

# **WOKINGHAM BOROUGH COUNCIL**

**A MEETING OF THE**

**OVERVIEW AND SCRUTINY  
MANAGEMENT COMMITTEE**

**WILL BE HELD AT THESE OFFICES**

**ON**

**MONDAY 23 JUNE 2014**

**AT**

**7.30 PM**

**YOU ARE WELCOME TO ATTEND**

**MEETING OF THE  
OVERVIEW AND SCRUTINY  
MANAGEMENT COMMITTEE**

**ON**

**MONDAY 23 JUNE 2014**

**AT**

**7.30 PM**

**AGENDA**

**UNCLASSIFIED**

**Civic Offices  
Shute End  
Wokingham  
Berkshire**

**Andy Couldrick  
Chief Executive**

**To: The Chairman and Members of the Overview and Scrutiny Management Committee.**

A Meeting of the **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE** will be held at the Civic Offices, Shute End, Wokingham on Monday 23 June 2014 at **7.30 pm**.



Andy Couldrick  
Chief Executive  
Friday, 13 June 2014

**WBC Members:-** Tim Holton, (Chairman), Michael Firmager (Vice Chairman), Prue Bray, Mike Gore, Kate Haines, Tim Holton, Pauline Helliar-Symons, Nicky Jerrome, Norman Jorgensen, Malcolm Richards, David Sleight, Shahid Younis.

**Substitutes:** Mike Haines, Abdul Loyes, Rachelle Shepherd-DuBey and Dee Tomlin.

<b>ITEM NO.</b>	<b>WARD</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
<b>1.00</b>	None Specific	<b>MINUTES</b> To confirm the Minutes of the Meeting of the Committee held on 12 March 2014.	<b>1</b>
<b>2.00</b>	None Specific	<b>APOLOGIES</b> To receive any apologies for absence	
<b>3.00</b>		<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest	
<b>4.00</b>		<b>PUBLIC QUESTION TIME</b> To answer any public questions The Council welcomes questions from members of the public about the work of this Committee.  Subject to meeting certain timescales, questions can	

relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact Democratic Services on the numbers listed below or go to [www.wokingham.gov.uk/publicquestions](http://www.wokingham.gov.uk/publicquestions)

Explanatory leaflets are also available in the Civic Offices and Libraries.

- 5.00 MEMBER QUESTION TIME**  
To answer any member questions.
- 6.00** None Specific **CONSIDERATION OF REQUESTS FOR OVERVIEW AND SCRUTINY 2014/2015 AND COMMITTEES WORK PROGRAMME 2014/2015** **6**  
To consider a list of submitted overview and scrutiny review suggestions for the 2014/2015 municipal year.
- 7.00** None Specific **CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME** **70**  
To consider the current published version of the Executive Forward Programme.
- 8.00** None Specific **BALANCED SCORECARD – 2013/2014 QUARTER 4 REPORT** **82**  
To consider the Balanced Scorecard Report for the fourth quarter of the 2013/2014 financial year. The reports sets out the Council's performance against a series of indicators.
- 9.00 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**  
A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

This is an agenda for a meeting of the Overview and Scrutiny Management Committee.

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#### **CONTACT OFFICERS**

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**MINUTES OF A MEETING OF THE  
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE  
HELD ON WEDNESDAY 12 MARCH 2014 FROM 7.30 PM TO 8.25 PM**

*Present:- Norman Jorgensen (Chairman), Michael Firmager (Vice Chairman), Prue Bray, Tim Holton, Pauline Helliar-Symons, Mike Haines, Kate Haines; Ian Pittock, Malcolm Richards, David Sleight, Sue Smith and Dee Tomlin*

*Also present:-*

*Kevin Jacob, Principal Democratic Services Officer*

*Andrew Moulton, Head of Governance and Improvement Services*

**PART I**

**58. MINUTES**

The Minutes of the meeting of the Committee held on 21 January 2014 were confirmed as a correct record and signed by the Chairman.

**59. APOLOGIES**

An apology for absence was submitted from Shahid Younis, (substituted by Mike Haines).

**60. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**61. PUBLIC QUESTION TIME**

There were no public questions

**62. MEMBER QUESTION TIME**

There were no Member questions

**63. BALANCE SCORECARD – 2013/14 QUARTER 3 REPORT**

The Committee considered a report set out of on Agenda pages 9 to 22 which gave details of the Council's performance as of December 2013 measured against a balanced scorecard of indicators.

In presenting the report, Andrew Moulton highlighted that there were eight indicators that were below target, six at Amber status and two at Red. He commented that overall the situation was generally positive.

The Committee was informed that Indicator 7b Safeguarding: % of core assessments completed within 35 working days was one of the indicators showing as red. Andrew Moulton commented that he was aware that this was an indicator that the Children's Services Overview and Scrutiny Committee had already raised on several occasions with Judith Ramsden, Director Children's Services. Members were reminded that Indicator 7b indicator had been replaced by a new indicator, (Indicator 7) that measured the percentage of assessments completed within 45 days and which encompassed all of the different elements of the assessment process. This reflected the change in priority towards maintaining the quality of assessments. He commented that if the Management Committee felt the issue of safeguarding core assessments continued to be of concern then it might wish to pursue the matter with the Chief Executive or Director Children's Services.

Pauline Helliar-Symons commented that the issue had been given through consideration at the Children's Services Overview and Scrutiny Committee and that in her view and that of the Committee, it was not an issue that required further investigation. The 7b indicator measuring assessments over 35 working days had been a measure introduced by the previous Government and it was the right thing for the priority to shift from a 'tick box' culture of completing assessments to the quality of those assessments and ensuring the right placements for children. The Committee had been fully satisfied with the approach and actions being taken by officers.

A discussion took place with a number of other Members commenting that whilst they understood the need for quality, the Committee would not be undertaking its role of holding to account seriously if it did not identify issues of concern and pursue them. Timeliness was important also. In the case of core assessments, it was not just a one-off incidence of an indicator not meeting target there was a trend of underperformance.

Prue Bray commented that a potential issue with looking at safeguarding performance end to end rather than the date of initial assessment was that there was a small chance that some children might be at risk of harm in the period before an assessment could be undertaken. Pauline Helliar-Symons commented that she was confident that this risk was very small.

Andrew Moulton suggested that he would follow up the issue in terms of seeking reassurance that any risk of harm was minimised.

Members' attention was also drawn to Indicator 69 which measured performance against a target for savings generated from proactive anti-fraud measures. Andrew Moulton reminded the Committee that it was a new indicator and that it was possible that the estimated target for the indicator had been set too high. Members queried how the indicator was set and comment was also made that there should be attention given to overpayments made as a result of errors during the assessment of applications as well as through fraud.

In discussion, the following additional issues were raised:

- Indicators 20/21 (page 15) - relating to delayed discharge from hospital. The data provided was queried in that the indicators were stated as being measured on a quarterly basis, but no data had been shown in the table. Andrew Moulton commented that he would follow this up;
- Indicator 11 (page 12) – Key Stage attainment and the gap between the attainment of free school meals children and their peers. Members commented that they felt that the performance of this indicator was a cause for concern. Pauline Helliar-Symons commented that this was an indicator that had been identified by the Children's Services Overview and Scrutiny Committee commented that action had been taken by the previous Interim Director of Children's Services Pauline Maddison and also that a piece of work was planned by Judith Ramsden, Director of Children's Services to narrow the gap of attainment;
- Prue Bray referred to Indicator 42 (page 19) on percentage of housing rent collection and commented that it was a difficult area to obtain accurate data on and that this was an area that was being explored by the Tenant and Landlord Improvement Panel which she was a Member representative on.

**RESOLVED:** That the report and points raised by the Committee be noted.

**64. INTERNAL AUDIT REPORT 2012/2013 SCRUTINY ARRANGEMENTS –  
MANAGEMENT ACTION PLAN**

The Committee considered a management action plan on Agenda pages 25 to 30 which set out recommendations and agreed actions arising from an Internal Audit Review of the Council's Overview and Scrutiny Arrangements in 2012/2013.

Kevin Jacob presented the management action plan and reminded Members that the Review had been commissioned by the Committee in 2012. He commented that a number of the recommendations related to enhancing the communication between the Overview and Scrutiny Committees and the Council's Officer Corporate Leadership Team, (CLT) and that in future he would attending CLT meetings on a quarterly basis to discuss overview and scrutiny activity.

The Chairman referred to Recommendation 1.5 which set out that CLT should consider informing Overview and Scrutiny promptly of all major Council projects and policies and commented that this was important so that the Committee could identify issues of interest at early stage. There was also a link between this recommendation and Recommendation 1.6 which set out improvements to the Executive Forward Plan.

It was also felt that an update on the implementation of the management action plan should be brought back to the November 2014 meeting.

**RESOLVED:**

- 1) That the recommendations and management action plan be noted;
- 2) That an update on the implementation of the management action plan should be brought back to the November 2014 meeting.

**65. OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AND OVERVIEW  
AND SCRUTINY ANNUAL REPORT 2013/2014**

The Committee considered the Annual Report of the Committee and the Overview and Scrutiny Committee for the 2013/2014 municipal year.

In presenting the report, Kevin Jacob drew the Committee's attention to a number of errors and omissions in the draft report. He commented that these had been picked up in time for the publication of the reports within the Council Agenda for 20 March 2014.

**RESOLVED:** That the Overview and Scrutiny Management Committee and Overview and Scrutiny Committees Annual Report be recommended to Council for approval.

**66. CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME**

The Committee considered the published version of the Executive Forward Programme set out on Agenda pages 71 to 80.

Prue Bray referred to WBC647 Local Flood Risk Management Strategy which was due to be considered by Executive in June 2014.

David Sleight commented that the Community Partnership Overview and Scrutiny Committee had received a verbal update on flooding at its 27 February meeting. On balance the Committee had concluded that the Council's response to the recent flooding events had been acceptable. The update had touched upon aspects of the proposed Local Flood Risk Management Strategy, but it had been noted that the

development of the strategy had been delayed by the need to divert time to the most recent flooding events.

Pauline Helliar-Symons described a recent event she had attended as a member of the Royal Berkshire Fire and Rescue Authority at which Fire Officers from the Worcester area had explained how the response of the various agencies such as the local authorities, Environment Agency, police and fire and rescue had improved in light of the experiences of the flooding in Worcester during 2007.

Mike Haines commented that he had some concerns regarding the upkeep of riverbanks within his ward.

It was suggested by Prue Bray that the Community Partnerships Overview and Scrutiny Committee be asked to consider the draft Local Flood Risk Strategy prior to it being considered by the Executive.

**RESOLVED:**

- 1) That the Executive Forward Programme be noted;
- 2) That the Committee Partnership's Overview and Scrutiny Committee be asked to consider the Local Flood Risk Strategy if possible prior to the consideration of the Strategy by the Executive.

**67. UPDATE REPORTS FROM CHAIRMAN OR NOMINATED MEMBERS OF THE OVERVIEW AND SCRUTINY COMMITTEES**

The Committee considered a written report from Ian Pittock, Vice-Chairman of the Children's Services Overview and Scrutiny Committee on Agenda page 81.

In presenting his report Ian Pittock highlighted that the Children's Services Overview and Scrutiny Committee would be looking into the challenge faced in seeking to narrow the apparent gap in attainment between children in receipt of free school meals and those not in receipt of free school meals. A potential issue for Wokingham was that not enough parents who might be eligible to receive free school meals were applying and that this could potentially be affecting the statistics. Another issue was that schools could not receive Pupil Premium funds unless pupils were registered as in receipt of free school meals.

With regard to the reference in the report to Home to School Transport Policy, Kate Haines raised the question of whether the extension of the statutory school age post 16 years of age had any implications for home to school transport policy given that the Council's current home to school policy did not include provision for post 16 assistance. Ian Pittock agreed to look into this matter.

Tim Holton, Chairman of the Health Overview and Scrutiny Committee, (HOSC) commented that the next meeting of HOSC was scheduled to take place on 24 March 2014 and he had updated the Committee on the key points of its Agenda at the January meeting.

David Sleight, Chairman of Community Partnerships Overview and Scrutiny Committee commented that he had nothing to add to his remarks made earlier in the meeting.



Michael Firmager, Vice-Chairman of the Corporate Services Overview and Scrutiny Committee commented that he had nothing further to add to the report he had made at the previous meeting.

**RESOLVED:** That the update reports be noted.

**68. OVERVIEW AND SCRUTINY MANANAGEMENT COMMITTEE AND  
OVERVIEW AND SCRUTINY WORK PROGRAMMES 2013/2014**

The Committee considered its work programme and that of the Overview Committees set out on Agenda pages 83 to 103.

Members' attention was drawn to a draft 2014/2015 work programme for the Health Overview and Scrutiny Committee which had been circulated at the meeting. It was stressed that the work programme was subject to final consideration and agreement by the Health Overview and Scrutiny Committee, (HOSC) on 24 March 2014. Kate Haines, Vice-Chairman of the Health Overview and Scrutiny Committee presented the report.

The issue of waiting times at the Royal Berkshire Hospital Accident and Emergency Department was raised and Kate Haines commented that A & E waiting times would be considered as part of the Performance Outcomes Report that would be on the Agenda for the Health Overview and Scrutiny Committee on 14 July 2014. It was also noted that an urgent care centre in Bracknell was due to open in April 2014 and it was suggested that this might in time reduce demand on the Royal Berkshire Hospital. The drop-in centre within the Broad Street Mall was also felt to be a useful facility, but not well known by residents in Wokingham Borough.

Tim Holton commented that it was planned that in September 2014 the Health Overview and Scrutiny Committee would receive an update on the work being undertaken to establish the best locations for health Primary Care Facilities within the Wokingham Borough Council Strategic Development Locations, (SDLs).

Kate Haines updated the Committee that the Royal Berkshire Hospital Appointments Task and Finish Group was coming towards the end of its review and would shortly be considering possible recommendations.

She also informed the Committee that on 24 March 2014, the Clinical Care Commission, (CQC) would be holding a 'Listening Event' where members of the public were encouraged to attend in order to share their experiences of care services and that she intended to attend the event.

On 15 April 2014 she reported that she also planned to take part in a CQC telephone conference that sought views on the issue of what good care looked like. Members of the Management Committee were encouraged to submit possible questions or issues to raise with her.

**RESOLVED:** That the report be noted.

*These are the Minutes of a meeting of the Overview and Scrutiny Management Committee*

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