

**TO: OVERVIEW AND SCRUTINY COMMISSION
30 JANUARY 2014**

**OVERVIEW AND SCRUTINY PROGRESS REPORT
Assistant Chief Executive**

1 PURPOSE OF REPORT

1.1 This report highlights:

- (i) Overview and Scrutiny (O&S) activity during the period May to November 2013.
- (ii) Significant national and local developments in O&S.

2 RECOMMENDATIONS

2.1 To note Overview and Scrutiny activity and developments over the period May to November 2013, set out in section 5 to 6, and Appendices 1 and 2.

3 REASONS FOR RECOMMENDATIONS

3.1 The Chief Executive has asked for a six monthly report to be produced on O&S activity.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5 SUPPORTING INFORMATION

Overview and Scrutiny Structure and Membership

5.1 Council appointed Rev Cannon Nick Parish, Church of England representative, also Councillor Sargeant, to the O&S Commission, and the Commission appointed Rev Parish to the Children, Young People & Learning Overview and Scrutiny Panel. A councillor vacancy on the Commission remains to be filled. Mrs Carol Murray (Parent Governor representative) and Mrs Catriona Mitchell (Co-optee) resigned during the period. Action is in hand to fill both vacancies, also the long-running vacancy for a representative of the Catholic Diocese.

Overview and Scrutiny Work Programme and Working Groups

5.2 The programme for 2013-14 was approved as part of the Annual Report of O&S for 2012-13, including formal consultation with the Corporate Management Team and the Executive. The programme is broadly on course for completion as planned, and a routine report has been submitted to each O&S Commission meeting, monitoring progress against the O&S Work Programme using traffic light indicators.

5.3 The table at Appendix 1 sets out the current status of the O&S Working Groups, along with the list of completed reviews.

Overview and Scrutiny Commission

- 5.4 The O&S Commission met on 2 and 15 May (Annual meeting), 1 July, 5 September and 21 November. The main items included: reviewing the quarterly performance reports for the Corporate Services Department, the Chief Executive's Office and the Council as a whole; meeting the Police and Crime Commissioner also representatives of Thames Valley Police and the Community Safety Partnership to review their performance and the refreshed Community Safety Plan; receiving briefings on the Commercial Property Portfolio and the Residents' Survey; considering progress reports on the Community Infrastructure Levy, and the implementation of the strategies for Customer Contact and Channel, Information and Communications Technology, and Office Accommodation; a discussion with the Borough Treasurer on the evolving budgetary position; adopting the report of the Commission's Working Group which reviewed Delegated Authorities, and considering the Executive's response to that report's recommendations. The Deputy Leader said about that report: *'I find the document detailed and comprehensive and an excellent piece of scrutiny work'*.
- 5.5 At each of its meetings, the Commission also reviewed corporate items on the Executive Forward Plan, and monitored the delivery of the O&S work programme, with particular reference to the Commission's own Working Groups. Separately, the O&S Commission made an input to the consultation on the new Community Engagement strategy in May.
- 5.6 The O&S Commission's next meeting is on 30 January 2014. The Commission intends commencing its Working Group on the impact of re-localisation of Business Rates in early 2014.

Environment, Culture and Communities O&S Panel

- 5.7 Meetings of the Panel were held on 25 June and 24 September. During the meetings the Panel considered and commented on: Quarterly Service Reports for the relevant quarters; the Schools Annual Environmental Management Report 2011/12; outcomes of the Residents' Survey; the Residents' Parking Scheme consultation; Local Development Framework updates; the Revised Statement of Community Involvement; the evolving departmental budgetary position; Sustainable Modes of Transport; the O&S Work Programme 2013-14; the six monthly O&S progress report; and scheduled Executive key and non-key decisions. The Panel also received presentations from the Council's Emergency Planning Manager and representatives of the Environment Agency and Thames Water explaining how the Council managed flood risk in partnership with these external agencies. The Panel has monitored the progress of its working group which has guided the Borough's emerging Bus Strategy for implementation in April 2014 and plans to establish a new working group to review the Council's cultural services offering (see Appendix 1).
- 5.8 Actions arising from Panel meetings have resulted in the circulation to Panel Members of a school's energy consumption figures following the installation of a photovoltaic system and information concerning blue wheeled bin registration and the recycling incentive scheme. The next meeting of the Panel is taking place on 21 January 2014.

Health O&S Panel

- 5.9 The Panel met on 11 July, 18 August and 3 October. The main items considered at those meetings included: considering the South Central Ambulance Service's performance on cardiac arrest survival rates and Ambulance response times; reviewing the GP Patient Survey results for the Borough; monitoring the progress on delivering the reforms to health arising from the Health and Social Care Act, specifically the transfer of Public Health responsibilities to the Council, and establishing Local Healthwatch, with whom we had a

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meeting to review their progress in fulfilling their role; and having a meeting dedicated to reviewing the response of Heatherwood and Wexham Park Hospitals Trust to very critical reports issued by the Care Quality Commission. At each of its meetings, the Panel also considered scheduled Executive Key and Non-Key Decisions relating to Health, and monitored the progress of its Working Groups. A new standing item has included regularly reviewing the information from the 'NHS Choices' website concerning summary information on mortality and other key information for the NHS Trusts providing most of the acute care services for Bracknell Forest residents.

- 5.10 Between formal meetings, the Panel's activities have included, for example: monitoring the delivery of 'Shaping the Future' programme for health services in East Berkshire, monitoring the prospective merger of two hospital Trusts nearby, visiting the South Central Ambulance Service Call Centre in Bicester in July, also their Annual General Meeting in September. A major activity has been progressing a Working Group to review what has been and can be learnt locally from the Francis report on the appalling failures concerning the Mid Staffordshire NHS Trust. The Panel's next meeting is on 7 January 2014.

Joint East Berkshire with Buckinghamshire Health O&S Committee

- 5.11 This Committee, formed jointly with Slough Borough Council, the Royal Borough of Windsor & Maidenhead, and Buckinghamshire County Council has remained suspended, the last meeting having been held in March 2013. The O&S Commission had previously decided to end the Council's involvement in the Joint Committee, unless there is a need to respond to a statutory consultation affecting health services in East Berkshire. The Council declined RB Windsor and Maidenhead's suggestion in November that the Committee might meet to consider an issue at a local hospital.

Children, Young People and Learning O&S Panel

- 5.12 Meetings of the Panel took place on 3 July and 11 September, 2013. The Panel received a presentation from the Bracknell Forest Youth Council regarding its recent activities and considered and commented on: Quarterly Service Reports for the relevant quarters; youth provision; the 2013/14 Service Plan and Revised Key Actions and Indicators; Adoption and Foster Care Services Annual Reports 2013; Children and Young People's Plan; implementation of the Common Assessment Framework; Children's Social Care Complaints and Compliments Annual Report 2012/13; Life Chances Team update; Annual report on the Work of the Virtual School; Residents' Survey; Positive Approaches to the Engagement of Young People; the evolving departmental budgetary position; O&S Work Programme 2013-14; the six monthly O&S progress report; and scheduled Executive key and non-key decisions. The Panel also agreed the report of its Working Group which reviewed School Governance and received the resulting favourable Executive response (see Appendix 1).
- 5.13 Activities between Panel meetings included referring the School Governance Working Group report to the Governor Appointments Committee and the receipt of information concerning work to improve engagement with young people, a school leaflet explaining the Common Assessment Framework assessment process, data on A*-C grades in different GCSE subjects and performance of pupil premium students. The Panel's next meeting is being held on 15 January 2014.

Adult Social Care and Housing O&S Panel

- 5.14 The Panel met on 18 June and 17 September, 2013. The main items considered at the meetings included: Quarterly Service Reports for the relevant quarters; Annual Complaints Report for Adult Social Care and for Housing 2012/13; Adult Social Care and Health Local Account 2012/13; Community Based Support Services for People with a Learning Disability; Commissioning Strategy for Adults with Long Term Conditions; Benefits Service Update;

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Bracknell Forest Safeguarding Adults Partnership Board Annual Report 2012/13; Joint Commissioning Strategy for People with Learning Disabilities Consultation; Outcomes of the 2012/13 Carers' Survey; Caring for Our Future Consultation; the evolving budgetary position for Adult Social Care and Housing; the six monthly O&S progress report; and scheduled Executive key and non-key decisions. The Panel also considered a monitoring update report in respect of the implementation of the programme of Modernising Older People's Services, following the related review previously undertaken by one of its working groups.

- 5.15 A new working group has been established to undertake a review of the Council's Role in Regulated Adult Social Care Services (see Appendix 1). The next meeting of the Panel is taking place on 14 January 2014.

Other Overview and Scrutiny Issues

- 5.16 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2, showing a consistently high score across the various questions posed.
- 5.17 Quarterly review and agenda setting meetings between O&S Chairmen, Vice-Chairmen, Executive Members and Directors are taking place regularly for the Panels (every two months for the O&S Commission).
- 5.18 External networking on O&S in the last six months has included both O&S officers attending the annual conference of the Centre for Public Scrutiny in June. The Head of O&S attended a meeting of the South East Employers Local Democracy and Accountability network event in November, and he has continued to represent South East councils' O&S interests at meetings of the National O&S Forum, run by the Centre for Public Scrutiny.

6 Developments in Overview and Scrutiny

- 6.1 The Local Government Association Peer Challenge report of May 2013 said in relation to O&S: *'There is a strong and effective overview and scrutiny function. There is a role that stretches beyond routine monitoring and holding to account, with an increased emphasis on pre-decision involvement and contribution to policy development. Work programmes are determined by scrutiny members in conjunction with lead officers and members, and taking account of the Executive's Forward Plan. This helps Overview and Scrutiny Panels make a relevant and timely contribution to policy development. There are several examples of this, such as the work on localisation of council tax benefits, early intervention, and the Community Infrastructure Levy'*.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Statutory Scrutiny Officer

- 7.1 The monitoring of this function is carried out by the Statutory Scrutiny Officer on a quarterly basis. Good progress has been made on the agreed programme of work by Overview and Scrutiny for 2013/14. Scrutiny Panels have continued to focus on areas of importance to local residents, and the quality of the work done continues to be high.

Borough Solicitor

- 7.2 Nothing to add to the report.

Borough Treasurer

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- 7.3 There are no additional financial implications arising from the recommendations in this report.

Equalities Impact Assessment

- 7.4 Not applicable. The report does not contain any recommendations impacting on equalities issues.

Strategic Risk Management Issues

- 7.5 Not applicable. The report does not contain any recommendations impacting on strategic risk management issues.

Workforce Implications

- 7.6 Not applicable. The report does not contain any new recommendations impacting on workforce implications.

Other Officers

- 7.7 Directors and lead officers are consulted on the scope of each O&S review before its commencement, and on draft O&S reports before publication.

8 CONSULTATION

Principal Groups Consulted

- 8.1 None.

Method of Consultation

- 8.2 Not applicable.

Representations Received

- 8.3 None.

Background Papers

Minutes and papers of meetings of the Overview and Scrutiny Commission and Panels.

Contact for further information

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OVERVIEW AND SCRUTINY CURRENT WORKING GROUPS – 2013/14

Position at 18 November 2013

Overview and Scrutiny Commission								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Delegated Authorities	Angell (Lead), Mrs Birch, Gbadebo, Finnie and Leake	Alison Sanders	Richard Beaumont	√	Completed	Completed	√	Executive response due to be considered by O&S Commission on 21 November

Health Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Francis Report on NHS Mid Staffordshire Hospital	Mrs McCracken (Lead), Mrs Angell, Angell, Baily, Kensall, Mrs Temperton, and Virgo	Glyn Jones	Richard Beaumont	√	Information gathering complete	In draft		Draft report being considered by Working Group on 20 November

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Environment, Culture and Communities Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Bus Strategy Working Group	Finnie (Lead), Brossard, Ms Brown, Gbadebo and Leake	Bev Hindle / Sue Cuthbert	Andrea Carr	√	Four meetings have taken place and the review is virtually completed	N/A	N/A	The Bus Strategy will be shared with the Working Group for any final comments once prepared for approval by the Executive in January 2014
Cultural Services Offering	Brossard, Ms Brown, Finnie and Thompson	TBC	Richard Beaumont		At planning stage			The first meeting of the Working Group is yet to be arranged

Children, Young People and Learning Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
School Governance	Mrs Temperton (Lead) Mrs Birch, Ms Hayes, Mrs McCracken, Mrs Cauchi	Martin Surrell	Andrea Carr	√	Completed	√	√	The review report was completed in July and a favourable Executive

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	(former PGR) & Mr Jackson (Kerith Centre)							response was received in September, 2013
School Places	Mr Briscoe (PGR) (Lead) Mrs Birch, Gbadebo, Kensall, Mrs McCracken, and Mrs Temperton	Chris Taylor	Andrea Carr	√	Review commenced in September 2013 and two meetings have taken place to date			A third meeting is being arranged to consider the capital programme and impact of new housing etc.

Adult Social Care and Housing Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
The Council's Role in Regulated Adult Social Care Services	Harrison (Lead), Mrs McCracken, Mrs Temperton and Thompson	Zoë Johnstone	Andrea Carr	√	The first meeting of the Working Group has taken place			The second meeting is being arranged to consider CQC inspection criteria and reports, and examples of contracts

Completed Reviews

Date Completed	Title
December 2003	South Bracknell Schools Review
January 2004	Review of Adult Day Care Services in Bracknell Forest (Johnstone Court Day Centre & Downside Resource Centre)
May 2004	Review of Community & Voluntary Sector Grants
July 2004	Review of Community Transport Provision
April 2005	Review of Members' Information Needs
November 2005	The Management of Coronary Heart Disease
February 2006	Review of School Transfers and Performance
March 2006	Review of School Exclusions and Pupil Behaviour Policy
August 2006	Report of Tree Policy Review Group
November 2006	Anti-Social Behaviour (ASB) – Review of the ASB Strategy Implementation
January 2007	Review of Youth Provision
February 2007	Overview and Scrutiny Annual Report 2006
February 2007	Review of Library Provision
July 2007	Review of Healthcare Funding
November 2007	Review of the Council's Health and Wellbeing Strategy
December 2007	Review of the Council's Medium Term Objectives
March 2008	2007 Annual Health Check Response to the Healthcare Commission
April 2008	Overview and Scrutiny Annual Report 2007/08
May 2008	Road Traffic Casualties
August 2008	Caring for Carers
September 2008	Scrutiny of Local Area Agreement
October 2008	Street Cleaning
October 2008	English as an Additional Language in Bracknell Forest Schools
April 2009	Overview and Scrutiny Annual Report 2008/09

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Date Completed	Title
April 2009	Healthcare Commission's Annual Health Check 2008/09 (letters submitted)
April 2009	Children's Centres and Extended Services in and Around Schools in Bracknell Forest
April 2009	Older People's Strategy
April 2009	Services for People with Learning Disabilities
May 2009	Housing Strategy
July 2009	Review of Waste and Recycling
July 2009	Review of Housing and Council Tax Benefits Improvement Plan
December 2009	NHS Core Standards
January 2010	Medium Term Objectives 2010/11
January 2010	Review of the Bracknell Healthspace (publication withheld to 2011)
January 2010	14-19 Years Education Provision
April 2010	Overview and Scrutiny Annual Report 2009/10
July 2010	Review of Housing and Council Tax Benefits Improvement Plan (Update)
July 2010	The Council's Response to the Severe Winter Weather
July 2010	Preparedness for Public Health Emergencies
October 2010	Safeguarding Vulnerable Adults in the context of Personalisation
October 2010	Review of Partnership Scrutiny
December 2010	Hospital Car Parking Charges
January 2011	Safeguarding Children and Young People
March 2011	Review of the Bracknell Healthspace (Addendum)
April 2011	Overview and Scrutiny Annual Report 2010/11
June 2011	Office Accommodation Strategy
June 2011	Plans for Sustaining Economic Prosperity
July 2011	Review of Highway Maintenance (Interim report)
September 2011	Performance Management Framework

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Date Completed	Title
September 2011	Review of the Council's Medium Term Objectives
October 2011	Plans for Neighbourhood Engagement
October 2011	Regulation of Investigatory Powers
October 2011	Site Allocations Development Plan Document
January 2012	Common Assessment Framework
February 2012	Information and Communications Technology Strategy
April 2012	NHS Trusts Quality Accounts 2011/12 (letters submitted to five Trusts)
April 2012	Overview and Scrutiny Annual Report 2011/12
June 2012	Commercial Sponsorship
July 2012	Communications Strategy
November 2012	Proposed Reductions to Concessionary Fares Support and Public Transport Subsidies
November 2012	Modernisation of Older People's Services
January 2013	Preparations for the Community Infrastructure Levy
February 2013	Substance Misuse
February 2013	'Shaping the Future' of Health Services in East Berkshire
April 2013	Overview and Scrutiny Annual Report 2012/13
April 2013	NHS Trusts Quality Accounts 2011/12 (letters submitted to three Trusts)
July 2013	School Governance
September 2013	Delegated Authorities
October 2013	Bracknell Forest Bus Strategy

Results of Feedback Questionnaires on Overview and Scrutiny Reports

Note – Departmental Link officers on each major Overview and Scrutiny review are asked to score the key aspects of each substantive review on a scale of 0 (Unsatisfactory) to 3 (Excellent)

	Average score for previous 19 Reviews ¹
PLANNING	2.8
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?	2.9
CONDUCT OF REVIEW	2.7
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?	2.8
Did the review get to the heart of the issue?	2.6
REPORTING	2.8
Did you have an opportunity to comment on the draft report?	
Did the report give a clear and fair presentation of the facts?	2.5
Were the recommendations relevant and practical?	2.5
How useful was this review in terms of improving the Council's performance?	2.6
Overall average score	2.7

¹ Road Traffic Casualties, Review of the Local Area Agreement, Support for Carers, Street Cleaning, Services for Adults with Learning Disabilities, English as an Additional Language in Schools, Children's Centres and Extended Services, Waste and Recycling, Older People's Strategy, Review of Housing and Council Tax Benefits Improvement Plan, 14-19 Education, Preparedness for Public Health Emergencies, Safeguarding Children, Safeguarding Adults, the Common Assessment Framework, Modernisation of Older People's Services, Community Infrastructure Levy, School Governance, and Delegated Authorities.