

**TO: OVERVIEW AND SCRUTINY COMMISSION
9 JULY 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 December 2014 to May 2015.

2 RECOMMENDATION

- 2.1 **To note Overview and Scrutiny activity and developments over the period December 2014 to May 2015, 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 on O&S activity to be submitted to the Corporate Management Team and to O&S Members.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

Overview and Scrutiny Structure and Membership

- 5.1 At their annual meetings on 27 May 2015, Council and the O&S Commission respectively appointed members to the Commission and to the O&S Panels. Action continues to be taken periodically on the long-running vacancies for representatives of the Catholic Diocese and the Church of England on the O&S Commission and the Children, Young People and Learning O&S Panel.

Overview and Scrutiny Work Programme and Working Groups

- 5.2 The programme for 2014-15 was completed largely 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 during the period were slightly lower than usual owing to the local government elections in 2015 and 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 since 2010. At Council on 29 April, the Leader thanked the Commission's Working Group which reviewed Business Rates for a very positive review.

Overview and Scrutiny Commission

- 5.4 The O&S Commission met on 29 January, 19 March and 27 May (Annual meeting). The main items included:
- Considering the Council's draft budget proposals for 2015/16.
 - Adopting the report of the Overview and Scrutiny Commission's Working Group which reviewed Business Rates and discretionary relief. The Executive has since issued a positive response to the report's recommendations.
 - Considering the results of the 2014 Residents' survey.
 - Reviewing the quarterly performance reports for the Corporate Services Department, the Chief Executive's Office and the Council as a whole.
 - Receiving an update on the work of the Economic and Skills Development Partnership and progress in implementing the Economic Development Strategy.
 - Reviewing corporate decision items on the Executive Forward Plan.
 - Considering the O&S Work Programme for 2015/16.
 - Electing a Chairman, appointing a Vice Chairman, and appointing the O&S Panels.
- 5.5 The O&S Commission's next planned meeting is on 9 July. The main item is anticipated to be the customary annual meeting with representatives of the Community Safety Partnership and Thames Valley Police, with a focus on the 2014/15 annual crime figures and the priorities of the Community Safety Partnership.

Environment, Culture and Communities O&S Panel

- 5.6 Meetings of the Panel were held on 13 January and 17 March, 2015. During the meetings the Panel considered and commented on:
- Quarterly Service Reports (QSRs) for the relevant quarters.
 - Bracknell Forest Borough Local Plan Updates.
 - 2015/16 Draft Budget Proposals.
 - Results of the Trial Recycling Scheme.
 - Review of the Commercial Sponsorship Trial.
 - Residents' Survey results.
 - 2013/14 Schools Annual Environmental Management Report.
 - South East Street Works Permit Scheme.
 - Executive Response to the Cultural Services Offering O&S Report.
 - O&S Work Programme 2015/16.
 - O&S Progress Report.
 - Scheduled Executive key and non-key decisions.
- 5.7 A review of Cultural Services, in the context of pressure on public finance, with particular reference to libraries and assistance for South Hill Park, was completed by a working group of the Panel and the Executive's favourable response to the report was received (see Appendix 1).
- 5.8 The Commercial Sponsorship Member Reference Group was reconvened to review the commercial sponsorship trial and recommended that the Panel endorse the Director's decision to undertake a full procurement in order to implement a permanent commercial sponsorship contract (see Appendix 1).
- 5.9 Actions arising from Panel meetings have resulted in the circulation to Panel Members of the amount of charges associated with Street Work Permits/Licences/Over-runs, details of what upheld complaints related to, whether the fines associated with the enforcement of the Residents Parking Scheme covered the cost of operating the scheme, and the number of schools with solar panels and whether they were leading to a reduction in electricity consumption and costs. The Panel requested that: the timings of the Intelligent Transport

System at the Twin Bridges roundabout be reviewed to improve traffic flow; the number of people injured or killed in road traffic accidents in the preceding 12 months be included in future QSRs; the Children, Young People and Learning Department consider introducing an initiative to tackle littering around school grounds; and consideration be given to the next Residents' Survey including a question to raise awareness of Bracknell Forest services by asking respondents whether they are aware of the difference between the Borough Council and local town and parish councils and the services which each provided.

Health O&S Panel

5.10 The Panel met on 15 January and 12 March 2015. The main items considered at those meetings included:

- Meeting representatives of Bracknell Forest General Practitioners and NHS England to consider: the latest GP Patient survey results; the Care Quality Commission's 'Intelligent Monitoring' ratings for Bracknell Forest GP practices; and national concerns regarding the capacity of GP Practices and the ease of obtaining GP appointments.
- A progress update on the work of the Bracknell Forest Health and Wellbeing Board.
- Reviewing the Council's budget proposals for health in 2015/16, and plans for future years.
- Considering items for inclusion in the Panel's work programme for 2015/16.
- The bi-annual progress report of O&S.
- Meeting the new Chief Executive of the Royal Berkshire NHS Foundation Trust, concerning the Trust's performance and role as landlord of the Bracknell Urgent Care Centre.
- Updates on the Joint Strategic Needs Assessment and the Health and Wellbeing Strategy.
- Reviewing the quarterly service reports of the Adult Social Care, Health and Housing department, relating to health.
- Considering scheduled Executive Key and Non-Key Decisions relating to Health.

5.11 The Panel's next meeting is on 2 July 2015.

Joint East Berkshire with Buckinghamshire Health O&S Committee

5.12 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

5.13 Meetings of the Panel took place on 12 January and 4 March, 2015. During the meetings the Panel considered and commented on:

- The minutes of meetings of the Corporate Parenting Advisory Panel.
- Quarterly Service Reports for the relevant quarters, giving particular attention to matters including outcomes of Ofsted school inspections, headteacher recruitment, 'A' level results, 'closing the gap' in attainment and child sexual exploitation.
- 2015/16 Draft Budget Proposals.
- Annual Report of the Local Safeguarding Children Board 2013/14.
- Annual Report on the statutory roles and responsibilities of the Director and Lead Member for Children's Social Care 2013/14.
- Annual Report of Children's Social Care Complaints 2013/14.
- Virtual Schools Annual Report 2013/14.

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- The implications of the Children and Families Act 2014.
- School Places Plan 2014/19.
- Use of the Pupil Premium grant.
- Working Group Update Report.
- O&S Work Programme 2015/16.
- O&S Progress Report.
- Scheduled Executive key and non-key decisions.

- 5.14 At its meeting on 4 March 2015 the Panel agreed the report of the review of substance misuse involving children and young people undertaken by one of its working groups and is awaiting the Executive's response (see Appendix 1).
- 5.15 Activities between Panel meetings included circulation to Members of the Admission Arrangements 2016/17, Education Transport Policies, reasons for declined complaints and headteacher recruitment figures. The Panel requested that Bracknell and Wokingham College's examination results be included in future statistics.

Adult Social Care and Housing O&S Panel

- 5.16 The Panel met on 20 January and 24 March, 2015. The main items discussed and considered at the meetings were:
- 2015/16 Draft Budget Proposals.
 - Quarterly Service Reports for the relevant quarters.
 - Care Quality Commission State of Care Annual Report 2013/14.
 - Homeless Strategy.
 - Joint Commissioning Strategy for Adults with Autism 2015/20.
 - Feedback from the Carers' Strategy consultation.
 - Joint Commissioning Strategy for People in an Unpaid Caring Role.
 - Care Act 2014 update.
 - The Executive's response to the Council's Role in Regulated Adult Social Care Services O&S report.
 - O&S Work Programme 2015/16.
 - O&S Progress Report
 - Scheduled Executive key and non-key decisions.
- 5.17 The Panel received a favourable response from the Executive to the report by its working group reviewing the Council's role with regard to care governance and managing safeguarding in regulated Adult Social Care Services (see Appendix 1). The Panel requested that the Chairman and Executive Member write jointly to the Royal Berkshire Fire and Rescue Service in connection with recommendation 6.1 of the report regarding the concerns associated with the regularly practiced plan for the emergency evacuation of care / nursing home premises with a view to securing the introduction of a more practical emergency response procedure reflecting residents' disabilities and conditions as far as possible within safety requirements.
- 5.18 Members were advised of the number of representations received in response to the consultation associated with the Joint Commissioning Strategy for Adults with Autism as an action arising from a Panel meeting.

Other Overview and Scrutiny Issues

- 5.19 The annual report of O&S for 2014-15 was adopted by Council at its meeting on 29 April.
- 5.20 Various O&S training events have taken place and are being planned to help Members in their O&S role. This included a welcome session and an induction training event for newly elected Members in May 2015. The Commission and Panels are to receive briefings on

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issues of departmental interest in their respective areas. The specialised Health O&S training which was piloted in 2014 is to be run for the Health O&S Panel. Training on O&S Chairmanship is to be arranged, as is a Budget scrutiny training event later in 2015.

- 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).

6 DEVELOPMENTS IN OVERVIEW AND SCRUTINY

- 6.1 There were no notable developments in O&S nationally in the period covered by this report. The only notable development in O&S locally was the change to the Constitution 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 Governance and Audit Committee, and subsequently Council at its meeting on 25 February, agreed to amend the Constitution such that the power to refer to the Secretary of State concerns over consultations regarding substantial development or variation in health services should be reserved for Council decision.
- 6.2 The O&S Commission Chairman and the 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 was 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 The contents of this report are noted.

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

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- 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 – 2015/16

Position at 27 May 2015

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	√	Completed.	√	√	The Commission will consider the Executive response on 9 July 2015.

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	√	√	The Executive response was considered by the Panel on 13 January 2015.
Commercial Sponsorship Member Reference Group	Finnie (Lead) Brossard, Dudley, Gbadebo, Leake and Ward	Vincent Paliczka	Andrea Carr	√	Completed	√	N/A	The Panel agreed the recommendation to procure a permanent commercial sponsorship contract.

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
Substance Misuse Involving Children and Young People	Mrs Birch (Lead), Mrs Temperton, Mr Briscoe & Mrs Wellsted (PGRs) & Miss Richardson (Teacher rep.)	Jillian Hunt	Andrea Carr	√	Completed.	√	Under preparation.	The Panel will receive the Executive response at its meeting on 30 September 2015.

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	√	√	The Executive response, accepting 3 of 4 recommendations, was considered by the Panel on 20 January 2015.

Completed Reviews (Since 2010)

Date Completed	Title
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
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)

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Date Completed	Title
April 2012	Overview and Scrutiny Annual Report 2011/12
June 2012 & April 2015	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
October 2014	The Council's Role in Regulated Adult Social Care Services
February 2015	Business Rates and Discretionary Relief
April 2015	Substance Misuse Involving Children and Young People
April 2015	Overview and Scrutiny Annual Report 2014/15

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 23 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?	2.8
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?	2.6
Were the recommendations relevant and practical?	2.5
How useful was this review in terms of improving the Council's performance?	2.5
Overall average score	2.7 (90%)

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, School Places, Cultural Services, and Business Rates.