



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **OVERVIEW AND SCRUTINY
MANAGEMENT COMMITTEE** will be held at the Civic
Offices, Shute End, Wokingham RG40 1BN on
TUESDAY 24 MARCH 2015 AT 7.30 PM

A handwritten signature in black ink, appearing to read 'Andy Couldrick', written in a cursive style.

Andy Couldrick
Chief Executive
Published on 16 March 2015

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Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Councillors

Tim Holton (Chairman)	Michael Firmager (Vice-Chairman)	Parry Batth
Prue Bray	Mike Gore	Pauline Helliar-Symons
Nicky Jerrome	Norman Jorgensen	Ken Miall
Malcolm Richards	David Sleight	Shahid Younis

Substitutes

Mike Haines	Abdul Loyes	Rachelle Shepherd-DuBey
Dee Tomlin		

ITEM NO.	WARD	SUBJECT	PAGE NO.
62.		<p>MINUTES OF PREVIOUS MEETING To confirm the minutes of the Meeting of the Committee held on 26 January 2015</p>	7 - 16
63.		<p>APOLOGIES To receive any apologies for absence</p>	
64.		<p>DECLARATION OF INTEREST To receive any declarations of interest</p>	
65.		<p>PUBLIC QUESTION TIME To answer any public questions</p> <p>A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.</p> <p>The Council welcomes questions from members of the public about the work of this committee.</p> <p>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 the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions</p>	
66.		<p>MEMBER QUESTION TIME To answer any member questions</p>	

67.	None Specific	BALANCED SCORECARD - 2014/2015 QUARTER 3 REPORT To consider the current Balanced Scorecard for the 3 rd Quarter of the 2014/2015 financial year. The report sets out the Council's performance against a series of indicators by exception. <i>(15 minutes)</i>	17 - 20
68.	None Specific	COUNCIL PLAN PERFORMANCE MONITORING 2015/2016 To discuss the updated report format to be used in 2015/2016 for performance monitoring against the Council's key priorities. <i>(15 minutes)</i>	21 - 42
69.	None Specific	OPEN GREEN SPACES - UPDATE To receive a further update on the management of the Council's Open Green Spaces. <i>(15 minutes)</i>	Verbal Report
70.	None Specific	HIGHWAYS AND TRANSPORT SERVICE REVIEW To brief the Committee on a review of the Council's Highways and Transport services. <i>(20 minutes)</i>	43 - 46
71.	None Specific	BROADMOOR HOSPITAL ALERT SIRENS UPDATE To consider an update on proposals from the West London Mental Healthcare Trust regarding the hospital's escape alert sirens and an update on the operation of the school's cascade system. <i>(20 minutes)</i>	47 - 56
72.	None Specific	UPDATE REPORT ON THE MEETING BETWEEN THE CHAIRMAN OF THE COMMITTEE AND CHAIRMAN OF THE AUDIT COMMITTEE To receive the notes of the meeting of the Chairman and the Chairman of the Audit Committee on 19 February 2015. <i>(5 minutes)</i>	57 - 60
73.	None Specific	CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME To consider the current published version of the Executive Forward Programme. <i>(5 minutes)</i>	61 - 72
74.	None Specific	COMMITTEE WORK PROGRAMMES 2014/2015 To discuss the work programme of the Overview and Scrutiny Management Committee and Overview and Scrutiny Committees. <i>(10 minutes)</i>	73 - 92
75.	None Specific	UPDATE REPORTS FROM CHAIRMEN OR NOMINATED MEMBER OF THE OVERVIEW AND SCRUTINY COMMITTEES For the Chairman or nominated Member of the Committee to report back in its activities including any requests to undertake reviews. <i>(10 minutes)</i>	93 - 100

76.

**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

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MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON MONDAY 26 JANUARY 2015 FROM 7.30 PM TO 9.50 PM

Present:- Councillors Tim Holton (Chairman), Michael Firmager (Vice Chairman), Parry Batth, Prue Bray, Mike Gore, Pauline Helliar-Symons, Nicky Jerrome, Norman Jorgensen, Ken Miall, Malcolm Richards and David Sleight

Also present:-

*Andy Fry, Chief Fire Officer, Royal Berkshire Fire and Rescue Service
Kevin Jacob, Principal Democratic Service Officer
Mike Ibbitson, Head of Customer Services and IMT
David Phillips, Area Manager, Royal Berkshire Fire and Rescue Service
Councillor Angus Ross, Executive Member for Environment
Josie Wragg, Head of Community Services*

PART I

45. MINUTES

The Minutes of the meeting of the Committee held on 24 November 2014 were confirmed as a correct record and signed by the Chairman subject to the correction of the last sentence of Minute 39, (Agenda page 5) to read "The Committee was informed that *it* was believed the drop in performance had related to delays caused by staff turnover, but that more information could be provided".

The Chairman commented that there were a number points arising from the minutes which he would be pursuing later in the meeting as part of the Open Green Spaces Update item, Chairman's Report Item or separate actions points recorded in the minutes he wished to receive an update on as follows:

- Minute 37: If there was a date when an Executive decision would be taken in respect of the review of Open Spaces?
- Minute 37: What progress had been made in the development of a policy covering the liability and insurance implications of residents grass cutting Council owned Open Green Space themselves?
- Minute 37: Responsibility for grass cutting of Open Green Space adjoining social housing properties owned by Reading Borough Council, but within the Wokingham Borough Council boundary?
- Minute 38: In respect of the action being taken to reduce the number of inaccurately claimed Council Tax Single Person Discounts, had the public been made aware yet of the positive outcomes arising from the Council's actions in this area as suggested at the previous meeting? Kevin Jacob commented he would follow this up;
- Minute 39: Various queries relating to Balanced Scorecard Indicators, 25 Housing Need, 42 Housing Rents Collection and Indicator 44 Percentage of Calls Answered. Kevin Jacob updated the Committee that the response to the Indicator 25 query would be included in the covering report to the March Committee and that the other progress on the other queries would be followed up;
- Minute 44: Whether the Health Overview and Scrutiny Committee had yet considered options in the delivery of non-emergency care.

46. APOLOGIES

There were no apologies for absence.

47. DECLARATIONS OF INTEREST

Councillor Pauline Helliar–Symons declared a personal non-prejudicial interest in Item: 54.00 Briefing from Andy Fry, Chief Fire Officer, Royal Berkshire Fire Authority on the grounds that she was a member of the Royal Berkshire Fire Authority and took part in the Committee's consideration of the issue.

48. PUBLIC QUESTION TIME

There were no public questions

49. MEMBER QUESTION TIME

There were no Member questions

50. BRIEFING FROM ANDY FRY, CHIEF FIRE OFFICER, ROYAL BERKSHIRE FIRE AND RESCUE

The Committee received a briefing from Andy Fry, Chief Fire Officer of the Royal Berkshire Fire and Rescue Service, (RBFPS) on the new policy direction that the service was taking. As written background to the presentation, a copy of *'Our Commitments to the people of Royal Berkshire'* published by the Royal Berkshire Fire Authority had been included within the Agenda as set out on Agenda pages 10 to 15.

The Committee was reminded that at its meeting in October 2014 it had considered how the Council might become more efficient and that as part of this, consideration had been given to the potential opportunities of working more closely with other public sector organisations such as the Royal Berkshire Fire and Rescue Service. The Committee had learnt of the work undertaken by the service in light of the challenges it faced and had decided that it would be useful for Councillors to receive a presentation and briefing from Andy Fry.

Copies of the slides used are attached to these minutes.

A summary of the Committee's discussions with Andy Fry following the presentation is set out below:

- It was confirmed to the Committee that the Royal Berkshire Fire and Rescue Service did currently have adequate numbers of fire fighters and resources. However, the service was at a tipping point for the future and as a consequence the Service was looking at a range of saving options e.g. reducing the number of appliances from 2 to 1 or in building new fire stations looking to co-locate with other public sector organisations. With regard to retained fire fighters consideration was being given to the possibility of them also acting as first responders to medical emergencies;
- Members of the Committee asked how the Fire Service worked with insurers to encourage fire suppressions systems such as fire walls and sprinklers to be designed into new buildings. Andy Fry responded that in his opinion, the debate around the provision of fire suppression systems, particularly sprinklers was not as informed as it could be. Most insurance was centred on the risks associated with theft not fire. There was also what was felt to be a perverse incentive against the provision of sprinklers because if included, the rateable value of a property was increased;
- Members questioned whether the Fire Service had the capacity to respond to simultaneous multiple incidents. The Committee received assurance that it did have such capacity as had been the case during the flooding incidents in February 2014, but that the service did have capacity to call on assistance from other areas. An issue

for the future would be that as resources became more scarce nationally it would be more difficult for individual fire services to share resources;

- It was queried whether consideration had been given to the reorganisation of the Fire Authority itself to reduce running costs, e.g. a reduction in the number of councillors that represented each of the Berkshire Unitary Councils. The Committee was informed that any such structure reorganisation would be a political decision, but there had been some suggestions that nationally the role of Police and Crime Commissioners might conceivably be broadened to include fire and rescue. However, no formal proposal had been brought forward and it was felt more likely that some of the smaller fire authorities might combine as they became financially unsustainable;
- Reference was made to the innovative practice of the Dorset Fire and Rescue Service in devising a set out of common questions that were used by a range of public sector services, such as local authorities, the police, ambulance service etc whenever a representative of that service came into contact with a vulnerable person and the efforts made to improve the sharing and coordination of the information between services. Councillors were informed that improvements to the sharing of information between services was a key issue and some work was already taking place through the West Berkshire Safeguarding Board to seek to address this and to devise common questions/criteria. This would require the approval of each authority;
- It was confirmed that the current national policy position of the Fire Brigades Union, (FBU) was that it opposed the use of fire fighters as emergency first responders in light of a specific local dispute. However, it was felt that regionally there was sign of some flexibility by the FBU and consideration was being given to the use of non-FBU members to pilot the idea;
- Councillors were interested to know what specific steps Andy Fry felt the Council should take. In response he and David Phillips commented that they felt the Council should:
 - Encourage the early consideration of the incorporation of fire suppression systems in buildings at the design stage of development through the Pre-Planning Application advice system and to educate Officers and Councillors about fire suppression systems. Planning Committee Councillors and Planning Officers could play a part to facilitate this and therefore needed to understand more about such systems;
 - Give consideration to the contribution that the Fire Service could make as part of the health and wellbeing agenda and improvements to public health. For instance the home fire safety visits undertaken by the Fire Service to vulnerable people provided an opportunity to contribute to adult social care. The Fire Service was represented on the Community Safety Partnership, but not the Health and Wellbeing Board. There were opportunities for the Fire Service to work more closely with Adult Social Care;
 - In a number of areas the Fire Service already worked closely with young people as part of its preventative agenda and initiatives such as its 'Fire Break' course. It had developed a positive image amongst young people. Fire Fighters acted as constructive role models. There were opportunities to expand this relationship by working with young people to raise their aspirations, attainment and employability;
- Members of the Committee acknowledged that it was preferable and more cost effective to incorporate fire suppression systems early in the design stage, but commented that in considering planning applications, Council Officers and the Planning Committee could only consider the information submitted within the application on its merits and apply the relevant policies. It was suggested that a way to increase awareness of the fire suppression systems might be for a

representative of the Fire Service to discuss the issue and any associated training needs for members of the Planning Committee with Clare Lawrence, Head of Development Management and Regulatory Services.

Based on the representations made to them and their questioning of the Chief Fire Officer, Members of the Committee commented that they felt it was clear that the Royal Berkshire and Rescue Service was a key leader within the Wokingham Borough and that the work it undertook in support of vulnerable people was fully in keeping with the core role of Health and Wellbeing Boards to improve the health and wellbeing of the local community and to reduce health inequalities.

It was noted that the Service was represented on the Community Safety Partnership which reported to the Health and Wellbeing Board. However, the Committee felt that the current and potential contribution the Service could make towards the Health and Wellbeing agenda was significant enough to justify representation on the Board itself and that the Board should be asked to consider this as part of the peer review processes it was shortly to undertake.

Pauline Helliard-Symons suggested that in order to take forward the potential opportunities of increased collaborative working between the Fire Service, Children's Services and schools, it would be helpful for a representative of the Fire Service to discuss their ideas in more detail with Judith Ramsden, Director Children's Service.

RESOLVED:

- 1) That the Wokingham Health and Wellbeing Board consider the addition of a representative of the Royal Berkshire Fire and Rescue Service to its membership;
- 2) That the Head of Development Management and Regulatory Management be requested to discuss with a representative of the Royal Berkshire Fire and Rescue Service how the incorporation of fire suppression systems could be encouraged at the pre-application advice stage of development proposal and how any associated training needs for members of the Planning Committee could be met;
- 3) That the Director of Children's Services be requested to discuss with a representative of the Royal Berkshire Fire and Rescue Service how the possible opportunities of increased collaborative working between the Fire Service and Children's Services and schools might be taken forward.

51. UPDATE ON COMPLETION OF BUSINESS CONTINUITY PLANS

The Committee considered a table as set on Agenda pages 16 to 18 which gave details of the status of Business Continuity Plans for Council service areas regarded as high risk.

Mike Ibbitson, Head of Customers Services and IMT attended the meeting and presented the paper to the Committee. It was highlighted that it was recommended to each service area that they reviewed their plans on at least a biannual basis. In summary:

- 33 key areas had been identified;
- All 33 areas had Business Continuity Plans;
- 22 of the 33 plans were fully up to date and had been reviewed
- 11 plans had overdue review dates, (but these were unlikely to be amended and were mostly overdue by a few months).

The Chairman commented that the table represented a much improved picture from the previous report circulated to the Committee and that it appeared that a lot of work had been undertaken. Notwithstanding this, he noted that the Electoral Services Business Continuity Plan had a review date of November 2014 and given the multiple elections that were due to take place in May 2015, he sought reassurance that the Electoral Services Business Continuity Plan was up to date. Mike Ibbitson agreed to raise this with Andrew Moulton, Head of Governance and Improvement Services.

Members of the Committee, whilst welcoming the assurance that plans were in place for the majority of services commented that plans also had to be tested given that some of the services were critical to the functions of the Council. The Committee was informed that services were strongly encouraged to test their plans and that this was part of the discussions that he and his team had with individual services.

Members referred to the recent arson attack on the offices of South Oxfordshire District Council, (SODC) and whether there were any lessons for the Council's own business continuity arrangements. The Committee was informed that it was planned to review the Corporate Recovery Plan in light of any lessons from the SODC incident.

With regards to Information Technology, the Committee noted that that the ICT Operations plan would be reviewed as part of the process for looking at the future procurement of ICT for the Council that was due to take place during 2015. In terms of the business continuity risk to ICT provision, relatively little infrastructure was hosted in house and appropriate back up service provision available in alternative locations.

Norman Jorgensen referred to the establishment of volunteer resident networks that might assist residents in the event of an incident or event with the guidance of Council Officers. An example of this was the 4x4 car network which had played a very helpful role in recent flood events. It was suggested that this kind of resident self-help network should be encouraged and the Committee was informed that this was an area that could be looked at.

The Committee considered whether any additional follow up action was required. It was felt that the robustness of the Council's business continuity arrangements was an issue that required monitoring and it was agreed that a further update report should be presented to the Committee in 12 months.

RESOLVED:

- 1) That the report be noted;
- 2) That a further report be presented to the Committee in January 2016.

52. OPEN GREEN SPACES - UPDATE

The Committee considered a report set out on Agenda pages 19 to 25 which gave details of a public consultation exercise on open green spaces that had been undertaken between the 17 October 2014 and 12 December 2014. Consideration of the report followed on from the July 2014 meeting of the Committee where Councillors had looked at some of the challenges and problems that the open green spaces service had experienced that summer in light of the unusual weather and high levels of vegetation growth. In November 2014 the Committee had received an update on the provisional results of the public consultation.

Josie Wragg, Head of Communities and Councillor Angus Ross, Executive Member for Environment attended the meeting, presented the report and address the Committee's questions.

The Committee's attention was drawn to the summary of response to the public consultation as set out within the report on Agenda page 20 and to a number of potential next steps as set out on Agenda page 21.

Angus Ross highlighted the piece of work that was taking place as part of the Council's Customer Service programme to improve the information about open green spaces including grass cutting. This would include improvements to the mapping systems used which increase the accuracy of the location of the areas of open green space. This would for example make it easier to determine responsibility for particular areas of green open space.

Discussions were also taking place to seek to establish some flexibility within the existing grass cutting contract and the responses collected from the public consultation process would inform that process and also help inform the design and specification of future service provision.

It was clarified to the Committee that it was not expected that an Executive decision would be required in respect of the review of the service. Effort was being put into managing requirements and it was not possible to define at this stage what requirements there might be, but all options were being kept under review.

Councillors' attention was also drawn to the results of Question 7 within the public consultation which asked respondents to indicate if they had ever cut/mowed an area of public open space in their area. 32% of respondents had indicated that that they had, but 68% had not. Angus Ross suggested that residents voluntarily undertaking such activity needed to be expanded upon and encouraged. The legal position on this was being checked with the aim of providing reassurance to residents.

With regards to properties owned by Reading Borough Council but located within the Wokingham Borough Council boundary it was clarified that Wokingham Borough Council would have responsibility for any associated open spaces.

In discussion, members of the Committee referred to the comments made at previous meetings where they had expressed support for any encouragement of residents to play a part in looking after their own local green open spaces, although it was again stressed that it was important that a policy on the issue be drafted. Councillors renewed their support for a move to a more outcomes focussed contract rather than one which relied on a fixed specification. It was noted that the current contract was due to expire in April 2016.

Prue Bray referred to Question 8 of the public consultation and commented that 19 residents had answered with 'any other suggestions' to this question when asked what would encourage residents or groups to help maintain open green spaces. She asked whether a list of the alternative suggestions could be circulated to the Committee. Josie Wragg agreed to do this.

The Committee then discussed whether to take any further action. It was felt that a further update to the March 2015 meeting of the Committee would be helpful.

RESOLVED: That a further update be provided to the March meeting.

53. BROADMOOR ESCAPE ALERT SIRENS UPDATE

The Committee considered a short report as set out on Agenda page 27 written by Councillor Michael Firmager following the visit he had undertaken along with Councillors Bray, Sleight, Miall and Richards on 25 November 2014.

In presenting the report, he thanked the other Councillors who had visited the hospital with him and also thanked the hospital and John Hourihan, Director of Security for extending the invitation and making them so welcome. He commented that he had found the visit very useful indeed and highlighted a number of areas within his report. His impression of the hospital following the visit was that it was very secure and had complex and thorough security measures. He had met a number of the patients and pointed out to the Committee that not all of the patients at the hospital had been admitted via the criminal justice system. Patients had an average stay at the hospital of seven years.

Councillor Prue Bray commented that during the visit they had seen the different type of facilities provided to the different patients depending on the level of security required and Councillor Ken Miall stated that following the visit he thought it be very unlikely that an escape would occur from the hospital.

Kevin Jacob referred the Committee to the discussion that had taken place at its November 2014 meeting around the efficiency of operation of the school telephone cascade system that would be put into operation in the unlikely event of an escape from Broadmoor Hospital. The Committee had originally requested that the effectiveness of the cascade system be looked at by the Children's Services Overview and Scrutiny Committee, but for practical reasons the results of the enquiry were being brought back to the Overview and Scrutiny Management Committee.

Kevin Jacob circulated a supplementary report to the Committee which was marked as to follow on the Agenda, which set out the results of a straw poll sent to the 26 schools within the Wokingham Borough that were part of the cascade system and the summarised responses of individual schools. The survey had asked the following three questions:

- When was the last time that your school received a test alert through the cascade system?
- How well do you think the escape alert system is operating?
- Do you have any other comments?

The Committee was informed that:

- At the time of the meeting responses had been received from 12 schools; (46%);
- 10/12 schools reported receiving a test alert in the last 12 months;
- 2/12 schools reported that they had not received a test alert;
- 8/12 school responses indicated support for the retention of audible escape sirens.

In discussing the school responses, various Members of the Committee felt that it was important to follow up on the schools who had indicated that they had not received a test alert, especially given that one of them was a secondary school. It was also felt that those schools had not yet responded should be encouraged to do so.

At the invitation of the Chairman, Councillor Prue Bray updated the Committee on discussions that had taken place on the sirens issue at an informal meeting of the Health and Wellbeing Board in November 2014 and the Community Safety Partnership in December 2014.

At the informal meeting of the Health and Wellbeing Board, some concerns had been expressed that the alert sirens could be said to represent a historical anachronism given that no other mental hospital or even high security prison had such siren provision and that the presence of the sirens might unintentionally contribute to or perpetuate, stigma towards people with mental health issues. It was felt that the perceived fear with regard to a possible escape from Broadmoor was far greater than the reality. She commented that she understood and respected that point of view, but that Councillors as representatives and leaders of their local communities also had to have cognisance of the genuinely felt concerns of local residents and the sense of reassurance they gained from the existence of the sirens. She accepted that they also had a role in informing the public and that there an opportunity for Councillors to act as intermediaries between professional opinion and the wider community. The discussion at the Community Safety Partnership had included the discussion of wider business resilience and emergency planning issues associated with sirens in general across the West of Berkshire.

It was suggested that a possible way forward was for the West London Mental Health Trust to consider retaining the existing sirens for as long as they remained operable as an interim measure whilst other more modern alert systems were developed and the public had opportunity to get used to them. In this case, the replacement of some of the sirens with modern equivalents as originally proposed by the Trust and the costs involved might not be necessary.

The Committee then debated whether to take any further action. It was felt that it was important to follow up where schools had indicated in the straw poll that they had not received a test alert and the comments made by one school that on occasion they had experienced delays in getting through to Forest Care. Kevin Jacob agreed to progress this with the appropriate Officers.

David Sleight commented that on the basis of what he had learned including the visit to the hospital he did not think that the sirens were still necessary.

Councillors also felt that the West London Mental Health Trust should be contacted to seek an update on the offer the Trust had previously made at the Bracknell Forest Borough Council Overview and Scrutiny Commission meeting to reconsider their original proposals.

It was acknowledged that there remained a need for cooperation and the sharing of information with the Bracknell Forest Borough Council Overview and Scrutiny Commission.

RESOLVED:

- 1) That the report be noted;
- 2) That the schools part of the schools cascade system be prompted to respond to the schools cascade straw poll if they had not already done so;

- 3) That where schools had indicated that they had not received a test alert within the last twelve months this be followed up with the appropriate Officers;
- 4) That the West London Mental Health Trust be contacted to seek an update on the status of their proposals for the escape alert sirens.

54. CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME

The Committee considered the published version of the Executive Forward Programme which set out decisions expected to be taken by the Executive in the period January 2015 to April 2015.

With regards to the programme for January 2015 and item WBC748 Fee for Correction of Commons Register, Commons Act 2006, members of the Committee requested that they receive information on the number of errors made by the former Berkshire County Council in incorrectly registering land on the Register of Town and Village Greens. Kevin Jacob agreed to investigate this.

RESOLVED: That the Executive Forward Programme be noted.

55. COMMITTEE WORK PROGRAMMES 2014/2015

The Committee considered the anticipated Work Programme of the Committee and that of the other Overview and Scrutiny Committees as set out on Agenda pages 41 to 64.

It was noted that a further update on Open Green Spaces would be added to the programme for the Committee meeting on 24 March 2014.

Kevin Jacob reminded the Committee that the Annual Reports of the Overview and Scrutiny Committees were due to be considered at the Council meeting in March 2015. He commented that given the timings of the Committee meetings it would be impossible for the Committees to consider their annual reports before they had to be submitted to Council and suggested that they be agreed outside of the meetings in consultation with the Committee Chairman. This was supported.

RESOLVED:

- 1) That the a further update report on Open Green Spaces be added to the Work Programme for 24 March 2015;
- 2) That the Annual Reports of the Overview and Scrutiny Management Committee and other Overview and Scrutiny Committees be agreed in consultation with the Committee Chairman.

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

The Committee considered update reports from the Chairman of the Children's Services Overview and Scrutiny Committee, Community Partnerships Overview and Scrutiny Committee and Health Overview and Scrutiny Committee which had been circulated to the Committee prior or at the meeting.

Councillor David Sleight, Chairman of the Community Partnerships Overview and Scrutiny Committee in presenting his report highlighted the work undertaken by the Committee in looking at the various outside organisations the Council had appointed representatives known as 'Outside Bodies' and 'Other Bodies'.

Councillor Ken Miall, Chairman of the Health Overview and Scrutiny Committee in presenting his report highlighted the consideration by the Committee of a report on the effects of air pollution on public health and how this was measured. A number of interesting points for further enquiry had been raised which would be pursued at a future meeting. The Committee was also informed that he and the Vice-Chairman of the Health Overview and Scrutiny Committee would be attending an overview and scrutiny meeting at West Berkshire Council which would be looking into maternity services at the Royal Berkshire Hospital following a number of incidences when the Maternity Unit had had to temporarily close.

Councillor Norman Jorgensen commented that the Corporate Services Overview and Scrutiny Committee was due to meet on Tuesday 27 January 2015. It was due to consider the draft Local Enforcement Plan prior to its consideration by the Executive on 29 January 2015. The Agenda also included a proposal for a scrutiny review into commuter parking.

RESOLVED: That the reports of the Overview and Scrutiny Committee Chairman be noted.

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

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Agenda Item 67.

TITLE **Balanced Scorecard – 2014/15 Quarter 3 report**

FOR CONSIDERATION BY Overview & Scrutiny Committee on 24 March 2015

WARD None specific

STRATEGIC DIRECTOR Andrew Moulton, Head of Governance and Improvement Services

OUTCOME

Improved performance in those areas of activity that are seen as a priority for the Council.

RECOMMENDATION

To note the latest scorecard of performance indicators and agree any corrective action required.

SUMMARY OF REPORT

Key movements to note are:

Ref	Description	Q2 rating	Q3 rating
5	Safeguarding: Children subject to a Child Protection Plan for a second or subsequent time	Green	Red
6	Safeguarding: % of referrals that are repeat referrals to Children's Social Care	Red	Green
19	Adult Social Care Proportion of people using social care who receive self-directed support, and those receiving direct payments	Amber	Red
23	Percentage and number of properties with valid Gas Safety Certificate	Amber	Green
44	External customer satisfaction - % of calls answered	Amber	Green
53	Project Delivery – Wiser	Green	Amber
63b	% of other planning applications decided within national KPI timeframes or any other timeframe agreed via a PPA or Extension of Time Agreement	Red	Green
69	Business Improvement - Proactive Anti-Fraud drive results	Amber	Green

The areas of performance are reported as follows (based on the indicators we have the information for):

Green	34	83%
Amber	4	10%
Red	3	7%
Total	41	

The report shows the performance exceptions of Amber and Red. There is a commentary against each of these indicators explaining the reasons for the performance and how improvement is being sought.

At its meeting on 24 November, Overview and Scrutiny Committee agreed to continue to monitor Indicator 25 – this measures the number of households prevented from becoming homeless.

This indicator remains at red for Q3, with a significant increase in the people applying for homeless status in the borough (further detail is shown in the report).

Other feedback on queries from this meeting will be verbally reported.

Background

Work is continuing to improve the performance reporting framework to reflect financial, staffing, and operational/project information.

Analysis of Issues

None

List of Background Papers
None

Contact Andrew Moulton	Service Governance & Improvement
Telephone No 07747 777298	Email andrew.moulton@wokingham.gov.uk
Date 10 March 2015	Version No. 1

No	Indicator	Frequency of Reporting	Comparator Period	Baseline Performance	Target 2014/15	High or Low score is good	October Actual Score	RAG	November Actual Score	RAG	December Actual Score	RAG	December YTD	RAG	Exec Member	Strat Director	Indicator commentary
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Part 1 Report by Exception

Children Safe																	
5	Safeguarding: Children subject to a Child Protection Plan for a second or subsequent time	Quarterly switched to monthly reporting	Previous quarter	See note	12 to 14%	Low							18.20%	Red	Charlotte Haltham Taylor	Judith Ramsden	Due to small numbers of children coming to plan, this indicator can show significant variation, with each child representing roughly 2%. The recent increases in children coming to plan for a subsequent time are linked to work being done within the department following improved case tracking and the decision that these cases needed to be escalated.

Narrowing the Gap																	
13	% of young people in vulnerable groups[5] who are classified as Not in Education, Employment or Training (NEET)	Quarterly	Corresponding quarter for previous year	New indicator	Cohort too small – should simply aim for a reduction over the year	Low							-	-	Charlotte Haltham Taylor	Judith Ramsden	The NEET population is complex, and the definitions have changed for reporting. In October 173 (80%) of young people with LDD were in EET (the rest were either NEET or "unknown") There are 14 young parents in years 12 – 14, all of whom are not available for education or training.

14	Youth Offending: first time entrants to the Youth Justice System	Quarterly	Previous quarter	Baseline 2012/13 Q1 - 8, Q2 - 4, Q3 - 7, Q4 - 10	Reduction on previous year (nationally subject to revised definition for 2013/14)	Low							-	-	Charlotte Haltham Taylor	Judith Ramsden	Score to follow
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15	Youth Offending: rate of re-offending	Quarterly	Previous quarter	2012/13 24.3%	Reduction on previous year	Low							-	-	Charlotte Haltham Taylor	Judith Ramsden	Score to follow
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Housing Needs																	
25	That the number of households prevented from becoming homeless is double the number where homelessness is inevitable and a re-housing duty is accepted.	Quarterly	Previous quarter	30/60	30/61	See note							15	Red	John Kaiser	Stuart Rowbotham	There were 12 households accepted as homeless in Q3, with 14 applications awaiting a decision on their status. As expected (through previous analysis) there has been a significant increase in the number of people applying for homeless status in the Borough. At the end of Q3 in the last financial year there were 55 homeless applications compared with 101 at the end of Q3. This is putting additional pressure on the team to process applications. The service has been placing accepted applicants in temporary accommodation across the Berkshire area.

Key Projects – delivering projects on time and on budget																	
38	Key project – Station Link Road – milestones met	Monthly	Previous month	100%	>99%	N/A	Amber	Amber	Amber	Amber	Amber	Amber			John Kaiser	Heather Thwaites	Indicator remains amber through Q3 when measured against original programme. However, progress continues to be made with planned construction phases being completed as indicated in our communications. Phase 4a & 5 have un-confirmed programmes in place only and this is due to continued delay with the process & design sign off with Network Rail for the signal linking elements of the scheme. Track side work is due to be programmed shortly allowing the Council's construction programme to be finalised which will then place pressure on Network Rail for approvals to meet those deadlines. Our construction programme and proposed traffic management proposals have recently been finalised including some rationalisation to the traffic management proposals to reduce site time. Communications for phases 4a & 5 (in accordance with our coms plan) have been prepared in readiness for commencement in the New Year albeit the date & contract length to be confirmed. Phase 1 - Complete; Phase 2 - Complete; Phase 3a - Complete; Phase 3b - Under Construction; 4b - Complete; Phase 4a & 5 - Programme to be Confirmed.

Income collection																	
40	Council Tax collection	Monthly	Previous month	99.00%	98.85%	High	68.77%	Amber	78.27%	Amber	87.80%	Amber			Anthony Pollock	Graham Ebers	Collection at the end of December is slightly below target (0.38%), which equates to just below £374,000. With strong targeted recovery over the next three months we will meet target by the end of the financial year

No	Indicator	Frequency of Reporting	Comparator Period	Baseline Performance	Target 2014/15	High or Low score is good	October Actual Score	RAG	November Actual Score	RAG	December Actual Score	RAG	December YTD	RAG	Exec Member	Strat Director	Indicator commentary
41	Business Rates collection	Monthly	Previous month	98.50%	98.50%	High	67.96%	Amber	76.49%	Amber	85.53%	Amber			Anthony Pollock	Graham Ebers	Targets are set using the previous three years collection. This is the first year that business rates have been payable over 12 instalments so this has had an affect on the collection. Taking the 12 instalments into account we would be slightly ahead on collection.
Project Delivery Group 2:																	
53	WISER project status	Monthly	Previous month	*Green status	Green	N/A	-	Green	-	Amber	-	Amber			Pauline Jorgensen	Graham Ebers	Wiser went live on 1st Sept as planned. Overall it is delivering service but two areas are not fully functional. The project board has an action plan for this and is closely monitoring.
Sustainable Communities																	
62b	% expressing satisfaction at SDL forums	Monthly	Previous month	New Indicator	60%	High	-	-	-	-	N/A	-			Keith Baker	Heather Thwaites;	No feedback forms completed at forum
63a	% of minor planning applications decided within national KPI timeframes or any other timeframe agreed via a PPA or Extension of Time Agreement.	Monthly	Previous month	69%	65%	High	50%	Red	37%	Red	55%	Red			John Kaiser	Heather Thwaites;	The council has experienced a loss of planners to the private sector as a result of the economic recovery while receiving an increase in planning application workload. All vacancies have now been appointed to and will be filled in the new year. Due to the time lag of applications it may take several months for the improvements to be fully reflected in the balance score indicators. However, continued focus on speed of decision and use of PPA's / ETA's has resulted in an improvement.
65	% success rates for policy and infrastructure compliance at major planning appeals	Quarterly	Previous quarter	New Indicator	70%	High	0%	Red	N/A	N/A	N/A	N/A			John Kaiser	Heather Thwaites;	Two major planning application appeals were allowed during October. As a result greater emphasis on defence of 5 year housing land supply has been introduced including provision of robust evidence underpinning the land supply figure.

TITLE	Council Plan Performance Monitoring 2015/16
FOR CONSIDERATION BY	Overview and Scrutiny on 24 March 2015
WARD	None Specific
DIRECTOR	Andrew Moulton, Head of Governance and Improvement Services
LEAD MEMBER	Pauline Jorgensen, Executive Member for Resident Services

OUTCOME / BENEFITS TO THE COMMUNITY

Improved performance in those areas of activity that are seen as a priority for the Council.

RECOMMENDATION

To note the updated format for Performance Monitoring against the Council's key priorities which will be used for 15/16.

SUMMARY OF REPORT

A new performance monitoring template has been designed by officers from across the council, to improve and replace the current Balance Scorecard report.

Background

Issues addressed

The council currently produces a quarterly Balanced Scorecard report, to highlight performance against a number of indicators from services across the council. Feedback received from both members and officers on this approach raised the following key issues:

- It was not clear to see an overview of performance, and how the reported indicators linked with the Council's vision and priorities;
- Linked with the point above, there was a lot of information and data making it difficult to interpret;
- Timeliness is an issue;
- It is time consuming to produce the report; and
- The format was different from the standard model of a balanced scorecard and as such the naming convention could lead to confusion.

A project group consisting of officers from across the council have been involved, with the support of ECLT, to address these issues and to design a performance monitoring report for 15/16. Research was undertaken, looking at other performance reporting

done by other local authorities.

Key changes

Main points to note with the new template:

- Summary page clearly setting out council's priorities as stated in the Council Plan;
- Inclusion of Major Projects information, again clearly showing the link between these and the council's priorities;
- Services have determined the most appropriate indicators. These may be subject to change depending on changes in operational issues and risks in order to report on the areas most likely to impact upon the council's priorities;
- For presentational purposes, the report is separated into five sections: Community, Place, Performance, Business and Workforce;
- Direction of travel will be described as "Better", "Worse" or "No change" to avoid confusion; and
- RAG ratings remain, offering an easy way to interpret the report.

Proposed Timetable

It is anticipated that the reporting dates for 15/16, will be in line with the following timetable:

	Executive Briefing	Overview and Scrutiny
Quarter 1 (to end Jun)	1 st September 2015	2 nd November 2015
Quarter 2 (to end Sep)	3 rd November 2015	11 th January 2016
Quarter 3 (to end Dec)	25 th January 2016	7 th March 2016
Quarter 4 (to end Mar)	25 th April 2016	tbc

Analysis of Issues

None

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	N/A	N/A	N/A
Next Financial Year (Year 2)	N/A	N/A	N/A
Following Financial Year (Year 3)	N/A	N/A	N/A

Other financial information relevant to the Recommendation/Decision
None

List of Background Papers
None

Contact Julie Holland	Service Governance and Improvement Services
Telephone No 0118 974 6630	Email Julie.Holland@wokingham.gov.uk
Date 10/03/15	Version No. 3

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DRAFT Council Plan Performance Monitoring Q1 2015/16



**WOKINGHAM
BOROUGH COUNCIL**

*A great place to live, an even better place to
do business*

Community		Place	
Look after vulnerable people		Provide affordable homes	
Improve health, wellbeing and quality of life		Maintain and improve the waste collection, recycling and fuel efficiency	
Improve educational attainment and focus on every child achieving their potential		Ensure strong sustainable communities that are vibrant and supported by well designed development	
		Tackle traffic congestion in specific areas of the Borough	
Performance		Business	
Offer excellent value for your Council Tax		Invest in regenerating towns and village, support social and economic prosperity, whilst encouraging business growth	
Deliver quality in all that we do, including the statutory services for which we are responsible			
Improve the customer experience when accessing Council Services			
Workforce			

Community



Look after vulnerable people

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary/ Key actions
% referrals in 15/16 which are repeat referrals to Children's Social Care							
% Children who are currently subject to a Child Protection Plan (CPP) who are subject to that plan for a second or subsequent time							
% Child and Family Assessments completed within 45 working days							
% Care Proceedings completed in 15/16 within 26 weeks of application							
% Looked After Children in foster care arrangements living in or within 20 miles of Wokingham Borough							

Community



% Looked After Children in residential care arrangements living in or within 20 miles of Wokingham Borough

% Looked After Children who have been in care for a minimum of 12 months on 1st April 2015 achieving permanent care arrangements during 15/16

Number of families in receipt of early help services during 15-16

% parents who at 6 weeks following referral of their child or children to early help services report improved family self-assessment (using the family star methodology)

% children referred to early help services from 1st April 2015 whose level of need has escalated to require access to statutory services

Community



Number of ASC clients aged 18+ requiring non-elective hospital admission (at Royal Berkshire Hospital ONLY) during the previous quarter

Average number of medically fit-to-go days per patient aged 18+ resident in Wokingham Borough for non-elective hospital admissions (to the Royal Berkshire Hospital ONLY) during the previous quarter

Number of retail premises and other organisations in Wokingham Borough registered as "Dementia Friendly"

% WBC Councillors and Social Care Staff who are "Dementia Friendly"

% One Life Leisure Facilities in Wokingham Borough with "Dementia Friendly" status

Community



% of older people aged 65 and over discharged from hospital during 15-16 back to their own home or extra care housing for rehabilitation who are at home or in extra care housing 91 days after the date of their discharge from hospital

Major Projects					
Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date
Fosters					
Integration with Health (Better Care Fund)					
Care Act					
Children and Families Bill					

Community



Improve health, wellbeing and quality of life

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
Number of cycle trips							

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date
Southlake Community Hub					

Community



Improve educational attainment and focus on every child achieving their potential

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
New Primary and Secondary School projects on track or ahead of schedule for delivery as planned.							
Average Best 8 Value Added Score for all pupils attending WBC Schools (KS2-4) in 14-15.							
Average Best 8 Value Added Score for all disadvantaged pupils attending WBC Schools (KS2-4) in 14-15.							
% Primary Schools with a current Ofsted Rating of “good” or better.							
% Secondary Schools with a current Ofsted rating of “good” or better.							
% Children who attend at Wokingham school who are at a school with an Ofsted rating of “good” or better.							
% Pupils achieving a good level of development at Early Years							

Community



Foundation Stage in academic year 14-15.

% Disadvantaged pupils achieving a good level of development at Early Years Foundation Stage in academic year 14-15

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date
Secondary School in the South					

32

Place



Provide affordable homes

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
Number of affordable dwellings permitted (including where an offsite contribution received) (annual)							
Number of affordable dwellings completed (annual)							

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date
Eustace Crescent					

33

Place



Maintain and improve the waste collection, recycling and fuel efficiency

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
Residual household waste per household (per tonnage)							
Percentage of household waste reuse, recycling and composting							

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date
Street Lighting Replacement					

34

Place



Ensure strong sustainable communities that are vibrant and are supported by well designed development

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
% of total planning applications approved following negotiated improvements/amendments							
Number of dwellings completed (annual)							
Number of dwellings permitted (countable within the 5 year land supply) (annual)							
New Homes Survey which is monitored annually - % satisfied with their new home (annual)							
% of CIL and S106 which is 90% allocated on schemes							

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date
Development of CIL					

35

Place



Tackle traffic congestion in specific areas of the Borough

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
Journey times on key routes across the Borough (reported quarterly)							

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date
Station Link Road					
Arborfield Cross Relief Road					
North Wokingham Distributor Road					
South Wokingham Distributor Road					

Performance



Offer excellent value for your Council Tax

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
Revenue Budget Monitoring Forecast Position							
Capital Budget Monitoring Forecast Position							
Council tax collection							
Debtors collection							
Business Rates collection							
Rents collection							
Returns on external investment of cash							

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date
Assets Programme					

37

Performance



Deliver quality in all that we do, including the statutory services for which we are responsible

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
% of successfully defended appeal decisions (dismissed)							
Proportion of planning breaches resolved by negotiation							
% of service users satisfied with environmental regulatory services (shared service) Annual monitoring							
% of service users satisfied with Development Management regulatory services (shared service) Annual monitoring							

38

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date

Performance



Improve the customer experience when accessing Council Services

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
% first contact resolution - calls and emails							
Customer effort - repeat contacts to chase							

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date
Customer Programme					

Business



Invest in regenerating towns and village, support social and economic prosperity, whilst encouraging business growth

Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
Number of apprenticeships for NEETs between 16 and 24 years (quarterly)							
Number of work experience opportunities for NEETs between 16 and 24 years (quarterly)							
Number of apprenticeships posts secured through employment skills plans (quarterly)							
Number of work experience opportunities secured through employment skills plan(quarterly)							
Number of new businesses engaged with (quarterly)							

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date
Wokingham Regen: Peach Place					
Wokingham Regen: Elms Field					
Wokingham Regen: Carnival Pool					

40

Workforce



Key Indicators

Indicator	Target	14/15 Actual	Actual	Direction of Travel	Strategic Director	Executive Member	Commentary
Turnover - Number of people leaving the service as a percentage of the service headcount							
Absence - Average days lost to sickness absence per employee (headcount) within the last 12 months							
Workforce Satisfaction - Percentage of the workforce that is either satisfied or very satisfied with working for WBC							

41

Major Projects

Project	Commentary	Direction of Travel	Strategic Director	Executive Member	Est Completion Date

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Agenda Item 70.

TITLE	Highways and Transport Review – Information Paper for Overview and Scrutiny
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 24 March 2015
WARD	None Specific
DIRECTOR	Heather Thwaites, Director Environment

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HIGHWAYS AND TRANSPORT REVIEW- INFORMATION PAPER FOR OVERVIEW AND SCRUTINY

24th MARCH 2015

Background

The Highways and Transport Service is delivered jointly through Wokingham Highway Alliance. The Alliance is an informal partnership between WSP, Balfour Beatty Living Places (BBLP) and Wokingham Borough Council. Both WSP and BBLP deliver services through term contracts. Both contracts started in April 2008 and have terms of 10 years with up to a 5 year extension.

WSP provide white collar and BBLP blue collar services (generally). WSP staff work to a specification of services that need to be delivered. This is at an agreed cost subject to inflationary increases based upon a set of staff costs. The majority of the specification is delivered by staff working from Shute End. Additional services can be procured through a system of work briefs utilising an agreed set of rates.

The existing arrangements provide the authority with a range of technical expertise that it would be very difficult to replicate in house. This has provided us with the ability to resist external challenges on engineering matters.

The existing contractual arrangements invest all intellectual property associated with the service in the authority.

Review

A project group has been set-up to review the options for delivery of the service post April 2018. The objectives of the review are as follows:

- 1 To understand the options available for delivery of the service
- 2 To understand the pros and cons of the different methods of delivery
- 3 To evaluate the costs of each method of delivery
- 4 To determine the most effective method of service delivery

The list of services included in the review is based on those listed in the original OJEU notice. The review has also been informed by a recent review by an external consultant, Neil Birkbeck Ltd.

Options for service delivery to be considered by the review are:

- a. Outsource the whole service to the private sector
- b. Insource the service (white collar element)
- c. Framework contract with many suppliers
- d. Insource the whole service (white and blue collar)
- e. Extend existing contracts(incorporating potential contractual/operational efficiencies)
- f. Explore Joint Service with other local authority/ies

A project plan is currently being developed, working back from the contract end date of 2018, and an update on progress at appropriate points in the project will be brought back to this meeting. Any initial views from the Committee are welcomed.

TITLE	Broadmoor Hospital Alert Sirens Update
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 24 March 2015
WARD	None Specific
DIRECTOR	Andrew Moulton, Head of Governance and Improvement Services

OUTCOME / BENEFITS TO THE COMMUNITY

Reassurance that appropriate scrutiny is being given to security measures at Broadmoor Hospital.

RECOMMENDATION

- 1) That the Committee notes the additional correspondence between the West London Mental Health Trust and the Chairman of the Bracknell Forest Overview and Scrutiny Commission concerning the future of the alert sirens;
- 2) That the Committee notes the correspondence to Kevin Jacob from the West London Mental Health Trust in response a press article;
- 3) That the Committee notes further responses in respect of Wokingham schools part of the schools cascade system;
- 4) That the Committee determines whether it wishes to take any further action in respect of the issue.

SUMMARY OF REPORT

This report updates the Committee on information received since its January meeting.

Background

The Committee has received a number of updates on Broadmoor Hospital since the West London Mental Health Trust originally announced proposals in 2014 to replace a number of the present escape alert sirens at Crowthorne, Sandhurst and Little Sandhurst, but decommission or not repair the other seven existing sirens. A number of Members of the Committee attended a meeting of the Bracknell Forest Overview and Scrutiny Committee in October 2014 and undertook a visit to the hospital in November 2014.

Analysis of Issues

- 1) Attached to this report are two letters from Steve Shrubbs, Chief Executive of the West London Mental Health Trust:
 - Letter to Councillor Ian Leake, Chairman of the Bracknell Forest Overview and Scrutiny Commission dated 27 January 2015;
 - Letter to Kevin Jacob, Principal Democratic Services Officer dated 26 February 2015 in response to an enquiry about an *Independent on Sunday* article concerning security at the hospital in 2013 which was published on 15 February 2015.

In his letter to Councillor Ian Leake, Steve Shrubbs indicates that the Trust now propose to “*retain and maintain all community based sirens until the new hospital is completed and the secure perimeter fence is realigned in 2019. From that time all sirens will be decommissioned. However, to ensure consistency with the other two high security hospitals and to provide assurance to the Crowthorne community, propose to install a new siren on the entrance building to the new hospital.*”

The Trust has categorically refuted the *Independent on Sunday* allegation as set out in the attached letter and asked for corrections and an apology from the paper.

- 2) In January 2015 the Committee considered a number of responses from schools regarding when they had last received a test escape alert through the schools telephone cascade system. It was decided to seek additional replies from schools that had not responded by the date of the Committee and to ask the appropriate Officers for a response where a school had indicated that they had not received a telephone test alert.

Four additional responses from schools have been received. Two indicated that they had received test alert calls and two could not confirm that they had. Three of the schools expressed a preference for the continuation of an audible alarm to supplement other systems.

The school cascade system is operated by Forestcare on behalf of Wokingham Borough Council and Bracknell Forest Borough Council. A copy of the cascade is attached for information. Forestcare have indicated that when the system was tested on 14 January 2015 it worked effectively with confirmation from the schools at end of the cascade that they had received a test alert call from the previous

school in the cascade.

Forestcare had indicated that discussions are in place to review the cascade and warning system from the hospital and reference to a review is also made in Steve Shrubbs's letter to Councillor Leake.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	Yes	
Next Financial Year (Year 2)	£0	Yes	
Following Financial Year (Year 3)	£0	Yes	

Other financial information relevant to the Recommendation/Decision

None

List of Background Papers

Overview and Scrutiny Management Committee Agendas from July 2014, November 2014 and January 2015.

Independent on Sunday article 15 February 2015 <http://www.independent.co.uk/life-style/health-and-families/health-news/broadmoor-facing-3m-bill-to-fix-security-flaws-at-highsecurity-psychiatric-hospital-10046786.html>

Contact Kevin Jacob	Service Governance and Improvement Services
Telephone No 0118 974 6058	Email kevin.jacob@wokingham.gov.uk
Date 11 March 2015	Version No. 1.00

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Councillor Ian Leake
Chairman
Overview and Scrutiny Committee
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Bracknell, Berkshire
RG12 1AQ

Chief Executive's Office

Trust Headquarters
1 Armstrong Way
Southall
UB2 4SA

Tel: 020 8354 8067

Email: jacky.vincent@wlmht.nhs.uk

27 January 2015

Dear Councillor Leake

Thank you for taking the time to talk to me on the phone last week about our plans to de-commission the Broadmoor sirens in future. It was a very helpful conversation and I appreciate your positive response in this matter.

This letter sets out our response to the committee's request that the trust carry out additional work in the form of a conditions survey of the sirens and an acoustic survey plus further information on alternative technologies and the schools cascade. It also sets out our proposal and the timings around de-commissioning the sirens.

At the Overview and Scrutiny Committee on 22nd October 2014, I agreed to consider some of suggestions made by the councillors present. I stressed that an over-riding consideration was that any changes to the proposals by West London Mental Health NHS Trust to partly replace and decommission the sirens should not cost more than initially estimated within those proposals.

I also agreed that I would seek an additional and more extensive conditions survey of all the sirens located within Bracknell Forest and Wokingham Borough, in order to provide a best estimate of the lifespan of the siren towers. Additionally I agreed to take further advice on the acoustic velocity of the replacement sirens.

The conditions survey has been completed and it is clear that extensive remedial works are required over and above the requirement to replace the actual sirens.

I have also been informed that a detailed Radio Frequency (RF) and acoustic survey is required to identify if the sirens can operate by using RF technology. This survey carries additional considerable cost.

Assistant Chief Executive Victor Nicholls and members of the Community Safety Team were able to spend three hours at the hospital recently and visited a number of wards, patient areas and our control room.

 @wlmht

 /wlmht

 /user/wlmht

Members of Wokingham Borough Oversight and Scrutiny Committee were able to conduct a similar visit in November. I understand they found these visits valuable in helping to understand how we care for our patients and manage security and risk.

At the meeting on 22nd October, one of your councillors enquired about alternative technology - in particular geographical texting applications for smart phones. Although it wasn't mentioned at the time, in November 2013 John Hourihan invited a presentation from a UK based company Ping4 on how this technology might be used to support the cascade system. This presentation was attended by your Community Safety Manager, Ian Boswell, other members of his department, Thames Valley Police and Surrey Police. The general view is that this technology is very much in its infancy. For systems such as Ping4 to work, users must have smart phones, with the application installed and the user must be a subscriber to that application.

I believe that the schools cascade system continues to be an effective tool for communicating with all educational establishments within Bracknell Forest, Wokingham Borough and surrounding areas. This cascade system was tested recently. I gather there may have been an issue with one of the schools within Bracknell Forest were too busy to participate in the process. I have asked John Hourihan for further information. I do accept that the system should be reviewed and I have asked John to coordinate this.

I have considered at length the comments raised at Overview and Scrutiny on 22nd October and the feedback from the consultation with the various parish councils, as well as the findings of the follow up conditions survey, and the need to conduct a detailed RF and acoustic survey. I have reflected on our initial proposal to replace the sirens at Crowthorne, Sandhurst and Little Sandhurst, and to decommission the other seven sirens.

I have now come to the decision that the most appropriate way forward is to retain and maintain all community based sirens until the new hospital is completed and the secure perimeter fence is realigned in 2019. From that time all sirens will be decommissioned. However to ensure consistency with the other two high secure hospitals and to provide assurance to the Crowthorne community, I propose to install a new siren on the entrance building to the new hospital. This will of course require necessary planning permission by Bracknell Forest Council.

Please feel free to contact me if you wish to discuss our plans further.

Yours sincerely



Steve Shrubbs
Chief Executive
West London Mental Health NHS Trust

Mr Kevin Jacob
Principal Democratic Services Officer
Wokingham Borough Council
Governance and Improvement Services
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Shute End
Wokingham
Berkshire
RG40 1WH

Chief Executive's Office

Trust Headquarters
1 Armstrong Way
Southall
UB2 4SA

Tel: 020 8354 8067

Email: jacky.vincent@wlmht.nhs.uk

Sent by email

26 February 2015

Dear Mr Jacob

Thank you for your letter.

The Independent on Sunday story that you mentioned in your letter was inaccurate. We sent a full response to the Independent on Sunday which categorically refutes the claims that Broadmoor Hospital's security system is not fit for purpose, breaks down or is inoperable.

The current Broadmoor Hospital CCTV system dates from 2001. The system requires upgrading, however the cost of maintaining the current system was judged to be more expensive than replacing it with a new one. The trust is spending £3million to replace the CCTV system and maintain it.

High secure hospitals are licensed and must maintain safety and security under directions set by the Department of Health. The hospital has never breached its licence at any time. The hospital has well developed and rehearsed contingency plans to ensure it maintains security should any challenges arise.

We have called for corrections and an apology from the Independent. I can assure you that Broadmoor Hospital maintains the highest standards of security at all times.

Please do not hesitate to contact me if you would like more information.

Yours sincerely



Steve Shrubbs
Chief executive

Connect with us

Website: wlmht.nhs.uk

Twitter: @WLMHT

Facebook: /supportopenminds

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BROADMOOR HOSPITAL ESCAPE WARNING SCHEME

BROADMOOR HOSPITAL

FORESTCARE

St Crispin

Bearwood Primary

Winnersh Primary

The Forest (Boys)

The Hawthorns Primary

Nine Mile Ride Primary

Gorse Ride Infant

Gorse Ride Junior

Finchampstead CE

The Coombes Primary

Farley Hill Primary

Southfield

Westende Junior

Wescott Infant

St Teresa's RC

Keep Hatch Primary

All Saints Primary

The Emmbrook School

Emmbrook Junior

Emmbrook Infant

The Holt (Girls)

St Paul's CE Junior

Walter County Infant

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Agenda Item 72.

TITLE	Update Report on the Meeting between the Chairman of the Committee and Chairman of the Audit Committee
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 24 March 2015
WARD	None Specific
DIRECTOR	Andrew Moulton, Head of Governance and Improvement Services

Meeting between the Chairman of the Audit Committee and the Chairman of the Overview & Scrutiny Management Committee

19 February 2015

1. Council's Vision and Priorities – are we covering all the areas? Where are we getting assurance from? Are there any assurance gaps?

Audit Committee

- Focus of work is Corporate Risk Register including internal controls, good governance.
- Confirmed covering all areas with emphasis on delivering quality and value for Council Tax.
- Example of delivering value is the shared internal audit & investigations service with RBWM which is working well but still early days.
- Council owned companies being considered; Wokingham Housing Limited presented at the training session before the last meeting – this was open to all members of Overview & Scrutiny. Other companies being scheduled for 2015/16 including Regeneration (summer), Optalis (September meeting). Democratic Services will ensure all Members of Overview & Scrutiny are provided with these dates/times.
- Work is retrospective purchase orders is ongoing.
- The Chair intends to attend next meeting of Overview & Scrutiny.

Overview & Scrutiny

- No gaps identified.

2. Are there any topics on the Overview and Scrutiny Committee work programmes which it may be more appropriate for Audit to consider and vice versa?

- Nothing was identified in terms of the question.
- The Chairs discussed the process for deciding which Committee would lead on an issue in the event both Committees had an interest in a subject. It was agreed that this would need to be discussed on a case by case basis, but in the A329M roadworks issue last year it was thought that Overview & Scrutiny would consider the issue as an operational matters and any associated “lessons learned” but the Audit Committee might take an interest in seeking assurance that the lessons had been implemented successfully.

3. How can we make sure that the Committees do not duplicate efforts?

- The same actions as were identified at the last meeting were confirmed as still relevant.
- The importance of this regular meeting between the two Chairs was emphasised and it was agreed that there should be an early meeting following Annual Council on 21 May.

4. Information sharing?

- Again, the same actions and protocols as discussed at the last meeting were agreed as still relevant.

Democratic Services to arrange next meeting for late May/early June.

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Agenda Item 73.

TITLE	Consideration of the Current Executive Forward Programme
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 24 March 2015
WARD	None Specific
DIRECTOR	Andrew Moulton, Head of Governance and Improvement Services

OUTCOME

The Overview and Scrutiny Management Committee will be more aware of the items coming forward to the Executive.

RECOMMENDATION

For the Overview and Scrutiny Management Committee to consider the current Executive Forward Programme with a view to deciding which, if any, proposed decisions it would like to enquire into

SUMMARY OF REPORT

To present a copy of the current Forward Programme for Executive business so that it can be considered by the Committee

Background

As set out in attached Executive Forward Programme.

Analysis of Issues

None

Reasons for considering the report in Part 2
None

List of Background Papers
None

Contact Kevin Jacob	Service Governance and Improvement Services
Telephone No 0118 974 6058	Email kevin.jacob@wokingham.gov.uk
Date Wednesday, 11 March 2015	Version No. 1.0

WOKINGHAM BOROUGH COUNCIL EXECUTIVE FORWARD PROGRAMME

THIS DOCUMENT IS A “NOTICE” IN ACCORDANCE WITH
THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)(MEETINGS AND ACCESS TO INFORMATION)(ENGLAND)
REGULATIONS 2012

MARCH 2015 TO JUNE 2015

Updated: 20 February 2015

Executive Meeting 26 March 2015

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for Consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why
WBC738	Arborfield & Newland Village Design Statement <i>Purpose: To agree the Arborfield & Newland Village Design Statement</i>	Executive	Arborfield & Newland Village Design Statement Representations	Heather Thwaites/ Rebecca Bird	John Kaiser	N/A
WBC756	2016/2017 School Admission Arrangements for Community and Voluntary Schools and Co-ordinated Admission Schemes <i>Purpose: To determine the admission arrangements for community and voluntary controlled schools in the Wokingham Borough and co-ordinated admission schemes for 2016/2017</i>	Executive		Judith Ramsden/ Sue Riddick	Charlotte Haitham-Taylor	N/A

WBC763	Arborfield Cross Relief Road <i>Purpose: To consider the specification of a preferred route to form the basis of a planning application</i>	Executive	Arborfield Cross Relief Road Refinement Report	Heather Thwaites/ Stephen Bailey	John Kaiser	N/A
WBC747	My Journey Travel Smartphone App and Website <i>Purpose: To release £100,000 of Section 106 contributions to support the provision of a travel smartphone app and website</i>	Executive		Heather Thwaites/ Stephen Bailey	John Kaiser	N/A
WBC766	Making Procedural Decisions Relating to Neighbourhood Planning <i>Purpose: To request delegated authority to make procedural decisions relating to Neighbourhood Planning</i>	Executive	The Neighbourhood Planning (General) (Amendment) Regulations 2015	Heather Thwaites/ Rebecca Bird	John Kaiser	N/A
64 WBC768	Affordable Housing Commuted Sums Committee <i>Purpose: To approve the establishment of a new committee which will approve commuted sum allocation and expenditure for affordable housing</i>	Executive		Heather Thwaites/ Frances Haywood	John Kaiser	N/A
WBC769	South Wokingham Eastern Gateway Rail Crossing <i>Purpose: To seek Executive approval to progress work on extending the South Wokingham Distributor Road. The extension will bridge the Waterloo line at the southern extent of the Montague Park development site and provide a link to Easthampstead Road</i>	Executive		Heather Thwaites/ Matt Gould	John Kaiser	N/A

WBC746	Local Flood Risk Management Strategy (LFRMS) – Consultation Responses <i>Purpose: To agree the revised Strategy following responses from the consultation</i>	Executive	Consultation summary and amended LFRMS report	Heather Thwaites/Julia Green	Angus Ross	N/A
WBC770	Wokingham Theatre – Grant of New Lease <i>Purpose: To approve the granting of a new lease to Wokingham Theatre Ltd</i>	Executive		Graham Ebers/Irene Kearns	Philip Mirfin	Yes – it is likely that part of the report will be considered at a private meeting of the Executive. This is because it is likely that the report will contain information which is commercially sensitive and relates to the financial and business affairs of a person

The Executive will not be holding a meeting in April therefore there are no items programmed for this month.

Executive Meeting 28 May 2015

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for Consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why
WBC758	<p>Council Owned Companies' Business <i>Purpose: To consider various items related to the business of the Council owned companies, including their trading position</i></p>	Executive		Graham Ebers/ Stephen McGrail	Keith Baker	Yes – it is likely that part of the report will be considered at a private meeting of the Executive. This is because it is likely that the report will contain information which is commercially sensitive and relates to the financial and business affairs of a person
WBC759	<p>Revenue Outturn 2014/15 <i>Purpose: To consider the Revenue Monitoring Outturn Report, including Treasury Management Indicators, to the end of the financial year and carry forward requests</i></p>	Executive		Graham Ebers/ Rob Stubbs	Anthony Pollock	N/A
WBC760	<p>Capital Outturn 2014/15 <i>Purpose: To consider the Capital Monitoring Outturn Report to the end of the financial year and carry forward requests</i></p>	Executive		Graham Ebers/ Rob Stubbs	Anthony Pollock	N/A
WBC762	<p>Gypsy and Traveller Local Plan (GTLP) – Preferred Options Consultation <i>Purpose: To approve for public consultation the Preferred Options stage of the Gypsy and Traveller Local Plan</i></p>	Executive	Gypsy and Traveller Local Plan Preferred Options Consultation Document	Heather Thwaites/ Hannah Wilson	John Kaiser	N/A

WBC764	North Wokingham Distributor Road <i>Purpose: To consider the specification of a preferred route to form the basis of a planning application</i>	Executive	North Wokingham Distributor Road Refinement Report	Heather Thwaites/ Stephen Bailey	John Kaiser	N/A
WBC771	Acquisition of a Wokingham Town Centre Property <i>Purpose: To enable delivery of the Wokingham Town Centre Regeneration Masterplan</i>	Executive		Bernie Pich	Philip Mirfin	Yes – it is likely that part of the report will be considered at a private meeting of the Executive. This is because it is likely that the report will contain information which is commercially sensitive and relates to the financial and business affairs of a person
67 WBC772	Lease for New Army/Air Cadet Facility <i>Purpose: To relocate the army/air cadet facility in order to enable Carnival Pool site to be developed</i>	Executive		Bernie Pich	Philip Mirfin	
WBC773	Lease to Bowling Operator in Wokingham <i>Purpose: To enable redevelopment of the Carnival Pool site</i>	Executive		Bernie Pich	Philip Mirfin	

Executive Meeting 30 June 2015

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for Consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why
WBC765	Council Owned Companies' Business <i>Purpose: To consider various items related to the business of the Council owned companies, including their trading position</i>	Executive		Graham Ebers/ Stephen McGrail	Keith Baker	Yes – it is likely that part of the report will be considered at a private meeting of the Executive. This is because it is likely that the report will contain information which is commercially sensitive and relates to the financial and business affairs of a person
WBC755	Library Offer <i>Purpose: To clearly demonstrate what residents can expect from the Wokingham Borough Council Library Service</i>	Executive	Library Office Document	Heather Thwaites/ Mark Redfearn	Pauline Jorgensen	N/A

Members of the Executive:-

Keith Baker	Leader of Council
Charlotte Haitham Taylor	Children's Services
Pauline Jorgensen	Resident Services
John Kaiser	Planning and Highways
Julian McGhee-Sumner	Deputy Leader and Health and Wellbeing
Philip Mirfin	Regeneration and Communities
Anthony Pollock	Economic Development and Finance
Angus Ross	Environment

Note:

Unless the matter has been listed as being likely to be discussed in private, copies of the reports associated with the above decisions will be available no earlier than five days before the meeting at the Council Offices, Shute End, Wokingham; on the Council's website; by contacting a member of the Democratic Services Team on 0118 974 6053 or by emailing democratic.services@wokingham.gov.uk

**EXECUTIVE FORWARD PROGRAMME
CHANGES MADE TO PREVIOUSLY PUBLISHED VERSIONS**

Ref No	Subject	Original Scheduled Date	Notes
WBC654	Country Parks Vision	27 Mar 14	Further refining of the scope of this work is taking place to take account of the whole range of Country Parks on offer within the Borough including those coming through new development. A vision/strategy will be presented later in the year.
WBC673	Wokingham Town Car Parks Strategy Renamed: Wokingham Town Centre Car Parks Management Plan (WBC741)	27 Mar 14 29 Jan 15 19 Feb 15	Deferred as further information is required to help clarify some of the proposals within the plan. Date to be confirmed.
WBC747	My Journey Travel Smartphone App and Website	29 Jan 15	Deferred pending clarity about some specific elements of the project. Report to be considered at the March Executive.
WBC746	Local Flood Risk Management Strategy	29 Jan 15	A number of responses to the Strategy only came to light a couple of days before the January Executive meeting and therefore in order to give full consideration to these responses the item was deferred to the March meeting.
WBC726 WBC735	Council Owned Companies' Business	19 Feb 15 26 Mar 15	Deleted as no matters to be reported at the present time. A report is scheduled to be considered at the May meeting.
WBC761	Better Care Fund s75 Agreement	26 Mar 15	Deleted as following consultation with Legal it has been agreed that this item does not actually require Executive approval.

WBC755	Library Offer	26 Mar 15	Deferred in order that further consultation work can be carried out. Report to be considered at the June meeting.
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Agenda Item 74.

TITLE	Committee Work Programmes 2014/2015
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 24 March 2015
WARD	None Specific
DIRECTOR	Andrew Moulton, Head of Governance and Improvement Services

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AND OVERVIEW AND SCRUTINY COMMITTEES

WORK PROGRAMME 2014/2015

**Please note that the work programme is a 'live' document and subject to change at short notice.
The information in this work programme is subject to approval at the meeting of the Committee on 24 March 2015**

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
24 March 2015	Balanced Scorecard Monthly Report	To consider monthly Performance Management Information	Standard Item	Julie Holland
	Update on Amended Balanced Scorecard	To consider an update on the redesign of the balanced scorecard.	Requested by the Committee 13/10/14	Julie Holland
	Open Green Spaces Update	To receive an update on the review of Council's open green spaces.	Requested at the Committee meeting 27 January 2015	Josie Wragg
	Highways and Transport Service Review	To brief the Committee on the review of the Council's Highways and Transport services.	Request by Joint Board	Andrew Moulton Sarah Hollamby Matt Davey
	Broadmoor Hospital Update	To receive an update on the situation regarding proposals by the West London Mental Health Trust to decommission a number escape alert sirens covering the hospital.		Kevin Jacob

	Update Report on Meeting between the Chairman of the Audit Committee and Chairman of the Overview and Scrutiny Management Committee	To set out an update of the key points arising from the most recent liaison meeting between the Chairman of the Audit Committee and Overview and Scrutiny Management Committee Chairman.	Required as part of the Audit Committee handbook	Kevin Jacob/ Madeleine Shopland
	Feedback from latest attendance of the Statutory Scrutiny Officer at the Corporate Leadership Team	To feedback to the Committee on any key aspects arising from the attendance of the Statutory Scrutiny Officer at the Corporate Leadership Team meeting on 24 March 2015.	Action agreed at OSMC meeting 24 November 2014.	Kevin Jacob
	Executive Forward Programme	Standing item	To enable the Committee to have foresight of upcoming Executive Decisions	Democratic Services
	Reports from Chairman of Overview and Scrutiny Committees /Work Programme	Standing Item	To enable coordination between the Committee and the Committees.	Committees Chairmen

Indicative Items for 2015/2016

- Council Tax Single Person Discount Reviews – Update Comparison Data from other authorities – November 2015
- Business Continuity Update – January 2016
- Update on the Strategic Asset Project Group and Strategic Asset Management Plan – June 2015

CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
2 March 2015	Update on delivering effective safeguarding services	To receive a regular update including an update on the recruitment and retention strategy	Standing item to monitor safeguarding services	Head of Social Care and Intervention
	Future Role of WBC as a provider of LEA statutory services Update from Task & Finish Group	To receive an update and draft recommendations from the investigation of future role of Wokingham Borough Council as provider of Local Education Authority statutory requirements/service	Issue referred from Management Committee	Alan Stubbersfield, Head of Learning & Achievement
	Special Education Needs and Disability (SEND) Reforms	To receive a report on the implementation of the new requirements for the provision of SEND services under the Children and Families Act	To inform the Committee of the new service provision.	Louise Rowlinson, Project Manager

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
	National and Local Performance Indicators	To receive an update and monitor Children's Services performance measured by local and national indicators	Standing Item To enable the Committee to assess performance and identify areas of concern	Children's Services Performance & Information Team
	School Performance Indicators and Ofsted reports, School Improvement	To receive information on schools' performance, and to review recent Ofsted Reports	Standing item to enable the Committee to assess performance and identify areas of concern	Head of Learning & Achievement
	Children's Services O and S Committee Forward Programme	To consider the forward programme of the Committee	Standing Item	Democratic Services
Future meetings in 2015/16 - dates to be confirmed				
1 July tbc	Update on delivering effective safeguarding services	To receive a regular update including an update on the recruitment and retention strategy	Standing item to monitor safeguarding services	Head of Social Care and Intervention

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
	National and Local Performance Indicators	To receive an update and monitor Children's Services performance measured by local and national indicators	Standing Item To enable the Committee to assess performance and identify areas of concern	Children's Services Performance & Information Team
	School Performance Indicators and Ofsted reports, School Improvement	To receive information on schools' performance, and to review recent Ofsted Reports	Standing item to enable the Committee to assess performance and identify areas of concern	Head of Learning & Achievement
	Children's Services O and S Committee Forward Programme	To consider the forward programme of the Committee	Standing Item	Democratic Services
22 Sept tbc	Annual Report of Wokingham Safeguarding Children Board	To consider the Wokingham Local Safeguarding Children Board's (WSCB) Annual Report	To monitor the work of the WSCB	Children's Services /WSCB
	Standing Items			

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
27 Oct tbc	Review of the Effectiveness of Governing Bodies - Monitoring	To receive a monitoring report on the implementation of the approved recommendations the Report on the review of the Effectiveness of Governing Bodies -	To monitor implementation of the Review recommendations	Head of Learning & Achievement/ Governor Services
	Standing Items			
2 Dec tbc	Standing Items			
23 Feb tbc	Standing Items			

COMMUNITY PARTNERSHIPS OVERVIEW AND SCRUTINY COMMITTEE

Work Programme from September 2014

Please note that the work programme is a 'live' document and subject to change at short notice.

The information in this work programme is subject to approval at the Committee meeting scheduled for 22 January 2014
2014.

*The order in which items are listed at this stage may not reflect the order they subsequently appear on the agenda / are dealt with
at the scrutiny meeting.*

All Meetings start at 7pm in the Civic Offices, Shute End, Wokingham, unless otherwise stated.

COMMUNITY PARTNERSHIPS

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
22 January 2015	Work Programme	To consider the work programme for the committee for 2014/15	Standing item	Democratic Services
	Review of Outside Bodies Appointments	To consider evidence gathered as part of the review	Referred to the Committee by the OSMC	Democratic Services
11 March 2015	Annual Report	To receive the Committee's annual report	Standing item	Democratic Services
	Work Programme	To consider the work programme for the Committee for 2014/15	Standing item	Democratic Services

POTENTIAL ITEMS FOR REVIEW REFERRED FROM THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE FOR 2014/15

DATE OF MEETINGS	ITEM	PURPOSE OF REVIEW	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
TBC	Personal Budgets.	Previous reviews undertaken of “Putting People First” in 2009 and Adult Social Care (2013) have looked at some aspects of this topic.	Referred to the Committee by the OSMC	Issue being considered by HOSC / Health and Wellbeing Board
	Work Opportunities for People with Learning Difficulties and Mental Health Issues.	OSMC suggested that the Council should lead by example and find innovative but legal ways of encouraging the employment of people with learning difficulties and mental health problems.	Referred to the Committee by the OSMC	Issue being considered by HOSC / Health and Wellbeing Board
	Fairer Contributions - Changes to Charges for Adult Social Care	Executive item currently on hold on the Executive Forward Programme. OSMC had previously expressed an interest in the item and wanted to consider the draft Executive report or receive a briefing prior to an Executive decision.	Referred to the Committee by the OSMC	Issue being considered by HOSC / Health and Wellbeing Board

CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE

Work Programme from 27 January 2015

Please note that the work programme is a 'live' document and subject to change at short notice.

The information in this work programme is subject to approval at the Committee meeting scheduled for 10 November 2014.

The order in which items are listed at this stage may not reflect the order they subsequently appear on the agenda / are dealt with at the scrutiny meeting.

All Meetings start at 7.00pm in the Civic Offices, Shute End, Wokingham, unless otherwise stated.

CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2014/15

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
27 January 2015 (meeting moved from 14 January 2015)	Work Programme	To consider the work programme for the committee for 2014/15	Standing item	Democratic Services
	Planning Enforcement Service Action Plan and Consultation on the Local Plan	To consider the consultation on the local enforcement plan that will set out the Council's policy and procedure to address improvements to the service.	Requested by the Committee	Heather Thwaites / Clare Lawrence
	Wokingham Town Car Parks Strategy and Council Car Parks Strategy	To receive a report on activity and achievements and to receive feedback on the consultation carried out earlier this year	Referred to the Committee by the OSMC	Matt Davey
	Review of Commuter Parking	To consider terms of reference for a possible review	Referred to the Committee by the OSMC	Councillors Norman Jorgensen and Lindsay Ferris

	Review of Town Centre Regeneration Scheme	To consider the business case for the regeneration of the town centre and to scope the review	Referred to the Committee by the OSMC	Executive Member for Regeneration and Bernie Pich
10 March 2015	Work Programme	To consider the work programme for the committee for 2014/15	Standing item	Democratic Services
	Upkeep and Maintenance of Sports Pitches	To receive a report on the upkeep and maintenance of sports pitches in the Borough and to consider whether their condition has an impact on usage and revenue	Referred to the Committee by the OSMC	Beverley Thomson
	Decent Homes Standard	To receive a report on progress towards meeting the standard and targets	Referred to the Committee by the OSMC	Stuart Rowbotham / Simon Price

HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Work Programme 2014/15 from July 2014

Please note that the work programme is a 'live' document and subject to change at short notice.

The order in which items are listed at this stage may not reflect the order they subsequently appear on the agenda / are dealt with at the scrutiny meeting.

All Meetings start at 7pm in the Civic Offices, Shute End, Wokingham, unless otherwise stated.

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE	COMMENTS
Monday 23 March 2015	Update on implementation of Better Care Fund Plan (particularly integration of short term care)	To update the Committee on progress being made	Adult Social Care / CCG	Look after the vulnerable Improve health, wellbeing and quality of life	
	Update on RBH	To receive a general update on performance, patient satisfaction and any issues identified in the CQC inspection (March 2014)	RBH	Look after the vulnerable Improve health, wellbeing and quality of life	
	Draft Berkshire Healthcare NHS Foundation Trust Quality Accounts	To receive the draft Berkshire Healthcare NHS Foundation Trust Quality Accounts	BHFT	Look after the vulnerable Improve health, wellbeing and quality of life	
	Workforce use – increased use of nurses and patients’ views	To receive information on increasing use of nurses	CCG/Healthwatch	Look after the vulnerable Improve health, wellbeing and quality of life	
	Performance Outcomes Report	To monitor performance	CCG	Improve health, wellbeing and quality of life	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE	COMMENTS
	Health Consultation Report	Standing item	Democratic Services	Improve health, wellbeing and quality of life	

Currently unscheduled topics:

- Draft Quality Accounts
 - Berkshire Healthcare NHS Foundation Trust
 - Royal Berkshire Hospital NHS Foundation Trust
 - South Central Ambulance NHS Foundation Trust
- Ambulance queuing and bed blocking
- CCG Funding allocation
- Access to cataract services

Possible topics for 2015/16:

- Berkshire Public Health Agreement
- Sexual health contract procurement look back (for early 2015/16)
- Health Protection Arrangements

Possible referrals to Children’s Services Overview and Scrutiny Committee/ joint working

- School nursing – involving internal and external partners
- 0-5 health offer (health visiting service) – late 2015/16?

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Agenda Item 75.

TITLE	Update Reports from Chairman or Nominated Members of the Overview and Scrutiny Management Committees
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 24 March 2015
WARD	None Specific
DIRECTOR	Andrew Moulton, Head of Governance and Improvement Services

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**Report by the Community Partnerships Overview & Scrutiny Committee
For the Overview & Scrutiny Management Committee.**

The Community Partnerships Overview and Scrutiny Committee met on Tuesday 12th March 2015 when it had two items for consideration on the agenda: an update on the Community Café project in the Shutters area and our ongoing Review of Outside Bodies' Appointments.

The Head of Strategic Commissioning, Brian Grady, described the project being run by students from Addington School which operate a café in Shutters on Thursdays. This project provided business experience and builds self confidence in the students as well as providing a service in Shute End. The intention is that this will be an ongoing exercise, not a short trial. The Committee welcomed the report and asked for a further briefing on whether the project had achieved its aims next year.

The Committee was pleased to see that all members of Outside Bodies had submitted reports and these were included in the Council agenda for its meeting on 19th March 2015.

The Head of Strategic Commissioning offered further information on Outside Bodies in the form of a written report that he would produce. The Committee welcomed this further report and consequently deferred further consideration of the item to a future meeting.

The Committee wished to express its thanks to Susan Coulter, the Senior Democratic Officer, who has provided Secretariat services as she was leaving Wokingham Borough Council for other employment.

David Sleight

Chairman

12th March 2015

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Report of the Children's Services Overview and Scrutiny Committee

There were two significant pieces of business at the last Scrutiny meeting.

The first was an update on the recent recruitment and retention strategy: this is succeeding. There could be up to five applications from Australia, where our recruitment agency will interview them followed by a Skype interview in Britain; if any are appointed they will be given the same re-location support that is given to people who move within Britain. Apart from these, both recruitment from British people, and retention have improved, and there were only a dozen posts left to fill at the last count. The cost of this strategy will be well outweighed by better retention, and one strand of this which is appealing to staff is that there is now a better career structure with more training and support for promotions.

The second important piece of business was to receive a draft report from the Task and Finish group (which consisted of the whole committee) on its work on the support given to all schools in the Borough, regardless of their status. The Director of Learning and Achievement had summarised the findings, which also included a few points taken from the activities in Hertfordshire and Southend (however, in the main it was not thought that these were examples which would work in Wokingham). The draft report will now be run past leading Head Teachers to gather any more views they have (although it has been remarkably useful to have had three of them attending the Task and Finish group meetings) and then the ultimate draft emailed to committee members for any final comments. It will then be sent as a recommendation to the Executive member for Children's Services.

Apart from this we had our usual Ofsted reports (this time on Bearwood Primary School and Bulmershe). Other performance indicators had not changed since the last meeting since there has been no new data.

A new agenda item in the forward programme is to receive a visit from the Police who will be coming to the next meeting in July to talk about their MASH work - Multi-Agency Sharing Hub, in other words the ways that different partners are working together in Wokingham to share information on children needing protection."

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Report of the Corporate Services Overview and scrutiny Committee

At the meeting of the Committee on 10 March we received a report on the Decent Homes Works being undertaken by the Council and discussed this with Simon Price. The work is progressing well and a major target was met earlier this month. Expenditure this year will be around £7 million with £5.1 million coming in the form of a grant. Of the 2,600 Council owned homes around 180 will be left to complete next financial year. In future there will be a programme for replacement of doors and windows where required to a value of around £5 million.

At the meeting we also reviewed and amended draft terms of reference for consideration of the problems of commuters and others parking at or near railway stations. The Committee plans to operate this review as a task and finish group with several Councillor members from outside the Committee. Those that have expressed interest so far are Michael Firmager, Rachelle Shepherd-DuBey, David Sleight, Lindsay Ferris and Norman Jorgensen. Ideally we would like to have another two members. It is planned the review will commence in June 2015.

In June we will review progress with the Planning Enforcement Service Action plan and the outcome of the consultation on the Local Enforcement plan.

Councillor Norman Jorgensen
Chairman

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