

**TO: OVERVIEW AND SCRUTINY COMMISSION
29 JANUARY 2015**

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

1 PURPOSE OF REPORT

- 1.1 This report highlights Overview and Scrutiny (O&S) activity during the period June to November 2014.

2 RECOMMENDATION

- 2.1 **To note Overview and Scrutiny activity and developments over the period June to November 2014, set out in section 5 to 6, and Appendices 1 and 2.**

3 REASONS FOR RECOMMENDATION

- 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 and the O&S Commission respectively appointed members to the vacant positions on the Commission and two of the O&S Panels. Action continues to be taken periodically on the long-running vacancy for a representative of the Catholic Diocese. Rev Parish resigned from the position of Church of England representative on the O&S Commission and the Children, Young People and Learning O&S Panel on 7 November, and a replacement is being sought.

Overview and Scrutiny Work Programme and Working Groups

- 5.2 The programme for 2014-15 has progressed broadly 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, and with particular reference to the Commission's own Working Groups. Activity and output levels in the second half of the year will probably be lower owing to the local government elections in 2015 and anticipated staff sickness absence.
- 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 10 July, 4 September, and 22 October. The main items included:
- Meeting the Director of Security of Broadmoor Hospital and the Local Police Area Commander, regarding the effect of the re-development on security arrangements at the hospital. The Commission Chairman subsequently wrote to the West London Mental Health Trust, conveying the Commission's concerns over the Trust's proposed decommissioning of many of the Broadmoor alert sirens. This was followed by a meeting on the same topic, including the Chairman and Chief Executive of the Trust. Wokingham Borough councillors were invited to participate in the meeting, as they had previously raised similar concerns.
 - Discussing with representatives of Royal Berkshire Fire and Rescue Service (RBFRS): the context for RBFRS; the Service's new policy direction, plans and priorities; and the role and contribution of the Service to community safety locally. In preparation for that meeting, members of the O&S Commission visited Bracknell Fire Station on 29 August to meet RBFRS front-line staff.
 - Reviewing the quarterly performance reports for the Corporate Services Department, the Chief Executive's Office and the Council as a whole. Also reviewing the bi-annual progress report of O&S.
 - Reviewing corporate items on the Executive Forward Plan.
- 5.5 Between formal meetings, the Commission's activities have included, for example:
- Visiting Thames Valley Police's control centre and performance information team at Kidlington in June.
 - Visiting Bracknell Fire Station in August.
- 5.6 The O&S Commission's next meeting is on 20 November, when the main items will be: meeting representatives of Thames Valley Probation Service and the Community Rehabilitation Company to consider their role, plans and priorities; and discussing with the Executive Member for Transformation and Finance, and the Borough Treasurer the evolving budgetary position, in preparation for scrutiny of the 2015/16 budget proposals. The Commission's Working Group on Business Rates, which commenced on 19 May, continued to make good progress during the period, and it is expected to complete its work within the next two months.

Environment, Culture and Communities O&S Panel

- 5.7 Meetings of the Panel were held on 24 June and 23 September, 2014. During the meetings the Panel considered and commented on:
- Electing a Chairman and appointing a Vice Chairman.
 - Quarterly Service Reports for the relevant quarters.
 - Service Plan 2014/15 - Revised Key Actions and Indicators.
 - Residents' Parking Scheme – Consultation Outcome and Final Scheme Proposals.
 - Draft Obligation Supplementary Planning Document.
 - Bracknell Forest Borough Local Plan Update.
 - Public Realm – Progress with Mobilisation.
 - Supported Bus Service Contracts 2015.
 - Enforcement Policy (Regulated Services).
 - Parks and Open Spaces Quality Improvements – Jocks Lane Recreation Ground and Sandhurst Memorial Park.
 - Draft Cultural Services O&S Report.
 - Working Group Update Report.
 - Scheduled Executive key and non-key decisions.

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- 5.8 A review of Cultural Services, in the context of pressure on public finance, with particular reference to libraries and assistance for South Hill Park, has been undertaken by a working group of the Panel and the Executive's response to the completed report is now awaited (see Appendix 1).
- 5.9 Actions arising from Panel meetings have resulted in the circulation to Panel Members of the number of e+ smartcards issued or reissued during 2013-14, the number of fixed notices issued during the last year, details of the route of the Sandhurst Shopper 598 bus service and the officers' response to a Member's request that consideration be given to extending the route of the 108 bus service to serve the local Community Centre. In addition, the Panel requested that an analysis of the content of compliments received and any associated learning points be included in future Quarterly Service Reports. The next meeting of the Panel is taking place on 13 January 2015.

Health O&S Panel

- 5.10 The Panel met on 3 July and 2 October. The main items considered at those meetings included:
- Electing a Chairman and appointing a Vice Chairman.
 - Meeting the Chief Executive of Frimley Park Hospital NHS Trust, with particular reference to the Trust's services to residents, and progress on the Trust's prospective acquisition of Heatherwood and Wexham Park Hospitals NHS Foundation Trust.
 - Meeting the Director of Nursing of the Bracknell and Ascot Clinical Commissioning Group, regarding the quality of patient care at the main local hospitals, with reference to the results of the 2013 survey of adult inpatients.
 - Reviewing the quarterly performance reports of the Adult Social Care, Health and Housing department, relating to public health.
 - Adopting a Protocol between the Health & Wellbeing Board, Healthwatch Bracknell Forest and the Health O&S Panel.
 - Meeting the Berkshire Healthcare NHS Trust, with particular reference to their mental health services to residents of Bracknell Forest. In preparation for that meeting, members of the Panel received a briefing on mental health, and visited the in-patient mental health facility at Prospect Park Hospital, in September.
 - The bi-annual progress report of Overview and Scrutiny.
 - Receiving questions under the public participation scheme for Overview and Scrutiny.
 - Receiving a presentation on Public Health's first year in the Council, and future plans.
 - The 2013-14 Annual report of Healthwatch Bracknell Forest.
 - Reviewing the information from the NHS Choices website, for the NHS Foundation Trusts providing most NHS services to Bracknell Forest residents.
 - Considering scheduled Executive Key and Non-Key Decisions relating to Health.
- 5.11 Between formal meetings, the Panel's activities have included, for example:
- Attending the Annual General Meeting of Bracknell and Ascot Clinical Commissioning Group.
 - Raising concerns over patient comfort at the Urgent Care Centre in Bracknell.
 - Observing some meetings of the Health and Wellbeing Board.
 - A trial run of the newly designed induction training for members engaged in health O&S, delivered jointly by Adult Social Care, Health and Housing, also O&S officers.
- 5.12 The Panel's next meeting is on 15 January 2015, when the main items are likely to include scrutiny of the Health element of the Council's Draft Budget Proposals for 2015/16.

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Joint East Berkshire with Buckinghamshire Health O&S Committee

- 5.13 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.

Children, Young People and Learning O&S Panel

- 5.14 Meetings of the Panel took place on 11 June and 10 September, 2014. During the meetings the Panel considered and commented on:
- Electing a Chairman and appointing a Vice Chairman.
 - The minutes of meetings of the Corporate Parenting Advisory Panel.
 - Quarterly Service Reports for the relevant quarters, giving particular attention to outcomes of Ofsted school inspections, 2014 school place allocations and Family Focus, the Council's troubled families initiative.
 - A presentation in respect of substance misuse involving children and young people.
 - The implications of the Children and Families Act 2014.
 - The updated Joint Strategic Plan for Children, Young people and Families 2014-17.
 - Draft School Places O&S Report.
 - The 2013/14 Annual Report of the Independent Reviewing Officer service.
 - A presentation in respect of actions being taken to reduce incidences of bullying.
 - The Common Assessment Framework Annual Report 2013/14.
 - An update on the effective use of the Pupil Premium grant for Looked After Children.
 - The Executive response to the O&S report of the review of School Places.
 - The Development Plan for Community Learning 2014-17.
 - Pan Berkshire Shared Adoption Service.
 - Scheduled Executive key and non-key decisions.
- 5.15 The Panel agreed the report of the review of the planning and provision of school places at its meeting on 11 June 2014 and then received the favourable Executive response to the report at its meeting held on 10 September when it established a new working group to commence a review of the impact of substance misuse on children, young people and their families (see Appendix 1).
- 5.16 Activities between Panel meetings included circulation to Members of some of the child's view sheets used in the Common Assessment Framework, the Local Safeguarding Children's Board Continuum of Help and Support document and the Guide to Child Neglect. In addition, arrangements have been commenced for Panel Members to visit some primary schools in the Borough to ascertain how they are adapting to the move to providing free school meals for all Reception, Year 1 and Year 2 pupils and possibly sample some meals to check the quality and variety before reporting their findings to the next Panel meeting, to be held on 12 January 2015.

Adult Social Care and Housing O&S Panel

- 5.17 The Panel met on 17 June and 16 September, 2014. The main items discussed and considered at the meetings were:
- Electing a Chairman and appointing a Vice Chairman.
 - Quarterly Service Reports for the relevant quarters.
 - Annual Complaints Reports 2013/14 for Adult Social Care and for Housing.
 - Living with Positive Choices: a Community Strategy for Adults with Long Term Conditions aged 18-64 years - review of Action Plan.
 - Alcohol Brief Intervention in Adult Social Care - progress update.

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- Update on the Care Act 2014 and plans for implementation.
- Adult Social Care Annual Report (Annual Account) 2013/14.
- Bracknell Forest Safeguarding Adults Partnership Board Annual Report 2013/14.
- Changes to regulation and inspection of Adult Social Care from April 2015.
- The Council's Role in Regulated Adult Social Care Services O&S report.
- Working Group Update Report.
- Scheduled Executive key and non-key decisions.

- 5.18 The Panel monitored progress achieved by its working group reviewing the Council's role with regard to care governance and managing safeguarding in regulated Adult Social Care Services and agreed the resulting report, the Executive's response to which is now awaited (see Appendix 1).
- 5.19 In addition, the Panel discussed future review work having regard to its Work Programme and favoured commencing a review of homelessness when resources became available. The next meeting of the Panel is taking place on 20 January 2015.

Other Overview and Scrutiny Issues

- 5.20 The biennial Members survey results in August 2014 included the following responses relating to O&S:
- 75% net satisfaction with support for O&S.
 - 84% net satisfaction with support by O&S officers.
 - 82% net satisfaction with support by Council departments.
 - 58% regarded O&S to be effective in terms of holding decision makers to account, and in contributing to policy development.
- 5.21 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2, showing a high average score of 2.7 (90%).
- 5.22 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). Periodic meetings of the O&S Chairmen and Vice Chairmen were suspended in April 2013.

6 DEVELOPMENTS IN OVERVIEW AND SCRUTINY

- 6.1 The only notable developments in O&S in the period covered by this report were the changes to Health O&S arising from the Department of Health's guidance relating to *The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013*. The main point to be addressed is that if a council decides to delegate its health scrutiny powers and duties to a health scrutiny committee, it need not delegate *all* of its health scrutiny functions to that committee (i.e. it could retain some functions itself). Officer recommendations in that regard have been prepared for consideration by the Governance and Audit Committee, as changes to the Constitution are envisaged.
- 6.2 O&S Officers attended the Centre for Public Scrutiny's annual conference in June.

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 2014/15. 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

- 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.

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OVERVIEW AND SCRUTINY CURRENT WORKING GROUPS – 2014/15

Position at 19 November 2014

Overview and Scrutiny Commission								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Business Rates	Angell (Lead), Heydon, Leake and Virgo	Alan Nash	Richard Beaumont	√	Information gathering completed.	Report in draft		Commenced 19 May 2014, with seven meetings to date.

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	√	Completed	√	√	The agreed changes to O&S practices are partly implemented.

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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
Cultural Services Offering	Finnie (Lead) Brossard, Ms Brown, Gbadebo and Thompson	Mark Devon	Richard Beaumont	√	Completed	√	√	Executive response to be considered by Panel at next meeting.

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 Places	Mr Briscoe (PGR) (Lead), Mrs Birch, Kensall and Mrs Temperton	Chris Taylor	Andrea Carr	√	Completed	√	√	Recommendations agreed and being implemented.
Substance Misuse – Children and Young People	Mrs Birch (Lead), Mrs Temperton, Mr Briscoe & Mrs Wellsted (PGRs) & Miss Richardson (Teacher rep.)	Jillian Hunt	Andrea Carr	√	Information gathering partially completed.			The review commenced in September and three meetings have taken place to date.

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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	√	Completed	√	Awaited	The report has been agreed and forwarded to the Executive for its response.

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
January 2014	Applying the Lessons of the Francis Report to Health Overview and Scrutiny
April 2014	Overview and Scrutiny Annual Report 2013/14
June 2014	Review of School Places
September 2014	Review of Cultural Services

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 21 Reviews ¹
PLANNING Were you given sufficient notice of the review?	2.9
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 Was the review carried out in a professional and objective manner with minimum disruption?	2.7
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 Did you have an opportunity to comment on the draft report?	2.8
Did the report give a clear and fair presentation of the facts?	2.5
Were the recommendations relevant and practical?	2.6
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, Delegated Authorities, Applying the Lessons of the Francis Report, and School Places.