

**OVERVIEW AND SCRUTINY COMMISSION**  
**15 SEPTEMBER 2011**

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**OVERVIEW AND SCRUTINY WORK PROGRAMME 2011/12**  
**Assistant Chief Executive**

**1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to invite Members of the Overview and Scrutiny (O&S) Commission to agree changes to the work programme for O&S in 2011/12, at Appendix 1 to this report, and to consider a procedural change to reduce pressure on the Commission by greater empowerment of the O&S Panels.
- 1.2 The proposed programme incorporates the views of the O&S Commission and Panels at their meetings in June 2011 on the programme which had been agreed by the previous O&S Commission, and endorsed by Council at its meeting on 27 April 2011. The relevant extracts from the draft minutes of those meetings are reproduced at Appendix 2. In revising the programme, some reviews have necessarily been put back to later years, due to constraints on Member and officer resources.
- 1.3 The Constitution requires that the Corporate Management Team and the Executive shall be consulted on the work programme, and this was originally achieved by inviting their comments on the draft 2010/11 Annual Report of O&S.

**2 RECOMMENDATIONS**

**That the Overview and Scrutiny Commission:**

- 2.1 Considers and agrees the revised work programme for Overview and Scrutiny in 2011/12.**
- 2.2 Consults the Executive and the Corporate Management Team on the revised work programme.**
- 2.3 Recommends to the Governance and Audit Committee that Council be asked to approve an amendment to the Constitution to extend to the Overview and Scrutiny Panels the Commission's power to adopt Overview and Scrutiny reports, the making of recommendations to the Executive, Full Council and other organisations, and the consideration of responses to O&S reports.**

**3 SUPPORTING INFORMATION**

- 3.1 At its meeting on 27 January 2011, the Overview and Scrutiny Commission reviewed the level of current and planned O&S activity following the reduction in officer resources in 2010 and agreed that one of the measures necessary was to refocus O&S resources away from traditional reviews and more towards shorter pieces of work contributing to policy development. This has led to more short reviews, usually in the nature of pre-decision scrutiny. The Commission also noted that there was little resilience to cope with

any staff absences or surge in demand-led statutory work. The revised work programme is considered by officers to be at the limit of what can be effectively supported. In the event that resources are insufficient or new requirements arise, reviews and other planned work may need to be deferred.

- 3.2 Another measure considered at the meeting on 27 January 2011 concerned the arrangements for approval of working group reports. Officers had advised that most O&S reports are agreed by the respective O&S Panel and then considered and adopted by the O&S Commission. A faster and more efficient route could be for the O&S Commission to delegate its approval powers to the respective Panel, and for Commission members to be invited to the respective Panel meeting. Panel Chairmen could also include details in their oral reports to the Commission. The Commission rejected that proposal, saying that the Commission had an important role in commissioning O&S reviews and in approving O&S reports.
- 3.3 The Local Government Act 2000 requires the Council to have at least one Overview and Scrutiny Committee with powers including to make reports or recommendations to Full Council or the Executive. The legislation provides for that Committee to delegate to a sub-committee. The Council has appointed the Overview and Scrutiny Commission, to discharge the functions conferred by Section 21 of the Local Government Act 2000. The Council's Constitution provides that, 'the O&S Commission shall.....make reports and/or recommendations to Council and/or the Executive and/or any other committee in connection with the discharge of any functions.' The Borough Solicitor has advised that a change to the Constitution would be required to allow Panels to exercise that power. This would therefore need to be considered by the Governance and Audit Committee and approved by Council.

### Background Papers

Annual Report of Overview and Scrutiny, 2010/11.

### Contact for further information

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**Revised Work Programme for Overview and Scrutiny in 2011/12**

The work programme will necessarily be subject to continual refinement and updating.

<b>OVERVIEW AND SCRUTINY COMMISSION</b>	
1.	<b>Co-ordination of the work of the Overview and Scrutiny Panels</b>
2.	<p><b>Routine monitoring of the performance of the Council's corporate functions</b></p> <p>To include: the Corporate Performance Overview Reports; the Performance Monitoring Reports of the Chief Executive's Office and the Corporate Services Department; progressing the regeneration of Bracknell Town Centre; and progress on strategic risk management.</p>
3.	<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>
4.	<p><b>2012/13 Budget Scrutiny</b></p> <p>To review the Council's budget proposals for 2012/13, and plans for future years. Overview and Scrutiny Panels will also scrutinise the budget proposals in their departmental areas.</p>
5.	<p><b>Crime and Disorder Committee</b></p> <p>To carry out the role of statutory 'Crime and Disorder Committee'.</p>
6.	<p><b>Policy Development</b></p> <p>To contribute to the formulation of:</p> <ol style="list-style-type: none"> <li>a) The Council's Office Accommodation Strategy (Working Group).</li> <li>b) The Council's new performance management framework, following the ending of the Comprehensive Area Assessment and the National Indicator Set (Working Group).</li> <li>c) The Council's new Medium Term Objectives, following the 2011 local government elections (Working Group).</li> <li>d) Plans for neighbourhood engagement, in the light of the Localism Bill and local developments (Working Group).</li> <li>e) The 2012 refresh of the Information and Communications Technology Strategy (Working Group).</li> <li>f) Plans for the Council's approach to delivery of Priority 6, to sustain the economic prosperity of the Borough during the current economic downturn (Working Group).</li> </ol>

## ADULT SOCIAL CARE OVERVIEW AND SCRUTINY PANEL

1.	<b>Monitoring the performance of the Adult Social Care and Health Department</b>  To include on-going review of the Performance Monitoring Reports, receiving statutory plans and reports (such as the annual reports on complaints received), monitoring the action taken by the Executive to earlier reports by the Panel, and being briefed on the implications of new legislation.
2.	<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>
3.	<b>Budget Scrutiny</b>  To monitor the 2011/12 Adult Social Care budget, and to review the Council's budget proposals for 2012/13, and plans for future years.
4.	<b>Policy Development</b>  a) <u>Carers Strategy</u> – To contribute to the update of this Strategy, consequent on new statutory requirements (Panel discussion). b) <u>Strategy for Adults with a Learning Disability 2008-13 – 'Making Choices, Being in Control'</u> – To contribute to the refresh of the Commissioning Strategy (Completed). c) <u>Joint Autism Strategy</u> – To review the implementation of the Strategy (Panel discussion). d) <u>Personalisation</u> – An update at a Panel meeting, and depending on the outcome and the availability of resources, to review a further strand of the personalisation of Adult Social Care.
5.	<b>Substance Misuse</b>  A review of the Council's response, and that of its partners, to the government's new requirements in its 2010 Drug Strategy (Working Group).

## CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

1.	<p><b>Monitoring the performance of the Children, Young People and Learning Department</b></p> <p>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.</p>
2.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p>
3.	<p><b>2012/13 Budget Scrutiny</b></p> <p>To review the Council's Children, Young People and Learning budget proposals for 2012/13, and plans for future years.</p>
4.	<p><b>English as an Additional Language</b></p> <p>To carry out a follow-up review to the issues which arose in the 2008 Overview and Scrutiny review of English as an Additional Language in Bracknell Forest schools (Completed).</p>
5.	<p><b>Policy development</b></p> <ul style="list-style-type: none"><li>e) <u>Child Poverty Strategy</u> – to monitor the implementation of the new strategy and contribute to its future development (Commenced with a presentation at the 15.06.11 meeting and return to later).</li><li>f) <u>School meals</u> – using the Member review of school meals, contribute to forming the procurement specification for the new school meals contract (to be continued, input to tendering process September to December).</li></ul>
6.	<p><b>Common Assessment Framework</b></p> <p>As a follow-up to the review of safeguarding children, to review the arrangements for the Common Assessment Framework in Children's Social Care.</p>

**ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL**

1.	<p><b>Monitoring the performance of the Environment, Culture and Communities Department</b></p> <p>To include on-going review of the Performance Monitoring Reports; review of any inspection reports or self-evaluations; and monitoring the action taken by the Executive to earlier reports by the Panel.</p>
2.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p>
3.	<p><b>2012/13 Budget Scrutiny</b></p> <p>To review the Council's Environment, Culture and Communities budget proposals for 2012/13, and plans for future years.</p>
4.	<p><b>Monitoring significant departmental issues:</b></p> <ul style="list-style-type: none"> <li>• The implementation of the Local Development Framework</li> <li>• The implementation of the Supporting People Programme Action Plan on an annual basis.</li> <li>• Implementation of the new national structure for Housing and Council Tax benefits.</li> </ul> <p>Note – the monitoring will be conducted at Panel meetings</p>
5.	<p><b>Highway Maintenance</b></p> <p>To complete the review of the Council's plans and performance for highway maintenance (Working Group).</p>
6.	<p><b>Commercial Sponsorship</b></p> <p>To complete the Member Reference Group exploring the possible procurement of a commercial sponsorship scheme.</p>
7.	<p><b>Site Allocations Development Plan Document</b></p> <p>To consider and comment on the next stages of the document prior to its approval by the Executive and Council in autumn 2011 (Working Group).</p>
8.	<p><b>Policy Development</b> (the O&amp;S input will be conducted at Panel meetings)</p> <ul style="list-style-type: none"> <li>g) <u>Local Transport Plan</u> – To review the outcome of public consultation, and to contribute to the development of the Implementation Plan for LTP 3 involving the development of a bus strategy.</li> <li>h) <u>The Environmental Management of Schools</u> – To receive progress updates.</li> </ul>

<b>HEALTH OVERVIEW AND SCRUTINY PANEL</b>	
1.	<p><b>Policy development and monitoring the implementation of the major changes from the 2010 NHS White Paper</b></p> <p>Contribute to the Council's and NHS policy development, and monitor in particular (subject to legislation): the transfer of the Public Health responsibilities from the PCT to the Council; the creation of the Commissioning Consortium, Local HealthWatch and the new Health and Wellbeing Board; and establishing the new arrangements for Health Overview and Scrutiny (Working Group and Panel briefings).</p> <p>A separate Working Group will be established to provide an input to the development of the Council's new Health and Well-being strategy.</p>
2.	<p><b>In conjunction with the Joint East Berkshire Health Overview and Scrutiny Committee * , monitoring the performance and budget of the Berkshire Primary Care Trust and the NHS trusts serving Bracknell Forest</b></p> <p>This will include: the linkage with the Operating Framework and the national NHS priorities set by the Department of Health; the transfer and merger of Community Health Services; the financial position of Heatherwood and Wexham Park Hospitals Trust; and the Joint Strategic Needs Assessment.</p> <p>* No further meetings of the Joint Committee are planned.</p>
3.	<p><b>Responding to NHS Consultations</b></p> <p>The Health O&amp;S Panel is a statutory consultee for any substantial variation in NHS services affecting the Borough, and usually up to 3-5 consultations occur each year.</p>

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

## FUTURE PROPOSED REVIEWS

To assist future planning, the proposed reviews below have been identified. Resources are unlikely to be available for these until 2012/13 or later.

<b>Adult Social Care Overview And Scrutiny Panel</b>	
1.	<p><b>A Review of the Deprivation of Liberty Safeguards (DOLS)</b></p> <p>A review of the Council's implementation of DOLS.</p>
<b>Children, Young People And Learning Overview And Scrutiny Panel</b>	
2.	<p><b>The Provision of School Places</b></p> <p>To review the Council's arrangements for providing places for children in Bracknell Forest's schools, to include the school admissions process.</p>
3.	<p><b>Schools Governance</b></p> <p>To review the comments by Ofsted about governance in Bracknell Forest Schools, and the arrangements being made to achieve effective governance in all schools.</p>
4.	<p><b>School Record Keeping</b></p> <p>To review the performance of schools in keeping records.</p>
<b>Environment Culture And Communities Overview And Scrutiny Panel</b>	
5.	<p><b>Policy Development</b></p> <p><u>Pay-as-you-go Car Club Schemes</u> – To consider promoting such a scheme locally.</p>
6.	<p><b>Libraries</b></p> <p>To review the options for future provision of the Library Service, to include possible use of volunteers.</p>
7.	<p><b>Public Health</b></p> <p>To carry out a joint review with other Scrutiny Panels on the Council's response to the transfer-in from the Primary Care Trust of public health responsibilities. To include measures to prevent ill-health and to promote good health.</p>

## Health Overview And Scrutiny Panel

8.	<b>The New NHS Constitution</b>  To review the implementation by NHS organisations of the NHS Constitution, which brings together a number of rights, pledges and responsibilities for staff and patients.
9.	<b>New Health Facilities in Bracknell</b>  As a follow-up to the 2010 O&S report on the Bracknell Healthspace, to review the provision of health services from the new Healthspace also the Brant's Bridge centre for cancer and renal services.

**Extract From Draft Minutes – Overview and Scrutiny Commission 9 June 2011**

Work Programme 2011/12

Members were invited to consider the Overview & Scrutiny proposed work programme for 2011/2012. The proposed programme incorporated the views of the former Commission and Panels and was endorsed by the Council at their meeting in April.

Comments were made as follows:

- It was a huge work programme, all of which may not be achieved. It was for the Panels to prioritise and decide which reviews to undertake but the proposals were a good starting point.
- It was important to exercise pre-decision scrutiny.
- New members may have some fresh ideas.

Relating to point 6 of the Commission's proposals, Policy Development, members were advised that a working group would be established to review plans for neighbourhood engagement, in the light of the Localism Bill and local developments. This review would be of fairly short duration and had a small window of opportunity. Councillors Finnie and McLean expressed an interest in this working group. Councillor Heydon expressed an interest in sitting on the working group to review the 2012 refresh of the Information and Communications Technology Strategy.

The Head of Overview & Scrutiny would write to members inviting membership of the working groups. Relating to point 7 of the Commission's proposals, Sustaining Economic Prosperity, this task was pressing and ongoing. A working group had already been established.

**Extract From Draft Minutes – Adult Social Care Overview and Scrutiny Panel, 14 June 2011**

Work Programme 2011/12

The Panel considered the proposed Work Programme for 2011/12. Panel members agreed that the Work Programme should incorporate a degree of flexibility to take into account changes in government policy in the future. Areas of interest for the Work Programme for 2011/12 included keeping budgets under review, the work and remit of the Emergency Duty Team, the Autism Strategy, Deprivation of Liberty Safeguards (although this would not be reviewed at present), a review of the Council's response to the government's new requirements in its 2010 Drug Strategy, and more information on the Carers' Strategy.

The Head of Service for the Emergency Duty Team would give a presentation on the work and remit of the team at the next meeting of the Panel, when Members would also be involved in the shaping of substance misuse services in Bracknell Forest.

Panel Members would be invited to the Carers' Conference on 7 September 2011 and to the launch of the Autism Strategy on 11 July 2011. Panel Members should advise the Chairman of any other areas of interest for consideration in the work programme for 2011/12.

**Extract From Draft Minutes – Children, Young People and Learning Overview and Scrutiny Panel, 15 June 2011**

Work Programme 2011/12

The Panel considered a report detailing the proposed draft work programme for Overview and Scrutiny in 2011/12.

It was agreed that a Working Group would be set up to review the arrangements for the Common Assessment Framework in Children's Social Care. It was agreed that this review would be short with a completion date in October 2011. Members of the Working Group would be made up of: Councillors Mrs Birch, Ms Hayes, Mrs McCracken, Mrs Temperton and Mrs Mitchell. It was agreed that a review of school governance would follow and that the review of English as an Additional Language had been completed.

**Extract From Draft Minutes – Environment, Culture and Communities Overview and Scrutiny Panel, 21 June 2011**

Work Programme 2011/12

The Environment, Culture and Communities Overview and Scrutiny Panel considered its draft work programme for 2011/12 and accompanying report.

The Panel noted that an extract of the 2010/11 Annual Overview and Scrutiny Report concerning work undertaken by the Environment, Culture and Communities Overview and Scrutiny Panel during the past year was being circulated to new Panel Members.

The Panel noted that the Director of Children, Young People & Learning had been requested to contact the Chairman regarding a review of the environmental management of schools. It was suggested that the Panel may wish this work to be presented at a future meeting.

Appendix 2 to the report suggested that a Working Group of the Panel be established to consider the next stages of the Site Allocations Development Plan Document. As the Executive and Council were scheduled to approve the next stages of the document in autumn 2011, the Panel agreed that this review work should take priority over other new work programme items.

**Extract From Draft Minutes – Health Overview and Scrutiny Panel, 30 June 2011**

Work Programme 2011/12

The Panel considered its Work Programme for 2011/12.

The Chairman encouraged members to concentrate their attention on the key issues. The Chairman also proposed increasing public involvement and informed the Panel that the Buckinghamshire County Council Health O&S Panel had invested time in informing local people on how the new local health system would fit together and had undertaken activity to make the

Health O&S Panel more accountable to local people. He suggested that it would be useful to meet with members from Buckinghamshire to explore this further.

In terms of the Work Programme, the Chairman felt that the Health & Wellbeing Strategy was a key strategy and that it would be useful to set up a working group to look at the Strategy. The Strategy would be submitted to the Director of Public Health and it was important that the Panel had an input. Councillors Kensall, Finch, Virgo, Mrs Temperton, Baily and Terry Pearce agreed to participate in this working group.

The Head of Overview & Scrutiny queried if it would be useful to conduct this working group as a workshop and to seek the input of the Executive Member, the Director and others. The Panel agreed that this would work well.

Councillors Virgo, Mrs Angell, Mrs Barnard, Kensall and Finch agreed to participate on the working group: Monitoring the Implementation of the Major Changes from the 2010 NHS White Paper.

It was agreed that in order to keep the programme to a manageable size, the other working groups suggested in the proposed Work Programme should be deferred to a future date.