



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **OVERVIEW AND SCRUTINY
MANAGEMENT COMMITTEE** will be held at Civic Offices,
Shute End, Wokingham RG40 1BN on **TUESDAY 24
JANUARY 2017 AT 7.00 PM**

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

Andy Couldrick
Chief Executive
Published on 16 January 2017

This meeting may be filmed for inclusion on the Council's website.

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WOKINGHAM BOROUGH COUNCIL

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

Simon Weeks (Chairman)	John Kaiser (Vice-Chairman)	Parry Bath
Lindsay Ferris	Michael Firmager	Kate Haines
Pauline Helliard-Symons	John Jarvis	Ken Miall
Philip Mirfin	Ian Pittock	Shahid Younis

Substitutes

Laura Blumenthal	Abdul Loyes	Beth Rowland
Rachelle Shepherd-DuBey		

ITEM NO.	WARD	SUBJECT	PAGE NO.
48.		APOLOGIES To receive any apologies for absence	
49.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 22 November 2016.	5 - 12
50.		DECLARATIONS OF INTEREST To receive any declarations of interest.	
51.		PUBLIC QUESTION TIME To answer any public questions. A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of this Committee. Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
52.		MEMBER QUESTION TIME To answer any Member questions.	
53.	None Specific	ROYAL BERKSHIRE FIRE AND RESCUE REDESIGN CONSULTATION To consider a Fire and Rescue Service consultation document and agree a response.	13 - 76

54.	None Specific	OVERVIEW AND SCRUTINY WORK PROGRAMMES 2017-18 To consider a report on the development of the Overview and Scrutiny Work Programmes for 2017-18.	77 - 84
55.	None Specific	PUBLIC SECTOR EQUALITY DUTY To consider a report on the Council's duties under the Equality Act 2010 and the Equality Workforce Monitoring Report for 2016-17.	85 - 110
56.	None Specific	MONITORING OF PUBLIC AND MEMBER QUESTIONS To review public and Member questions submitted to the Executive and full Council meetings.	111 - 118
57.	None Specific	CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME AND THE INDIVIDUAL EXECUTIVE MEMBER DECISION FORWARD PROGRAMME To consider the current published version of the Executive Forward Programme and the Individual Executive Member Decision Forward Programme.	119 - 128
58.	None Specific	UPDATE REPORTS FROM CHAIRMEN OR NOMINATED MEMBER OF THE OVERVIEW AND SCRUTINY COMMITTEES The Chairman or nominated Members of the Overview and Scrutiny Committees to report back on their recent activities, including any requests to undertake reviews.	129 - 130
59.	None Specific	COMMITTEE WORK PROGRAMMES To discuss the work programme of the Overview and Scrutiny Management Committee and Overview and Scrutiny Committees.	131 - 138

CONTACT OFFICER

Neil Carr

Tel

Email

Postal Address

Principal Democratic Services Officer

0118 974 6058

neil.carr@wokingham.gov.uk

Civic Offices, Shute End, Wokingham, RG40 1BN

MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON 22 NOVEMBER 2016 FROM 7.00 PM TO 9.15 PM

Committee Members Present

Councillors: Simon Weeks (Chairman), John Kaiser (Vice-Chairman), Lindsay Ferris, Michael Firmager, Pauline Helliar-Symons, John Jarvis, Ken Miall, Philip Mirfin, Ian Pittock and Shahid Younis

Other Councillors Present

Councillors: Keith Baker and Anthony Pollock

Officers Present

Neil Carr, Principal Democratic Services Officer
Graham Ebers, Director of Corporate Services
Julie Holland, Service Manager, Business Improvement

34. APOLOGIES

An apology for absence was submitted from Councillor Parry Batth.

35. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 20 September 2016 were confirmed as a correct record and signed by the Chairman.

Further to Minute 28, (discussion with Councillor Angus Ross), Michael Firmager clarified the planning position relating to the increased risk of flooding following the hard surfacing of front gardens.

36. DECLARATIONS OF INTEREST

There were no declarations of interest.

37. PUBLIC QUESTION TIME

There were no public questions.

38. MEMBER QUESTION TIME

There were no Member questions.

39. DISCUSSION WITH COUNCILLOR KEITH BAKER, LEADER OF THE COUNCIL

Councillor Keith Baker, Leader of the Council, attended the meeting to discuss the current operation of Overview and Scrutiny and opportunities for closer working between the Executive and the Overview and Scrutiny Committees.

Councillor Baker outlined his views on the current strengths and weakness of Overview and Scrutiny at the Council. He felt that Overview and Scrutiny tended to be a reactive process. Greater value could be added if Overview and Scrutiny became involved at the early stages of policy development. He also felt that Overview and Scrutiny meetings tended to be confrontational which meant that opportunities for closer working with Members of the Executive were not being maximised.

Councillor Baker welcomed the opportunity for closer working between the Executive and the Overview and Scrutiny Committees. He suggested further discussions between himself

and the Chairman of the Management Committee to explore how this might work in practice.

Members raised the following points and questions:

- Members did not feel that Overview and Scrutiny was confrontational in tone but did agree that Executive Members who were invited to attend could be given earlier notice of the issues to be discussed and the scope of questions to be put.
- Members agreed that Overview and Scrutiny could play a larger role in policy development. This could be via pre-decision scrutiny of new policies or in depth reviews of specific issues which led to new policy development.
- Members noted that the Committee had previously agreed to a new approach to developing its work programme. This included early discussions with Executive Members and a horizon scan to establish key issues which would arise in the year ahead. At the same time it was agreed that the Overview and Scrutiny Committees needed to retain some flexibility in order to examine urgent issues which arose during the year.

RESOLVED That:

- 1) Keith Baker be thanked for attending the meeting;
- 2) Councillor Baker and Councillor Weeks meet to discuss practical measures to improve the working relationship between the Executive and the Overview and Scrutiny Committees.

40. DISCUSSION WITH COUNCILLOR ANTHONY POLLOCK, EXECUTIVE MEMBER FOR ECONOMIC DEVELOPMENT AND FINANCE

The Committee received a presentation on the recent public Budget Engagement exercise. Councillor Anthony Pollock, Executive Member for Economic Development and Finance and Graham Ebers, Director of Corporate Services, attended the meeting to answer Member questions.

The presentation stated that the Budget Engagement exercise had included five public sessions, attendance at community events and the Wokingham Careers Fair, a presentation to the Borough Parish Liaison Forum and an online survey. The numbers of residents attending the sessions were relatively low in terms of the Borough's overall population. However, it was a significant improvement on the attendance for the 2015 sessions which was a positive development.

The emerging findings from the public engagement exercise included the following:

- Protecting vulnerable adults and investment in prevention services – strong support with comments showing an awareness of the linkages between the two priorities;
- Waste and recycling – feedback suggested a willingness to consider changes to the current service delivery model;

- Libraries, Keeping the Borough Clean and Tidy, Sport, Leisure and Countryside – generally received less support than other priorities which could indicate a willingness to see reduced spending or new service delivery models;
- Increasing Charges to Protect Services – received enough support to indicate that higher fees and charges may be supported if they were linked to protecting services.

Members raised the following issues and questions:

- Had the feedback from the 2015 and 2016 exercises led to any changes in Council service priorities? It was confirmed that the 2016 feedback was more substantial, but as the exercise had only recently completed, it had not yet impacted on the 2017/18 Budget discussions.
- The number of residents involved in the various elements of the process, 538, was welcomed as a positive development. It was felt that this number would improve again next year as the process was refined and improved.
- Members suggested that preparation for the 2017 engagement exercise should start earlier in terms of booking the best venues and preparing early publicity material.
- Members advised caution in relation to the feedback on keeping the Borough clean and tidy. It was considered that the Borough was currently a clean and tidy place. However, Members felt that, if standards were allowed to fall, residents would notice quickly. The recent issues around the new grass cutting contract were cited as evidence.
- It was suggested that the outcomes from the public engagement exercise should be reported in the Wokingham Borough News together with publicity for next year's events.
- Members felt that social media could be used more effectively to signpost the events and online activities. This would also help the Council to engage with younger people across the Borough.
- Members suggested that the Council engage with local secondary schools at the start of next year's autumn term. Schools may be interested in engaging with the process which would help to broaden the range of views received.

RESOLVED That:

- 1) Anthony Pollock and Graham Ebers be thanked for attending the meeting;
- 2) That Member comments and suggestions be fed into the development of the Budget engagement exercise for 2017.

41. COUNCIL PLAN PERFORMANCE MONITORING 2016/17 QUARTER 2 REPORT

The Committee considered the Q2 Council Plan Performance Monitoring Report 2016/17, set out on Agenda pages 13 to 72. Julie Holland, Service Manager, Business Improvement, introduced the report and answered Member questions.

Julie Holland stated that, following a request at the previous meeting, the report contained a comparison of Red, Amber and Green indicators compared to the previous quarter. The report also included an appendix which set out the thresholds used in allocating Red, Amber and Green status. It also included an appendix which set out the indicators which had been discontinued from 2015/16.

The report indicated that the breakdown of performance indicators in Quarter 2 was 37 Green, 10 Amber and 5 Red. The indicators of greatest concern (Red) related to:

- % referrals in 2016/17 which are repeat referrals within 12 months of a previous referral to Children's Social Care;
- % Children who became subject of a Child Protection Plan (CPP) who are subject to a CPP for a second or subsequent time within 24 months;
- % Care Proceedings completed in 2015/16 within 26 weeks of application;
- % Looked After Children living within 20 miles of Berkshire West;
- Kgs of residual household waste per household per annum.

Julie Holland stated that, following concerns expressed by the Committee, the timeliness of the performance management information had improved. She also informed the Committee that the 21st Century Council change programme was reviewing the Council's performance management system with a view to making performance data much more timely and accessible.

Members raised the following issues and questions:

Members welcomed the improved timeliness of the performance data but noted that it was still being considered by the Committee almost two months after the end of Quarter 2. It was suggested that Councillors Helliar-Symons and Weeks raise this issue at the next meeting of the 21st Century Council Member Group.

Members queried the current arrangements which meant that performance data was considered by the Corporate Leadership Team and Executive Briefing before being submitted to the Overview and Scrutiny Committees. It was felt that the performance data should be circulated to all Members at the same time. This would allow the Committee to consider the data and potential lines of enquiry before the Agenda papers were circulated.

Members requested further information on internships, a potential target relating to housing self-builds and the reasons why the indicators in Appendix C, Agenda page 71, were no longer reported to Members as part of the quarterly monitoring report.

RESOLVED That:

- 1) the Quarter 2 Council Plan Performance Monitoring report be noted;
- 2) Member concerns relating to the timeliness of performance data submitted to the Overview and Scrutiny Committees be fed into the 21st Century Council change programme;
- 3) additional information be circulated to Members on the specific issues raised during discussion of the report.

42. CORPORATE PEER REVIEW

The Committee considered a report, Agenda pages 73 to 94, which gave details of the Corporate Peer Review of the Council undertaken in early 2016. Appended to the report were the review team's Feedback Report and the Action Plan developed by the Council in response.

The report stated that the Peer Review team had identified a number strengths and a number of key challenges facing the Council over the next few years. It was planned for the team to revisit the Council in February 2017 in order to monitor progress against their earlier recommendations. The report also stated that the issues highlighted in the Feedback Report could be used to inform discussions about the Overview and Scrutiny Committees' work programmes for 2017/18.

Members raised the following issues and questions:

- It was considered that the Feedback report presented an accurate picture of the Council's strengths and the challenges it faced, particularly in relation to funding reductions;
- Members felt that the Peer Review process was useful in raising the profile of the Council as an effective, well-run organisation. This could help to attract further funding and investment into the Borough.
- Members asked for more information on the background to the Peer Review and the timeframe for any future reviews. It was felt that the changes arising out of the 21st Century Council programme should be allowed to embed before any further corporate reviews were commissioned.

RESOLVED That:

- 1) The Corporate Peer Review report and Council Action Plan be noted;
- 2) That the issues raised by the Peer Review team be fed into the discussions on the Overview and Scrutiny Committees' work programmes for 2016/17.

43. SHARED SERVICES OVERVIEW AND SCRUTINY REVIEW

The Committee considered a report, Agenda pages 95 to 99, which reminded Members of the establishment of a Shared Services Task and Finish Group in September 2015.

The Group had met in March 2016 to agree terms of reference and a work programme. However, it was subsequently reported that Shared Services was one of the areas being reviewed as part of the 21st Century Council change programme.

In setting its work programme the Management Committee had agreed the principle that scrutiny reviews should not duplicate work taking place in other parts of the Council. In line with this principle the Task and Finish Group had put its work programme on hold pending a discussion by the Committee.

RESOLVED: That the Shared Services Task and Finish Group work programme be put on hold pending the outcome of the review of Shared Services being undertaken as part of the 21st Century Council change programme.

44. MONITORING OF PUBLIC AND MEMBER QUESTIONS

The Committee considered a report, Agenda pages 101 to 108, which set out details of public and Member questions submitted to the recent meetings of the Council and Executive.

Members considered the questions and discussed the potential for further investigation of the issues raised.

RESOLVED: That the report be noted, with no further action to be taken.

45. CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME AND THE INDIVIDUAL EXECUTIVE MEMBER FORWARD PROGRAMME

The Committee considered a copy of the Executive Forward Programme and the Individual Executive Member Decision Forward programme, as set out on Agenda pages 109 to 116. Members discussed the Forward Programmes and considered the potential for items to be reviewed by the Overview and Scrutiny Committees. During the discussion Members considered the potential for reviews on Optalis and the updating of the Local Plan.

RESOLVED: That Councillor Weeks discuss the potential reviews of Optalis and the Local Plan Update with Councillor Baker.

46. COMMITTEE WORK PROGRAMMES

The Committee considered its forward work programme and that of the Overview and Scrutiny Committees as set out on Agenda pages 117 to 128.

During the discussion the following points were raised:

- Members requested an update on the item relating to the usage of Community Infrastructure Levy (CIL) funds;
- It was confirmed that the next meeting of the Children's Services Overview and Scrutiny Committee would include items on the Coombes Task and Finish Group, Career Choices and Guidance and an update on Foster Carers and Social Worker Recruitment;
- It was suggested that the item on plans for primary care facilities for the Arborfield Strategic Development Location (SDL) be widened to cover the other SDLs in the Borough;
- It was suggested that an item be included on the future management of community hubs within the Borough's SDLs;
- It was suggested that an item be included on the process followed in developing the expression of interest to the Government relating to the potential garden community at Grazeley;
- It was suggested that Overview and Scrutiny Committees should review Budget monitoring in instances where significant overspends and underspends occurred.

RESOLVED: That the Overview and Scrutiny Committee forward work programmes be approved with further consideration to be given to the review items put forward by Members.

47. UPDATE REPORTS FROM CHAIRMEN OR NOMINATED MEMBER OF THE OVERVIEW AND SCRUTINY COMMITTEES

The Committee received update reports from the Overview and Scrutiny Committee Chairmen in relation to recent meetings.

RESOLVED: That the update reports from the Chairmen of the Overview and Scrutiny Committees be noted.

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TITLE	Royal Berkshire Fire and Rescue Service – Redesign Consultation
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 24 January 2017
WARD	None Specific
DIRECTOR	Andrew Moulton, Head of Governance and Improvement Services

OUTCOME / BENEFITS TO THE COMMUNITY

An effective fire and rescue service helps to ensure that residents are safe through the provision of prevention, protection and emergency services. The service, along with other public bodies, is tasked to find more efficient ways of working in the face of shrinking financial resources.

RECOMMENDATION

The Committee is requested to:

- 1) consider the attached consultation document “Shaping the Future of your Fire and Rescue Service”;
- 2) agree comments for submission as part of the consultation process.

SUMMARY OF REPORT

The Council has been notified by the Royal Berkshire Fire and Rescue Service (RBFRS) about a service design consultation which runs until 13 March 2017. The consultation is seeking views about service redesign proposals aimed at contributing to a savings target of £2.4m by 2020. The savings are necessary because of projected reductions in Central Government funding.

RBFRS states that the three key outcomes of the consultation are:

- Making changes that will maximise the service’s contribution to enabling people across Royal Berkshire to lead safe and fulfilling lives;
- Ensuring that the Fire Authority is able to set a balanced budget in an environment of shrinking financial resources;
- Aligning any service changes with the aspirations of RBFRS employees.

The consultation document is attached for consideration.

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	NA	NA
Next Financial Year (Year 2)	0		
Following Financial Year (Year 3)	0		

Other financial information relevant to the Recommendation/Decision

None

List of Background Papers

Royal Berkshire Fire and Rescue Service - Service Redesign Consultation Document

Contact Neil Carr	Service Governance and Improvement Services
Telephone No 0118 974 6058	Email neil.carr@wokingham.gov.uk
Date 13 January 2017	Version No. 1.0

Shaping the Future of your Fire and Rescue Service

ROYAL BERKSHIRE FIRE AUTHORITY
Service Redesign Consultation – December 2016





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Cover photo. The planned Community Tri-Service Station in Hungerford due to re-open in June 2017.

Foreword

Welcome to the Royal Berkshire Fire Authority's service redesign consultation document.

In line with our 2015-2019 Integrated Risk Management Plan, we are setting out proposals to equip our service for the future. These proposals aim to achieve three important outcomes. The first is to make changes that will maximise our contribution to enabling people across Royal Berkshire to lead safe and fulfilling lives. Secondly, we must also ensure that we continue to balance the Fire Authority's budget, in an environment of shrinking financial resources. Last, but certainly not least, we must do all that we can to align any changes we make to the aspirations of our staff. They are our most valuable resource, and we need the men and women who make up the Royal Berkshire Fire and Rescue Service (RBFRS) team to really buy-in to the change programme that emerges from this consultation, so that they are motivated to successfully deliver it.

In simple terms, the proposals set out in this document are intended to ensure that we have the right resources, doing the right things, in the right places, at the right time to deliver against our vision of enabling people to lead safe and fulfilling lives.

The proposals have been developed to make sure RBFRS will become an ever more modern, efficient, innovative and resilient organisation, a truly outstanding 21st century fire and rescue service, and a great place to work.

We will not make any decisions until we have heard the voices of our staff and the people who live, work and travel in Royal Berkshire, so we can ensure we make the best possible choices about the future of the service we provide.

Your contribution will make a real difference in shaping the direction we take on the journey to 2019,

Councillor Colin Dudley, Chairman Royal Berkshire Fire Authority.

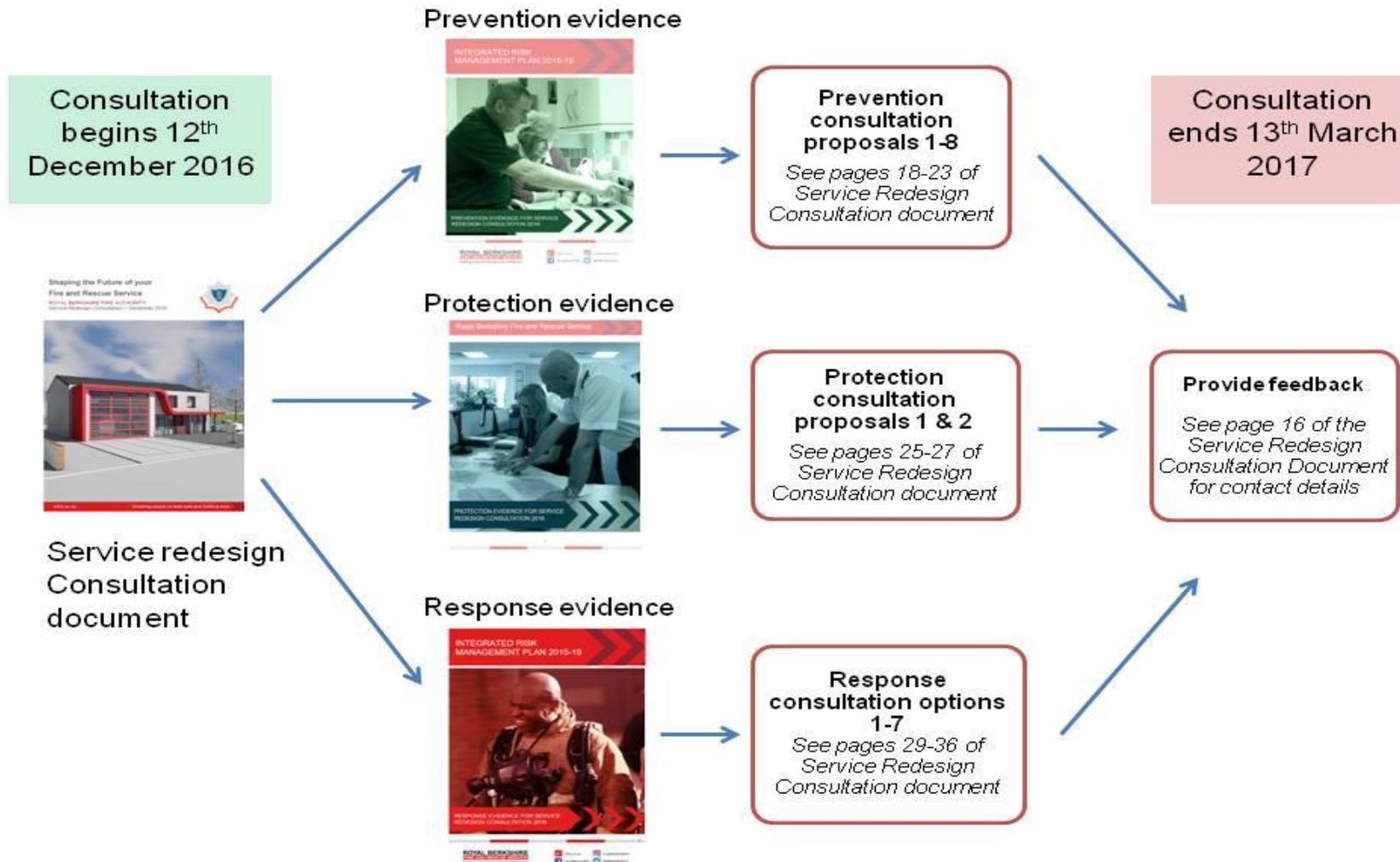
Andy Fry, Chief Fire Officer and Chief Executive Royal Berkshire Fire and Rescue Service.



Service Redesign Consultation Document Overview

The flow chart below illustrates the additional available documentation that supplements this service redesign consultation report and how this documentation relates to the consultation proposals and options. We strongly recommend that you read this supporting documentation to allow full consideration of the options, in order to provide informed feedback about our proposed changes to service delivery. There are hypertext links throughout the electronic version that take you to the relevant supporting information.

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Introduction

This Service Redesign consultation is the final stage in an ongoing programme of consultations over 2016 with the public, our staff and other stakeholders, which will help us to understand your views as we shape the way we deliver our service to you. This consultation will include options for changes to our service delivery across our Prevention, Protection and Response services.

Our Mission: To enable people to lead safe and fulfilling lives.

Integrated Risk Management Planning (IRMP) is how we use our Prevention, Protection and Response activities to safely and effectively manage risk to ensure we achieve our mission for Royal Berkshire – ‘Enabling people to lead safe and fulfilling lives’.

The term Integrated Risk Management Plan (IRMP) comes from the Government’s Fire and Rescue Service National Framework 2012 document which outlines how all fire and rescue authorities have a legal duty to produce and consult on a plan that identifies and assesses all foreseeable fire and rescue related risks that could affect the communities of Royal Berkshire.

The Fire and Rescue Services Act 2004 provides the statutory instrument that requires fire and rescue services (FRS) to have due regard to the Fire and Rescue National Framework for England [revised 2012]. The framework provides guidance on Integrated Risk Management Planning, and suggests that an IRMP should: *“Reflect effective consultation throughout its development and at all review stages with the community, its workforce and representative bodies, and partners.”*

In 2016, following a public consultation, the Fire Authority published its [Corporate Plan/Integrated Risk Management Plan \(IRMP\) 2015-2019](#), setting out Royal Berkshire Fire Authority’s strategic commitments to the communities of Royal Berkshire, and a new vision of how the Service will look in 2019 and beyond.

Following this, we launched a Response Standards consultation in May 2016, which looked at how we define and measure our response standards. This was to ensure that our standards and how they are communicated are clear and transparent to the communities of Royal Berkshire before we consulted on further changes to our service.

We are now consulting on our Service Redesign:

- **Our priority is to ensure we have the right resources, in the right place, at the right time to keep our communities safe**
- **These proposals will enable us to deliver a modern, fit for purpose service that is efficient, innovative and resilient**
- **They will enable us to balance our budget in response to reductions in central government funding**

The consultation will run from 12 December – 13 March 2017

We want to hear your views before any decisions are made

About us

Royal Berkshire Fire and Rescue Service (RBFRS) provides prevention, protection and emergency response services 24 hours a day, 365 days a year from a number of locations: our Service Headquarters in Reading; our Training Centre and 18 fire stations across the county, ranging from Langley and Slough in the east to Lambourn and Hungerford in the west.

Operational staff: Royal Berkshire Fire and Rescue Service currently operate four types of shift pattern and crewing arrangement:

1. The Wholetime Duty System (WDS) where firefighters are available on station for 24 hours a day, 7 days a week for 365 days a year. Working in four shifts or watches of 2 days on, 2 nights on and 4 days off. This is commonly referred to as 2:2:4.
2. The Retained Duty System (RDS) where firefighters are 'on-call' via a pager from their work or home locations. Each firefighter is contracted to give a certain number of hours per week to ensure that the fire engine is available. The terms 'RDS' and 'on-call' are interchangeable.
3. The Retained Support Unit (RSU) where a group of 8 wholetime duty system firefighters (1 Watch Manager and 7 Crew Managers) support shortfalls in retained fire engine availability across the county, when and where it is needed.
4. 'Nine Day Fortnight' where staff work a five day week followed by a four day week. Normally, staff work at Service Headquarters or our Training Centre but can be used in spate conditions or mobilised to large operational incidents.

RBFRS currently employ 392 wholetime firefighters and 66 on-call firefighters.

We also have 39 officers who are not based on station but attend operational incidents and work the 'flexible duty' system. They are not in scope of this project but a separate report due in 2017 will look at the way they provide operational cover.

As well as our operational staff, we have **support staff** working in a number of areas delivering prevention and protection activities as well as contributing to operational response activities in areas such as training, human resource management and information technology. They are not within the scope of the options in this consultation but are subject of an ongoing restructure as outlined on page 14.



What are we consulting on?

This document will describe the need for change and will look in detail at how we might make those changes. The following pages provide an overview of our proposals and options.

Prevention

Proposal 1 - To reduce the number of vulnerable people dying due to accidental fires in the home.

Proposal 2 - To reduce the volume of fires occurring in homes and the injuries that result from them.

Proposal 3 - Through working with our partners we aim to reduce road deaths and injuries by 20% in Royal Berkshire over the next five years.

Proposal 4 - We propose aligning to the UK Drowning Prevention Strategy 2016–26, with the stated aim of a reduction in the number of drowning incidents by 50% by 2026.

Proposal 5 - Fire and rescue staff completing normal home fire safety checks would expand the scope of the visit to look out for other vulnerabilities to the resident.

Proposal 6 – We would continue to expand our schemes to deliver a range of services to support children’s health and wellbeing. We would aim to do this on a cost recovery basis.

Proposal 7 - We propose developing relationships with county-wide organisations to progress pathways to employment and apprenticeships for young people

Proposal 8 – We would introduce counselling to reduce fire-setting activity amongst adults. We would do this as a mainstream activity rather than as a pilot.

Protection

Proposal 1: We propose to focus our audits in the places people are most at risk and where fire safety standards are not being met.

Proposal 2: We propose to consider the impact major infrastructure projects planned in Royal Berkshire over the next five years may have on our fire safety specialists.

Response

Option 1

- 3 x Remotely Managed Stations
 - Wokingham Rd from Caversham Rd
 - Langley from Slough (Change: Windsor from Maidenhead)
 - Theale from Whitley Wood
- Disestablish the RSU
- Close 2 x RDS stations
 - Pangbourne and Wargrave

Total Savings = £1.31M

Option 2

- Introduce Pool shift system for all WDS staff
- 3 x Remotely Managed Stations
 - Wokingham Rd from Caversham Rd
 - Langley from Slough (Change: Windsor from Maidenhead)
 - Theale from Whitley Wood
- Disestablish the RSU
- 1 x RDS Station closure:
 - Pangbourne

Total Savings = £1.31M

Option 3

- Introduce 3 Watch shift system
- 1 x Remotely Managed Station
 - Wokingham Rd from Caversham Rd
- Disestablish the RSU

Total Savings = £1.4M

Option 4

- Introduce 3 Watch shift system
- 2 x Remotely Managed Stations
 - Wokingham Rd from Caversham Rd
 - Langley from Slough (Change: Windsor from Maidenhead)
- 1 x RDS Station closure:
 - Pangbourne

Total Savings = £1.34M

Option 5

- 1 x Day Crewing Plus Station:
 - Theale
- 3 x Remotely Managed Stations
 - Wokingham Rd from Caversham Rd
 - Langley from Slough
 - Wokingham from Bracknell (as well as Ascot)
- Disestablish the RSU
- Close 2 x RDS Stations
 - Pangbourne and Wargrave

Total Savings = £1.58M^{*} (Net = £1.4M)
*reinvesting £180k into RDS project

Option 6

- 1 x Peak Demand fire engine
 - Windsor (and move all staff to 12 hour shifts)
- 2 x Remotely managed stations
 - Wokingham Rd from Caversham Rd
 - Langley from Slough
- Disestablish the RSU
- Close 2 x RDS Stations
 - Pangbourne and Wargrave

Total Savings = £1.34M

Option 7: Do nothing- Total Savings = £0

How we perform

Our internal performance management information shows that:

- Since 2010, RBFRS have reduced the total number of fires in Royal Berkshire by 30%
- Since 2010, RBFRS have conducted 46,124 home fire safety checks (Since 1 April 2016, 2,826 have been completed)
- Since 2010, RBFRS have reduced the number of fires in non-domestic properties by 35%
- Casualties (from all incident types) have reduced from 148 in 2011 to 110 in 2015
- Since 2010, RBFRS Protection staff have completed 12,326 fire safety audits on commercial and other non domestic properties. In 100 of these audit instances, formal action for non compliance with fire safety regulations has resulted against property owners / business operators.
- Since 2010, instances of malicious false alarms have reduced by 37%

The following graphs help represent the position of RBFRS in relation to other fire and rescue services in the UK considered as a 'family group', i.e. those which are similar in size, capacity and resources to us.

Figure 1 shows that in comparison to the same 'family group', RBFRS have the third smallest number of fire stations.

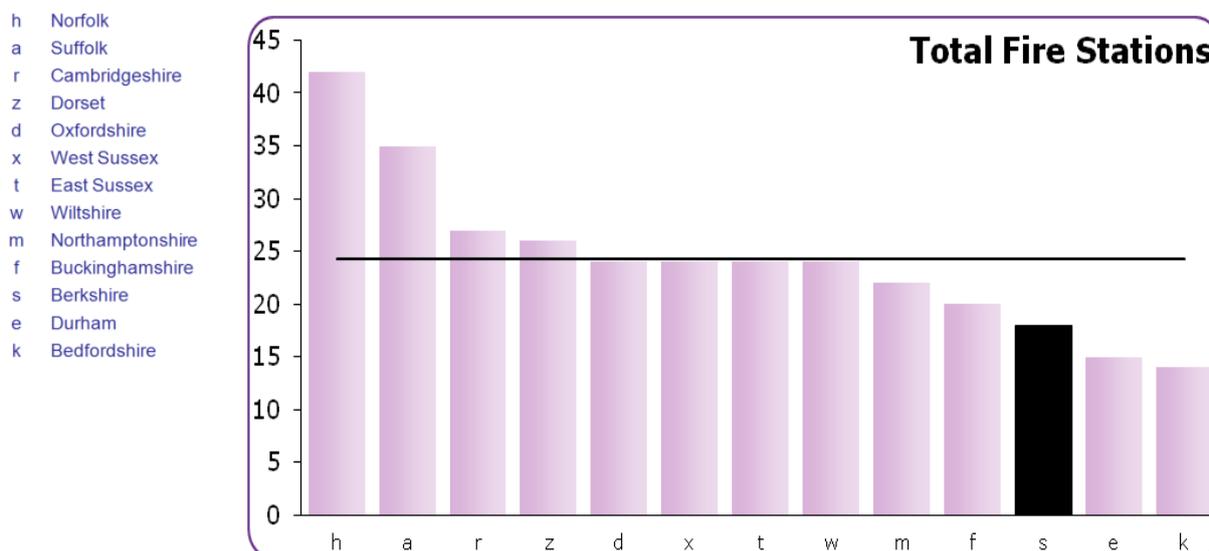


Figure 2 shows that although RBFRS has a smaller amount of fire stations across the county in comparison to our family group, we serve the largest population in comparison.

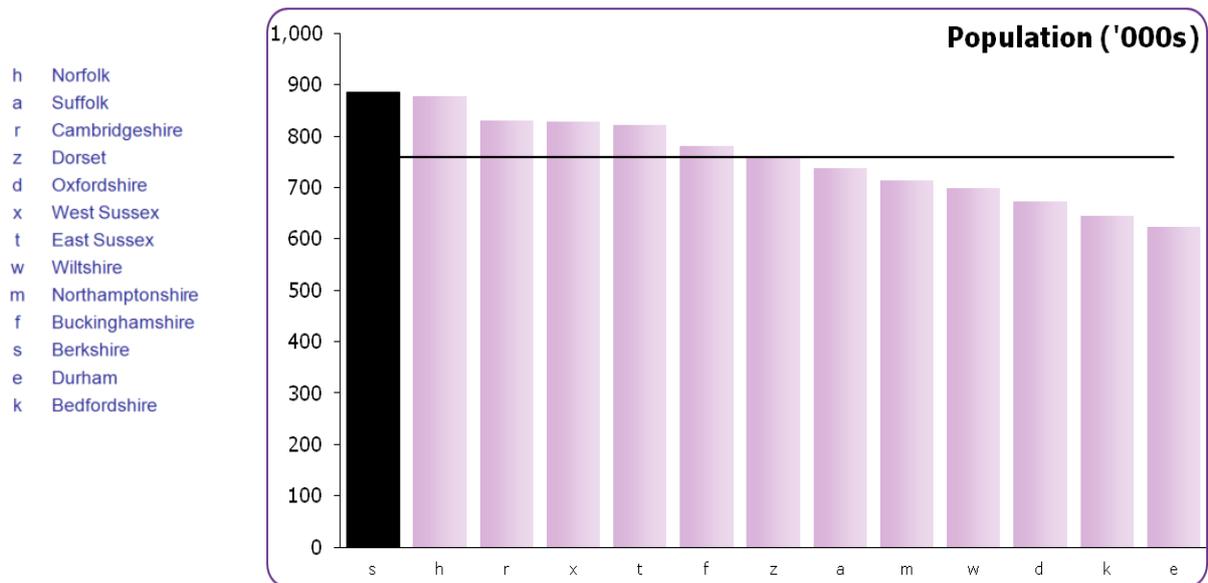


Figure 1 and Figure 2 source: CIPFAstats comparative profile 2015

Why do we need to change?

Vision 2019

In 2015, Royal Berkshire Fire Authority published its new corporate plan which outlined six new strategic commitments to the people of Royal Berkshire. To make sure RBFRS can deliver the Authority's mission of 'Enabling people to live safe and fulfilling lives' over the next four years, we need to make changes to the way we deliver our services. Vision 2019 sets out how RBFRS aim to achieve this. You can read more about Vision 2019 and the Six Strategic Commitments in our [Corporate and Integrated Risk Management Plan 2015-2019](#).

Financial Information

Vision 2019 will ensure that RBFRS successfully delivers a broad range of important outcomes for communities across Royal Berkshire, whilst balancing its budget in the face of significant downward financial pressure.

Our current planning assumption tells us we need to save £2.4 million by April 2020.

This is consistent with the end of the current comprehensive spending review. However, this could be significantly more- up to £3.5 million should our planning assumptions change. If this is the case, we will need to consult on further cuts in 2017/18.

The savings are needed because there will be a reduction in Central Government funding, which will reduce our annual revenue budget.

In this consultation, we are looking at options to save approximately £1.4 million from our on-station services. Other projects will save approximately £1 million from a restructure and reduction in the numbers of support staff or new ways of working, such as sharing staff in collaboration with blue light partners.

The savings target of approximately £2.4 million is based on the following planning assumptions:

- An annual Council Tax increase of 1.99% between 2017/18 and 2019/20
- A 17.4% or £2.1million reduction in the funding we get from Central Government
- The number of new homes paying Council Tax will grow by 1.4% each year
- There will be no decrease in the amount of business rates that the Fire Authority receives
- Annual pay increases of 1% until 2019/20 which equates to £250k per year
- Inflation of 1% throughout the period which equates to £100k per year

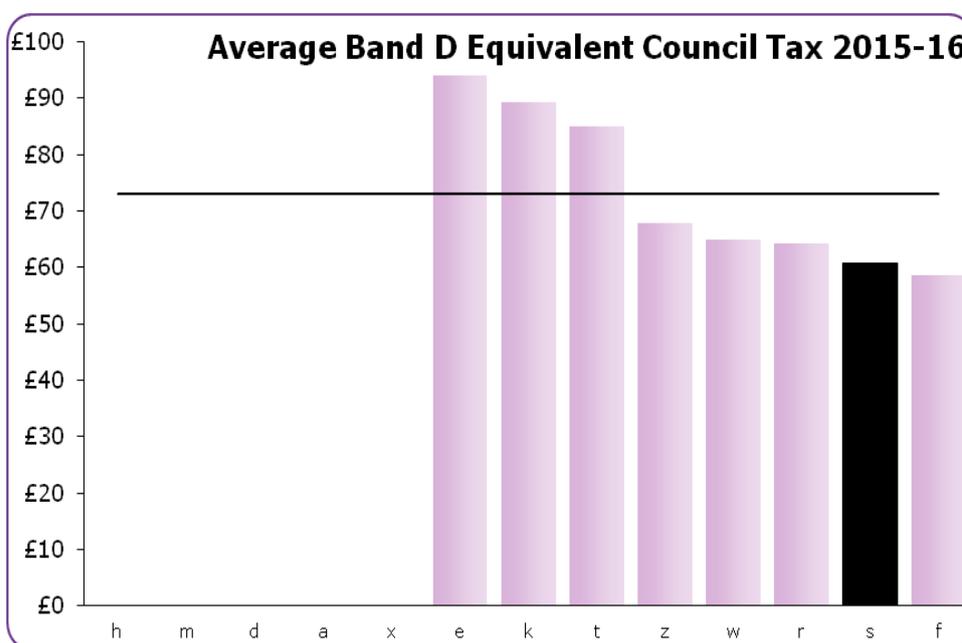
- Increased employer pension contributions of £400,000 due to Government announced changes to the way pension liabilities are calculated
- Applying these planning assumptions to the budget reduction figures means approximately £2.4 million of savings to be achieved by April 2020

To aid financial planning, a four-year funding settlement has been offered by Central Government to fire and rescue services that submit an efficiency plan. Our efficiency plan was approved by the Fire Authority on 17 August 2016. You can access our [efficiency plan here](#).

Council Tax

Figure 3 illustrates that Band D households in Royal Berkshire currently pay approximately £61 per year in council tax for Royal Berkshire Fire and Rescue Service, which is lower in comparison to the majority of our family group colleagues.

h Norfolk
 a Suffolk
 r Cambridgeshire
 z Dorset
 d Oxfordshire
 x West Sussex
 t East Sussex
 w Wiltshire
 m Northamptonshire
 f Buckinghamshire
 s Berkshire
 e Durham
 k Bedfordshire



Fire authority data only (not including county councils)

Source: CIPFA council tax demands and precepts statistics 2015-16

If we made no changes to our current frontline service, we would require an increase in council tax of 7% to cover the £1.4M of savings required in this consultation. Current rules mean that any increase in council tax precept above 1.99% would require a public referendum. The cost of a referendum in Royal Berkshire would be approximately £1 million. As there is no guarantee of achieving a successful outcome, this makes a referendum a high risk option in the face of the need for financial savings.

This Service Redesign consultation is part of the process of reviewing the way in which we currently deliver aspects of our service, with the aim of making changes which ensure that we are able to balance our budgets whilst still providing the communities of Royal Berkshire with a cost-effective, high quality fire and rescue service.

It is our priority to prevent emergency incidents from happening through prevention and protection activities. However, when incidents do occur we will always respond to a 999 call as quickly as we possibly can.

The Service Redesign consultation will focus on changes made to the way we deliver our Prevention, Protection and Response services.

How to get involved

The Service Redesign Consultation will run from 12 December 2016 – 13 March 2017.

Over the next pages of this document, we will be outlining the proposed changes to the way in which we currently deliver our fire service- including the delivery of Prevention, Protection and Response. After reading this information, and using the links to attached information and evidence that underpins this consultation, you can provide your feedback by using the highlighted methods below.

No decisions have been made. We want to hear your views on the consultation proposals and these views can assist Fire Authority Members to make their decisions.

There are a number of ways that you can provide your feedback:



You can respond to the IRMP consultation on our website www.rbfrs.co.uk



You can write to us with your comments, ideas or views at:
Royal Berkshire Fire and Rescue Service, IRMP Consultation,
Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire, RG31 7SD



You can email us at irmp@rbfrs.co.uk



You can telephone 0118 938 4331 and leave us a message



You can visit your local station and discuss any issue you have with the duty crew



You can follow us on social media - both Twitter and Facebook



You can attend Fire Authority meetings: dates available on our website

If you have difficulties accessing the internet, viewing this material online or would simply prefer a hard copy of this document, please contact us via phone or email and make a request.



A Home Fire Risk Check



Prevention proposals

You must read these proposals in conjunction with the **Prevention evidence base** to enable effective consideration of the proposals. [Download the report.](#)

The primary aim of Royal Berkshire Fire and Rescue Service as set out in the Fire and Rescue Service Act 2004, is to reduce harm by stopping incidents from occurring or, where that is not possible, by limiting their effects. We do this so people in Royal Berkshire can lead safe and fulfilling lives. We can't do this alone and so work in partnership with lots of other organisations. We focus our efforts on protecting those most at risk.

We need to develop our prevention strategy for the next five years of work.

We work to prevent a wide range of incidents occurring, such as; road traffic collisions and water incidents. We don't have a duty to do this wider prevention work. We do it because when these incidents occur, we are often called to help by the public and the effects of these incidents can be devastating for families and communities in Royal Berkshire.

We do have a legal duty to promote fire safety across Royal Berkshire - it is a core function for every Fire and Rescue Authority. We educate people on fire safety in their home and also carry out fire safety education work in other settings, such as in schools.

We also work with our partners in communities to help to tackle wider issues such as the health and wellbeing of the most vulnerable people in those areas. This has strong links to our core work. The most vulnerable people to these issues are also the most vulnerable to the effects of fire.



Fires in the home

We have a duty to promote fire safety. We have to provide information, publicity and encouragement in respect of the steps to be taken to prevent fires and death or injury by fire. We have to give advice on request about how to prevent fires, how to restrict their spread and on the means of escape from

buildings and other property in case of fire. There is no requirement for us to do this in any particular way – it is up to us to decide how we do this and how much preventative work we do.

We have conducted a piece of research looking back at the 20 accidental dwelling fire deaths in Royal that have occurred over the past five years. We have also considered research carried out elsewhere in the UK and cross-referenced it with our own data.

From this research, we have identified that in most cases, the people who have

died in these dwelling fires fit certain criteria:

- They are elderly
- They live alone
- They are well known to other agencies, particularly health partners
- They have limiting long-term conditions and/ or are taking medication
- They have often died or have received fatal injuries before we have received the emergency call

Our current risk information indicates we have a target group in Royal Berkshire of 14,000 addresses for people who are at a very high risk of death in the event of a fire in their home. We are continually working to enhance the quality of this risk information through data sharing with partners to maximise the value of our work. This could lead to a change in the number of addresses that need to be visited.

Proposal 1 - To reduce the number of vulnerable people dying due to accidental fires in the home.

We are putting in place a focused and targeted programme of interventions to protect those who are at greatest risk of dying from fire in the home. We will build on our existing relationships with the six Unitary Authorities and public health partners. We will also build new relationships with other health partners. They know who is within this high risk group and where they live.

Technologies, such as water misting systems, cooker shut off devices and a range of other devices are available to reduce the risk of fire in property. We would work with partners to put in place these assistive technologies where required within care packages allowing safe independent living.

We intend to carry out 35,000 home fire safety checks suitable for this target group over the next five years. Within the first two years, we intend to reach the 14,000 of the most vulnerable older people across Royal Berkshire.

Proposal 2 - To reduce the volume of fires occurring in homes and the injuries that result from them.

In addition to proposal 1, we believe we also need to have a means to reduce the number and severity of other dwelling fires and the injuries that result from them. These fires and injuries occur in homes that fall into a different set of criteria, some examples are presented below:

- New owner occupiers without children in small new homes
- Young singles and sharers renting small purpose-built flats
- Low income families occupying poor quality older terraced homes
- Families in financial difficulty living in low-rise estates
- Vulnerable young parents needing substantial state support

In Royal Berkshire, there are 52,230 addresses that fall into these high-risk occupancy groups. We recognise the traumatic and life changing effects of these fires in the home, together with the significant costs they pose over many years to the National Health Service (NHS). We believe we should also carry out home fire safety checks to reduce the number of these fires that occur and the injuries that result from them.

We aim to reduce the number of accidental dwelling fires over the next five year period by carrying out a total of 12,500 home fire safety checks to those who are the most likely to have fires and to be injured by them. Our firefighters will carry out most of these home fire safety checks. There will be support from a small team of specialist technicians with further capacity envisaged through the use of community volunteers. In addition, we carry out fire safety education visits and provide fire safety advice on request through our fire stations, our fire prevention advisors and our specialist fire safety officers.

In summary, our aims are:

- To reduce the number of vulnerable people dying due to accidental fires in the home.
- To reduce the volume of fires occurring in homes and the injuries that result from them.



Road safety

Royal Berkshire Fire and Rescue Service have attended a total of 629 road traffic collisions across Royal Berkshire in the past five years. In 2015/16, 341 people were killed or seriously injured on the roads in Royal Berkshire.

Our crews extricated, or otherwise released, 184 people from vehicles due to road traffic collisions that year.

We firmly believe prevention is better than cure. For many years, we have worked with partners to reduce the number and severity of road traffic collisions occurring in Royal Berkshire, as through our involvement in the 'Safe Drive Stay Alive' initiative.

- Our research has indicated that those at the highest risk of death or injury due to road traffic collisions in Royal Berkshire are those from 15 to 24 years of age.
- Working with road safety professionals we have also identified a group where there is an unsupported education gap with those aged 11 to 15 years of age.
- This age group accounted for 556 road incident casualties between 2010 and 2014.

This age group accounted for 556 road incident related injuries between 2010 and 2014 compared to 14 fire-related injuries over this period, a considerable difference.

We believe that targeting this group through Physical Social and Health Education (PSHE) programmes in schools, will allow us to educate them on the dangers present on our road network. It will increase their awareness and reduce risk as these young people move into the higher-risk age bracket.

Proposal 3 - Working with our partners we aim to reduce road deaths and injuries by 20% in Royal Berkshire over the next five years.

To help to achieve this, we propose a 40% reduction in schools fire safety education to allow us to undertake more road safety and water safety education. We would provide fire safety education for those young people at other stages in their school life and many of them would receive fire safety education through visiting fire stations as members of out of school clubs and groups. We have no new money to deliver this work and it would mean we need to divert some of our existing resources to achieve this.



Water safety

According to national statistics, 400 people drown due to accidents in the UK each year. Those at the greatest risk are male, with fatalities significantly rising through teenage years.

Proposal 4 - We propose aligning to the UK Drowning Prevention Strategy 2016–26, with the stated aim of a reduction in the number of drowning incidents by 50% by 2026.

Fire and Rescue Authorities do not have a statutory duty to undertake water safety education work. However, we would like to deliver water safety education for the 11 – 15 year age group. We have no new money to deliver water safety education and so through reducing fire safety education in schools by 40% we would divert some resources to road safety and water safety education. Fire safety education would be provided for those young people at other stages in their school life and many of them would receive fire safety education through visiting fire stations as members of out of school clubs and groups.

Health and wellbeing

For many years, Royal Berkshire Fire and Rescue Service have accessed people’s homes for the provision of home fire safety checks. This privileged position has been recognised by health professionals with the proposal that the Fire Service could move to support the wider health prevention agenda.



Proposal 5 - Fire and rescue staff completing comprehensive home fire safety checks would expand the scope of the visit to look out for other vulnerabilities to the resident.

We would propose to check for nutrition, personal and especially winter wellbeing, and any signs we could make a difference as an organisation. Many of these wider risk factors would increase the fire risks as well. Our staff would either signpost the risk to the relevant organisation or would address the problem there and then if they were able to do so. For example, if there were a heightened risk that the person might fall, they would take steps there and then to reduce the risk, such as by fitting

a handrail.

These interventions known as ‘Making Every Contact Count’ and ‘Safe and Well’ interventions could drive down personal impact to the individual, improve long-term health and quality of life and significantly reduce the financial burdens associated with treatment and potential long-term care. They would also reduce the risk of fire in the home, protecting the most vulnerable whilst reducing demand on public services.

Royal Berkshire Fire and Rescue Service has also developed, and is able to deliver, a range of services designed to provide support for children and young people. These programmes tackle health and social factors, build personal resilience, self esteem and provide a platform for long-term good health.

Proposal 6 – We would continue to expand our schemes to deliver a range of services to support children’s health and wellbeing. We would aim to do this on a cost recovery basis.

We recognise the challenges facing young people in gaining employment and the consequences and impacts on individuals, families and communities where long-term unemployment exists.

Proposal 7 - We propose developing relationships with county-wide organisations to progress pathways to employment and apprenticeships for young people.



Fire Safe counselling

For many years, we have worked with young people identified as being at high risk of setting fires with the aim of changing their behaviour. Recently, we have conducted trials with adults to achieve the same aim. These have proven to be very successful with a significant reduction in re-offending amongst this group.

Proposal 8 – We would introduce counselling to reduce fire-setting activity amongst adults. We would do this as a mainstream activity rather than as a pilot. In each case, we would assess whether we were the most appropriate organisation to do the work. In some situations, other organisations may be more qualified or better placed to provide the fire setting intervention.



Protection staff planning a fire safety audit



Protection proposals

You must read these proposals in conjunction with the **Protection evidence base** to enable effective consideration of the proposals. [Download the report.](#)

RBFRS is responsible for enforcing fire safety legislation in most premises in Royal Berkshire other than single private dwellings. Our role is to make sure responsible people are maintaining necessary fire standards. We do this through responding to statutory consultations on plans for new buildings or on proposed alterations to existing ones. We carry out audits of premises to determine whether the people who are responsible for fire safety standards are doing what is necessary. Where things are not as they should be, we write to people telling them to make improvements, and we can issue enforcement notices. Where serious breaches in fire safety law have occurred, we can prosecute the responsible persons involved.

We use the term 'protection' to mean our enforcement of fire safety law and our use of specially trained staff to promote sprinklers or advise on building fire safety.

Different fire and rescue authorities fulfil their duty to enforce fire safety law to varying levels. Through this consultation, we will seek your views on our proposals for our protection activities. This will enable us to develop our protection strategy for the duration of the 2019 IRMP plan and beyond that date, if appropriate (following regular review).

We aim to prevent people dying due to fire in places where they should expect to be safe but where they do not have full control over the fire safety standards that are in place. This might be their place of work or a public building or business premises they may visit. We also aim to reduce the number of fires and the damage fire causes. Most businesses that experience a fire never recover. We aim to support businesses and help to promote economic growth through education, advice and focused enforcement.

We recommend the use of fire suppression systems such as fire sprinklers or water misting systems. We know how effective they are at controlling fires and stopping them from developing into bigger incidents threatening lives and causing severe damage to buildings, businesses, livelihoods and communities.

By enforcing fire safety legislation, we realise we need to do so considerately. Businesses that comply with fire safety legislation should not be burdened with regular inspections by fire safety officers. That would be too onerous for the businesses and would not be an efficient use of our resources. The Government has made it clear that they do not want organisations that enforce safety laws to overburden businesses that are complying with the law. They do not want us to be a barrier to economic growth.

Businesses that have similar premises across the country, do not expect to have to meet differing fire safety standards in business premises spanning multiple geographical areas due to the misaligned fire safety standards and enforcement applications of individual fire and rescue authorities. That would be an unnecessary burden on them. It could hinder the growth of the business and the economy. The Government has made sure fire safety legislation is subject to [primary authority arrangements](#). This is where a business can enter into an agreement with an individual fire and rescue authority to agree fire safety arrangements that apply across the country.

Risk-based inspection programme

At the moment, RBFRS are using a risk-based inspection programme that has been in place for many years. Higher risk buildings, such as those where people sleep and/ or are unfamiliar with the premises, receive audits more frequently than those presenting lower risks. We carry out audits of 1800 premises each year.

Figure 4 shows that approximately 76% of the audits that we undertake result in us carrying out no further action – the premises is deemed to be satisfactory –



This means we are visiting lots of premises and have a good understanding of the fire safety standards in place across Royal Berkshire. However, it also means we are creating a burden on business premises that are complying with fire safety law. Consequently, this means that we are not using our resources as efficiently as we could. Instead, we could be targeting those who are not complying or be focusing on types of premises where we have intelligence that standards may not be satisfactory.

Proposal 1 – We propose to carry out 1400 full fire safety audits per year. This is a reduction from the 1800 full fire safety audits per year that we have been doing. We aim to get to the places where people are most at risk and where necessary standards are not being met.

In future, we would expect to see a much higher proportion of premises audited where we needed to take some action to improve fire safety standards than the 24% at present. Focusing on premises that are more likely to need improvements will involve more work for our fire safety officers and we will need to carry out more formal enforcement activity as a result. When we are carrying out our visits, we aim to make every contact count. We intend to work with other regulatory bodies to share intelligence and manage local risk in partnership.

We realise this change may not be popular with some responsible persons who have received some comfort from our regular visits to confirm their compliance with fire safety law. It may also not be popular in premises that are not satisfactory and where people will be required to make improvements to fire safety standards.

Before making this proposal, we assessed the findings of the research report and considered 5 potential options for the future. Of the 5 options, we believe that this proposal would enable us to use our resources most effectively to safeguard lives and businesses across Royal Berkshire.



Meeting the demands of major developments

We realise how important economic growth is in Royal Berkshire. The county has the highest gross value added (GVA) of any area outside of London. This means Royal Berkshire has a significant contribution to make to the economy of the country. Major development schemes such as Cross

Rail and the potential for a new runway at Heathrow Airport can be expected to stimulate further development to take place. This will involve a lot of fire safety work to keep pace with the development.

Proposal 2 – We intend to consider the major infrastructure projects and developments affecting Royal Berkshire over the next five years to ensure we are able to meet the additional demands placed on our Service. We intend to do this with partners, such as the six unitary authorities in Royal Berkshire and the Growth Partnership for the county.



RESPONSE

Response proposals

You must read these proposals in conjunction with the **Response evidence base** to enable effective consideration of the scenarios and options. [Download the report.](#)

This section will focus on the potential changes to how we deliver our operational response function. It is through changes to our response service delivery that we intend to make the financial savings of approximately £1.4million.

In the months running up to this consultation Fire Authority Members developed a number of scenarios and then combined some of these into options for consultation to total approximately £1.4 million of savings. The scenarios included a number of changes to crewing arrangements and options for the removal of fire engines. We produced a comprehensive evidence based report which highlights the risks to the public, the impacts on the service, the challenges for implementation, the financial cost and savings each scenario would have.

The Fire Authority has focused on those scenarios that minimise the impact of the cuts on the service to the public. They have also agreed that where possible any proposal resulting in the reduction in the uniformed establishment would be achieved through retirement or redeployment and would try to avoid any redundancy.

Using Risk Modelling technology, we analysed these scenarios in terms of the level of risk they would pose to the communities of Royal Berkshire, including the impact they would have on our ability to meet our response standard. Our current response standard states that we will attend all emergency incidents within 10 minutes on 75% of occasions. To understand how we model risk, you can view this report [here](#).

We also engaged in other pre-consultation activity including several focus groups and a staff survey. A summary of this activity can be seen [here](#). We actively engaged with representative bodies such as the Fire Brigades Union (FBU), Fire Officers Association (FOA) and the Retained Firefighters Union (RFU). All this information was considered in forming the options that are presented in this consultation. Those scenarios that were excluded from the final options and the associated rationale for this can be seen in the 'scenarios no longer being considered' section of this document.

The scenarios fall under the following two headings (scenario numbers reference those in the evidence base document). To help explain the proposals and options and their impacts on our fire stations we have used a series of symbols and graphics to show our planning assumptions which are contained in detail in the response evidence document:

Fire engine removal



Fire engine removal resulting in on-call station closure (Scenario 1)

Potential cost savings: Closure of a retained duty system station saves £168k
Full details can be found on pages 7-9 and Appendix F and I of the Response evidence base.

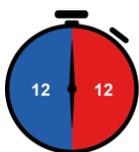


Peak Demand crewing (Scenario 3)

Potential cost savings: £210,000 per annum

Full details can be found on pages 13-15 and Appendix F and I of the Response evidence base.

Crewing arrangements



12 hour shifts (Scenario 4A)

Potential cost savings: between £10,000- £15,000 per annum

Full details can be found on pages 15-17 and Appendix H of the Response evidence base.



Pool System (Scenario 4B)

Potential cost savings: net approx: £170,000 per annum

Full details can be found on pages 18–20 and Appendix H and J of the Response evidence base.



Three Watch (Scenario 5B)

Potential cost savings: £790,000 per annum

Full details can be found on pages 24–26 and Appendix H and L of the Response evidence base.



Day Crewing Plus (Scenario 5D)

Potential cost savings: £271,000 per annum

Full details can be found on pages 30–32 and Appendix H and M of the Response evidence base.



Remotely Managed Stations (Scenario 6)

Potential cost savings: £184,000 per annum

Full details can be found on pages 35–36 and Appendix H of the Response evidence base.



Disestablishment of the Retained Support Unit (Scenario 8)

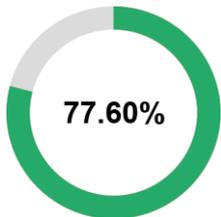
Potential cost savings: £423,000 per annum

Full details can be found on pages 42–46 and Appendix G and O of the Response evidence base.

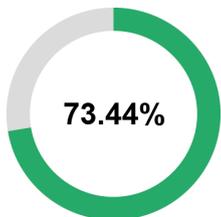
All cost savings relating to crewing arrangements will be reviewed as part of ongoing negotiations with representative bodies.

Risk Modelling

It is impossible to predict exactly what might happen in the future so we use a Risk Modelling software programme to predict the potential outcomes of each of the scenarios we have looked at. The programme uses six years of data and this gives a 'base model' of the station locations and fire engine resources as they currently are. We can then analyse the various scenarios to show the predicted variation of the model and the potential impact upon risk. These will be shown by the graphics indicated below.



This image shows the predicted percentage we will meet our response standard when modelled using our Risk Modelling software with our current fire engine resources in their current locations. It is known as the 'base model'.



This image shows the predicted impact that an option has on our 'base model' when modelled using our Risk Modelling software. The change in percentage is shown in the centre of the icon. In this example, we would be able to meet our current response standard on 73.44% of occasions rather than 77.60%.

For each table we will show the total number of people who work at that station known as 'station establishment' and also the minimum number of people that are required to crew the fire engine. For on-call stations, the station establishment is shown and the actual number of staff actually working at the station.

Due to the complex requirements of building the risk model over the past 18 months we chose to use the proposed new fire station site at Theale instead of the current Dee Road site. This allows us to more accurately predict future service delivery needs.

Option 1

- **3 x Remotely Managed Stations: Savings £552K**
 - Wokingham Rd from Caversham Rd
 - Langley from Slough (Change: Windsor from Maidenhead)
 - Theale from Whitley Wood
- **Disestablish the RSU: Savings £423k**
- **Close 2 x RDS stations: Savings £336k**
 - Pangbourne and Wargrave

Total Savings = £1.31m

Option 2

- **Introduce Pool shift system for all WDS staff: Savings approx £170k**
- **3 x Remotely Managed Stations: Savings £552k**
 - Wokingham Rd from Caversham Rd
 - Langley from Slough (Change: Windsor from Maidenhead)
 - Theale from Whitley Wood
- **Disestablish the RSU: Savings £423k**
- **1 x RDS Station closure: Savings £168k**
 - Pangbourne

Total Savings = £1.31m

Option 3

- Introduce 3 Watch shift system: Savings £790k
- 1 x Remotely Managed Stations: Savings £184k
 - Wokingham Rd from Caversham Rd
- Disestablish the RSU: Savings £423k

Total Savings = £1.4m

Option 4

- Introduce 3 Watch shift system: Savings £790k
- 2 x Remotely Managed Stations: Savings £368k
 - Wokingham Rd from Caversham Rd
 - Langley from Slough (Change: Windsor from Maidenhead)
- 1 x RDS Station closure: Savings £168k
 - Pangbourne

Total Savings = £1.33M

Option 5

- **1 x Day Crewing Plus Station: Savings £271k**
 - Theale
- **3 x Remotely Managed Stations: Savings £552k**
 - Wokingham Rd from Caversham Rd
 - Langley from Slough
 - Wokingham from Bracknell (as well as Ascot)
- **Disestablish the RSU: Savings £423k**
- **Close 2 x RDS Stations: Savings £336k**
 - Pangbourne and Wargrave

Total Savings = £1.58M* (Net = £1.4M)

*reinvesting £180k into RDS project

Option 6

- **1 x Peak Demand fire engine: Savings £210k**
 - Windsor (and move all staff to 12 hour shifts)
- **2 x Remotely Managed Stations: Savings £368k**
 - Wokingham Rd from Caversham Rd
 - Langley from Slough
- **Disestablish the RSU: Savings £423k**
- **Close 2 x RDS Stations: Savings £336k**
 - Pangbourne and Wargrave

Total Savings = £1.34M

Option 7

- **Do nothing**

Total Savings: £0

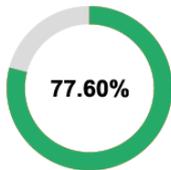
If we make no changes to our service provision, we would be unable to meet our legislative need to balance our budget.

We would only be able to meet our financial obligations by increasing our council tax precept above the current maximum limit of 1.99%.

This would require us to run a referendum at a cost of approximately £1 million and we may not be successful.

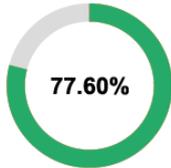
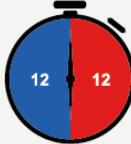
Therefore, doing nothing is a high risk option and potentially not a viable option.

Station 1: Caversham Road, Reading, RG1 8AA

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	Wholetime Minimum crew: 4	1 x Fire engine 1 x Water and animal rescue unit	24	 77.60%
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4	No change	18	No change
Option 6	12 Hour Shifts 	No change	No change	No change
Option 1,2,3,4,5,6	Remote host of Wokingham Road  Caversham Road Minimum crew: 4 Wokingham Road Minimum crew: 4	No change	44 Staff at Wokingham Road managed by Caversham Road	No change

- **None of the above options will change the service currently being delivered by this station.**

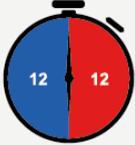
Station 2: Wokingham Road, Earley, RG6 1JU

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	Wholetime Minimum crew: 4	1 x Fire engine	24	
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4	No change	18	No change
Option 6	12 Hour Shifts 	No change	No change	No change
Option 1,2,3,4,5,6	Managed from Caversham Road Minimum crew: 4 	No change	0 Staff managed from Caversham Road	No change

- **None of the above options will change the service currently being delivered by this station.**

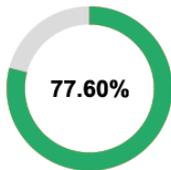
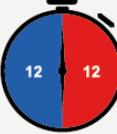
Station 3: Dee Road, Tilehurst, RG30 4BW

A previous Fire Authority decision has put plans in place which mean this station will be replaced by a fire station in Theale at the end of 2018.

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	Wholetime Minimum crew: 4	1 x Fire engine 1 x Heavy rescue unit	24	 77.60%
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4	No change	18	No change
Option 6	12 Hour Shifts 	No change	No change	No change

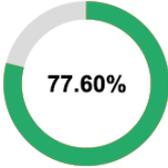
- None of the above options will change the service currently being delivered by this station.

Station 4: Newbury, RG14 1LD

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	Wholetime Minimum crew: 4	2 x Fire engine 2 x Vans	44	
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4	No change	33	No change
Option 6	12 Hour Shifts 	No change	No change	No change

- None of the above options will change the service currently being delivered by this station.

Station 5: Hungerford, RG17 0JG

	Crewing model	Vehicles	Station Establishment	On-call availability	Variation in Risk Model
Current	On-call Minimum crew: 4	1 x Fire engine	13 Current posts filled: 12	65.6%	 <p>77.60%</p>

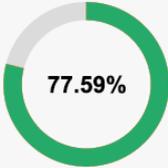
- Options 1,2,3,5 and 6 contain the option to disestablish the RSU. If any of these options are adopted then the predicted variation to the risk model across Royal Berkshire is shown on page 56.

Station 6: Lambourn, RG17 8YT

	Crewing model	Vehicles	Station Establishment	On-call availability	Variation in Risk Model
Current	On-call Minimum crew: 4	1 x Fire engine 1 x Landrover 4x4	13 Current posts filled: 4	15.6%	 77.60%

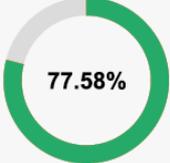
- Options 1,2,3,5 and 6 contain the option to disestablish the RSU. If any of these options are adopted then the predicted variation to the risk model across Royal Berkshire is shown on page 56.

Station 7: Pangbourne, RG8 7JH

	Crewing model	Vehicles	Station Establishment	On-call availability	Variation in Risk Model
Current	On-call Minimum crew: 4	1 x Fire engine 1 x Water carrier 1 x Landrover 4x4	13 Current posts filled: 9	33.6%	 77.60%
Option 1,2,4,5,6	Fire Engine Removal 				 77.59%

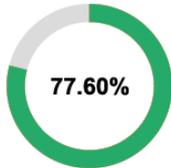
- If the options above are adopted it is planned that this station will merge with the new fire station at Theale at the end of 2018 and this station will close.
- Options 1,2,3,5 and 6 contain the option to disestablish the RSU. If any of these options are adopted then the predicted variation to the risk model across Royal Berkshire is shown on page 56.

Station 9: Wargrave, RG10 8BP

	Crewing model	Vehicles	Station Establishment	On-call availability	Variation in Risk Model
Current	On-call Minimum crew: 4	1 x Fire engine	13 Current posts filled: 9	2.4%	 77.60%
Option 1,5,6	Fire Engine Removal 				 77.58%

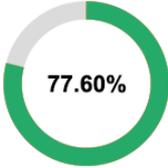
- If any of the options proposed above are adopted this station will close.
- Options 1,2,3,5 and 6 contain the option to disestablish the RSU. If any of these options are adopted then the predicted variation to the risk model across Royal Berkshire is shown on page 56.

Station 10: Wokingham, RG40 2EH

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	Wholetime Minimum crew: 4	1 x Fire engine	24	 77.60%
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4	No change	18	No change
Option 6	12 Hour Shifts 	No change	No change	No change
Option 5	 Managed from Bracknell Minimum crew: 4	No change	0 Staff managed from Bracknell	No change

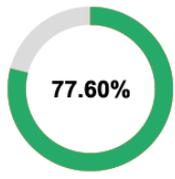
- None of the above options will change the service currently being delivered by this station.

Station 11: Mortimer, RG7 3TE

	Crewing model	Vehicles	Station Establishment	On-call availability	Variation in Risk Model
Current	On-call Minimum crew: 4	1 x Fire engine	13 Current posts filled: 7	51.1%	 <p>77.60%</p>

- Options 1,2,3,5 and 6 contain the option to disestablish the RSU. If any of these options are adopted then the predicted variation to the risk model across Royal Berkshire is shown on page 56.

Station 14: Ascot, SL5 7HF

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	 Managed from Bracknell Minimum crew: 4	1 x Fire engine	0 Staff managed from Bracknell	 77.60%
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4 - from Bracknell	No change	No change	No change
Option 6	12 Hour Shifts 	No change	No change	No change

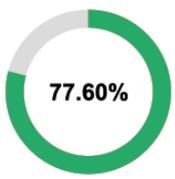
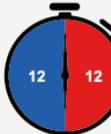
- **None of the above options will change the service currently being delivered by this station.**

Station 15: Crowthorne, RG45 7AH

	Crewing model	Vehicles	Station Establishment	On-call availability	Variation in Risk Model
Current	On-call Minimum crew: 4	1 x Fire engine	13 Current posts filled: 11	73%	 77.60%

- Options 1,2,3,5 and 6 contain the option to disestablish the RSU. If any of these options are adopted then the predicted variation to the risk model across Royal Berkshire is shown on page 56.

Station 16: Bracknell, RG12 7AA

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	 Host for Ascot Bracknell minimum crew: 4 Ascot minimum crew: 4	2 x Fire engine 1 x High volume pumping unit 1 x Water carrier	44	 77.60%
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4	No change	33	No change
Option 6	12 Hour Shifts 	No change	No change	No change
Option 5	Remote host of Wokingham  Bracknell minimum crew: 4 Wokingham minimum crew: 4	No change	64 Staff at Wokingham managed by Bracknell	No change

- None of the above options will change the service currently being delivered by this station.

Station 17: Slough, SL1 2XA

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	 <p>Host for Windsor Slough minimum crew: 4 Windsor minimum crew: 4</p>	3 x Fire engines	60 Staff at Windsor managed by Slough	 <p>77.60%</p>
Option 2	<p>Pool System</p> 	No change	No change	No change
Option 3,4	<p>Three Watch</p>  <p>Slough minimum crew: 4 Windsor minimum crew: 4</p>	No change	45	No change
Option 6	<p>12 Hour Shifts</p> 	No change	No change	No change
Option 1,2,4,5,6	<p>Change of remote management from Windsor to Langley*</p>  <p>Slough minimum crew: 4 Langley minimum crew: 4</p>	No change	60 Staff at Langley managed by Slough	No change

* If this happens, Windsor will be managed from Maidenhead

- **None of the above options will change the service currently being delivered by this station.**

Station 18: Langley, SL3 7HS

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	Wholetime Minimum crew: 4	1 x Fire engine 1 x Van 1 x MDV Maxus bus	24	 77.60%
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4	No change	18	No change
Option 6	12 Hour Shifts 	No change	No change	No change
Option 1,2,4,5,6	Managed from Slough Minimum crew: 4 	No change	0 Staff managed from Slough	No change

- **None of the above options will change the service currently being delivered by this station.**

Station 19: Maidenhead, SL6 8PG

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	Wholetime On-call Minimum crew: 4	2 x Fire engine 2 x Off road vehicle 2 x Command unit	24 13 RDS	
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4	No change	18 13 RDS	No change
Option 6	12 Hour Shifts 	No change	No change	No change
Option 1,2,4,5,6	Remote management host for Windsor  Maidenhead minimum crew: 4 Windsor minimum crew: 4	No change	44 13 RDS Staff at Windsor managed by Maidenhead	No change

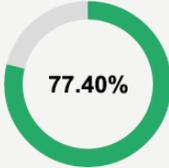
- **None of the above options will change the service currently being delivered by this station.**

Station 20: Whitley Wood, Reading, RG2 HFS

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	Wholetime Minimum crew: 4	1 x Fire engine 1 x aerial ladder platform 1 x Operational support unit 3 x Forklift	36	 77.60%
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4	No change	27	No change
Option 6	12 Hour Shifts 	No change	No change	No change
Option 1,2,6	Remote management host for Theale  Whitley Wood minimum crew: 4 Theale minimum crew: 4	No change	56 Staff at Theale are managed by Whitley Wood	No change

- **None of the above options will change the service currently being delivered by this station.**

Station 21: Windsor, SL4 4LS

	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	 <p>Managed from Slough Minimum crew: 4</p>	1 x Fire engine	0 Staff managed from Slough	 <p>77.60%</p>
Option 2	<p>Pool System</p> 	No change	No change	No change
Option 3,4	<p>Three Watch</p>  <p>Minimum crew: 4</p>	No change	No change	No change
Option 6	<p>12 Hour Shifts</p> 	No change	No change	No change
Option 6	<p>Peak Demand</p> 	No change	12	 <p>77.40%</p>
Option 1,2,4,5,6	 <p>Change of remote management from Slough to Maidenhead</p>	No change	0 Staff managed from Maidenhead	No change

Option 6 will mean a fire engine is not available for 12 hours at night

- **Options 1, 2, 4 and 5 will not change the service currently being delivered by this station.**

Station 22: Theale

The planned replacement for Dee Road Station, planned to open at the end of 2018

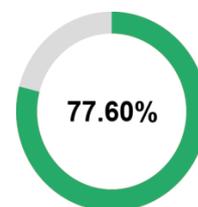
	Crewing model	Vehicles	Station Establishment	Variation in Risk Model
Current	Wholetime Minimum crew: 4	1 x Fire engine 1 x Heavy rescue unit	24	
Option 2	Pool System 	No change	No change	No change
Option 3,4	Three Watch  Minimum crew: 4	No change	18	No change
Option 6	12 Hour Shifts 	No change	No change	No change
Option 5	Day Crewing Plus DCP⁺ Minimum crew: 4	No change	14	No change
Option 1,2,6	 Managed from Whitley Wood Minimum crew: 4	No change	0 Staff managed from Whitley Wood	No change

- None of the above options will change the service currently being delivered by this station.

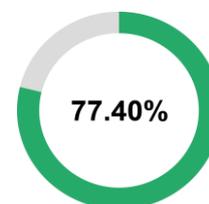
Disestablishment of the Retained Support Unit (RSU)

The RSU currently support all RDS stations. Therefore the effect of their disestablishment would have an impact across the service and not just on an individual RDS station.

Current: The current level of support to RDS stations contributes to the predicted 'base' risk model.



The disestablishment of the RSU would create the following variation in the risk model.



Scenarios no longer being considered

During the process of options development, prior to the launch of consultation, the Fire Authority reviewed a number of proposals to save the required £1.4million. The final options are those which are presented in this document. However, a number of scenarios which were considered were not taken forward for consultation through a unanimous decision from The Fire Authority. These decisions are explained below:

Crewing arrangements

Three Eight Hour Shifts (Scenario 5A)

Full details can be found on pages 22-24 of the Response evidence base. Fire Authority Members agreed that this option is not appropriate at this time because:

- It does not realise any savings
- The crewing survey told us it was the least favoured option of whole time firefighters
- It would take a significant amount of time and negotiation to implement

Grey Watch (Scenario 5C)

Full details can be found on pages 27-29 of the Response evidence base. Fire Authority Members agreed that this option is not appropriate at this time because:

- This system does not realise any savings
- It requires a certain level of available firefighters in order to implement the 'off roster' cover. Currently, RBFRS do not have the extra firefighters to resource this.
- Grey Watch would require additional resources to manage the system at additional cost.

Day Crewing (Scenario 5E)

Full details can be found on pages 33-34 of the Response evidence base. Fire Authority Members agreed that this option is not appropriate at this time because:

- There would be an increased risk to the public during the night in the area where a day crewing shift system is implemented, based on the increased response times for on-call staff. As such, this option is not being considered.

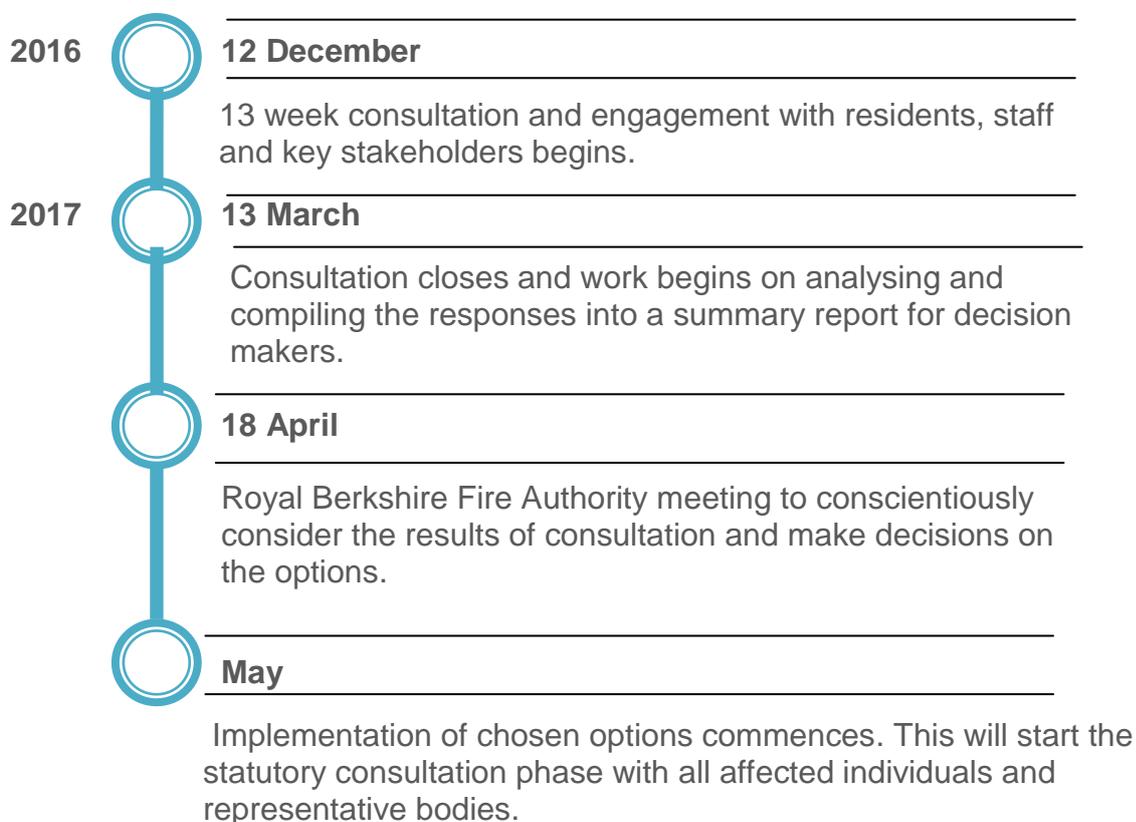
Reduced Crews (Scenario 7A and 7B)

Full details can be found on pages 37-40 of the Response evidence base. Fire Authority Members agreed that this option is not appropriate at this time because:

The Fire Authority decided that additional research work was required before making a decision on this issue. So an IRMP project will report on this in 2017.

What happens next?

This timeline shows the key timescales RBFRS are working towards:



The options being considered within this document are based on the planning assumptions on page 12. RBFRS will review these assumptions and in the event of a worsening financial picture, it may be necessary to consult on further changes to the Service in the latter half of 2017.

Once the consultation has closed and the findings have been reviewed by The Fire Authority, the final decisions will be presented in a report in May 2017. This will be available to the public via our website at: www.rbfrs.co.uk

Glossary of terms

The Fire Authority: The Fire Authority comprises of 20 local councillors appointed by the six unitary authorities in the county: Bracknell Forest Borough Council, Reading Borough Council, Royal Borough of Windsor and Maidenhead, Slough Borough Council, West Berkshire District Council and Wokingham Borough Council. The role of the Fire Authority is to set the annual budget and approve the Service's plans, policies, standards and strategies. It also approves the composition of Committees.

Family Group: A group of other fire services within the UK which are similar to RBFRS in terms of size, budget and resources. This can be used for comparison of similar performance.

FBU: The Fire Brigades Union is the democratic, professional voice of firefighters and other workers within fire and rescue services across the UK.

FOA: The Fire Officers Association is a trade union providing representation for staff working in or associated with fire and rescue service activities.

Grey Book: National Joint Council for Local Authority Fire and Rescue Services Scheme of Conditions

IRMP: Integrated Risk Management Planning.

On-call: a firefighter who works a number of hours 'on-call', usually as their secondary employment, and is required to attend emergency incidents from their local station.

Prevention: targeted work and resources which aim to stop fire or other emergency incidents happening in the first place. Examples of this include, work within at risk communities, educational programmes in schools and fire-related behaviour counselling.

Protection: targeted work and resources which aim to protect the public from fire or other emergency incidents. Specifically, the enforcement of legal requirements within the built environment.

Retained Support Unit (RSU): full-time firefighters who support the on-call firefighters through recruitment, on-call availability and training needs.

RFU: The Retained Firefighters' Union (RFU) is an independent trade union in accordance with the Trade Union & Labour Relations Act 1992.

Response: targeted work and resources which aim to respond to emergency incidents. This work relates to the activity of firefighters and related resources (engines, fire stations, etc) in response to 999 calls.

Stand-down period: a period of rest time during a 15 hour night shift whereby the Watch is based at station. During this 'stand-down' period, fire fighters still respond

to incidents.

Wholetime firefighter: A firefighter who is contracted in full time employment

WTD: The Working Time Directive is a Directive of the European Union. It gives EU workers the right to at least four weeks (28 days) in paid holidays each year, rest breaks, and rest of at least 11 hours in any 24 hours; restricts excessive night work; a day off after a week's work; and provides for a right to work no more than 48 hours per week. These restrictions can be waived by individuals opting out of the directive and a need for collective agreements with representative bodies.

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TITLE	Overview and Scrutiny Work Programmes 2017-18
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 24 January 2017
WARD	None Specific
DIRECTOR	Andrew Moulton, Head of Governance and Improvement Services

OUTCOME / BENEFITS TO THE COMMUNITY

Effective Overview and Scrutiny helps to improve services, holds decision makers to account and engages with local communities. In so doing it helps to demonstrate that the Council and other public service providers are open and transparent and are delivering high quality, value for money services.

RECOMMENDATION

The Committee is requested to:

- 1) consider the proposals in the report and agree the draft Overview and Scrutiny Work Programmes and timetable for 2017/18;
- 2) agree the process for public consultation on the draft work programmes;
- 3) agree to finalise the work programmes at its meeting on 28 March 2017.

SUMMARY OF REPORT

Effective work programming is a Member-led process aimed at shortlisting and prioritising issues of community concern together with issues arising out of the Council Plan and major policy or service changes. It aims to:

- reflect local needs and concerns;
- prioritise topics for scrutiny which have the most impact or benefit;
- involve local residents and stakeholders;
- be flexible enough to respond to new or urgent issues.

Each year the Committee approves work programmes for itself and the Council's Overview and Scrutiny Committees. Recent discussions have indicated the need for the work programming process to be more robust and for greater engagement between Overview and Scrutiny and the Executive.

The report sets out draft Overview and Scrutiny Work Programmes for 2017/18. It also considers proposals to consult on the draft programme and to clarify and strengthen the involvement of Overview and Scrutiny in policy development across the Council.

Background

An effective Overview and Scrutiny function is underpinned by robust work programming. Effective work programming lays the foundations for targeted scrutiny of issues of local importance. It helps to ensure that Overview and Scrutiny adds value and makes a difference. Effective work programming helps to:

- prioritise issues for in-depth work where Overview and Scrutiny can make an impact and add value;
- reduce the need for “information only” reports;
- achieve a balance between pre-decision scrutiny, policy development and performance/budget monitoring;
- contribute at an earlier stage in the decision making process;
- increase public and stakeholder involvement in Overview and Scrutiny;
- retain flexibility in order to respond to urgent issues arising during the year.

At its meeting in July 2016 the Committee considered different approaches to work programming adopted by a range of Councils across the country. These included:

- seeking ideas from Members, Officers, Parish and Town Councils and partner organisations;
- engaging with community groups and special interest groups;
- encouraging public views via social media and the Council website;
- carrying out public surveys or use of Citizens’ Panels and focus groups;
- analysing corporate complaints and customer feedback;
- reviewing key corporate documents such as the Council Plan, peer review and major service inspection reports.

Once a longlist of potential items is compiled, Councils then carry out a sifting process through initiatives such as awayday sessions with Members and partners or a Scrutiny Cafe which brings stakeholders together for a facilitated session aimed at producing a list of key items for review. The Centre for Public Scrutiny has produced a template for developing an annual Overview and Scrutiny Work Programme. The key elements and suggested timetable are:

- January – initial consultation with Overview and Scrutiny Members, Executive Members, senior Officers and partner organisations. Public engagement with residents, community groups and partners via the Council’s website and social media.
- February – produce a long list of topics for review. Consult Overview and Scrutiny and Executive Members and Officers and publish details for further feedback.
- March – Overview and Scrutiny Management Committee to finalise the work programme.
- April – publication and implementation of the work programme.
- November – mid-year review of the work programme by the Overview and Scrutiny Management Committee.

Policy Development and Pre-Decision Scrutiny

Effective Overview and Scrutiny can assist in the development of new policies in

support of the Council's priorities. Councillor Keith Baker, Leader of the Council, attended the Committee's meeting in November 2016 to discuss ideas for improving the working relationship between the Executive and the Overview and Scrutiny Committees.

At the meeting there was a consensus that Overview and Scrutiny could play a larger role in policy development. This could be via pre-decision scrutiny of new policies or in depth reviews of specific issues which could lead to new policy development.

In order to improve pre-decision scrutiny, it was agreed that Executive and Overview and Scrutiny Members meet at the start of the work programming process (normally January) to identify new policies and major service changes over the coming year. These issues can then be planned into the Overview and Scrutiny work programme. The Executive Member and lead Officer would be invited to attend the relevant Overview and Scrutiny meeting. The views of the Overview and Scrutiny Committee, including any recommendations, would then be included in the final report submitted to the Executive.

Scrutiny Review Issues

The issues identified for consideration by Overview and Scrutiny should be of interest or concern for local residents and generate public interest and involvement in the Overview and Scrutiny process.

In order to generate ideas and involvement from local residents, community groups and stakeholders, it is suggested that the Council's website and social media be used to publicise the development of the work programme and to invite suggestions inclusion.

In considering potential issues for review, Members should take into account the previously agreed selection criteria:

- Whether the issue is of local, and preferably current, concern;
- Whether the undertaking of the review can be linked to the Council's Vision, priorities and underpinning principles or would help achieve these;
- Whether the topic is already being reviewed elsewhere within the Council (e.g. as part of the 21st Century Council programme);
- Is the topic one that is capable of being influenced by one of the Overview and Scrutiny Committees;
- Is the topic of manageable scope – not too wide-ranging and yet of sufficient size to warrant a scrutiny review;
- Whether sufficient resources are available to support the scrutiny review; If a review is warranted, should it have a high, medium or low priority?
- Whether the review should be undertaken by the Overview and Scrutiny Management Committee itself or be delegated to an Overview and Scrutiny Committee or a Task and Finish Group.

Analysis of Issues

The Annex to the report sets out a draft work programme for each of the Overview and Scrutiny Committees with a list of issues to be considered. The work programmes allow flexibility for the consideration of urgent issues and the call-in of decisions made by the Executive. Once approved, the work programme issues will be timetabled into the programme of Overview and Scrutiny meetings during the year.

Public consultation on the draft work programmes will be carried out via the Council's website, social media and press releases. Members of the public, partners and community groups will be asked to comment on the draft work programmes and to submit their own suggestions for consideration during the year. The Overview and Scrutiny Management Committee will then finalise the work programmes at its meeting on 28 March 2017.

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	NA	NA
Next Financial Year (Year 2)	0		
Following Financial Year (Year 3)	0		

Other financial information relevant to the Recommendation/Decision

None

List of Background Papers

None

Contact Neil Carr	Service Governance and Improvement Services
Telephone No 0118 974 6058	Email neil.carr@wokingham.gov.uk
Date 5 January 2017	Version No. 1.0

Draft Overview and Scrutiny Work Programmes 2017/18

1. Overview and Scrutiny Management Committee

1.	Co-ordination of the work of the Overview and Scrutiny Committees
2.	Development and monitoring of the Overview and Scrutiny Work Programme
3.	Discussion with Executive Members and appropriate Officers to identify priorities and monitor performance against key targets
4.	Monitoring of the Council Plan and the Corporate Peer Review Action Plan
5.	Input into new policies through pre-decision scrutiny of draft proposals
6.	Performance monitoring via the quarterly Council Plan Performance Management report
7.	Monitoring the Executive Forward Programme and the Individual Executive Member Decision Forward Programme
8.	Monitoring Strategic Development Location (SDL) delivery and development of the new Local Plan
9.	Reviewing the Council's annual Budget Engagement exercise
10.	Monitoring the operation and performance of Council-owned companies
11.	Monitoring the Council's actions in compliance with its duties under the Equality Act 2010
12.	Approval of the annual Overview and Scrutiny report to Council
13.	Call-In review of Executive decisions
14.	Appointing Task and Finish Groups to investigate specific issues of local interest

2. Children's Services Overview and Scrutiny Committee

1.	Monitoring the effective delivery of safeguarding services, including social worker recruitment, retention and training
2.	Reviewing services that contribute to the achievement of the Council's Vision and priorities for children and young people
3.	Children's Services performance indicators and major projects
4.	School performance indicators and Ofsted reports
5.	Impact of the 21 st Century Council reorganisation on Children's Services
6.	Monitoring key strategic initiatives such as the Multi Agency Safeguarding Hub and the development of the Wokingham Multi Academy Trust
7.	Considering the annual report of the Corporate Parenting Board
8.	Input into new policies through pre-decision scrutiny of draft proposals relating to Children's Services
9.	Call-In of Executive decisions relating to Children's Services
10.	Appointing Task and Finish Groups as appropriate

3. Community and Corporate Overview and Scrutiny Committee

1.	Exercising the Council's crime and disorder responsibilities by reviewing the work of the Community Safety Partnership
2.	Exercising the Council's flood risk management responsibilities by monitoring flood risk activities and partnership working with towns and parishes
3.	Council Budget Monitoring
4.	Reviewing the corporate restructure elements of the 21 st Century Council programme
5.	Monitoring the Wokingham Town Centre regeneration project
6.	Reviewing the Council's partnerships with Town and Parish Councils and the voluntary sector
7.	Reviewing highways and transport issues including customer service, car parking and improvements to cycling facilities

8.	Monitoring the implementation of Civil Parking Enforcement
9.	Input into new policies through pre-decision scrutiny of draft proposals
10.	Appointing Task and Finish Groups as appropriate

4. Health Overview and Scrutiny Committee

1.	Monitoring health and social care outcomes and the performance of the local NHS Foundation Trusts
2.	Reviewing progress on the integration of health and social care services
3.	Monitoring progress relating to the development of community hubs
4.	Considering reports and updates from Wokingham Healthwatch
5.	Reviewing the provision of community mental health services
6.	Considering updates on the work of the Wokingham Clinical Commissioning Group (CCG)
7.	Reviewing access to primary care services within the Strategic Development Locations
8.	Joining West Berkshire, Reading, Oxfordshire and Buckinghamshire Councils in joint scrutiny of the Buckinghamshire, Oxfordshire and Berkshire West Sustainability and Transformation Plan
9.	Call-In of Executive decisions relating to adult social care
10.	Input into new policies through pre-decision scrutiny of draft proposals relating to adult social care
11.	Appointing Task and Finish Groups as appropriate

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TITLE:	Public Sector Equality Duty
FOR CONSIDERATION BY:	Overview & Scrutiny Management Committee on 24th January 2017
WARD:	None specific
REPORT BY:	Andrew Moulton, Head of Governance and Improvement Services
LEAD MEMBER:	Pauline Jorgensen, Executive Member for Resident Services

OUTCOME / BENEFITS TO THE COMMUNITY

A strong commitment to equality and the ongoing achievement of the Council's Equality Objectives will:

- improve the quality of life for our residents through better access to services and the development of more sustainable local communities;
- enhance social cohesion through positive relationships and a sense of civic responsibility;
- promote the rights and responsibilities of our residents and staff through leadership and effective partnership working;
- enable the most vulnerable members of our communities to be more independent through training, employment opportunities and support for independent living.

RECOMMENDATION

That the Committee:

- 1) considers and comments on the report (including the Equality Monitoring Workforce Report 2016/17) and the proposed Equality Objectives set out in Section 9 before formal approval by Executive later this year; and
- 2) considers any communication and training issues arising out of the Council's duties under the Equality Act 2010.

SUMMARY OF REPORT

The Equality Act 2010 placed a general duty on public bodies to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations between people who share a protected characteristic and those who do not. The protected characteristics are age, sex, race, disability, gender reassignment; pregnancy and maternity, marriage and civil partnership, religion or belief, and sexual orientation. In order to demonstrate compliance with the Equality Duty public bodies have a further specific duty to publish supporting information and set and monitor Equality Objectives. The report provides demographic information about the Borough and gives examples of steps taken by the Council to comply with the statutory duty. It refers to the accompanying Equality Monitoring Workforce Report and proposes five Equality Objectives relating to access to services, support for vulnerable people, effective consultation and engagement, workforce development and embedding equality and inclusion within the 21st Century Council programme.

1 Background

The Equality Act 2010 came into force in April 2011. The Act replaced previous anti-discrimination laws relating to race, disability and gender equality. It created a new Public Sector Equality Duty. The Act requires public authorities to publish relevant information to demonstrate compliance with the Equality Duty and to report progress on locally agreed, specific, measurable equality objectives.

This report sets out the Council's equality objectives and gives details of progress made on equalities issues in relation to service delivery and work with our partners across the Borough. A separate report by the Council's Human Resources team gives details of progress made in developing a high performing and innovative workforce which reflects our local communities.

Finally, the report highlights how the Council's major organisational change programme – 21st Century Council – will seek to embed the principles of equality, diversity and inclusion into all aspects of the programme.

2 Public Sector Equality Duty

The public sector Equality Duty is made up of a **general duty** which is supported by specific duties. The general duty requires public organisations to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it (the protected characteristics relate to all aspects of a person's identity: age, sex, race, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, religion or belief, and sexual orientation);
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

Having due regard to the need to advance equality of opportunity is defined further in the Equality Act as having due regard to the need to:

- Remove or minimise disadvantages;
- Take steps to meet different needs;
- Encourage participation where it is disproportionately low.

The **specific duties** require public bodies (including local authorities and schools) to:

- Publish information to show their compliance with the Equality Duty, at least annually. The information published must include information relating to employees who share protected characteristics and information relating to people who are affected by the organisation's policies and practices (e.g. service users);
- Set and publish equality objectives, at least every four years. The objectives should take into account evidence of the equality issues across the organisation's functions and consider issues affecting people who share the protected characteristics.

3 Wokingham Borough – Demography

Demographic information, collected through the Census, is analysed to produce the Wokingham Borough Joint Strategic Needs Assessment (JSNA). The information is used to identify local needs and the demand for public services. It also provides data to improve the understanding of local communities and emerging equality and diversity issues. The most recent Census took place in 2011. In addition to the Census data, the ongoing work of the Council's Public Health team and the local Clinical Commissioning Group (CCG) has delivered further updated information on local needs and priorities.

4 Population Profile

The most recent population estimates indicate a local population of 159,097 for 2014. The Borough's population profile differs from the national population profile in a number of ways:

- A larger proportion of children aged 5 to 19;
- A smaller proportion of younger adults aged 20 to 34;
- A larger proportion of adults aged 35 to 54.

The 2011 Census data indicated a number of key facts which are set out below:

- The Borough's population in 2011 (154,380) was made up of 76,464 men (49.5%) and 77,916 women (50.5%);
- 11.6% of the local population were from a Black and Minority Ethnic (BME) background (up from 6.1% in 2001);
- 4.8% of the local population were from a White non-British background;
- Religious beliefs included Christian (59.5%); Muslim (2.8%); Hindu (2.1%); Buddhist (0.4%); and Jewish (0.3%);
- 26% of the population indicated that they had no religious beliefs;
- 9% of the population were carers (13,900 people);
- 1.5% of the population provided over 50 hours of unpaid care each week;
- 857 people could not speak English well or at all;
- 4.9% of the population (7,325 people) stated that their day to day activities were limited by their health;
- There were 60,332 households within the Borough boundary with 23% occupied by people who lived alone;
- 26% of people aged 65 and over lived on their own;
- 70% of the population were in employment (aged 16 to 74);
- 35% of unemployed people were long-term unemployed;
- 1.6% of the population were not in employment due to being long-term sick or disabled (1,742 people).

Other key facts include:

- Within the Borough's state-funded schools 26% of children were from minority ethnic backgrounds (Schools census 2014);
- Life expectancy for men is 81.8 years compared to 79.5 years nationally (CCG);
- Life expectancy for women is 84.7 years compared to 83.2 years nationally (CCG);

- Wokingham Borough Council is the least deprived unitary local authority in the country (Government Indices of Multiple Deprivation – IMD - 2015);
- Pockets of relative deprivation are found in some Wards: e.g. Shinfield North, Arborfield, Bulmershe and Whitegates, Norreys and Finchampstead South (IMD);
- An estimated 22,000 people living in the Borough were born outside the UK – 14% of the population (JSNA 2015).

5 Emerging Priorities

The Borough’s Joint Strategic Needs Assessment has identified key emerging trends and priorities, as follows:

Sustainable Development Locations and Housing Growth – due to the large scale housing development over the next ten years there is some uncertainty over the shape of the associated population growth in terms of age mix and population profile. There is a projected increase in the number of families which will result in an increased number of births.

Number of Older People – there is a projected increase in the number of older people (over 65s and over 85s). This is likely to increase demand for health and social care services as residents live with one or more long-term health conditions. This trend highlights the need for effective prevention services to reduce dependency and maximise independent living.

Early Years – a focus on prevention in early years helps to ensure that every child gets a good start in life, including a focus on improved readiness for school. The Council is committed to supporting schools in closing the gap for educational attainment for disadvantaged pupils.

6 Complying with the Equality Duty

The Council’s Vision for the Borough is “A great place to live, an even better place to do business”. The Borough is recognised as one of the most desirable places to live in the country. We aim to maintain this position whilst improving our residents’ quality of life and providing opportunities for individuals, groups and businesses to engage in the achievement of the Vision. We recognise that strong communities will grow and prosper if everyone is treated fairly and all our residents are treated with respect.

The Council is committed to the principle of equality of opportunity and to the delivery of high quality services which meet the needs of all our residents. We seek to ensure compliance with the Public Sector Equality Duty through our policy development, staff training, service delivery and work with our partners and stakeholders. Set out below are examples of our ongoing achievements which are underpinned by the Equality Duty:

- The Borough has the lowest premature mortality rate of all local authorities in the country. This follows extensive work to manage and reduce the number of people with long term conditions and the provision of high quality care for people who need it.
- We have seen fewer repeat referrals to Children’s Social Care and an increase in the number of looked after children being cared for within 20 miles of their home.

- Housing Services have improved the quality of temporary and permanent housing which means that fewer families have to be placed outside the Borough in crisis situations.
- We have developed a policy on personal budgets and established joint planning and delivery arrangements with Health for services for children with Special Educational Needs or disabilities.
- We developed a joint Health/Council Emotional Health and Wellbeing Strategy for children. Working with Health we have secured additional investment to support improved Child and Adolescent Mental Health Services (CAMHS).
- We have set up the Elevate Wokingham careers information and advice hub (supported by the European Union Social Fund) which delivers a supported employment service offering work experience and apprenticeships to vulnerable young people aged 16 to 24. The project aims to reduce the number of young people who are not in employment, education or training (NEETs), disadvantaged young people and those who are underemployed.
- Major developments across the Borough are required to provide employment skills plans as part of the planning process. These plans provide additional work experience, employment and apprenticeship opportunities for our most vulnerable young people.
- The Council continues to use Equality Impact Assessments (EIAs) in order to improve services and policy development. EIAs help us to consider policies or services in terms of their impact on different groups, including groups with protected characteristics. They help to remove barriers and open up services to new groups.
- A number of the Borough's schools have adopted the Young Interpreters Scheme. The scheme involves training children as mentors for their peers who are learning English as an additional language.
- The Council's Children's Services Overview and Scrutiny Committee is looking at the way in which local schools handle transgender issues. Members have sought reassurance that procedures were in place to ensure that gender-variant young people and their families received appropriate support, and that schools were aware of their duties under the Equality Act.
- The Council continues to support the "Two Ticks" positive about disability recruitment initiative which guarantees an interview for disabled applicants who meet the minimum criteria for a job vacancy and seeks to ensure that employees who become disabled stay in employment.
- We have established a Staff Employment Equalities Group with representatives from across the organisation in order to ensure that our workforce reflects our community and that we develop a working environment which is free from harassment, bullying and intimidation.

- The Borough's BME Forum is in its twelfth year and continues to meet every three months. The Forum considers a range of issues such as educational attainment, the Care Act, Healthwatch and briefings from the police.

7 Workforce

A separate document has been published setting out details of the Council's achievements relating to its employees: Equality Monitoring Workforce Report 2016/17. The Council's non-schools workforce is around 1,000. We monitor the composition of the workforce along with those applying for jobs across a range of factors which involve several of the protected characteristics (age, gender, disability, ethnicity, religion and sexual orientation).

The 2016/17 monitoring report indicates that the current workforce is broadly representative of the local community. It also sets out a number of initiatives aimed at improving the Council's performance in relation to the Equality Duty. These include:

- Ensuring that all staff are trained in equalities and diversity when they start working for the Council, with a periodic refresh to ensure that local context is maintained;
- Continuing to utilise vacancy advertisement routes that promote the widest possible audience;
- Enhancing the collection, monitoring and reporting of equality data across the workforce to reflect the range of protected characteristics;
- Increasing staff confidence in disclosing personal information to increase the accuracy of workforce monitoring by ensuring confidentiality and anonymity (particularly in relation to sexual orientation);
- Introducing monitoring of job applicants in order to identify if there are any equality issues in the recruitment process;
- Increasing the take up of Apprenticeships in order to encourage younger people to work for the Council;
- Investigating the development of internal support groups for different cohorts of employees with a protected characteristic in order to share experiences and help inform further action and improvements.

8 21st Century Council

The Council has responded effectively to significant funding reductions in recent years, delivering £30m in efficiency savings whilst maintaining high quality front line services. Further dramatic funding reductions over the next four years have resulted in the decision to implement a radical, whole-Council approach to transformation. This transformation programme, 21st Century Council, involves major organisational changes alongside a fundamental review of priorities, income generation opportunities, service delivery options and asset disposals.

The organisational change programme will deliver service improvements through greater self-service, improved customer service and case management and greater alignment with key partners such as the police, health services, the voluntary and community sector and Town and Parish Councils. The programme involves a reduction

of up to 150 posts and an investment of £6.2m to fund improved IT capacity and training for staff and managers.

Compliance with the Equality Duty will be built into the 21st Century Council programme through the:

- Development of detailed Equality Impact Assessments to ensure that new service delivery models and customer services are focussed on fairness, access and inclusion;
- Embedding awareness of and training relating to the Equality Duty into the new organisational structure;
- Investment in IT systems which improve the capability to monitor and report on issues relating to the Equality Duty, covering both service delivery and workforce improvements.

9 Equality Objectives

As part of the Equality Duty the Council is required to publish measurable objectives which demonstrate how the duty will be met. The Council's proposed objectives are to ensure that:

Objective 1 - Services are easily accessible for all our residents and are capable of responding to the changing needs of our communities.

This objective will be met through:

- Using Census, JSNA and other data sources to map future trends and demand for services;
- Developing our presence within local communities to provide more joined up service delivery with key partners, local intelligence and early intervention;
- Developing the Council's website and use of social media to improve 24/7 access to services and information and greater capacity for self-service;
- Ensuring that residents who are less comfortable with new technologies have alternative methods of contacting and interacting with the Council.

Objective 2 - Vulnerable individuals and groups are supported and looked after.

This objective will be met through:

- Utilising the ongoing review of community and voluntary activity to develop more joined-up working with Town and Parish Councils and community groups to promote resilience and self-help for local communities;
- Developing more joined-up prevention services to promote healthier lifestyles and more independent living;
- Working with parents and schools to close the educational attainment gap for disadvantaged pupils;
- Providing targeted support for vulnerable younger people to increase opportunities for employment and self-help.

Objective 3 - Consultation and engagement are effective and inclusive for all our communities:

This objective will be met through:

- Ensuring that all our residents are able to input into key decisions facing the Council, e.g. through our public Budget engagement exercise and consultation on the updated Local Plan;
- Providing targeted information and briefings to specific groups, e.g. our ongoing work with the BME Forum;
- Strengthening our links with the voluntary and community sector and Town/Parish Councils to improve local intelligence and the Council's presence within local communities;
- Refreshing our approach to Overview and Scrutiny to ensure that our services are meeting local needs and delivering value for money.

Objective 4 - The Council's workforce is committed to equality and reflects the communities it serves.

This objective will be met through:

- Utilising staff communications, surveys and team meetings to raise awareness of the Equality Duty and the Council's equality objectives;
- Ensuring that equality and diversity training is provided for new starters and is followed up by appropriate refresher training and support;
- Harnessing improved IT systems to improve the collection, monitoring and reporting of data relating to job applicants, new starters and established staff.

Objective 5 - The 21st Century Council programme will deliver on the Council's commitment to equality through service commissioning and delivery, improved procurement and partnership working.

This objective will be met through:

- Developing Equality Impact Assessments for service changes, customer contact improvements and new ways of working;
- Working with contractors and suppliers to ensure that their approach to equality issues is documented and reported and is consistent with the Council's approach, as detailed in this report;
- Working with our partners to improve understanding of the needs of our local communities and developing a more joined-up approach to meet those needs.

10 Performance Management and Scrutiny

Delivery against the Council's Equality Objectives will be monitored through the quarterly Council Plan Monitoring Report and progress reports on the 21st Century Council programme. The Council's Overview and Scrutiny Committees and the Employment Equalities Group will also review specific issues during the year.

11 Risks

The Council's commitment to equality underpins its Vision for the Borough and its plans to become a high performing 21st Century Council. Failure to comply with the relevant general and specific duties carries the risk of damage to our communities, reputational damage to the Council and enforcement action by the Equality and Human Rights Commission which is the regulator with responsibility for the Equality Duty.

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 four 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)	Nil	NA	NA
Next Financial Year (Year 2)	Nil	NA	NA
Following Financial Year (Year 3)	Nil	NA	NA

Other financial information relevant to the Recommendation/Decision

None. Any financial implications arising out of meeting the proposed Equality Objectives will be met from existing budgets.

Cross-Council Implications

The Equality Duty impacts on public bodies which includes the Council and local schools. The Council's obligations relate to the ways in which we recruit and train staff, deliver services and work with partners across the Borough.

List of Background Papers

Equality Act 2010 – Briefing Papers

Contact Andrew Moulton	Service Governance and Improvement
Telephone No 07747 777298	Email andrewmoulton@wokingham.gov.uk
Date 9 January 2017	Version No. 2.0

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Wokingham Borough Council Equality Monitoring Workforce Report 2016-2017

Purpose

The Equality Act 2010 introduced a new General Equality Duty which requires organisations to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

In addition to this there is a Specific Equality Duty which requires organisations to:

- Publish information which demonstrates compliance with the Equality Duty
- Set and publish equality objective

This annual report demonstrates the Council's compliance with the Public Sector Equality Duty in relation to its workforce. It captures data about Wokingham Borough Council employees (excluding Schools) and relates this to the protected characteristics and other relevant indicators along with actions taken to address any gaps.

Version	Date	Description
1	12/10/16	1 st report
Document Approvals		
Author: Employment Equality Steering Group		
Approval: CLT		

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Introduction

Under the Equality Act 2010 Wokingham Borough Council (WBC) has a legal duty to advance equality of opportunity for people with protected characteristics, eliminate unlawful discrimination and promote good relations between people. We also have a responsibility to promote equality and recognise diversity; understanding our own workforce and how it relates to the community we serve.

To assist us in undertaking these duties, we review relevant information and data to recognise areas of strength and identify areas for improvement. We then work with relevant groups to develop necessary actions and monitor performance.

It is important that the Council's workforce reflects the composition of the local population to ensure it is representative of the community we serve, thereby helping to ensure that appropriate services are provided to all citizens.

This annual report provides information on employees obtained from our monitoring processes and procedures, which allows us to meet the reporting requirements outlined in the Equality Act 2010. Using this data we can understand the composition of our people, help identify areas for action, and publish the information required to show compliance with the duty.

Borough Demographic

The Borough has a population of around 160,000 with a demographic composition that has changed markedly over the course of the past 15 years. For example, the 2001 census showed that 6.1% of the population were classified as Black or Minority Ethnic (BME), while in 2011 this had risen to 11.75%.

Council Information

Wokingham is a small unitary authority that employs just over 1000 staff, with 54 Councillors, 8 of whom sit on the Executive. We are one of 6 Unitary Authorities in Berkshire and work in a complex multi-agency context, in close partnership with the other unitary authorities.

Budgetary pressures on local authorities are severe. Added to which Wokingham Borough Council is the worst funded unitary authority in England. We rely on council tax as our main income source and, therefore, the accountability relationship with our residents is very strong and real. There have also been changes to national legislation that directly impact the way we deliver our services. Therefore it is very important that we, as an organisation, are prepared for these challenges to ensure the ongoing success of our Borough. We decided the best way to do this was to ensure we had a clear vision with meaningful and realistic priorities, focusing on the needs of our residents. Over the last 6 years we have delivered £36.5million pounds of savings and are forecast to save £20million over the next 4 years. We are about to embark on a major change programme which will deliver £4million savings per annum which will have a direct impact on our workforce and the way in which we work.

When we monitor the composition of the workforce we consider a variety of factors (e.g. starters, leavers and salary) across several protected characteristics (i.e. age, gender, disability, ethnicity, religion and sexual orientation). The data used in this report was drawn on 26th July 2016.

The majority of the information collected is through self-declaration and is reliant on the provision of this data from the workforce.

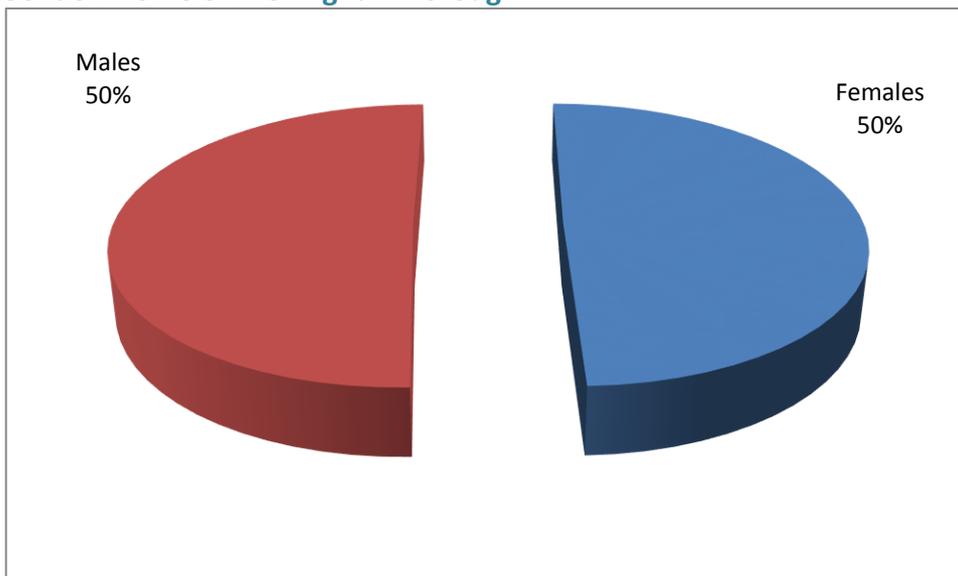
As this is the first report there is no trend data available. However, this will be reported in further years in order to determine whether recommended interventions have made an impact.

Gender

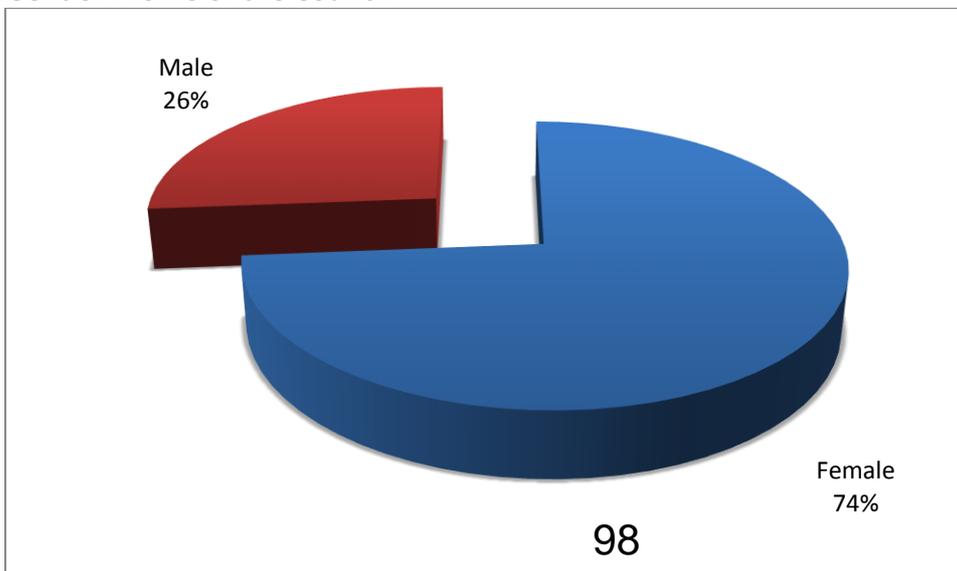
While the Borough has an equal split of men and women, the Council has a gender profile where over 74% of the workforce is women and 26% men, something that appears to be changing with slightly higher numbers of women leaving and men starting.

The salary profile appears to show a fairly consistent level of men achieving each salary range, while there is a skew for women to occupy lower salary ranges. This must consider the distribution of women in specific lower paying roles. 42% of those earning £50,000 or more are female, against a national average of 32% (Source: CMI: Women in Leadership White Paper). However, it cannot be ignored when almost three quarters of the total workforce are women.

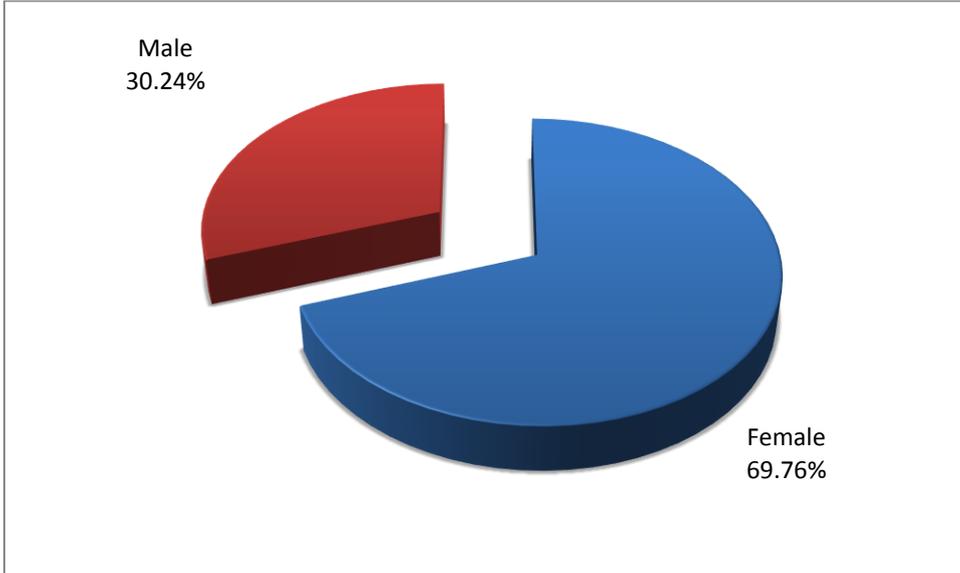
Gender Profile of Wokingham Borough



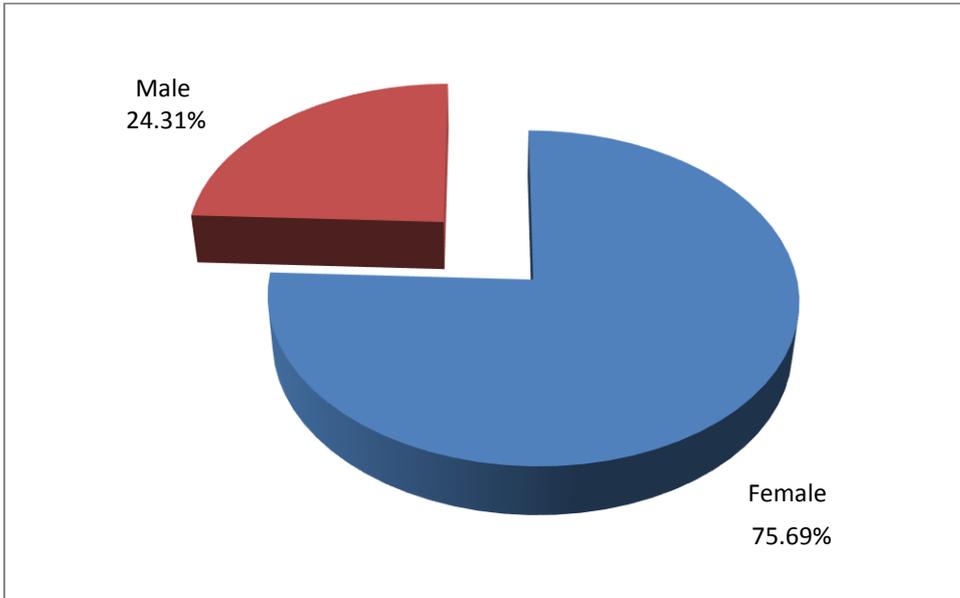
Gender Profile of the Council



Gender Profile of Starters



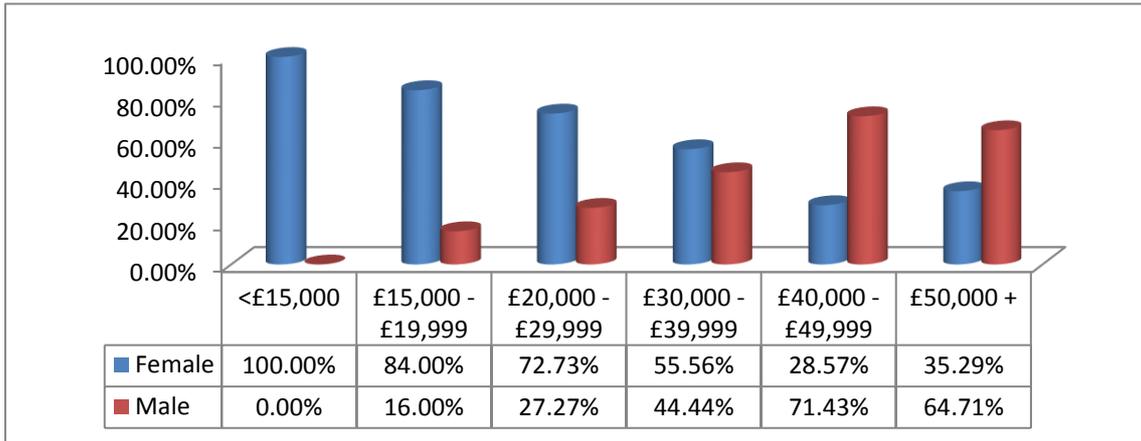
Gender Profile of Leavers



Salaries Across Gender Profile (as percentage of entire workforce)



Salaries Across Gender Profile (as percentage of gender within each salary band)



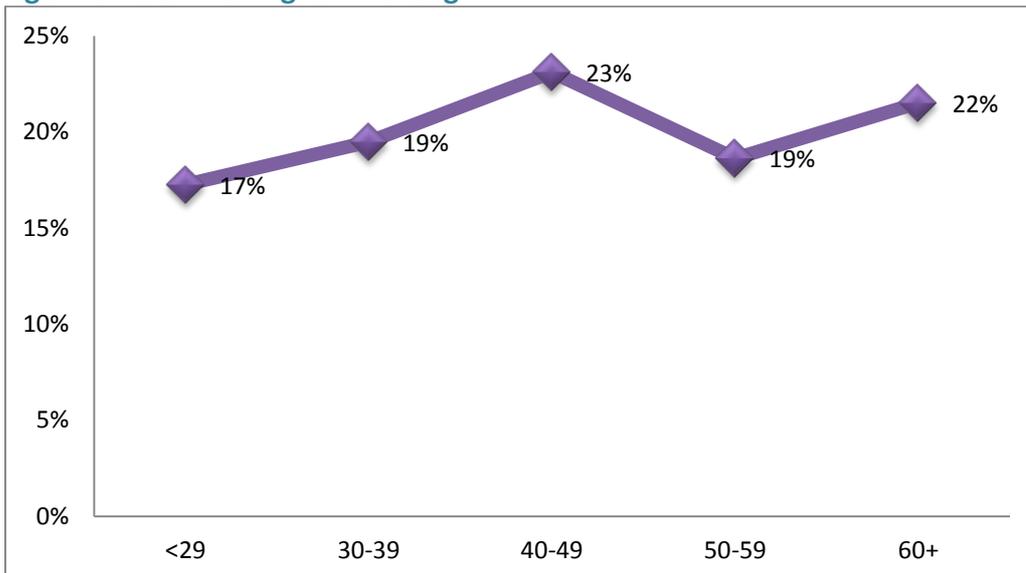
Age

While the age profile is not representative of the Borough its workforce serves, the Council's age profile is not unlike that of other local authorities nationally with a higher proportion (42%) of workers being above 50 years of age, and only 12% under 30 years of age.

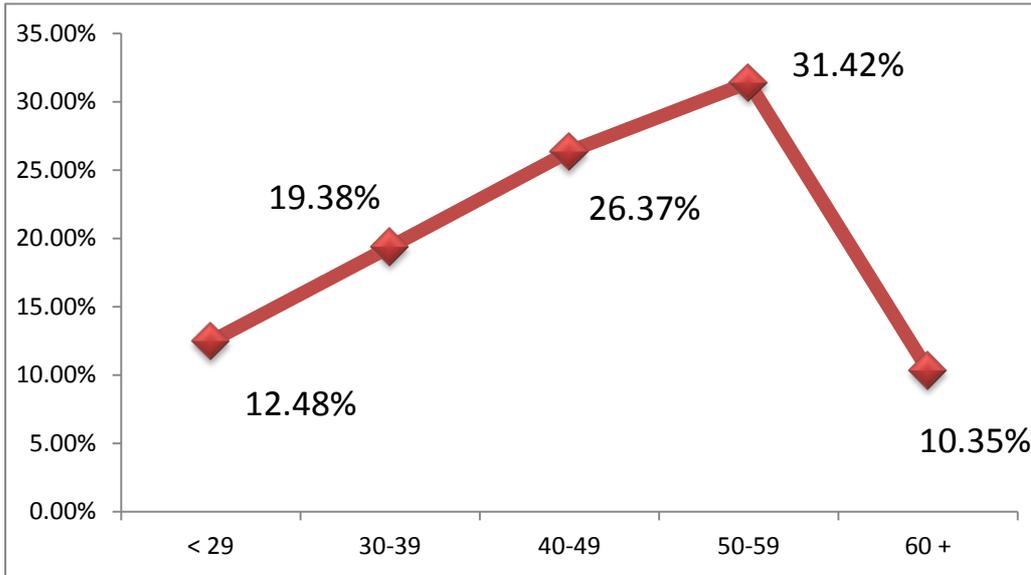
The number of people starting roles within the Council is fairly consistent across all age ranges, while there is a higher proportion of the older workforce leaving.

This is also the case when considering salaries across age ranges, with a slight skew towards lower salaries for those below 30 years of age, but this skew moving slightly for each of the following ranges, translating in to older members of the workforce generally commanding higher salaries.

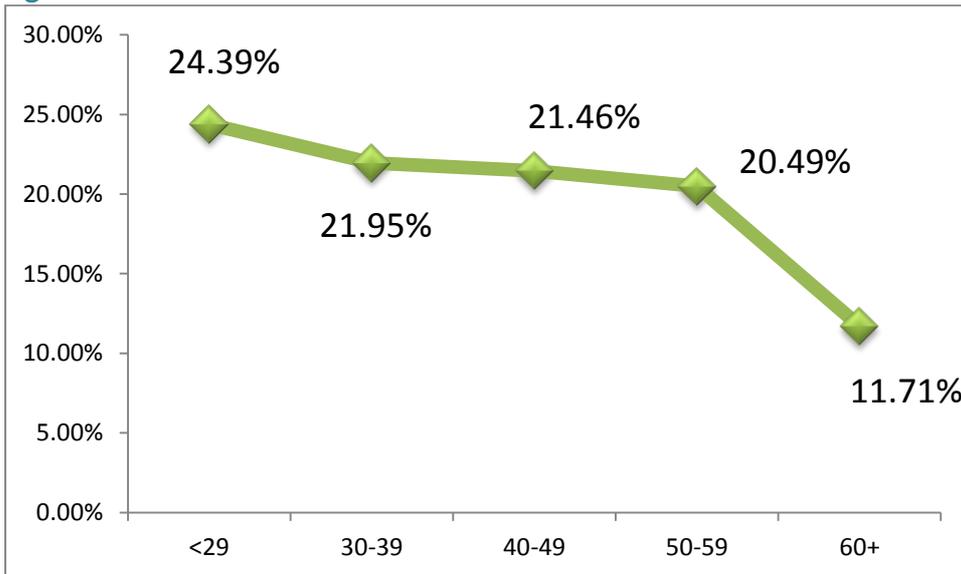
Age Profile of Wokingham Borough



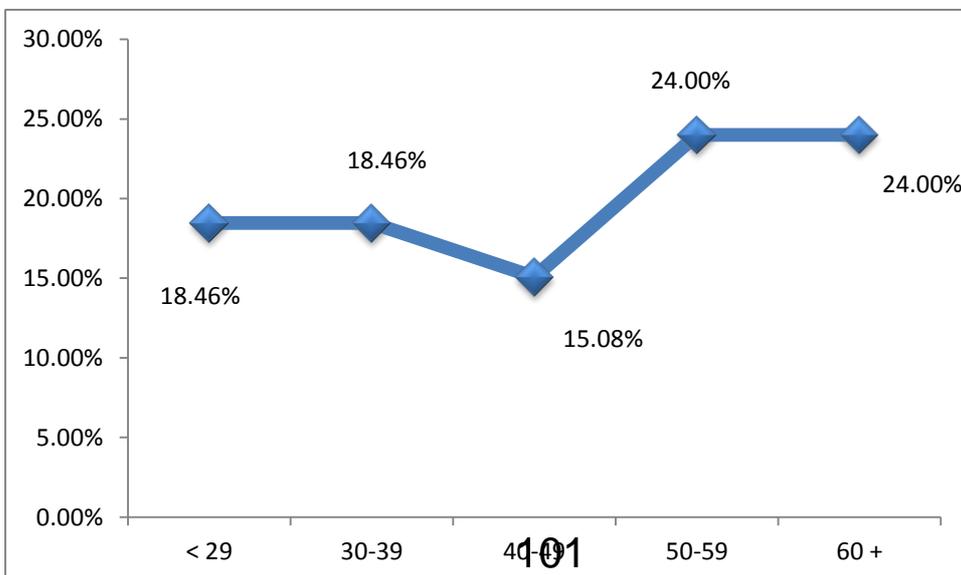
Age Profile of the Council



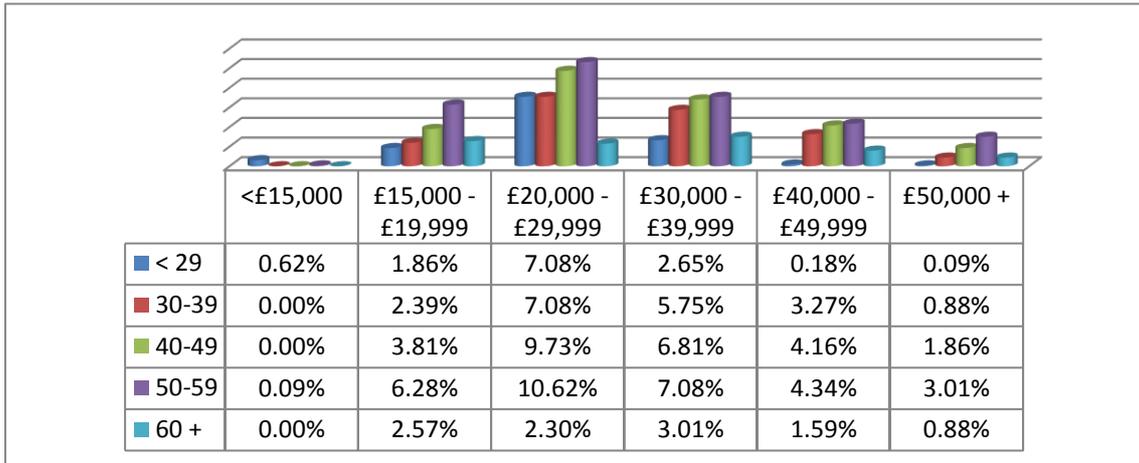
Age Profile of Starters



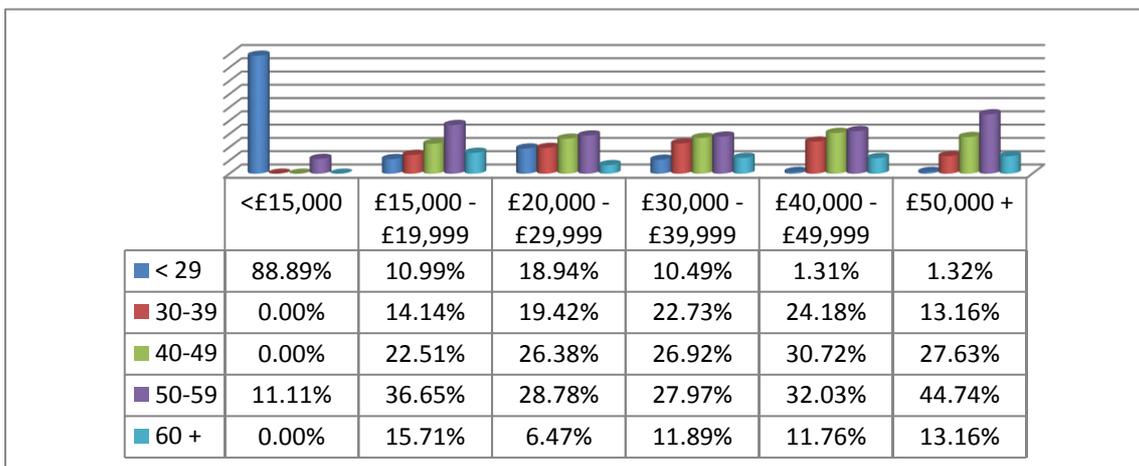
Age Profile of Leavers



Salaries Across Age Ranges (as percentage of entire workforce)



Salaries Across Age Ranges (as percentage of age within each salary band)



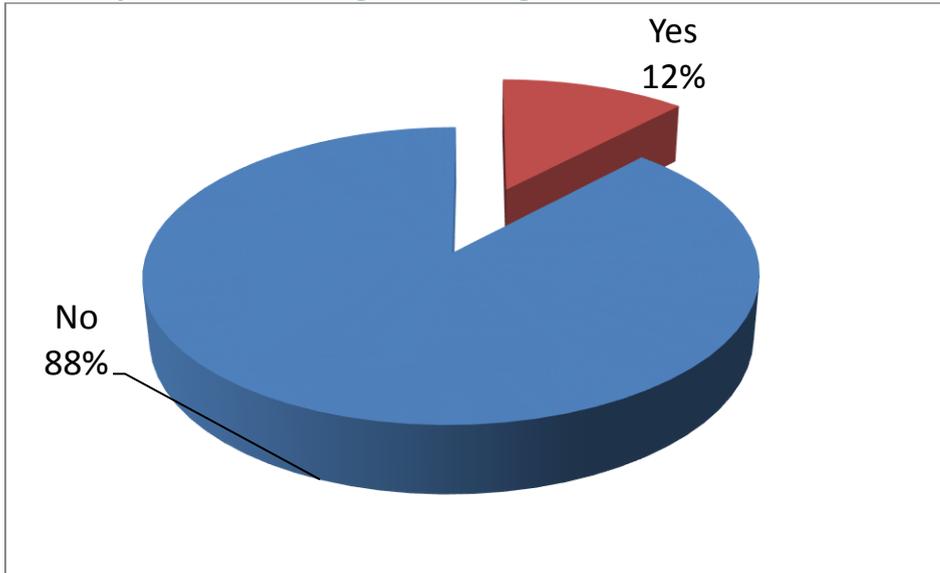
Disability

From the information provided, it appears only 5% of the workforce have a disability, but this could be higher as 34% of the workforce have not declared their status. This data is consistent with other local government organisations where 30% of respondents report that they have 5% or more workers with a disability but 31.4% don't know (source XPerHR "Disability 2014: What Percentage of your organisation's workforce has a disability"). Even without complete data our overall workforce is more than reflective of the community we serve where on 2.84% have a declared long term health problem or disability (source Office of National Statistics 2011 census).

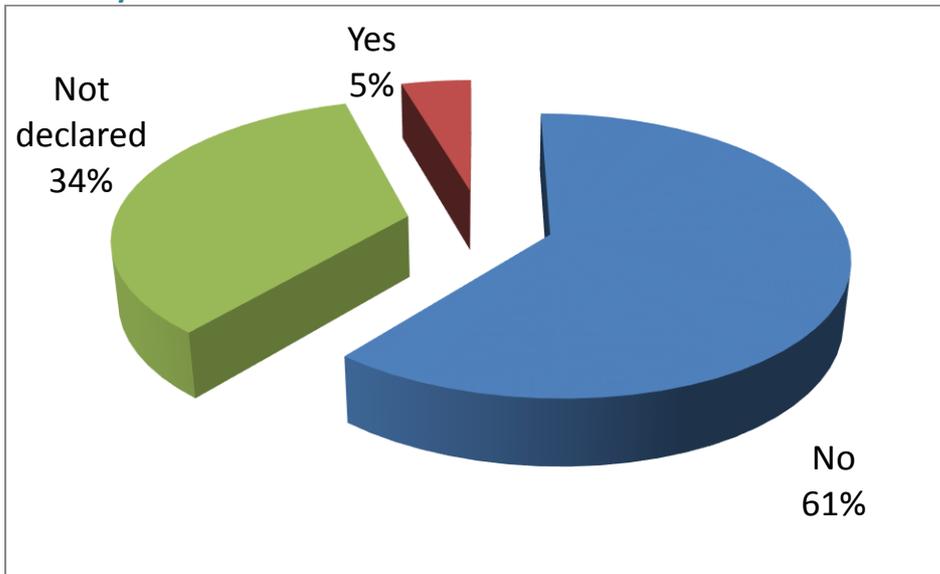
The percentage of leavers and starters who declared a disability are almost identical thereby suggesting a maintenance of the current composition, and an ability to attract those with disability to roles in the Council. The Council currently holds the 'double tick' disability status and is currently working towards obtaining 'Disability Confident' status, the new Government Scheme.

The profile of those with a disability across pay ranges appears to indicate no issues in this area.

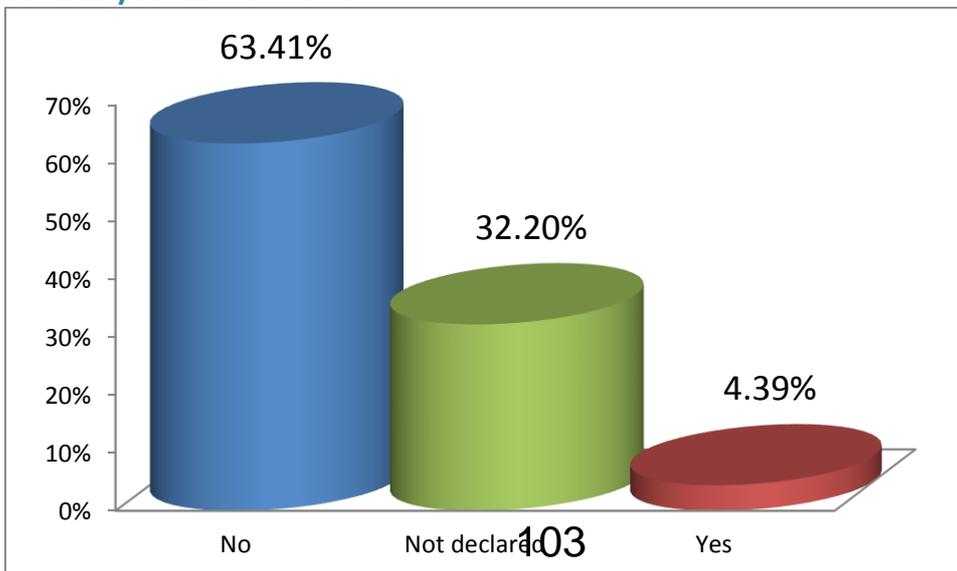
Disability Profile of Wokingham Borough



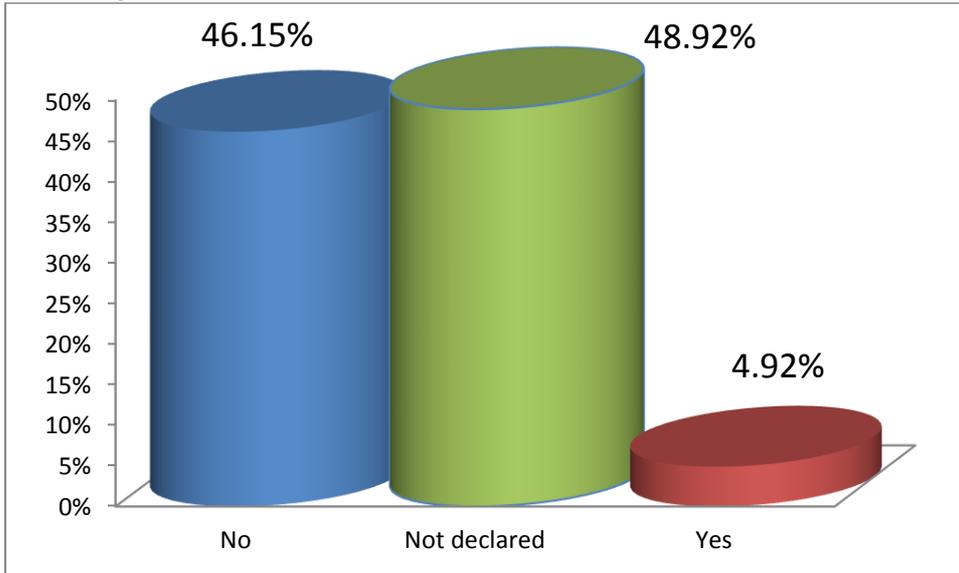
Disability Profile of the Council



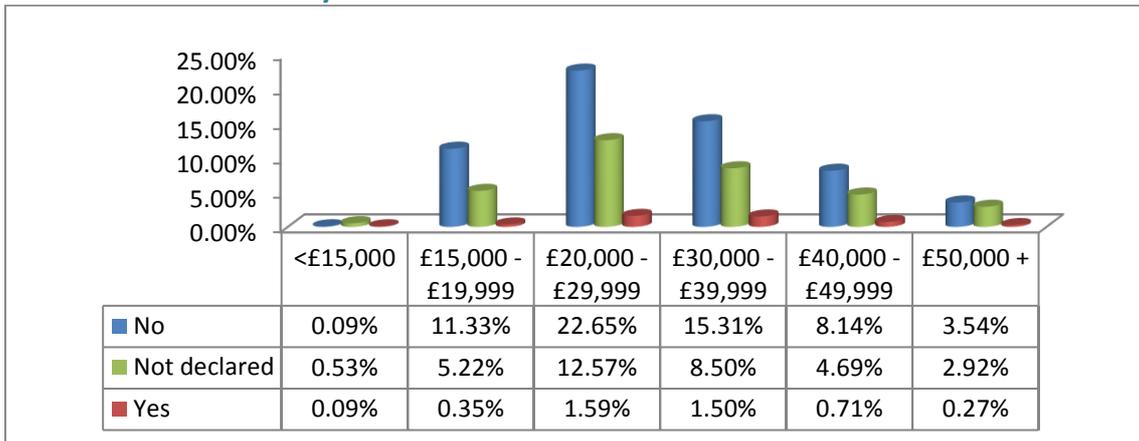
Disability Profile of Starters



Disability Profile of Leavers



Salaries Across Disability Profile

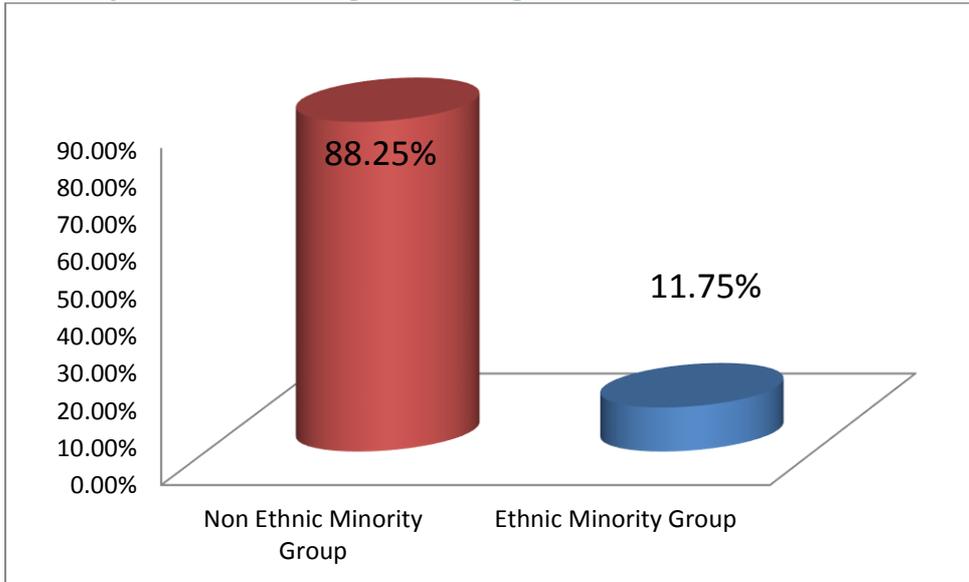


Ethnicity

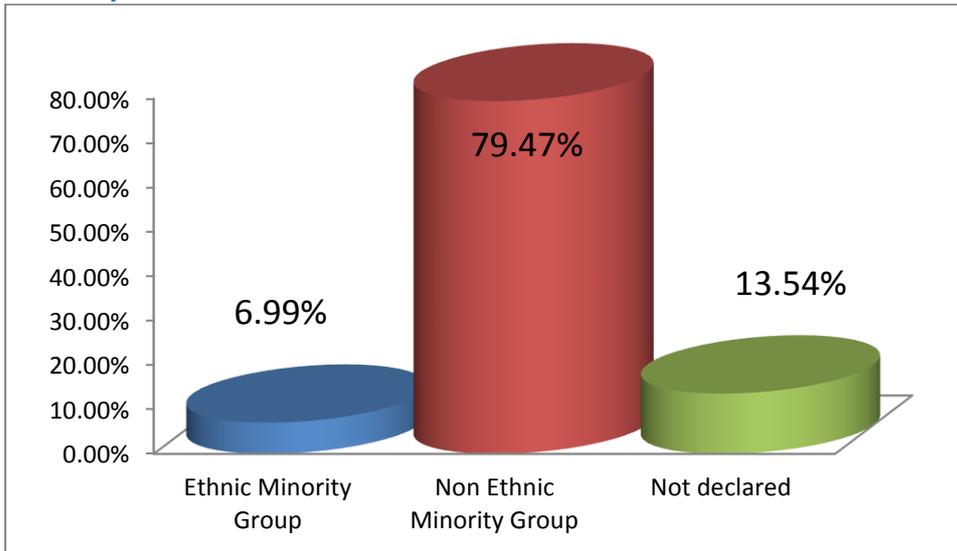
Ethnicity reporting is well established and it is clear that the workforce is actually more diverse than the population it serves, with only 79% of the workforce being White British. There appears to be a trend in increasing the level of diversity with more than a third of starters being from ethnic minority groups.

The salary profile for those from ethnic minority groups appears to be representative of the general distribution.

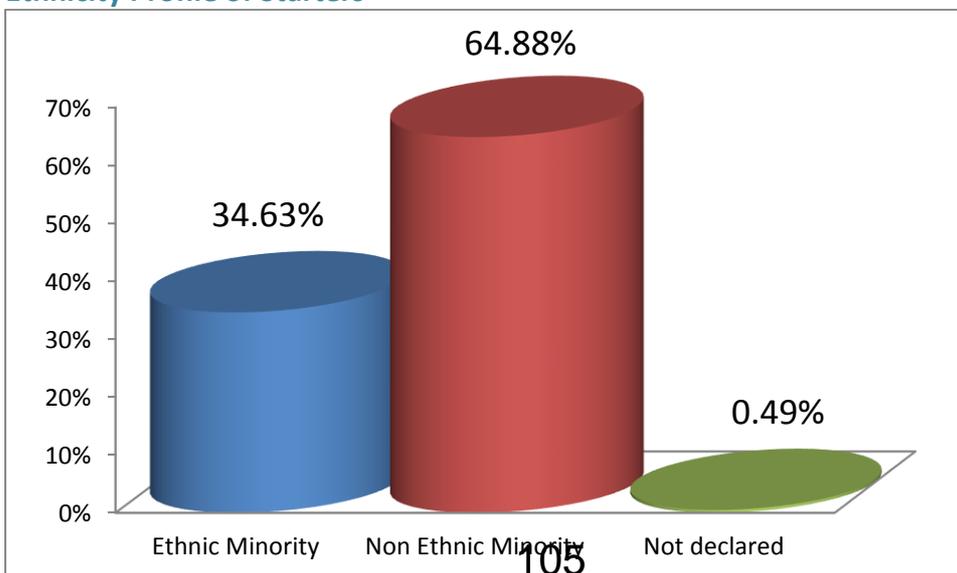
Ethnicity Profile of Wokingham Borough



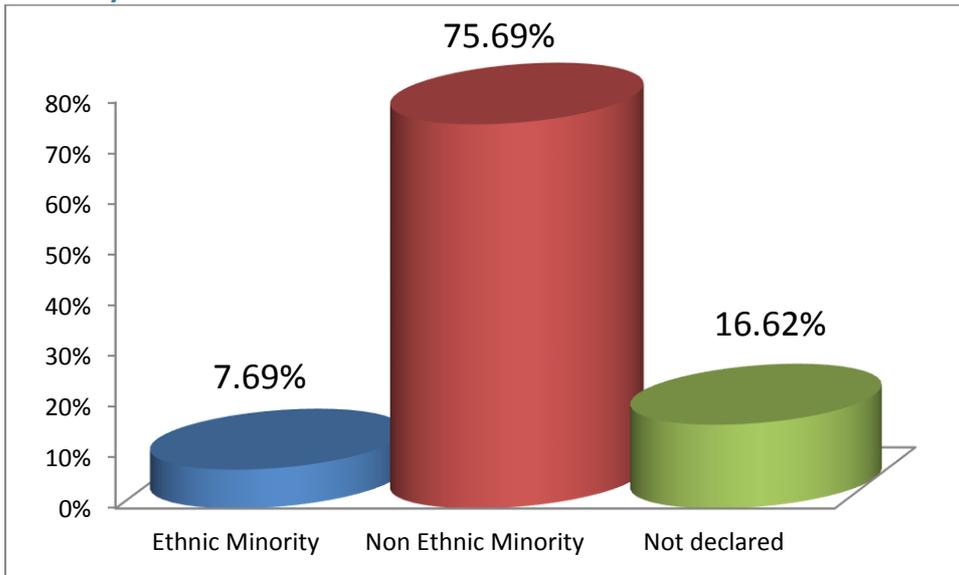
Ethnicity Profile of the Council



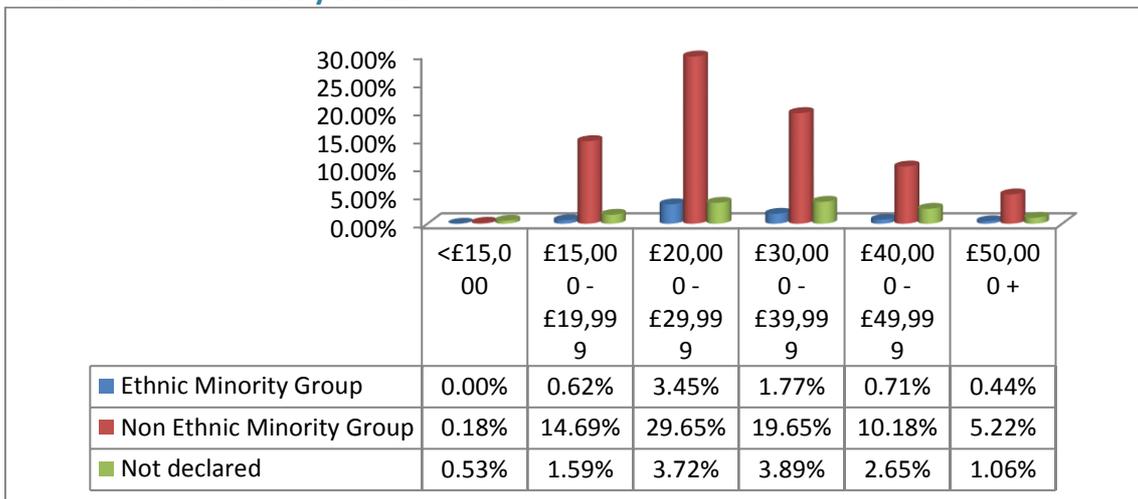
Ethnicity Profile of Starters



Ethnicity Profile of Leavers



Salaries Across Ethnicity Profile



Religion and Sexual Orientation

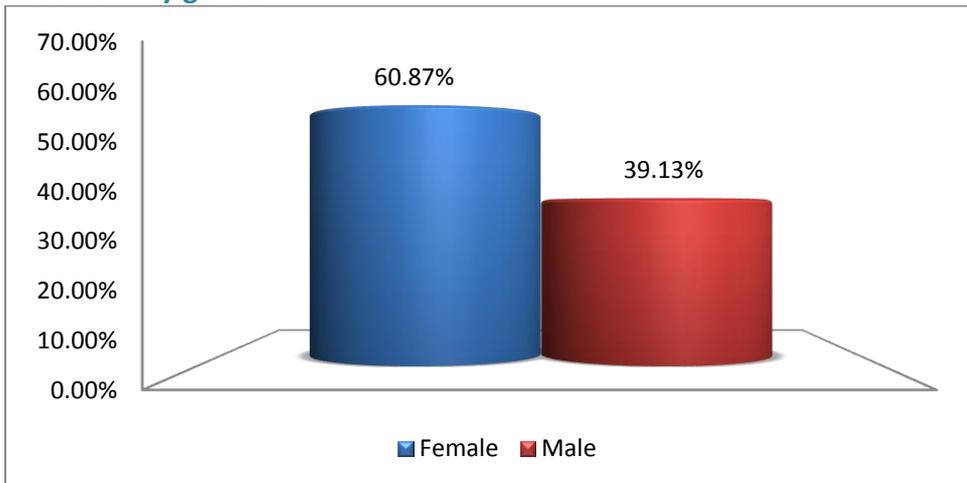
The Council provides an opportunity for its employees to provide information on their religion or belief and sexual orientation; however the confidence to do so does not appear to be sufficient as there is limited information available to provide any analysis.

Grievance, Capability and Disciplinary Action

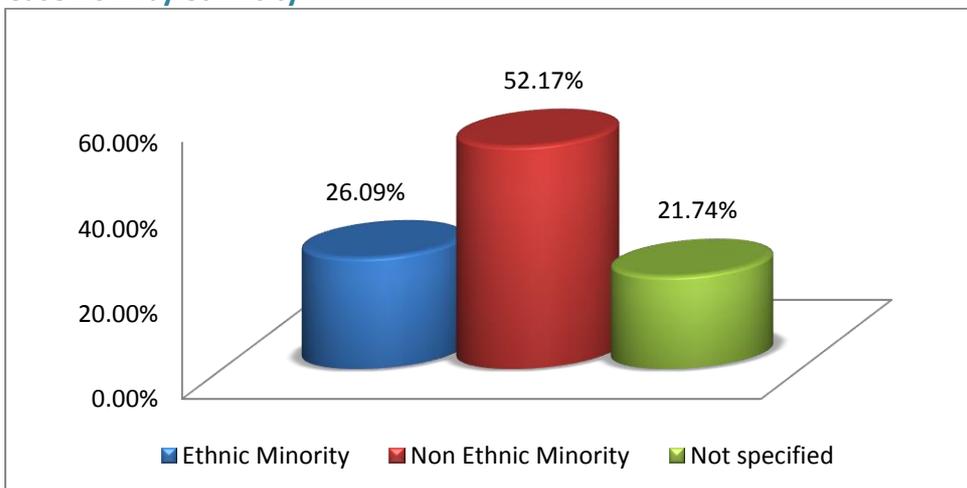
A total of 23 workers went through a formal casework process during the reporting period including capability, disciplinary, probation and grievance cases.

There appears to be a disproportion of workers of an ethnic minority background going through formal casework. Those from a BME group account for 26.09% of those going through casework compared to 7.07% of the entire workforce being from a BME background. Further exploration of the data shows that the cases were split equally across all Directorates so this would suggest that the skew is as a result of low level of activity. This will be closely monitored.

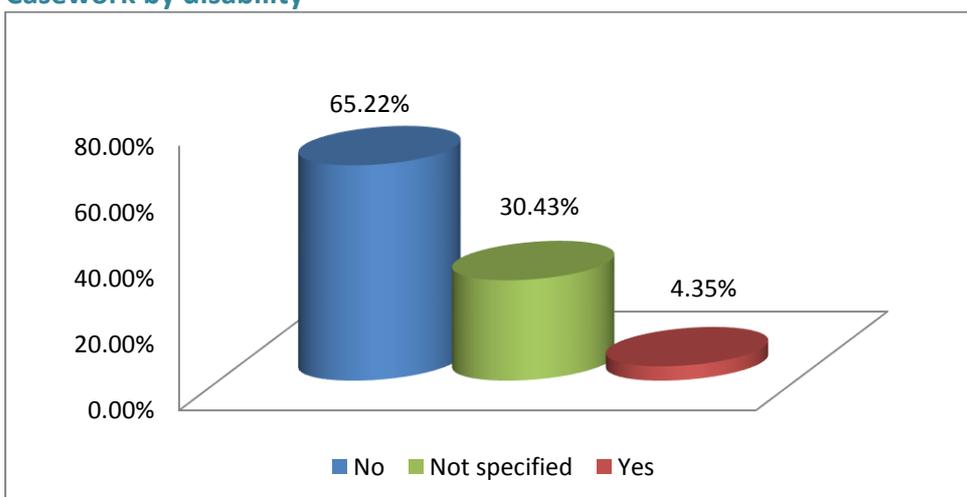
Casework by gender



Casework by ethnicity



Casework by disability



How we meet the Equality Duty

There are several practices already in place, and work already started that demonstrates our commitment to Equality. These are:

- Guaranteed Interview Scheme for any candidate who declares a disability and meets the essential criteria of the role
- All roles are advertised on our website and are accessible to all employees unless there is someone who meets the requirements of the role and is awaiting redeployment
- The creation of the Employment Equality Steering Group whose purpose is to ensure that no potential or existing member of staff is excluded from career or training opportunities due to their age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.
- Equal Opportunity training is already in place
- Recruitment training includes learning in relation to equality and diversity and unconscious bias
- Full Equality Impact Assessments take place whenever there is a major change that affects employees
- Reasonable building and equipment adjustments to make offices accessible to all
- Enhanced maternity pay by offering 12 weeks' half pay on the condition that the employee returns to work for at least 3 months' upon completion of their maternity leave
- Meeting our statutory duties with regard to leave for family care
- Elevate Wokingham who seek Apprenticeships and Work Experience for 16-19 year olds not in education, employment or training. Wokingham Borough Council has taken on 6 Apprentices in the last financial year
- Our dormant staff café 'Shuters' has been opened up to provide work experience and for vulnerable and disadvantaged young people from Addington School to enable the young people to acquire catering skills

Future Activity

The data and information we hold appears to demonstrate no significant issues face us at this point, but there remain areas where we can continue to improve. Therefore, the action plan for 15-16 is as follows:

Subject	Action	Target
Recruitment	Introduce monitoring of job applicants in order to identify if there are any equality issues in the recruitment process	Applicant Tracking System launched
	Increase take up of Apprenticeships in order to encourage younger people into the Council. No target set due to 21 st century restructure but commitment to move in positive direction	n/a
Training	Introduce a biennial Equal Opportunities refresh to ensure that employees are up to date and aware of their legal duties and requirements	All staff have refresher training
Career opportunities	Ensure EIA are completed at each stage of the 21 st century council restructure programme to review that there is equality in opportunities for the new roles	100% completion of EIA
	HR continue to closely monitor and review BME data in relation to Capability, Disciplinary and Grievance	n/a

Data Collection	Increase staff confidence in disclosing their personal information to increase the accuracy of workforce monitoring by ensuring confidentiality and anonymity (particularly sexual orientation, religious beliefs & disability)	75% of workforce disclosed (Currently 60% for Disability and less than 10% for Religious Beliefs and Sexual Orientation)
	Consider the effective recording of, and response to the needs of any transgender staff	Decision made and implemented
Accreditations	Review the new 'Disability Confident' accreditation levels and work towards the most appropriate level	Revised accreditation obtained, if appropriate
Governance	Embed equalities groups and reporting within the organisation, to deliver effective governance and accountability	n/a
	Consider developing internal support groups for different cohorts of employees with that protected characteristic to share experience and help inform further action required	n/a

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Agenda Item 56.

TITLE	Monitoring of Public and Member Questions
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 24 January 2017
WARD	None Specific
DIRECTOR	Andrew Moulton, Head of Governance and Improvement Services

OUTCOME / BENEFITS TO THE COMMUNITY

Overview and Scrutiny is a key part of the checks and balances which ensure that the Council and its partners make and implement effective decisions for all the residents of the Borough. Questions submitted to the Executive and Council give an indication of issues of interest and concern. These issues may generate review topics for the Overview and Scrutiny Committees.

RECOMMENDATION

That the Committee considers the list of questions set out at Annex A and determine whether any of the issues raised should be considered for inclusion in the Overview and Scrutiny Work Programmes for 2016/17.

SUMMARY OF REPORT

At its meeting on 31 May 2016, the Committee considered a report containing suggestions for improving the Overview and Scrutiny process. One of the suggestions related to the monitoring of questions submitted to the Council's Executive and Council.

Members agreed that regular monitoring reports be submitted to the Management Committee.

Background

At its meeting on 31 May 2016, the Committee considered a report containing a number of suggestions aimed at improving the Overview and Scrutiny process and developing greater public interest and involvement. One of the suggestions related to the monitoring of questions submitted to the Executive and full Council meetings.

Members and residents regularly ask questions at the Executive and Council meetings. These questions indicate areas of interest and concern and may generate ideas for Overview and Scrutiny investigation. The Committee agreed to consider regular monitoring reports on the questions submitted. Annex A contains details of the public and Member questions raised at the Council meeting on 17 November 2016 which may relate to issues for inclusion in the Overview and Scrutiny Work Programmes for the coming year.

Analysis of Issues

Members are requested to consider Annex A and to determine whether it contains issues requiring further consideration and inclusion in the Overview and Scrutiny Work Programmes for 2016/17.

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 Neil Carr	Service Governance and Improvement Services
Telephone No 0118 974 6058	Email neil.carr@wokingham.gov.uk
Date 13 January 2017	Version No. 1

Questions to Council on 17 November 2016

Member Questions

1. Pauline Helliar-Symons asked the Executive Member for Children's Services the following question:

Question

Could the Executive Member provide an update on the work of the Multi-Academy Trust Working Group?

Answer

WBC has been proactive in exploring the possibility of a LA Multi-Academy Trust or MAT. Information from the Association of Directors of Children's Services suggests no more than a handful of LAs are actively developing specific plans. Because we have maintained a dialogue with the Department for Education about this, our initiative has attracted the attention of the Regional Schools Commissioner (RSC), with the result that an LA/RSC meeting is anticipated by the end of the year.

We hope by this means to influence thinking in the Department, to see what support can be made available for a move by which we are trying to set a sense of direction for a community of local schools working together sustainably, and in a new partnership with the authority.

Since the White Paper early this year officers have been intent on raising awareness, clarifying opportunities and de-mythologising. Meetings have taken place for headteachers and chairs of governors; an online forum has been established to share local thinking and support communication. Wokingham schools were surveyed in the summer and over 30 attended a meeting to consider a Wokingham MAT. A smaller number is involved in a working group.

The Member group has met and planned ahead with officer support. In October 2016 it received an update on work completed so far, and considered timescales, financial implications, learning from partners and other groups, business models, and the value of working together with local schools. Planning ahead the group will be looking at legal options and accountability processes or schemes of delegation at its next meeting.

2. Charles Margetts asked the Executive Member for Children's Services the following question:

Question

The rate of child poverty in Wokingham Borough at 10% is well below the UK average of 28%. However, more needs to be done. Could the Executive Member set out what steps she and her department can take to continue to lift our Borough's children out of the blight of poverty?

Answer

Thank you for raising the important subject of child poverty – an area of priority for which we adopt two main approaches:

1. an immediate factor in child poverty is the lack of sufficient income from parental employment, including worklessness and working insufficient hours and / or low pay;
2. for the future, educational achievement is key to breaking the cycle of poverty.

To support families, Wokingham is part of the Troubled Families Programme, one of whose criteria is risk of worklessness. An Employment Advisor is seconded to Wokingham to work with identified families, offer advice on their benefit status and support them back into training or employment. A Specialist Health Practitioner from Berkshire Healthcare Foundation Trust will also support the family to ensure they get the right healthcare.

Our Children's Centres have worked with partners such as the Health Visiting Team, Community Development and Community Wards. The Children's Centres have engaged with and made a positive difference to the lives of the children and families living in these areas.

We are aware that being in poverty in Wokingham can lead to feelings of isolation and deprivation. So core elements of our social work practice framework are designed to breakdown feelings of isolation by working with families and their support network, encouraging them to draw on their social capital and find solutions to the difficulties they face.

For children's futures, educational achievement is key to breaking the cycle of poverty. We support schools to narrow achievement gaps and improve the performance of disadvantaged pupils. Because overall performance is very high in Wokingham, the achievement gaps are wider than elsewhere. The 2016 data isn't all released yet, but in 2015, the gap for five good GCSEs including English and maths was 31% in Wokingham, and 27% nationally. In fact though our disadvantaged pupils did better than their national peers (Our figure was 39% - it was 36% nationally). The rate of progress during secondary school was higher too in Wokingham than nationally, and we had the same success in Key Stage 1.

Officers have led action research on transition from primary to secondary school, showcased good practice, worked with partners, and brought learning back from national and regional fora. Termly meetings for narrowing the gap leaders are held, and the team is working in partnership with Wellington College to provide a training event. Officers attend meetings with other authorities, and are organising a pan-Berkshire narrowing the gap conference for the spring. Early years officers are working with school and nursery leaders, as well as colleagues in health and community development, to produce materials to support parents to ensure that their children are 'school-ready'.

The impact of all this has been recognised by the Department for Education and Ofsted. Maiden Erlegh School won the Department for Education's Pupil Premium Award for the south east region this year. Inspection reports include comments like: 'Disadvantaged pupils catch up quickly because of well-judged support. Previous gaps between disadvantaged pupils and their peers have closed completely.' (Winnersh Primary, May 2016) 'The proportion of disadvantaged pupils achieving expected levels in the Year 1

phonics check has doubled since the previous inspection.’ (All Saints Primary, September 2016). Officers had worked closely with these schools.

More impact - the percentage of Wokingham’s disadvantaged children achieving a good level of development at foundation stage went from 35% in 2014 to 51% in 2016. The phonics result at age 6 increased from 42% in 2013 to 56% in 2015, and looks like being about 65% this year. The figure for reading, writing and maths at the end of primary school increased from 53% in 2013 to 60% in 2015 and is in line with national peers in 2016.

We know we still have work to do. Despite improvements in phonics, outcomes for disadvantaged children remain below national. In 2016, KS1 attainment for children eligible for FSM was below national, and gaps were larger. We know from Ofsted that this is a particular challenge in wealthy areas with low numbers of disadvantaged families. We are going to be part of a new working group of similar authorities looking at this.

In summary, work on reducing children living in poverty underpins the work carried out in Children’s Services. As a Council, we continue to strive to close achievement gaps and reduce the poverty rate, with the intended outcome of supporting all children and young people in Wokingham to feel listened to, be safe and have an opportunity to live their lives to their full potential.

3. Tim Holton has asked the Executive Member for Resident Services the following question:

Question

Could the Executive Member provide an update on the progress of the transition to online self-service for residents?

Answer

Since the launch of the Councils’ self-serve function named the ‘Customer Account’ in November 2015, 9476 individual accounts have been created and are in active use. A total of 17,606 transactions have been used via this method. Key benefits of self-serve are:

- Available 24/7 at a time that suits the resident
- Has the ability to keep resident automatically updated as their request progresses via Txt and/or email
- Remembers the resident so tailored information can be received and re-entering of information is kept to a minimum
- Can be used on many devices including as an App on tablets and smartphones
- Residents can log in to see where their request is and check their transaction history
- Makes the Council more open and transparent by measurement of response times and SLA’s as part of the residents progress updates

Self-serve is currently available for

- 18 high volume services for Waste
- 80 different Highways scenarios

- Registrar process for Copy Certificate Requests.

Useful proactive information is available from the customer account such as:

- Bin collections dates and personalised Councillor information

In addition to this a number of online forms have been added to the corporate website for high volume transactions like Council Tax and Benefits.

We have received many pieces of positive feedback with regards self-serve. The 21 Century Council change programme will build on this success moving more and more services on-line, expanding and promoting this service.

4. UllaKarin Clark asked the Executive Member for Health and Wellbeing the following question:

Question

Could the Executive Member update the Council on negotiations with the Government to find a solution to the funding of the Borough's Better Care Fund requirements?

Answer

As Members will be aware, the Care Act replaced a 4 tier 'Fair Access to Care Services' (FACS) with a single national eligibility threshold. Just 3 Councils (West Berkshire, Wokingham and Northumberland) were operating at the highest FACS level of 'critical' and, therefore, the introduction of the new national eligibility threshold created a far greater burden than for all other Councils who were already operating at a lower FACS level. WBC undertook this step due to the poor financial settlement offered by central government.

In May 2014 the Department of Health (DoH) published a Care Act Impact Assessment that identified one-off costs of £3m and on-going costs of £25.3m for those 3 Councils. WBC, in agreement with West Berkshire Council, reluctantly decided that due to the increased burden on the Council we had no alternative but to go out for a Judicial Review (JR). Upon issuing the JR some 18 months ago, the DoH asked that we withdraw the action and, in return, they would repay our costs and work with us to agree a satisfactory settlement.

Although we agreed to this, after a number of changes to the Minister in charge, a decision was finally made a few weeks ago that WBC and West Berkshire were advised that no further funding would be forthcoming as the DoH felt that we were not under any additional burden.

After a careful review we believe that we have a stronger case than we did originally in that we have additional data to support our case but, as any new JR is time sensitive we have consulted with our colleagues in West Berkshire and have reluctantly decided to proceed with a new application for a JR. I will of course keep Members appraised on progress.

5. Michael Firmager asked the Executive Member for Planning and Regeneration the following question:

Question

The Localism Act allows residents or community groups to nominate buildings or land as Assets of Community Value. Does the Executive Member believe that this will provide the opportunity for communities in our Borough to protect those assets that are important to residents from being sold and developed?

Answer

Within Wokingham Borough there has been a healthy amount of activity through the Asset of Community Value process since its introduction over three years ago. So far the Council has received 19 nominations from a range of local community organisations, and has approved seven of these nominations as assets of community value.

The Localism Act (2011) provides local voluntary and community organisations along with parish councils the power to nominate a building or land that they believe to be of importance to their community's social well-being to be included on a list of 'assets of community value'. The list can include private as well as public assets, including local authority, NHS or Police assets.

The Council's policy on Assets of Community Value states that nominated buildings or land should play a significant role in local life and that the activity it supports could not reasonably continue if the building was lost to community use. This would normally mean that there are no similar or alternative facilities in the local area that could support the activity.

If the nomination is approved, and in the future the owner of the asset wants to sell it, a moratorium period of up to six months can be triggered during which the asset cannot be sold. This period gives interested parties time to develop a proposal and raise the required capital to bid for the property when it comes onto the open market at the end of the moratorium period.

These regulations do not place any restriction on what an owner can do with their property, restrict who an owner of a listed asset can sell his property to (or at what price), or confer a right of first refusal to local voluntary and community organisations.

So far, two approved Assets of Community Value have been sold: The White House School in my Evendons Ward has become a shining example of a community led free school and goes from strength to strength. The Royal British Legion in Shinfield will provide the site for the new community facility within the South of the M4 Strategic Development Location, which is being delivered jointly by Wokingham Borough Council and Shinfield Parish Council.

Public Questions

1. Guy Grandison asked the Executive Member for Children's Services the following question:

Question

Could the Executive Member tell me what the Council is doing to ensure that schools in Earley can keep pace with the growing population at both primary and secondary levels?

Answer

The Council has recognised Earley as an area where additional primary school capacity is required. In response, we agreed to expand Loddon Primary School by 210 places and are developing a proposal to expand Aldryngton Primary School by a further 105 places.

We will continue to keep a close eye on the balance between need and available places. Need is driven by the number of births to residents, the balance of families leaving and arriving and families living elsewhere who prefer Earley schools. We know the number of births has been stable, but falls significantly in the age groups that will be admitted to school in 2018 and 2019. This will at least partly offset any increase due to families moving into the area. There are no major residential schemes planned in the area so residential growth will not play a significant part in future needs. Our view is that growth is driven by the changeover of housing from older households to younger families and this will be the subject of continuing scrutiny. If applicant numbers drop next spring then we will need to review our expansion plans (above the places being created at Loddon Primary School) to ensure we are only providing capacity we need.

On the question of secondary school places, we do not see evidence of any immediate need to create capacity. Families in the Earley area have a number of secondary schools within walking distance of their homes. Maiden Erlegh School of course serves Earley and continues to be oversubscribed locally. Families also have at least one of Oakbank, Forest, Bulmershe and Waingels schools within walking distance and all these schools have some surplus capacity.

We will however continue to watch the number of available places closely so if new capacity is required it can be planned in a timely manner.

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

Executive Forward Programme January to April 2017

Updated 13 January 2017

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 / Explanation for any deferment of item
Executive Meeting 26 January 2017						
WBC900	Council Owned Companies' Business Purpose: To consider various items related to the business of the Council owned companies, including their trading position	Executive		Graham Ebers/ Emma Lyons	Keith Baker	N/A
WBC901	Revenue Monitoring 2016/17 - end of December 2016 Purpose: To consider the Revenue Monitoring Report, including Treasury Management Indicators, to the end of December 2016	Executive		Graham Ebers/ John Ogden	Anthony Pollock	N/A
WBC902	Capital Monitoring 2016/17 - end of December 2016 Purpose: To consider the Capital Monitoring Report to the end of December 2016	Executive		Graham Ebers/ John Ogden	Anthony Pollock	N/A

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Agenda Item 57.

WBC875	Leisure Strategy Purpose: To ratify the agreed Leisure Strategy post public consultation	Executive		Stuart Rowbotham/ Darrell Gale	Angus Ross	N/A As a consequence of the Leisure Strategy being deferred to October Executive, and therefore consultation not starting until after this date, the final adoption of the Strategy has been deferred to January 2017.
WBC903	Chief Finance Officer's Report Purpose: To set out the Chief Finance Officer's annual report for the 2016/17 financial year	Executive		Graham Ebers/ John Ogden	Anthony Pollock	N/A
WBC906	SuDS Strategy Purpose: To agree to formally adopt the SuDS Strategy following public consultation	Executive		Josie Wragg/ Francesca Hobson	Angus Ross	N/A
WBC897 120	Community Infrastructure Levy (CIL) Regulation 123 List Clarification Purpose: To consider the responses to the public consultation on the clarifications to the CIL Regulation 123 List of infrastructure that may be funded via CIL, and to adopt the updated Regulation 123 List.	Executive		Josie Wragg/ Brendan Troy	Mark Ashwell	N/A This report was deferred to January 2017 Executive in order to allow Officers sufficient time to consider representations received.
WBC912	Temporary Closure of Footpath Remenham 4 Purpose: To enable the Henley Festival to take place	Executive		Josie Wragg/ Rebecca Walkley	Angus Ross	N/A
WBC911	Purchase of Land Adjacent to Ruscombe Church, Ruscombe Purpose: To use land to compliment future cemetery provision	Executive		Josie Wragg/ Peter Baveystock	Angus Ross, Mark Ashwell	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
WBC914	Risk Management Policy and Guidance Purpose: To approve the Council's Risk Management Policy and Guidance	Executive		Andrew Moulton/ Julie Holland	Pauline Jorgensen, Keith Baker	N/A
121 WBC915	Supported Housing Development at 52, Reading Road, Wokingham Purpose: To agree the transfer of 52 Reading Road, Wokingham and funding to Wokingham Housing Ltd (WHL) to enable the delivery of a supported housing project for vulnerable young people	Executive		Stuart Rowbotham/ Frances Haywood	Julian McGhee- Sumner	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.
WBC918	Shinfield Neighbourhood Plan Purpose: To seek Executive and Council approval for the Neighbourhood Plan to be 'made' and adopted for use	Executive		Josie Wragg/ James McCabe	Mark Ashwell	N/A
WBC917	Thames Valley Adoption Purpose: To respond to a Government directive, initiated through the Department of Education, to ensure that groups of Local Authorities come together to form larger adoption agencies and partnerships to provide efficiency in meeting children's needs and improved outcomes for children.	Executive		Judith Ramsden/ Lisa Humphreys	Charlotte Haitham Taylor	N/A
WBC919	Update on Expansion of the Council Owned Company Optalis Purpose: To provide an update on progress with the expansion of	Executive		Andy Couldrick/ 	Julian McGhee- Sumner, 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 be

	the Council Owned Company Opalis					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
WBC924	Treasury Management Mid-Year Report 2016/17 Purpose: To consider the report for approval and recommendation to Council.	Executive		Graham Ebers/ Martin Jones	Anthony Pollock	N/A
WBC925	21st Century Council - Update Purpose: To provide an update on the 21st Century Council project	Executive		Andy Couldrick/	Pauline Jorgensen, Keith Baker	N/A
WBC926	Disabled Children's Family Support and Short Breaks Purpose: To consider proposals for the provision of disabled children's family support and short breaks	Executive		Judith Ramsden/ Paul Feven	Charlotte Haitham Taylor	N/A
122						
Executive Meeting 23 February 2017						
WBC905	Council Owned Companies' Business Purpose: To consider various items related to the business of the Council owned companies, including their trading position	Executive		Graham Ebers/ Emma Lyons	Keith Baker	N/A
WBC907	Housing Revenue Account Budget 2017/20 Purpose: To recommend to Council any proposed increases to rents and to approve any proposed increases to charges	Executive		Graham Ebers/ John Ogden	Julian McGhee- Sumner	N/A
WBC908	Capital Programme and Strategy 2017/20	Executive		Graham Ebers/ John Ogden	Anthony Pollock	N/A

	Purpose: To recommend to Council approval of the Capital Programme and Strategy 2017/20					
WBC909	Treasury Management Strategy 2017/20 Purpose: To recommend to Council approval of the Treasury Management Strategy 2017/20	Executive		Graham Ebers/ John Ogden	Anthony Pollock	N/A
WBC910	Medium Term Financial Plan 2017/20 - Revenue Budget Submission 2017/18 Purpose: To recommend the Medium Term Financial Plan and Revenue Budget Submission to Council	Executive		Graham Ebers/ John Ogden	Anthony Pollock	N/A
WBC923	Primary Strategy School Organisation Approvals Purpose: To secure delegated authority for statutory school organisation changes to primary schools	Executive	Report summarising project development and the outcome fo consultation to date	Judith Ramsden/ Piers Brunning	Charlotte Haitham Taylor	N/A
WBC922	School Admissions Arrangements 2018/19 Purpose: To secure consent for the Wokingham School Admissions Arrangements for 2018/19	Executive	Report summarising project development and the outcome of consultation to date	Judith Ramsden/ Piers Brunning	Charlotte Haitham Taylor	N/A
Executive Meeting 30 March 2017						
WBC913	Council Owned Companies' Business Purpose: To consider various items related to the business of the Council owned companies, including their trading position	Executive		Graham Ebers/ Emma Lyons	Keith Baker	N/A
WBC920	Update on Expansion of the Council Owned Company	Executive		Andy Couldrick/	Julian McGhee-Sumner, Keith	Yes - it is likely that part of the report will be considered at a

	Optalis Purpose: To provide an update on the expansion of the Council Owned Company Optalis				Baker	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
WBC921	Land Acquisition and Compensation Policy and Strategy to Support SDL Highway Projects Delivery Purpose: To consider a policy and strategy to determine the approach to acquire land and deal with land compensation claims associated with the delivery of transport infrastructure.	Executive		Josie Wragg/ Louise Strongitharm	Malcolm Richards, Mark Ashwell	N/A

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

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

Ref No.	Subject for Decision	Decision to be taken by	Original Schedule Date	Contact Details (Director/ Author)	Responsible Lead Member	Explanatory notes
WBC879	Emmbrook Hearing Impairment Unit Closure Purpose: To seek approval to determine the proposal to close the Hearing Impairment Unit at Emmbrook Infant and Junior Schools	Executive	28 Jul 2016	Judith Ramsden/ Piers Brunning	Charlotte Haitham Taylor	The item has been deferred as further discussions with stakeholders have identified a potential partnership solution requiring more extensive exploration with time needed to confirm operational implications. Date tba. The item has been deferred as further discussions with

						stakeholders have identified a potential partnership solution requiring more extensive exploration with time needed to confirm implications. A sustainable solution is in place. No further report will be presented to Executive.
WBC860	Buildings of Traditional Local Character Purpose: To agree the procedure for the designation of Buildings of Traditional Local Character	Executive		Josie Wragg/ Clare Lawrence	Mark Ashwell	This item has been deferred from the November meeting in order to clarify the process for revising the list. Date tba.
WBC893	Acquisition of Property (The Lodge) due to the Provision of the Arborfield Cross Relief Road Purpose: To consider the voluntary acquisition of The Lodge due to the delivery of the Arborfield Cross Relief Road	Executive	26 Jan 2017	Josie Wragg/ Ian Haller	Malcolm Richards	Acquisition of the Lodge has been deferred until the Council agree a wider and standard approach to land acquisition and Part 1 Land Compensation Claims via an approved policy and strategy to support SDL highway projects delivery.

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Members of the Executive:-

Keith Baker	Leader of Council
Mark Ashwell	Planning and Regeneration
Charlotte Haitham Taylor	Children's Services
Pauline Jorgensen	Resident Services
Julian McGhee-Sumner	Deputy Leader and Health and Wellbeing
Anthony Pollock	Economic Development and Finance
Malcolm Richards	Highways and Transport
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

WOKINGHAM BOROUGH COUNCIL

INDIVIDUAL EXECUTIVE MEMBER DECISIONS FORWARD PROGRAMME

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

Updated 13 January 2017

Individual Executive Member Forward Programme January 2017 Update 2

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
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IMD 2017/02	WBC response to the RBWM Draft Borough Local Plan (Regulation 18) Purpose: To give comments on the Royal Borough of Windsor and Maidenhead’s Draft Borough Local Plan Date 7 Feb 2017 at 14:00 pm	Executive Member for Planning and Regeneration - Mark Ashwell	RBWM Draft Borough Local Plan	Josie Wragg/ Vanessa Rowell	Mark Ashwell	N/A
IMD 2017/03	Policy for Ongoing Maintenance for Council Owned Trees Purpose: To Update Members on the “Tree Inspection Framework for Council Trees” and to Adopt a Policy for the ongoing maintenance of council owned trees. Date 22 Feb 2017 at 16:30 pm	Executive - Individual Member Decisions Executive Member for Environment - Angus Ross		Josie Wragg/ Peter Baveystock	Angus Ross	N/A

IMD 2017/04	<p>Consultation Response on the Funding of Supported Housing</p> <p>Purpose: To provide a response to the Government Consultation on the Future Funding for Supported Housing</p> <p>Date 10 Feb 2017 at 16.00</p> <p>10 Feb 2017</p>	<p>Executive Member for Health and Wellbeing - Julian McGhee-Sumner</p> <p>Executive - Individual Member Decisions</p>	<p>Government Consultation Paper: Funding for Supported Housing</p>	<p>Judith Ramsden/ Frances Haywood</p>	<p>Julian McGhee-Sumner</p>	<p>N/A</p>
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Members of the Executive:-

Keith Baker	Leader of Council
Julian McGhee-Sumner	Deputy Leader and Health and Wellbeing
Charlotte Haitham Taylor	Children's Services
Anthony Pollock	Economic Development and Finance
Angus Ross	Environment
Mark Ashwell	Planning and Regeneration
Malcolm Richards	Highways and Transport
Pauline Jorgensen	Resident Services

Note:

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Report on Community and Corporate Overview and Scrutiny Committee meeting on January 9th 2017

We had three principal subjects for this meeting that all created some considerable discussion.

Superintendent Rob France attended to give a very full verbal update on the merging of the Wokingham and Bracknell Police areas and the positive benefits that have been passed onto our residents because of the increased manpower now available from the joint teams. There have been no manpower reductions but better focus is now resulting.

He also gave an update on the crime figures for the past 12 months. He has offered Members the opportunity to join patrols and speed traps with Officers and PCSO's, if anyone is interested they should write directly to him. We have agreed that this should now be an annual event.

This was followed by the 21st Century Council update from Andy Couldrick, with Heather Thwaites. Andy gave a comprehensive update and answered all questions raised by the Committee. The presentation can be obtained from Democratic Services. The next follow up on this will be November as the 2nd Phase should be well on by that time.

Lastly some considerable time was spent on the Sustrans Cycling Report, from David Wilby. This covered the section from Newbury to Amen Corner that will complete by 2018. The next phase from Old Forest Road to the Holt and the need for further training of all age groups to ride with courtesy and care for shared users and other road users. Bells, horns and high Vis clothing were all discussed at length. David is being invited back in September to give usage feedback and training updates for users.

Meeting closed at 8.50pm.

Philip Mirfin 12.01.17.

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**OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AND
OVERVIEW AND SCRUTINY COMMITTEES**

WORK PROGRAMME 2016/2017

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

**The information in this Work Programme, including report titles is draft and is subject to approval by the Overview and Scrutiny
Management Committee**

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
28 March 2017	Overview and Scrutiny Work Programmes for 2017/18	To finalise the Overview and Scrutiny Work Programmes for 2017/18	Timetable agreed by the Committee – 12 July 2016	Neil Carr
	Council Plan Performance Monitoring Report	To consider Council Performance for Quarter 3	Standing Item	Julie Holland
	Community Infrastructure Levy	To consider an update on the list of infrastructure projects that can be funded from Community Infrastructure Levy	Requested by the Committee – 12 July 2016	Josie Wragg
	Overview and Scrutiny Annual Report	To consider the Overview and Scrutiny Annual Report for 2016-17	Annual Item	Neil Carr
	Monitoring of Public and Member Questions	To review the public and Member questions submitted to the Executive and full Council meetings	Request by the Committee – 31 May 2016	Neil Carr

	Executive Forward Programme and IEMD Forward programme	To consider upcoming Executive and Individual Executive Member Decision items	Standing Item	Democratic Services
	Reports from Chairmen of Overview and Scrutiny Committees	Standing Item	Coordination between the Overview and Scrutiny Committees	Committee Chairmen
	Work Programmes	To consider the Work Programmes for the Management Committee and the three Overview and Scrutiny Committees	Coordination between the O & S Committees	Democratic Services

Items to be Confirmed:

Delivery Options for Highways and Transport	To receive a report once the service review process is complete	Requested by the Committee - 11 January 2016	Alex Deans
Asset Management Review Programme	To receive a further update as the review progresses	Requested by the Committee - 7 March 2016	Chris Gillett

CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE

21 March 2017	Practice Framework of Children's Services - Update	To understand the impact of the new Council structure for Children's Services To review the Local Authority Sufficiency	To assess and monitor the framework	Children's Services Team/Judith Ramsden
	Children's Services Performance Indicators	To receive an update and monitor Children's Services performance measured by local indicators	Standing item to enable the Committee to assess performance and identify areas of concern	Children's Services Performance & Information Team – Paul Feven
134	School Performance Indicators and Ofsted reports, School Improvement	To receive information on schools' performance, and to review recent Ofsted Reports Narrowing the gap – progress report on schools including the data from 2015/2016 academic year	Standing item to enable the Committee to assess performance and identify areas of concern	Head of Learning & Achievement – Alan Stubbersfield
	Children's Services O and S Committee Forward Programme	To consider the forward programme of the Committee	Standing item	Democratic Services

Items to be discussed in May 2017:

- CPB Annual Report
- Wokingham Safeguarding Children's Board Annual Report

COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
13 Mar 2017	Community Safety Partnership	To consider an annual review of the operation of the Borough's Community Safety Partnership	Required by legislation	Joanne Castro
	To assess and review the potential impact of the Government's Right to Buy Scheme	To consider an update on the Government's Right to Buy proposals included in the Housing and Planning Act 2016	Referred by the Overview & Scrutiny Management Committee	Simon Price
	Civil Parking Enforcement (CPE)	To receive an update report on progress relating to the introduction of Civil Parking Enforcement	Requested by Alison Dray, Street Co-ordination Manager	Alison Dray
	Commuter Parking Task and Finish Group	To consider prioritisation of the Task and Finish Group's recommendations to receive an update on the potential for income generation arising out of the Crossrail project	Requested by the Executive	David Sleight
	Review of the Voluntary Sector	To consider recommendations following the review of the Voluntary Sector in the Borough	Requested at the meeting in March 2016	Paul Feven

	Review of Procurement	To assess the impact of new Procurement regulations.	Requested by the meeting on November 2015	Pauline Jorgensen
	Work Programme	To consider the work programme for the committee for 2017/18 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

Tbc: Review of Procurement

HEALTH OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
Wednesday 8 March 2017	Accessing GP appointments	To be updated around GP capacity and accessing GP appointments to determine if there are any areas of concern	To be updated	CCG
	Meeting the needs of the growing care home population	To receive a further update on how the health and care economy was meeting the needs of the growing care home population in the context of the challenges faced by General Practice	Requested by Committee at November meeting	CCG
	Community mental health services and accessing mental health services	To be updated on community mental health services available and how mental health services are accessed	To seek assurance	Berkshire Healthcare NHS Foundation Trust
	Primary care facilities at the Arborfield SDL	To be informed of plans for primary care for the Arborfield SDL	For information	Darrell Gale, Consultant in Public Health/ Mark Cupit, Delivery Prog. Director/ CCG
	Adults with learning difficulties who require support with their day to day living – accessing health services in a timely manner and engaging with the health and social care system	To be informed of the services and support offered to adults with learning difficulties who require support with their day to day living.	For information	Mimi Konigsberg, Interim Head of Adult Social Care and Safeguarding / BHFT

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
	Impact of the 21st Century Council project on health and social care services	To be informed of the likely impact of the 21 st Century Council project on health and social care services	For information	Mimi Konigsberg, Interim Head of Adult Social Care
	Performance Outcomes Report	To monitor performance and identify any areas of concern	Challenge item	CCG
	Health Consultation Report	Challenge item	Challenge item	Democratic Services
	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough

Currently unscheduled topics:

- Draft Quality Accounts (April 2017)
 - Berkshire Healthcare NHS Foundation Trust
 - Royal Berkshire Hospital NHS Foundation Trust
 - South Central Ambulance NHS Foundation Trust
- Update on work of Clinical Commissioning Group
- Weekend 'bed blocking'
- Update from Health and Wellbeing Board