2005
The Management of Coronary Heart Disease	November 2005
Review of Schools Transfers and Performance	February 2006
Review of School Exclusions and Pupil Behaviour Policy	March 2006
Report of Trees Policy Review Group	August 2006
Anti-Social Behaviour (ASB) – Review of the ASB Strategy Implementation	November 2006
Review of Youth Provision	January 2007
Overview and Scrutiny Annual Report 2006	February 2007
Review of Library Provision	February 2007
Review of Healthcare Funding	July 2007
Review of the Council's Health and Wellbeing Strategy	November 2007
Review of the Council's Medium Term Objectives	December 2007
2007 Annual Health Check response to the Healthcare Commission	March 2008
Overview and Scrutiny Annual Report 2007/08	April 2008
Road Traffic Casualties	May 2008
Review of Street Cleaning	October 2008
Review of English as an Additional Language in Bracknell Forest Schools	November 2008

Copies of all these reports are published on the Council's website and are available on request.

# APPENDIX 1

## INDICATIVE WORK PROGRAMME 2009/10

The

indicative work programme for O&S in 2009/10 is shown on the following pages. The programme is aimed at maintaining a strategic and coordinated work programme based on major areas of Council and partner organisations' activity, of direct and significant interest to residents. The programme incorporates the routine, on-going work of O&S and the completion of reviews currently underway. It proposes a limited number of new O&S reviews which are seen to be timely, relevant, significant and likely to add value. The O&S Commission appointed by Council at the annual meeting in May will consider this programme and consult the Council's Corporate Management Team and the Executive on it, as required by the Council's Constitution.

The determination of the O&S Work Programme for the forthcoming year is a matter for the newly appointed members of the Commission and its Panels. To help inform that decision, and having taken note of the future developments set out earlier in this report, our experience and the views offered by others, the current members of the O&S Commission set out below an indicative programme of the main topics which we consider are worthy of review. The proposed indicative work programme below will necessarily be subject to refinement and updating. It will also require consultation with the Executive and the Corporate Management Team, as required by the Council's Constitution.

The work programme for the Joint East Berkshire Health Overview and Scrutiny Committee, of which Bracknell Forest Council is a member, is determined separately by that Committee.

<b>OVERVIEW AND SCRUTINY COMMISSION</b>	
1.	<b>Co-ordination of the work of the Overview and Scrutiny Panels</b>
2.	<b>Routine Monitoring of the performance of the Council's corporate functions</b> To include: the Corporate Performance Overview Reports; the Performance Monitoring Reports of the Chief Executive's Office and the Corporate Services Department; progressing the regeneration of Bracknell Town Centre; the reports of both internal and external audit; and progress on strategic risk management.
3. New	<b>The Work of the Bracknell Forest Partnership</b> Building on the 2008/09 O&S review of the Local Area Agreement, to review the role and activities of the Bracknell Forest (Local Strategic) Partnership's Theme Partnerships for: The Town Centre Partnership, The Crime and Disorder Reduction Partnership, and The Economic and Skills Development Partnership.
4.	<b>2010/11 Budget Scrutiny</b> To review the Council's budget proposals for 2010/11, and plans for 2011/12/13. Note – each of the Overview and Scrutiny Panels will also scrutinise the budget

	proposals in their departmental areas.
5.	<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>
6.	<b>Reviewing the Action Taken on Previous Overview and Scrutiny Reports</b> To periodically review the action taken by the Executive in relation to agreed recommendations from earlier O&S reports.
7. New	<b>Older People's Strategy</b> To provide input from Overview and Scrutiny to the Council's development of an Older People's Strategy.
8. New	<b>Sustaining Economic Prosperity</b> To review the service plans for the Council's new Priority 6, to sustain the economic prosperity of the Borough during the current economic downturn.

### ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

1.	<b>Monitoring the performance of the Environment, Culture and Communities Department</b> To include on-going review of the Performance Monitoring Reports and monitoring the action taken by the Executive to earlier reports by the Panel.
2.	<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>
3.	<b>2010/11 Budget Scrutiny</b> To review the Council's Environment, Culture and Communities budget proposals for 2010/11, and plans for 2011/12/13.
4.	<b>Contributing to the development of the Community Arts Development Plan</b>
5.	<b>Strategic review of waste</b> To complete the work of the working group undertaking the review of the new waste Private Finance Initiative re <sup>3</sup> contract and the experience of the first year of Alternative Bin Collection.
6.	<b>Benefits Service Improvement Plan</b> To provide Member input to monitoring the implementation of the improvement plan for the operation of Council and Housing Tax Benefits
7. New	<b>The Work of the Bracknell Forest Partnership</b> Building on the 2008/09 O&S review of the Local Area Agreement, to review the role and activities of the Bracknell Forest (Local Strategic) Partnership's Theme Partnerships for: The Strategic Housing Partnership, The Cultural Partnership, The Transport Partnership, and The Climate Change Partnership.
8.	<b>Monitoring the implementation of the Action Plan for Supporting People</b>
9.	<b>Contributing to the development of the new Housing Strategy</b>
10. New	<b>Highway Maintenance and Improvement</b> To review the Council's plans and performance for highway maintenance and improvement.
11.	<b>Section 106 Arrangements</b> To review the arrangements for securing and applying receipts from Section 106

	agreements.
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<b>HEALTH OVERVIEW AND SCRUTINY PANEL</b>	
1.	<b>Monitoring the implementation of the Borough's Health and Well-Being Strategy</b>
2.	<b>Extended Schools/Children's Centres</b> To complete the work of the working group undertaking a detailed review of Extended Schools/Children's Centres jointly with the Social Care and Learning Overview and Scrutiny Panel.
3.	<b>Patient focus</b> To complete the work of the working group undertaking a detailed review centred on General Practitioner services.
4.	<b>In conjunction with the Joint East Berkshire Health Overview and Scrutiny Committee, monitoring the performance and budget of the Berkshire East PCT</b> This review will include the linkage with the Operating Framework and the national NHS priorities set by the Department of Health.
5.	<b>Contributing to the annual 'Health Check' process and responding to consultations by the PCT and NHS Trusts operating in the Borough.</b>
6. New	<b>The New NHS Constitution</b> To review the implementation by NHS organisations of the new NHS Constitution, which brings together a number of rights, pledges and responsibilities for staff and patients.
7. New	<b>The New 'Healthspace' in Bracknell</b> To review the PCT's plans and progress towards creating the new 'Healthspace' for Bracknell.
8. New	<b>Control of Hospital-Acquired Infections</b> To review the progress of health service providers on infection-control, particularly in relation to MRSA and C Difficile.
9. New	<b>The Work of the Bracknell Forest Partnership</b> Building on the 2008/09 O&S review of the Local Area Agreement, to review the role and activities of the Bracknell Forest (Local Strategic) Partnership's Health and Social Care Partnership.

<b>SOCIAL CARE AND LEARNING OVERVIEW AND SCRUTINY PANEL</b>	
1.	<b>Monitoring the performance of the Social Care and Learning Department</b> To include on-going review of the Performance Monitoring Reports, receiving statutory plans and reports (such as the annual reports on the Children and Young People's Plan, and on complaints received) and monitoring the action taken by the Executive to earlier reports by the Panel.
2.	<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>

3.	<b>2010/11 Budget Scrutiny</b> To review the Council's Social Care and Learning budget proposals for 2010/11, and plans for 2011/12/13.
4.	<b>Extended Schools/Children's Centres</b> To complete the work of the working group undertaking a review of Extended Schools/Children's Centres jointly with the Health Overview and Scrutiny Panel.
5.	<b>Social Care Modernisation Agenda / Transforming Adult Social Care</b> With reference to Transforming Adult Social Care, to complete the work of the working group undertaking a detailed review of the Council's implementation of the social care modernisation agenda, particularly in relation to services for adults with learning disabilities.
6. New	<b>The Work of the Bracknell Forest Partnership</b> Building on the 2008/09 O&S review of the Local Area Agreement, to review the role and activities of the Bracknell Forest (Local Strategic) Partnership's two Theme Partnerships for: The Children's Trust, and The Early Years, Child Care and Play Partnership.
7.	<b>14-19 Education Plan</b> A review of the education plan for education services to the age group 14-19 years.
8. New	<b>Safeguarding Children</b> To review the Council's plans and performance with regard to safeguarding children, including the role of the Executive Member, and a specific review of child protection practice and procedures.
9. New	<b>Transport used by Adult and Children's Services</b> To receive and consider the report of the management review of the provision of transport used by the Social Care and Learning Department.

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

## APPENDIX 2

# RESULTS OF FEEDBACK QUESTIONNAIRES

### Results of Feedback Questionnaires on Overview and Scrutiny Reports

During 2008/09, a new questionnaire was introduced to monitor the quality of Overview and Scrutiny reviews. Departmental Link officers for each review were asked to score the key aspects of each O&S review on a scale of 0 (Unsatisfactory) to 3 (Excellent)

	Average score for four completed Reviews *
<b>PLANNING</b>	<b>2.8</b>
Were you given sufficient notice of the review?	
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	<b>3</b>
<b>CONDUCT OF REVIEW</b>	<b>3</b>
Was the review carried out in a professional and objective manner with minimum disruption?	
Was there adequate communication between O&S and the department throughout?	<b>3</b>
Did the review get to the heart of the issue?	<b>3</b>
<b>REPORTING</b>	<b>3</b>
Did you have an opportunity to comment on the draft report?	
Did the report give a clear and fair presentation of the facts?	<b>2.5</b>
Were the recommendations relevant and practical?	<b>2.8</b>
How useful was this review in terms of improving the Council's performance?	<b>2.7</b>

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\* Road Traffic Casualties, Review of the Local Area Agreement, Support for Carers, Review of Street Cleaning

# HOW TO CONTACT US

For further information on the work of Overview and Scrutiny in Bracknell Forest or for copies of any reports or reviews mentioned in this annual report, please visit our website on <http://www.bracknell-forest.gov.uk/scrutiny> or contact:

## **Richard Beaumont**

Head of Overview and Scrutiny

(Lead Officer for Overview and Scrutiny Commission, Health Overview and Scrutiny Panel, Joint East Berkshire Health Overview and Scrutiny Committee)

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## **Andrea Carr**

Policy Officer - Scrutiny

(Lead Officer for Environment, Culture and Communities Panel and Social Care and Learning Panel)

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### Telephone

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## **Emma Silverton**

Overview and Scrutiny Support

(Support for all Overview and Scrutiny Work)

### Email

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### Telephone

01344 352 325

### Address for correspondence

Overview and Scrutiny, Chief Executive's Office, Bracknell Forest Council, Easthampstead House, Town Square, Bracknell, Berkshire, RG12 1AQ.

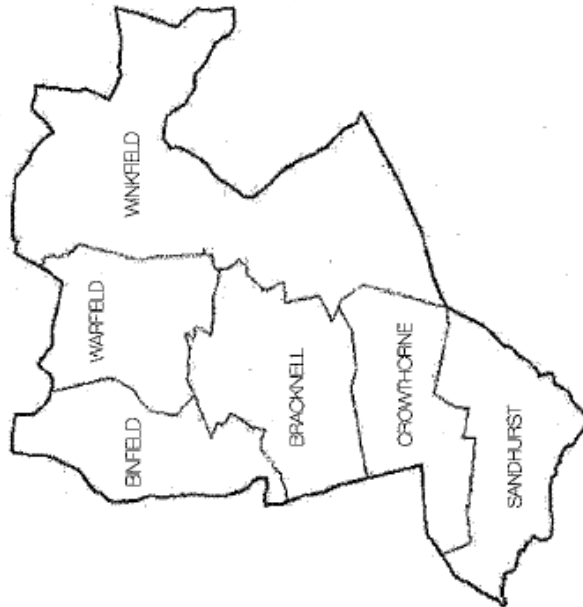
If you have any views on this report or a specific topic you think Overview and Scrutiny should consider please fill in the postcard on the back cover of this report and return it to: Overview and Scrutiny, Chief Executive's Office, Bracknell Forest Council, Easthampstead House, Town Square, Bracknell, Berkshire, RG12 1AQ, or email us on

[overview.scrutiny@bracknell-forest.gov.uk](mailto:overview.scrutiny@bracknell-forest.gov.uk)

Please note that Overview and Scrutiny does not deal with individual complaints. If you are in any doubt about whether your concern is relevant to Overview and Scrutiny please contact us and we will be happy to offer you advice.

OVERVIEW AND SCRUTINY QUESTIONNAIRE

BRACKNELL FOREST BOROUGH



PLEASE SEAL HERE

We would like to know what you think of Overview and Scrutiny in Bracknell Forest Council.

Please fill in this questionnaire, seal it and return it to us at the freepost address overleaf. Thank you for your time.

I have the following comments on the Annual Report of Overview and Scrutiny 2008/09

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Can you think of a topic or issue that you think Overview and Scrutiny should be addressing? Please outline this issue

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Would you be prepared to meet with Overview and Scrutiny Members to discuss your concerns?

Yes       No

Do you have any other comments about Overview and scrutiny?

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Please provide us with your contact details (this is optional):  
Address:

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Telephone:

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Email:

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# Need help with English?

If you need this booklet translated please contact 01344 352000.

We can also provide this booklet in large print or other different formats on request. Please call 01344 352000.

## Nepali

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gkehykbZ rikbZykbaZ ;ks iqfLrdk o`gn fizUV vFkok vU; fofHkUu QksjE;kV ek vuqjks/k ceksfte iBkmudk ykfx IEidZ xuqZ gksl 01344 352000

## Urdu

انگلش کے لیے مدد درکار ہے؟

اگر آپ اس کتابچے کا ترجمہ کرانا چاہتے ہوں تو براہ مہربانی ٹیلیفون نمبر 01344 352000 پر فون کریں۔

ہم یہ کتابچہ گزارش کرنے پر جلی حروف یا دیگر صورتوں میں بھی فراہم کر سکتے ہیں۔ براہ مہربانی ٹیلیفون نمبر 01344 352000 پر فون کریں۔

## Tagalog

Kailangan ng tulong sa Inglis?

Kung kailangan ninyong maisalin ang librito o buklet na ito pakitawag ang 01344 352000.

Ma-ipagkakaloob din namin itong buklet sa malaking titik at ibat-ibang porma ayon sa inyong hiling. Pakitawag ang 01344 352000.]

## Polish

Potrzebujesz pomocy z językiem angielskim?

Jeżeli potrzebujesz tłumaczenia niniejszej broszurki, prosimy o kontakt pod numerem 01344 352000.

Na życzenie możemy również zapewnić niniejszą broszurkę napisaną wielkim drukiem lub w innych formatach. Prosimy o telefon pod numer 01344 352000.

## Portuguese

Necessita de ajuda com o inglês?

Se necessita deste folheto traduzido, por favor ligue 01344 352000.

Também podemos fornecer este folheto em impressão grande ou em formatos diferentes, sob pedido. Por favor ligue 01344 352000.