

Notice of Meeting

Overview and Scrutiny Management Commission

Tuesday, 16 April, 2013 at 6.30pm
in Council Chamber Council Offices
Market Street Newbury

Date of despatch of Agenda: Monday, 8 April 2013

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact David Lowe / Elaine Walker on (01635) 519817 / 519441

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Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 16 April 2013 (continued)

- To:** Councillors Brian Bedwell (Chairman), Dominic Boeck, Jeff Brooks (Vice-Chairman), Marcus Franks, Dave Goff, David Holtby, Mike Johnston, David Rendel, Tony Vickers, Virginia von Celsing, Quentin Webb and Emma Webster
- Substitutes:** Councillors Peter Argyle, Jeff Beck, Alan Macro, Gwen Mason, Graham Pask, Andrew Rowles, Julian Swift-Hook and Keith Woodhams

Agenda

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1. Apologies for Absence <i>Purpose: To receive apologies for inability to attend the meeting (if any),</i>	
2. Minutes <i>Purpose: To approve as a correct record the Minutes of the meeting of the Commission held on 26 February 2013.</i>	1 - 8
3. Declarations of Interest <i>Purpose: To receive any Declarations of Interest from Members.</i>	
4. Actions from previous Minutes <i>Purpose: To receive an update on actions following the previous Commission meeting.</i>	9 - 18
5. West Berkshire Forward Plan April 2013 to July 2013 <i>Purpose: To advise the Commission of items to be considered by West Berkshire Council from April 2013 to July 2013 and decide whether to review any of the proposed items prior to the meeting indicated in the Plan.</i>	19 - 26
6. Overview and Scrutiny Management Commission Work Programme <i>Purpose: To receive, agree and prioritise the work programme of the Commission, the Health Scrutiny Panel and the Resource Management Working Group for the remainder of 2011/12.</i>	27 - 32
7. Items Called-in following the Executive on 21 March 2013 <i>Purpose: To consider any items called-in by the requisite number of Members following the previous Executive meeting.</i>	



Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 16 April 2013 (continued)

8. **Councillor Call for Action**
Purpose: To consider any items proposed for a Councillor Call for Action.
9. **Petitions**
Purpose: To consider any petitions requiring an Officer response.
10. **Schools Performance** 33 - 36
Purpose: To receive information relating to progress in schools performance particularly in English and Mathematics.
11. **Key Accountable Measures and Activities 2012/13: Quarter Three Results** 37 - 60
Purpose: To scrutinise quarter three outturn against the key accountable measures and activities.
12. **Youth Justice** 61 - 68
Purpose: To receive an update on the effect of the introduction of informal disposals for young people committing low level crime.
13. **Health Scrutiny Panel** 69 - 72
*Purpose: To provide an update on the work of the Health Scrutiny Panel and provide information on the meeting held on *.*
14. **Resource Management Working Group** 73 - 76
*Purpose: To provide an update on the work of the Resource Management Working Group and provide information on the meeting held on *.*
15. **Scrutiny Recommendations Update** 77 - 86
Purpose: To provide the Commission with an update on the progress of recommendations resulting from scrutiny reviews.

Andy Day
Head of Strategic Support

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OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION

MINUTES OF THE MEETING HELD ON TUESDAY, 26 FEBRUARY 2013

Councillors Present: Brian Bedwell (Chairman), Dominic Boeck, Jeff Brooks (Vice-Chairman), Marcus Franks, Dave Goff, David Holtby, Mike Johnston, David Rendel, Tony Vickers, Virginia von Celsing, Quentin Webb and Emma Webster

Also Present: Mel Brain (Service Manager - Housing Strategy and Operations), Nick Carter (Chief Executive), June Graves (Head of Care Commissioning, Housing & Safeguarding), Jason Teal (Performance, Research & Consultation Manager), Councillor Roger Croft (Strategy, Performance, Council Plan, Housing, ICT, Corporate Services, Strategic Support, Legal), David Lowe (Scrutiny & Partnerships Manager) and Elaine Walker (Principal Policy Officer)

PART I

88. Minutes

The Minutes of the meeting held on 11 December 2012 were approved as a true and correct record and signed by the Chairman, subject to the inclusion of the following amendment:

- Councillor Emma Webster asked that her apologies be recorded for the meeting.

The Minutes of the meeting held on 4 February 2013 were approved as a true and correct record and signed by the Chairman.

89. Declarations of Interest

Councillors Emma Webster, Jeff Brooks and David Holtby declared an interest in Agenda Item 12, but reported that, as their interest was personal and not prejudicial, they determined to remain to take part in the debate and vote on the matter.

Councillor Marcus Franks declared an interest in Agenda Items 11 and 13, but reported that, as his interest was personal and not prejudicial, he determined to remain to take part in the debate and vote on the matter.

Councillor David Rendel declared an interest in Agenda Item 15, but reported that, as his interest was personal and not prejudicial, he determined to remain to take part in the debate and vote on the matter.

90. Actions from previous Minutes

The Commission received an update on actions from previous meetings and raised the following comment:

Paragraph 2.6: Councillor Brooks requested confirmation that Management Board had been presented with the recommendation from the meeting on the 4 February 2013 through the circulation of the relevant meeting minute.

RESOLVED that David Lowe circulate the relevant minute to confirm that the recommendation from the Commission's meeting on the 4 February 2013 had been received.

91. West Berkshire Forward Plan March to June 2013

The Commission considered the West Berkshire Forward Plan for the period covering March to June 2013.

Resolved that the Forward Plan be noted.

92. Overview and Scrutiny Management Commission Work Programme

The Commission considered its work programme and that of the Health Scrutiny Panel and Resource Management Working Group. The following comments were received:

- Councillor Brooks requested that item OSMC/11/129 – Housing Allocations Policy - be updated to reflect a more accurate completion date;
- Councillor Brooks requested that item OSMC/12/140 – Schools Performance – be brought to the next meeting of the Commission;
- Councillor Tony Vickers observed that examination of the Council's Risk Register had been included on the work plan twice and requested that the second of these (item OSMC/12/145) be removed as this would be the responsibility of the Governance and Audit Committee.

Resolved that:

- Item OSMC/11/129 – Housing Allocations Policy – be updated to reflect a more accurate completion date;
- Item OSMC/12/140 – Schools Performance – be brought to the next meeting of the Commission;
- Item OSMC/12/145 – Risk Register – be removed.

93. Items Called-in following the Executive on 14 February 2013

No items were called-in following the last Executive meeting.

94. Councillor Call for Action

There were no Councillor Calls for Action.

95. Petitions

There were no petitions received at the meeting.

96. Key Accountable Measures and Activities 2012/13: Quarter Two Results

The Commission considered the Council's performance report for quarter two 2012/13. Jason Teal introduced the report, stating that a new format had been adopted for 2012/13 in order to provide greater context to the information presented.

Councillor Quentin Webb asked where the information relating to house prices had been sourced from. Jason Teal confirmed that the information had come from the Land Registry.

The Chairman asked why the number of adult learners had dropped by 28%. Jason Teal responded that the figure represented a point in time and was dependent on a number of factors, including the courses available at that time. He continued that over the full year, he expected to report an increase in the number of adult learners.

Councillor Vickers asked whether the 9% increase in the number of children subject to a child protection plan was an indication of the start of an upward trend. Jason Teal replied that he did not believe so as the numbers reported for current and previous periods were consistent at between approximately 80 and 90 children.

Councillor Dominic Boeck acknowledged that the low numbers of people killed or seriously injured on West Berkshire roads was extremely positive, but questioned the value of recording this information when there were other, potentially greater, threats to life in the district. Nick Carter stated that this measure had been agreed as it was an area over which the Council had a direct influence.

Councillor Brooks asked how the Highways Service measured how much of the road network was in need of repair. Jason Teal replied that a survey of the entire road network was undertaken annually and this was used to identify areas in need of repair, and calculate the proportion in need of repair for the purposes of monitoring. The Chairman asked that the report from this survey be brought to the Commission when available.

Councillor Brooks requested clarification of the measure of the number of carers receiving a service. June Graves confirmed that carers were identified through the assessment of individuals in receipt of care services from the Council. Individuals were asked about family members who provided care to them. However carers might become known through other methods, for example if they presented themselves to local charity organisations. Councillor Brooks asked how many carers the Council were aware of. June Graves agreed to circulate this information.

(18:45 – Councillor Virginia von Celsing joined the meeting).

Councillor Vickers acknowledged that the increase in the use of Children's Centres was a positive step, but asked whether work had been undertaken to establish whether the increase represented those people who were in need of the service. Jason Teal advised the Commission that this was an concern that the Service Area was aware of and were currently working to establish who was being reached by the service.

Councillor Franks asked why more historical data had not been provided for the 'Measures of Volume' on page 37, as it had been for the 'State of the District Measures'. Jason Teal responded that the information included in the report was agreed prior to the start of each year. Historical information was available, but had not been requested to be included in reporting for 2012/13.

Councillor Holtby observed that figures for footfall in Hungerford had not increased in line with those for Newbury and Thatcham and asked if any further information could be provided as to why. Jason Teal replied that the Parkway development had been a factor in the increase in footfall in Newbury, but the figures were also dependent on when the count took place which meant that the weather might also be a factor. Jason Teal advised the Commission that a more meaningful indicator of whether footfall had increased would be to compare figures over a number of years.

Councillor Brooks commented that the draft Council Strategy currently under consideration, indicated that visits to West Berkshire libraries and the Council's website had fallen. Councillor Brooks asked Jason Teal to investigate this.

Councillor Vickers commented on the number of empty homes brought back into use, and expressed his belief that the target of 30 was not sufficiently challenging. Councillor Vickers speculated on the effect that the changes to Council Tax benefit might have on empty home owners' willingness to release their homes to the rental market. Councillor Vickers suggested that this would be a suitable topic for scrutiny. Councillor Rendel suggested it would be useful to see the net figure of empty homes. Councillor Brooks suggested that good practice be considered from other areas to improve the situation, as he was aware of a mobile application that allowed photographs to be taken of houses

that appeared empty, which would be forwarded to the local council for investigation. The Chairman agreed that further information would be provided by the Housing Service.

Councillor Rendel asked why the quarter two performance information was being presented in February when only one month remained in which to instigate challenges to service areas or address concerns. Councillor Vickers suggested investigating how information was made available in other councils.

Councillor Rendel further asked whether there was an intention to reconvene the working group that had been established some time ago to consider target setting for the coming year, commenting that he believed that the Commission had not had an opportunity to provide an input into the process. The Chairman requested that a report be brought to the next meeting setting out how Members could be involved in the target setting process.

Councillor Vickers commented on the amount of litter that appeared on land belonging to the Highways Authority or Network Rail, and also a location on the A339 where fly tipping was an issue. Nick Carter responded that the A339 was the responsibility of the Council and the litter was routinely cleared, but this caused disruption through the necessary closure of the carriageway. The Chairman commented on the excellent work of litter pickers in West Berkshire.

RESOLVED that:

- The Head of Highways provide the report from the road network survey to the Commission;
- The Head of Care Commissioning, Housing and Safeguarding provide the number of carers currently known to the Council;
- Jason Teal to investigate the reported fall in visits to West Berkshire libraries and the Council's website, and report back to the Commission;
- The Head of Housing to provide further information in relation to the number of empty homes brought back into use;
- David Lowe to investigate how other councils make performance information available for scrutiny;
- Jason Teal to provide a report indicating how Members could be involved in the target setting process.

97. Homelessness Mystery Shopper Report

(Councillor Franks declared a personal interest in Agenda item 11 by virtue of the fact that he was employed by Sovereign Housing Association. As his interest was personal and not prejudicial he determined to take part in the debate and vote on the matter).

The Commission received a report relating to a mystery shopper exercise conducted by Shelter in 2012.

The Chairman advised the Commission that the purpose of bringing the report to the Commission was for comments to be raised that might assist the development of the Homelessness Strategy, and would therefore form a part of the consultation on this strategy.

Councillor Webster raised concern at the approach of Shelter in using a scenario that instigated a number of processes outside of the Housing Service and caused some distress when Officers were unable to trace missing people, June Graves agreed. Councillor Dominic Boeck asked what lessons could be learnt for similar activities in the future to avoid wasting resources. June Graves responded that she believed it had been

an unintentional consequence of the process. Councillor Dave Goff asked whether the Council could have insisted on a formal closure to the exercise. Nick Carter explained that mystery shopper exercises were not undertaken routinely, and might only be considered where there was an ongoing problem or a spate of complaints. Shelter had been considered to be credible, but Nick Carter agreed that the choice of scenarios might have been better considered and that it might be appropriate to write and raise these concerns with them.

Councillor Brooks expressed concern that the interview facilities at West Street House were not private and that discussions therefore took place in an environment open to other customers. June Graves responded that the reception desk was open to all customers and basic information would be taken there from people presenting in order to assess the requirements of the customer. If the individual was referred to a Housing Options Officer, this meeting would take place in private. Nick Carter acknowledged that the layout of the reception area in West Street House was not ideal due to its size, however a 'pod' had been installed to provide greater privacy. June Graves added that a Housing Officer was available at Market Street every week day where private office space was available. The Chairman asked whether the Housing Service were satisfied that suitable facilities were available. Mel Brain responded that a private space would always be found and no individual would be expected to discuss private issues in a public space.

Councillor Vickers expressed his disappointment at the timing of the release of the mystery shopper report, commenting that it was not made public until after the consultation had concluded and had not been part of the special Overview and Scrutiny Management Commission meeting to scrutinise the local approach to homelessness. Nick Carter advised the Commission that he had commissioned the report following a suggestion by Councillor Vickers as he had felt there would be merit in the exercise. The Housing Service had not been informed, however the Corporate Director had been. The exercise took place over the summer of 2012 and a report from Shelter was duly received and considered by the Housing Service. Nick Carter stressed that the exercise had not been undertaken in relation to the scrutiny review and the timetable had therefore not been set to tie in with this.

Councillor Vickers commented that it was unfortunate that the exercise had taken place at a time of transition for the service area, when a number of new staff had been in post, and asked whether any lessons had been learned about the appropriateness of new staff being placed in front line positions. June Graves responded that it was necessary to place new people in front line situations as part of their training and progression. June Graves added that it was not possible for new staff to learn how to deal with all eventualities through scenarios alone.

Councillor Webb asked whether it would be possible to prepare a set of standard responses to basic questions for use on email, or to direct people to the Council's, or other appropriate agencies', websites for further information. Mel Brain responded that standard responses would not be considered suitable as all responses were tailored to the individual's need, and personal contact with the individual was considered essential to ensure all appropriate avenues were explored. However it was desirable that individuals utilised web resources to obtain further information.

Councillor Vickers requested an indication of the cost of transferring parts of the service to an online system, commenting that if this resulted in a reduction in personal contact, there might be an overall saving. Mel Brain explained that the costs were being explored at present. Nick Carter added that there were known cost savings for many service areas, but this varied from service to service and he would discuss the subject with Mel Brain outside of the meeting.

Councillor Webb asked about the electronic system for logging the details of enquiries and any actions resulting from initial contact with the Council. Mel Brain explained that the system was designed to be able to enter case information for individuals and not as a call handling system. Detailed information was able to be captured, but the system was not able to provide a summary of activities due to be undertaken, across multiple cases. However Mel Brain assured the Commission that required activity, such as a telephone call to an individual, was directed to the appropriate Officer who would then manage their workload.

The Chairman thanked Officers for their cooperation and indicated his expectation that the Commission would receive the final strategy in due course.

RESOLVED that:

- The Chief Executive to write to Shelter to share the concerns raised by the Commission about how the mystery shopper exercise was handled.

98. Proposed review - Fire Service Response Times

(Councillors Webster, Brooks and Holtby declared a personal interest in Agenda item 12 by virtue of the fact that they were appointed to the Fire Authority by the Council. As their interest was personal and not prejudicial they determined to take part in the debate and vote on the matter).

The Commission received a report proposing a review of the Fire Service following local news reports that 40% of fires were not being attended within target times but that measures had been put in place to address this.

Councillor Brooks advised the Commission that he had been involved with the Fire Authority and Fire Service since 1994, and stated that targets were being met in 75% of cases. Councillor Brooks suggested that the scope of the review be widened to include consideration of where fire stations were situated, particularly in light of current discussions regarding a new fire station at Theale. Councillor Brooks suggested that a more appropriate line of questioning would be to ask the Fire Service how they intended to ensure cover for West Berkshire. Councillor Brooks further suggested that the Commission should not develop recommendations for the Fire Service as this implied a level of knowledge that might be lacking, instead, constructive comment should result from the review.

Councillor Webster suggested that it would be informative to invite the Deputy Chief Fire Officer to provide a strategic overview for the Berkshire area, and also link Officers from local fire stations to provide an insight to the West Berkshire area in particular. Councillor Brooks believed this might prove counter productive, but assured the Commission that in their roles as members of the Fire Authority, they would ensure the correct people attended.

Councillor Rendel expressed his view that appliances might not be deployed appropriately in all cases, and this might have an impact on whether response targets could be met.

Councillor Vickers asked whether those members of the Commission who were also members of the Fire Authority might be considered to have a conflict of interest in respect of this review, and asked for clarification.

Councillor Franks requested that sufficient information be made available prior to the review to ensure that lines of questioning were appropriate and focussed, for example mapping information and the number of retained fire fighters.

The Commission agreed that the review be undertaken at a full Overview and Scrutiny Management Commission meeting, and agreed to widen the scope of the review as proposed by Councillor Brooks.

The Commission discussed the merits of holding the review meeting at a fire station, but it was decided not to do so, as this might distract from the purpose of the review.

RESOLVED that:

- David Lowe clarify whether members of the Commission who were also members of the Fire Authority might be considered to have a conflict of interest in respect of this review;
- The terms of reference for the review be amended to encompass how the Fire Service intended to ensure cover for West Berkshire.

99. Housing Allocations Progress Report

(Councillor Franks declared a personal interest in Agenda item 13 by virtue of the fact that he was employed by Sovereign Housing Association. As his interest was personal and not prejudicial he determined to take part in the debate and vote on the matter).

The Commission considered a progress report on the development of the Housing Allocations Policy.

Councillor Boeck explained that following a shift in central government policy in 2012, the Executive had requested a new policy be developed for housing allocations in West Berkshire. A task group was set up and three meetings had been held in May, September and October 2012. A final draft of the policy was in development and it was expected that the Commission would have an opportunity to comment prior to the policy's adoption in 2014.

RESOLVED that the report be noted.

100. Overview and Scrutiny Training

The Commission considered a report proposing that members of the Commission undertake training to refresh and improve their skills in scrutiny.

The Chairman explained that training was being considered in order to ensure that the Commission was able to undertake fully effective reviews. It would also be beneficial to new members who might be less clear about their role and the expectations placed on them. The Chairman welcomed comments from the Commission as to whether training should be pursued.

The Commission were in agreement that the training would be beneficial.

Councillor Webb referred to previous training sessions and advised that training had been undertaken in 2004 and 2009, and it was therefore timely to suggest refreshing this knowledge.

Councillor Webster asked how much the training would cost and asked whether it could be done as effectively through drawing on free resources. The Chairman asked whether the Commission would like to set an upper limit to the cost. Councillor Brooks suggested £1500 and this was agreed by other members of the Commission.

The Commission discussed the merits of including scrutiny training in the annual Member Development plan.

Councillor Franks asked that the timing of the training be considered as those who worked full time would be unlikely to be able to attend a full day session.

The Chairman proposed that enquiries be made as to the timing and cost of training, and that a further proposal be circulated to the Commission.

RESOLVED that enquiries be made as to the timing and cost of training.

101. Health Scrutiny Panel

(Councillor Rendel declared a personal interest in Agenda item 15 by virtue of the fact that his wife was a GP in West Berkshire. As his interest was personal and not prejudicial he determined to take part in the debate and vote on the matter).

The Commission considered a report providing an update on the work of the Health Scrutiny Panel.

Councillor Webb expanded on the information explaining that a Task Group from the Panel was currently reviewing eligibility criteria for Adult Social Care, and that this was in consultation at present.

Councillor Webb added that in the summer, Councillors from Wokingham had asked to attend and observe how the Panel worked.

Resolved that the report be noted.

102. Resource Management Working Group

The Commission considered a report providing an update on the work of the Resource Management Working Group.

Councillor Vickers explained that the Working Group retained a number of review subjects for regular review such as finance, employment and sickness absence. The risk register was reviewed annually to identify areas of resource intensity, highlighting areas for future scrutiny.

Resolved that the report be noted.

103. Scrutiny Recommendations Update

The Commission considered a report updating the progress of scrutiny recommendations.

Councillor Brooks requested further information updating the status of each recommendation and whether it had been implemented.

RESOLVED that further information be presented relating to the implementation of each recommendation.

(The meeting commenced at 6.30 pm and closed at 8.15 pm)

CHAIRMAN

Date of Signature

Agenda Item 4.

Title of Report:	Actions from previous meetings
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To advise the Commission of the actions arising from previous meetings

Recommended Action: To note the report

Overview and Scrutiny Management Commission Chairman	
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Executive Report

1. Introduction

- 1.1 This report provides the Overview and Scrutiny Management Commission with an update on the actions arising from its previous meeting.

2. Resolutions

- 2.1 **Resolution:** David Lowe to circulate the relevant minute to confirm that the recommendation from the Commission's meeting on the 4 February 2013 had been received.

Action / response: The item was received at Management Board as follows:

The Overview and Scrutiny Management Commission (OSMC) Work Programme was noted.

Councillor Brian Bedwell provided an update to Members following the recent call-in of the decision made by the Executive on 17 January 2013 in respect of Healthwatch Commissioning. Although the Executive decision was endorsed by the OSMC, a minor issue was raised with regard to a lack of clarity in the report and a recommendation was formed for the Executive as follows:

'The Executive ensure that sufficient information is available in every report to allow a robust decision to be made.'

Councillor Bedwell brought this to Management Board for a response as opposed to taking the matter through to the Executive.

Councillor Gordon Lundie acknowledged that there was an issue in some instances of reports not being particularly well drafted and accepted that the Healthwatch Commissioning report did not adequately describe the procurement process undertaken. He therefore accepted the recommendation moving forward.

Councillor Bedwell advised that Andy Day was discussing this issue with Officers where relevant.

Nick Carter suggested it would be helpful if Management Board could give feedback when they felt a report required further work.

- 2.2 **Resolution:** Item OSMC/11/129 – Housing Allocations Policy – be updated to reflect a more accurate completion date.

Action / response: This action is complete.

- 2.3 **Resolution:** Item OSMC/12/140 – Schools Performance – be brought to the next meeting of the Commission;

Action / response: This action is complete.

- 2.4 **Resolution:** Item OSMC/12/145 – Risk Register – be removed

Action / response: This action is complete.

- 2.5 **Resolution:** The Head of Highways provide the report from the road network survey to the Commission;

Action / response: The road condition survey does not result in the production of a report, as results are currently made available through the performance reporting

system. In addition, the results for the 2012/13 year are not yet available as they have been delayed due to the poor weather.

2.6 **Resolution:** The Head of Care Commissioning, Housing and Safeguarding provide the number of carers currently known to the Council;

Action / response: There are currently 1112 carers known to the Council. In addition, 914 individuals are known to have been supported by Grant Funded organisations in 2010, however as this information is supplied anonymously, it is not clear to what extent double counting has occurred.

2.7 **Resolution:** Jason Teal to investigate the reported fall in visits to West Berkshire libraries and the Council's website, and report back to the Commission;

Action / response: Jason Teal has provided the following information in relation to visits to West Berkshire libraries and the Council's website.

Numbers of web visitors

	2011/12					2012/13			Comment
	Q1	Q2	Q3	Q4	YE	Q1	Q2	Q3	
Nos. page views of main Council website (excl. Intranet)	2,101k	2,108k	2,096k	2,282k	8,587k	1,662k	1,961k	2,046k	-2% (same qtr last year)
Nos. unique visitors to website (excl. staff)	226k	221k	226k	261k		330k	250k	274k	+21% (same qtr last year)

Numbers of library visits

The table below shows the respective numbers of visits to libraries and numbers of items borrowed across West Berkshire since April 2011.

	2011/12					2012/13			Comment
	Q1	Q2	Q3	Q4	YE	Q1	Q2	Q3	
Nos of visits to library venues	148k	135k	129k	117k	529k	121k	132k	118k	-9% (same qtr last year) - 10% (YTD)
Nos library issues (incl. books, CDs and DVDs)	216k	269k	217k	207k	910k	198k	236k	182k	-16% (same qtr last year) - 12% (YTD)

2.8 **Resolution:** The Head of Housing to provide further information in relation to the number of empty homes brought back into use;

Action / response: The following number of empty homes have been brought back into use over the last 3 years:

- 2010/11 = 18;
- 2011/12 = 33;
- 2012/13 to date = 64;

The Council has an Empty Homes strategy, which is currently being refreshed, and which is based on best practice from other local authorities. Information on empty homes is sought from a number of sources, including the Council Tax database, our on-line reporting function and phone calls from concerned residents. The Council offers a comprehensive multi-service approach to empty homes, ranging from practical advice and support, through to financial support, through to enforcement.

2.9 **Resolution:** David Lowe to investigate how other councils make performance information available for scrutiny;

Action / response: Discussions with the performance teams in the Berkshire unitaries are ongoing to compare and contrast the operational practices of each. Options for any process changes within this Council will be considered after the full assessment has been completed.

2.10 **Resolution:** Jason Teal to provide a report indicating how Members could be involved in the target setting process.

Action / response: See report at Appendix A

2.11 **Resolution:** The Chief Executive to write to Shelter to share the concerns raised by the Commission about how the mystery shopper exercise was handled.

Action / response: The Chief Executive is currently considering the appropriateness of writing to Shelter.

2.12 **Resolution:** David Lowe clarify whether members of the Commission who were also members of the Fire Authority might be considered to have a conflict of interest in respect of this review;

Action / response: The Head of Legal Services has advised that it would not be a Disclosable Pecuniary Interest but there would be a personal interest under the new Code. However the members of the Fire Authority may be able to bring some background knowledge which may assist the review. Individuals should assess their position but advice can be sought from the Head of Legal Services or Head of Strategic Support if required.

2.13 **Resolution:** The terms and conditions of the review be amended to encompass how the Fire Service intended to ensure cover for West Berkshire.

Action / response: This action is complete.

2.14 **Resolution:** Enquiries be made as to the timing and cost of training.

Action / response: A supplier has been identified who is able to provide the training within the budget requested by the OSMC. Dates will be agreed with Members and trainers following the full Council meeting being held on 14 May 2013.

2.15 **Resolution:** Further information be presented relating to the implementation of each recommendation.

Action / response: This action is complete.

Appendices

Appendix A: Assessing and assuring the 2013/14 performance 'scorecard'

Title of Report:	Assessing and assuring the 2013/14 performance 'scorecard'
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To outline the role the OSMC could play in assessing and assuring the measures reported for the Council for the upcoming year.

Recommended Action: For OSMC to suggest how they may wish to scrutinise the core dataset as an appropriate reflection of the Council's priorities and core business.

Key background documentation: West Berkshire Council Strategy
2012/13 Key Accountable Measures and Activities: quarterly updates

Portfolio Member Details	
Name & Telephone No.:	Councillor Roger Croft
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Date Portfolio Member agreed report:	

Contact Officer Details	
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Executive Summary

1. Introduction

- 1.1 This report outlines to OSMC the process for developing the performance reporting framework for 2013/14.

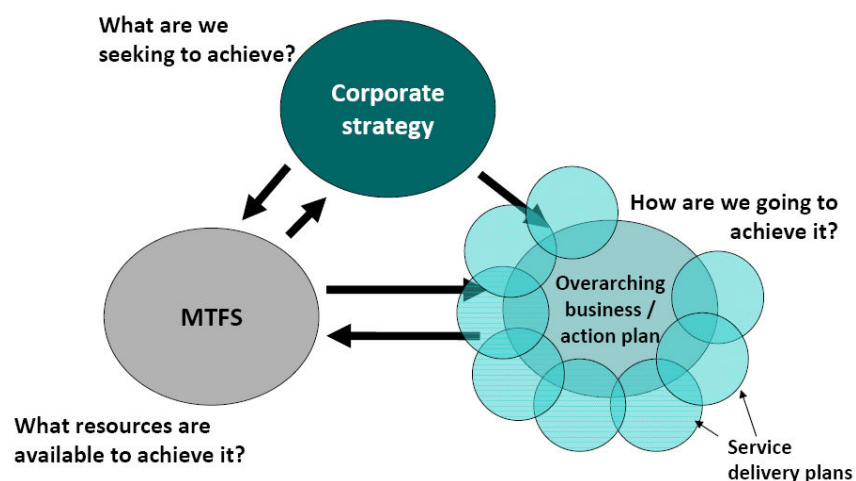
2. Proposals

- 2.1 OSMC may wish to scrutinise the published set of key accountable measures as an appropriate reflection of the Council's priorities and core business.
- 2.2 The committee may wish to establish a small task group to scrutinise the core dataset or 'scorecard' – to ensure it is appropriately comprehensive, covering the key objectives referenced in the strategy.
- 2.3 The task group could usefully contribute to the process in 2 stages: (a) to ensure the substantive suite of key accountable measures is an appropriate reflection of the Council's priorities and core business and then latterly (b) to appraise on the robustness of the actual targets once year end outturns are known.

Executive Report

1. Background: the 2013 West Berkshire Council Strategy

- 1.1 The Council Strategy sets the purpose, ambition and strategic direction for the Council. In conjunction with the Medium Term Financial Strategy, the two documents set the policy and financial framework within which the Council operates.
- 1.2 The Council's overarching draft vision is to use the resources available to make West Berkshire a great place to live, learn, work and do business in. Underlying this is the changing relationship between the demand for services from the public and how those services are provided - to move to a new, more sustainable model for the provision of local public services.
- 1.3 In setting the Council's ambition and agenda for change over the next 4 years, the strategy focuses on 4 key priorities areas:
 - Caring for and protecting the vulnerable;
 - Promoting a vibrant district;
 - Improving education, and;
 - Protecting the environment.
- 1.4 These are underpinned by a set of proposed principles, providing the prism through which the Council is / will be approaching and responding to changes in the policy, financial and legislative landscape and developing how we provide services:
 - Putting people first
 - Living within our means
 - Empowering people and communities
 - Transforming our services to remain affordable and effective
 - Doing what's important well
- 1.5 Both the priorities and principles are supported by a set of strategic objectives which articulate in firmer language what is meant, or intended, under these broad headings.
- 1.6 On the basis of these objectives, the Council Strategy sets out a realistic set of quality outcomes that the Council will deliver for the people of West Berkshire over the medium term - whilst living within our means.
- 1.7 Together with the Medium Term Financial Strategy, it will provide the framework from which our more detailed strategic business plan and individual service delivery plans are developed, through which our strategic objectives and outcomes will be realised and delivered.



1.8 The Council Strategy is available to download at westberks.gov.uk/councilstrategy.

2. The process of developing the 2013/14 performance reporting framework

- 2.1 As with previous years, heads of service are tasked with embedding strategic objectives into service delivery plans (or other cross-cutting working groups / strategies) to ensure that supporting work programmes are developed, appropriate measures are designed and robust targets set.
- 2.2 Service delivery plans are drafted and developed to take account the span of aims and objectives a service is seeking to meet – both strategic and operational. Those directly relevant to the Council Strategy are extracted and compiled into an overarching Council Delivery Plan. This process allows us to make explicit links between (a) what the organisation is seeking to achieve and (b) capturing how, and the extent to which it is achieving it.

3. Developing the core dataset

- 3.1 The strategy provides an explicit set of objectives under the principle of ‘doing what’s important well’, reaffirming the Council’s commitment to monitoring and publishing performance data on a core dataset of key priority outcomes. This is currently done on a quarterly basis, through the ‘Key Accountable Measures and Activities’ performance reports, presented to this Committee and published at westberks.gov.uk/performance.
- 3.2 These reports essentially present the key process or outcomes the Council is focussing on delivering. As with previous years, this ‘scorecard’ will be constructed as a means of monitoring key outcomes within the Council Strategy.
- 3.3 The suite of key accountable measures is then recommended by the Strategic Review Board for assurance purposes to Corporate Board and Executive members to be monitored on a quarterly basis, assuring progress against key objectives in the Council Strategy and key business.
- 3.4 One role for OSMC may be in contributing to the development of this core dataset – to ensure it is appropriately comprehensive, covering the key objectives referenced in the strategy and that targets are sufficiently robust, given resource constraints.

- 3.5 A suggested objective for the activity could be to ensure that measures and targets are an appropriate reflection of priorities as set out in the Council Strategy and the resources available to commit to them, and that they are logical and robust.

4. Timescales

- 4.1 The service delivery planning element of the corporate planning process begins in December, feeding through to March. As with previous years, heads of service are tasked with developing *substantive* plans by the start of the year, with the *indicative* targets confirmed once year end outturns have been compiled in April / May.
- 4.2 The resulting set of key accountable measures are put forward by the Strategy Review Board to be adopted and agreed by members of the Executive.
- 4.3 As such, an OSMC task group could usefully contribute to the process in 2 stages: (a) in April / May, once approved by Management Board in scrutinising the extent to which the 'scorecard' is an appropriate reflection of the Council's priorities and core business and then latterly (b) in June / July as part of the targeting setting and assurance process.

Appendices

*There are no appendices to this report.

Consultees

Local Stakeholders: *

Officers Consulted: Andy Day,

Trade Union: *

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Agenda Item 5.

Title of Report:	West Berkshire Forward Plan
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To advise the Overview and Scrutiny Management Commission of items to be considered by West Berkshire Council from April 2013 to July 2013 and decide whether to review any of the proposed items prior to the meeting indicated in the plan.

Recommended Action: That the Overview and Scrutiny Management Commission considers the West Berkshire Council Forward Plan and recommends further action as appropriate.

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Brian Bedwell – Tel (0118) 9420196
E-mail Address:	bbedwell@westberks.gov.uk

Contact Officer Details	
Name:	Elaine Walker
Job Title:	Principal Policy Officer
Tel. No.:	01635 519441
E-mail Address:	ewalker@westberks.gov.uk

Supporting Information

1. Introduction

- 1.1 The Forward Plan attempts to cover all decisions, not just those made by the Executive, which the Authority intends to take over the next 4 months. The Forward Plan, attached at Appendix A, for the months of April 2013 to July 2013, also shows the decision path of each item including Council, Executive and Overview and Scrutiny Management Commission.
- 1.2 In order to hold the Executive to account, Overview and Scrutiny Management Commission Members are asked to identify any areas of forthcoming decisions which may be appropriate for future scrutiny.

Appendices

Appendix A – West Berkshire Council Forward Plan – April 2013 to July 2013.

West Berkshire Council Forward Plan – 01 April 2013 to 31 July 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
APRIL 2013											
ID2439	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/04/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		April 2013
ID2451	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/04/13	Environment	Paula Amorelli	Planning, Property, Highways, Transport		TBC	Local Members and Stakeholders		April 2013
ID2607	Parking Amendment No.13 <i>To consider the responses received during statutory consultation.</i>	ID	01/04/13	Environment	Andrew Garratt	Planning, Property, Highways, Transport			Statutory consultees, general public, Parish Council and Ward Members		April 2013
ID2616	West Berkshire Forward Plan – 01 June to 30 September 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	25/04/13	Resources	Moira Fraser	Leader of Council		17/04/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call in.	April 2013
May 2013											
ID2440	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/05/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		May 2013

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: mfraser@westberks.gov.uk to confirm the contents of any agenda before attending a meeting. Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.

KEY:
ID = Individual Executive Member Decision
EX = Executive
C = Council
GA = Governance & Audit Committee
S = Standards Committee
PC = Personnel Committee

West Berkshire Council Forward Plan – 01 April 2013 to 31 July 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2452	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/05/13	Environment	Paula Amorelli	Planning, Property, Highways, Transport		TBC	Local Members and Stakeholders		May 2013
ID2617	West Berkshire Forward Plan – 01 July to 31 October 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	16/05/13	Resources	Moira Fraser	Leader of Council		08/05/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	May 2013
EX2610	WBC/BBOWT Partnership for the Future Management of the WBC Countryside Estate <i>To seek approval to enter into a formal partnership with the Berks, Bucks and Oxon Wildlife Trust (BBOWT).</i>	EX	09/05/13 EX	Environment	Paul Hendry	Environment, 'Cleaner Greener,' Public Protection, Customer Services, Culture & Leisure		30/04/13			May 2013
EX2628	Memorandum of Understanding between the Waste Planning Authorities of the South East of England <i>To agree the Memorandum of Understanding.</i>	EX	09/05/13 EX	Resources	Bryan Lyttle	Planning, Property, Highways, Transport		30/04/13			May 2013
C2508	Standards Committee Annual Report 2012/13 <i>To inform Members and residents of the activity undertaken by the Standards Committee over the past Municipal Year.</i>	C	14/05/13 C	Resources	Moira Fraser	Chairman of the Standards Committee		03/05/13	Standards Committee		May 2013

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West Berkshire Council Forward Plan – 01 April 2013 to 31 July 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
C2512	Appointment and Allocation of Seats on Committees <i>To consider the appointment of and allocation of seats on Committees and associated bodies for the 2013/14 Municipal Year and to agree the Council's Policy Framework for 2013/14.</i>	C	14/05/13 C	Resources	Moira Fraser	Leader of the Council		03/05/13	Group Leaders		May 2013
C2509	Election of Chairman for the Municipal Year 2013/14 <i>To elect a Chairman of the Council for the 2013/14 Municipal Year.</i>	C	14/05/13 C	Resources	Moira Fraser	Leader of the Council		03/05/13			May 2013
C2510	Appointment of Vice Chairman for the 2013/14 Municipal Year <i>To appoint a Vice Chairman for the 2013/14 Municipal Year.</i>	C	14/05/13 C	Resources	Moira Fraser	Leader of the Council		03/05/13			May 2013
C2511	Announcement of Executive <i>To receive notification from the Executive Leader on the Members appointed to the Executive.</i>	C	14/05/13 C	Resources	Moira Fraser	Leader of the Council		03/05/13			May 2013
C2641	Amendment to the Constitution - Part 7 Speaking Rights at Planning Meetings <i>To propose an amendment to speaking rights for adjoining parish councils at Planning Committee meetings.</i>	C	14/05/13 C 29/04/13 GA	Resources	David Holling	Leader of Council		19/04/13	Planning Policy Task Group		May 2013
JUNE 2013											
ID2629	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/06/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		June 2013

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West Berkshire Council Forward Plan – 01 April 2013 to 31 July 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2517	Appointment of Thames Valley Police and Crime Panel Representative <i>To appoint the Council's representative on this Outside Body.</i>	ID	06/06/13	Resources	Moira Fraser	Leader of the Council		29/06/13	Group Leaders		June 2013
ID2618	West Berkshire Forward Plan – 01 August to 30 November 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	20/06/13	Resources	Moira Fraser	Leader of Council		12/06/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	June 2013
EX2532	Financial Performance Report Year End <i>To inform Members of the latest financial performance of the Council.</i>	EX	20/06/13 EX	Resources	Joseph Holmes	Finance, Economic Development, Health & Safety, Pensions, Human Resources		12/06/13			June 2013
C2585	Community Infrastructure Levy - Draft Charging Schedule <i>To consider and approve the Draft Charging Schedule for public consultation.</i>	C	06/06/13 C	Environment	Caroline Walsh	Planning, Property, Highways, Transport		TBC			June 2013
C2586	Supplementary Planning Document for Developer Contributions - Adoption of updated Topic Papers <i>To adopt the updated Developer Contributions Supplementary Planning Document.</i>	C	06/06/13 C	Environment	Caroline Walsh	Planning, Property, Highways, Transport		TBC			June 2013

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West Berkshire Council Forward Plan – 01 April 2013 to 31 July 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
C2599	Greenham Control Tower <i>To report back on the deliberations of the Planning Policy Task Group following the referral of a motion to the group at Full Council on the 13 December 2012.</i>	C	06/06/13 C	Environment	Gary Lugg	Planning, Property, Highways, Transport		TBC	Planning Policy Task Group		June 2013
C2600	GAMA Site <i>To report back on the deliberations of the Planning Policy Task Group following the referral of a motion to the group at Full Council on the 13 December 2012.</i>	C	06/06/13 C	Environment	Gary Lugg	Planning, Property, Highways, Transport		TBC	Planning Policy Task Group		June 2013
JULY 2013											
ID2630	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/07/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		July 2013
ID2619	West Berkshire Forward Plan – 01 September to 31 December 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	25/07/13	Resources	Moira Fraser	Leader of Council		17/07/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	July 2013
EX2538	Key Accountable Measures and Activities 2012/13. Update on progress: Q4 outturns	EX	25/07/13 EX	Resources	Jason Teal	Council Strategy and Performance, Housing, ICT, Corporate Services, Strategic Support, Legal		17/07/13	Heads of Service		July 2013

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: mfraser@westberks.gov.uk to confirm the contents of any agenda before attending a meeting. Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.

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West Berkshire Council Forward Plan – 01 April 2013 to 31 July 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
EX2481	Annual Employment Report 12/13 <i>To provide information on staffing trends.</i>	EX	25/07/13 EX	Resources	Robert O'Reilly	Finance, Economic Development, Health and Safety, Pensions, Human Resources		17/07/13	Heads of Service		June 2013

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: mfraser@westberks.gov.uk to confirm the contents of any agenda before attending a meeting. **Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

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Agenda Item 6.

Title of Report:	Overview and Scrutiny Management Commission Work Programme
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To receive, agree and prioritise the Work Programme of the Commission, Health Scrutiny Panel and Resource Management Working Group.

Recommended Action: To consider the current items and any future areas for scrutiny.

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Brian Bedwell – Tel (0118) 9420196
E-mail Address:	bbedwell@westberks.gov.uk
Contact Officer Details	
Name:	Elaine Walker
Job Title:	Principal Policy Officer
Tel. No.:	01635 519441
E-mail Address:	ewalker@westberks.gov.uk

Supporting Information

1. Introduction

- 1.1 The work programme for the Overview and Scrutiny Management Commission, Health Scrutiny Panel and Resource Management Working Group is attached at Appendix A for the Commission's consideration. Members are also asked to consider any future areas for scrutiny.

Appendices

Appendix A – Overview and Scrutiny Management Commission Work Programme

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2012/13

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/105	Dignity and Nutrition – CQC Standards To review the standards of dignity and nutrition in local hospitals - survey evidence to be provided by West Berkshire LINK (HealthWatch).	To survey and hold focus groups detailing information		HSP	Start: July 2011 End: March 2013	LINK, Age UK	Cllr Graham Jones	In Progress	Additional survey of the Royal Berkshire Hospital outpatients being undertaken in October 2012. Update from LINKs required at March 2013 meeting.
OSMC/11/107	Update on the Health Service in West Berkshire	To update members on the changes to Health Service in West Berkshire	Monitoring item	HSP	Ongoing	Julie Curtis - Interim Director Joint Commissioning	Cllr Graham Jones	In Progress	Julie Curtis to be contacted about attendance at the next meeting.
OSMC/11/119	Continuing Healthcare (CHC) assess the effect of the CHC operations policy and procedures in practise	In meeting review		HSP	Start: March 2013 End: March 2013	Jan Evans – 2736 Adult Social Care	Cllr Graham Jones	In Progress	Monitoring of the CHC independent review action plan. Update against actions required at next meeting.
OSMC/12/122	Home Care To understand and critically appraise the processes in place for the provision of Home Care.	TBD		HSP	Start: Oct 2013 End: Oct 2013	Jan Evans–2736 Adult Social Care	Councillor Joe Mooney	In Progress	Established within the ASC Efficiency programme with a review of inhouse service and a new procurement mechanism for external domiciliary care - to be reviewed in Oct 2013
OSMC/12/133	PCT Quality Handover To examine the PCT's arrangements for the handover of its quality responsibilities to Clinical Commissioning Groups	In meeting review.	Members satisfied with arrangements	HSP	Start: March 2013 End: March 2013	Sam Otoropec, PCT	Cllr Graham Jones		
OSMC/12/143	Adult Social Care Eligibility Criteria To conduct a review of the Council's Fair Access to Care Services policy			HSP	Start: December 2012 End: Summer 2013	Jan Evans–2736 Adult Social Care	Councillor Joe Mooney	In Progress	Terms of Reference for the review agreed to take place across five sessions.
OSMC/09/02	Performance Report for Level One Indicators To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action.	In meeting review with information supplied by, and questioning of, lead officers.	Monitoring item	OSMC	Start: each Q End:	Jason Teal – 2102 Policy & Communication	Councillor Roger Croft	In Progress	Quarterly item. Q3 2012/13 to April meeting
OSMC/11/129	Housing Allocations policy To contribute to the development of a new policy	In meeting policy development supported by task group and individual Member activity.		OSMC	Finish August 2013	Mel Brain - 2403 Social Care Commissioning and Housing	Councillor Roger Croft	In Progress	- Added to work programme at the 10 January 2012 meeting, following a suggestion by Corporate Board - Following consultation exercise by Housing Service, expected to return to OSMC in mid 2013
OSMC/12/128	Youth Justice To review the outcomes being achieved following the changes made to police interventions with young people and the resultant drop in people entering the youth justice system.	In meeting review with information supplied by, and questioning of, lead officers.		OSMC	Start: 16 April 2013 End: 16 April 2013	Davy Pearson, Robin Rickard	Councillor Graham Jones	In Progress	- Item raised in response to performance reported at Q2 2011/12. See agenda and minutes of 21/02/12.

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2012/13

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/12/130	Consultation The effectiveness of consultation undertaken by the Council	Task group review with information supplied by, and questioning of, lead officers and external partners.		OSMC	Start: TBD End: TBD	Jason Teal – 2102 Strategic Support	Councillor Roger Croft	To be scheduled	item incorporated at OSMC meeting of 2012-04-17
OSMC/12/135	Annual target setting To examine the annual targets being set for 2013/14.	Task group working directly with PM officers	Annually recurring	OSMC	Start: End:	Jason Teal – 2102 Strategic Support	Councillor Roger Croft	In Progress	Independent work, unsupported by scrutiny officers. Output directly into the following year's Council Plan.
OSMC/12/139	Schools and early years To contribute to the development of the strategy for managing school organisation that ensures there are sufficient school places and in the right locations to meet demand	In meeting review		OSMC	Start: 21 May 2013 End: 21 May 2013	Ian Pearson - 2729 Head of Education	Councillor Irene Neill	In Progress	Agreed at the meeting of 18 September 2012
OSMC/12/140	Schools Performance To discuss progress in school performance, particularly in English and Mathematics.	in meeting review		OSMC	Start: 16 April 2013 End: 16 April 2013	Ian Pearson - 2729 Head of Education	Councillor Irene Neill	In Progress	- Item incorporated at OSMC meeting of 30/10/12. - Schedule for early 2013.
OSMC/13/146	Fire Service To understand how the RBFRS provides cover for the West Berkshire area	In meeting review		OSMC	Start: End:		Councillor Graham Jones	To be scheduled	- item incorporated at OSMC meeting of 26/02/13
OSMC/09/57	Revenue and capital budget reports To receive the latest period revenue and capital budget reports To consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Latest report to each meeting	Andy Walker – 2433 Finance	Councillor Alan Law	In Progress	May lead to areas for in depth review.
OSMC/11/110	Energy Saving To review the Council's policies and procedures for Energy Saving.	In a meeting review the Council's procedures to Energy Saving		RMWG	Start: April 2014 End: April 2014	Adrian Slaughter	Councillor Hilary Cole	Complete	Completed in April 2012. Review to be undertaken in April 2014.
OSMC/11/111	Risk Register To scrutinise individual items on the Risk Register on an annual basis. Annual recurrence	In meeting review and scrutinise individual items on Risk Register.	Monitoring item	RMWG	Start: TBD End: TBD	Ian Priestley	Councillor Roger Croft	To be scheduled	Annual Item for November
OSMC/11/112	Medium Term Financial Strategy To review the role and format of the MTFS Annual recurrence	In meeting review of the MTFS		RMWG	Start: Oct 2013 End: Oct 2013	Andy Walker	Councillor Alan Law		Annual item for October
OSMC/11/113	Procedures for Blue Badge Holder To review the operation of the new procedures, criteria and rules of use for Blue Badge holders following the introduction of them in January 2012	In meeting review.		RMWG	Start: 12 Mar 2013 End: 12 Mar 2013	Mark Edwards	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011. Update received Mar 2013. Financial update required after full year in operation (April 2013)

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2012/13

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/12/144	Shaw House To understand the utilisation and income generated	in meeting review		RMWG	Start: Mar 2013 End: Mar 2013	Steve Broughton - 2837 Head of Culture & Environmental Protection	Councillor Hilary Cole	Scheduled	Item incorporated at OSMC meeting of 11/12/12. Discussed at RWMG March 2013

Key:

OSMC Overview and Scrutiny Management
Commission
RMWG Resource Management Working Group
HSP Health Scrutiny Panel

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Agenda Item 10.

Title of Report:	Schools Performance
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To inform the Commission of progress in schools performance, particularly in English and Mathematics.

Recommended Action: To note the report

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Brian Bedwell – Tel (0118) 9420196
E-mail Address:	bbedwell@westberks.gov.uk

Contact Officer Details	
Name:	Elaine Walker
Job Title:	Principal Policy Officer
Tel. No.:	01635 519441
E-mail Address:	ewalker@westberks.gov.uk

Supporting Information

1. Introduction

- 1.1 At its meeting of 30 October 2012 the Overview and Scrutiny Management Commission (OSMC) received a presentation from Ian Pearson (Deputy Director and Head of Education) reviewing the summer 2012 GCSE results.
- 1.2 At the meeting on 16 April 2013, Maxine Slade (School Improvement Adviser) will update the Commission on schools performance, with particular emphasis on English and Mathematics.

2. Minutes of the meeting of 30 October 2012

- 2.1 The minutes of the OSMC meeting of 30 October 2012 record that:

GCSE Results

The Commission considered a report (Agenda Item 10) concerning the current attainment levels in GCSE English and Mathematics in West Berkshire.

Ian Pearson presented a summary of the report, advising the Commission that the results presented here were not yet validated, and that this would take place in the coming months. Ian Pearson commented that:

- There were five maintained secondary schools and five academies in West Berkshire;
- The reported results were lower than those expected, and predicted, for secondary schools in 2012;
- The issues reported nationally regarding the English GCSE grade boundaries had impacted on results;
- Three of the ten schools had improved their Mathematics achievement by more than 10%;
- Responsibility for improving grades in autonomous schools (academies) now fell to teachers, Headteachers and governing bodies.

The Commission expressed their disappointment that West Berkshire schools did not appear to be capitalising on the advantages of the relative affluence of the area, and commented that indications were that West Berkshire's students would be expected to perform consistently better than the national average. Councillor Rendel was concerned that the performance of schools in the district had been trending downwards over the last three years despite presenting better figures than the national average for two of those years. Councillor Rendel asserted that a better measure of performance was the change over time as this would have revealed the downward trend. Following an in depth discussion and questioning by the Commission, Ian Pearson was able to provide the following responses:

- The five academies within West Berkshire were defined in legislation as independent. The Council provided some services to the schools, but had no direct responsibility for their performance. Headteachers were responsible for the general management of the school and for the recruitment of good teachers.

Academies' performance was ultimately overseen by Ofsted and the Secretary of State;

- The role of the governing body was to review the performance of the school. This required a clear explanation of performance figures to be presented to governors, and for governors to have the skills to set appropriate targets, scrutinise and challenge the school and the Headteacher to ensure the best teaching was being provided to children at all levels of ability. In the case of poor performance, Ofsted would make the final judgement after considering the standards of teaching, leadership and governance;
- The level of support that the Council was able to provide to schools was dependent on the level of core service provided to them, and the services bought back by the school. Influence was very limited where services were not bought back;
- Approximately 40 pupils had not achieved 5 A*-C grades, who would have had there not been an issue with the grading of GCSE English papers;
- Schools had been concerned by two issues this year; the changes to the grading, and the introduction of a new syllabus for which schools did not feel they had been fully briefed;
- In considering what action to take in relation to the grading of GCSE English papers, and in discussion with the Portfolio Holder and Headteachers, Officers had decided to write to Ofsted, Ofqual and the Secretary of State. This communication had taken place prior to the court case aimed at overturning the decision of the exam board to move the grade boundaries by 10%, which was led by professional associations, independent schools, academy chain sponsors and approximately 6 Local Authorities. West Berkshire had not been involved in the court case;
- The realignment of grade boundaries would have affected all grades. English GCSE attainment would now be considered when entering certain Universities;
- Ofqual had not ordered GCSE English papers to be regraded, but had ordered that free resits be offered to all those affected. It was recognised that for pupils leaving education, they would be unlikely to take advantage of the resits, unless they later sought advice from Advizer (previously Connexions) and were recommended to take this route;
- A subject leader network was in place in order to generate improvement in English outcomes. This could involve sharing knowledge or consultant advisors if required. An update on the work of this network would be requested by the end of the year;
- Once the results were validated, benchmarking would be undertaken with national figures, those for the South East, and those of statistical neighbours. This was undertaken annually;
- The Government had announced plans to amend the way in which GCSEs would be carried out from 2014 onwards. This would not affect those taking their exams in 2013;
- The use of the Pupil Premium was investigated in a national report produced by Ofsted and published in September 2012. It was concluded that in some cases the funding was not being used wisely. The Pupil Premium was intended to be used to provide support to identified students (for example to fund tutoring,

teaching aids, etc) to improve their performance. The Pupil Premium was seen as a long term investment for each pupil in receipt of it. Schools should be clear which pupils on their role were entitled to the funding. Ofsted had provided in their report some suggestions as to how the information could be provided to governors in order that they were able to properly hold the school to account;

- Closing the gap in achievement between SEN and non SEN pupils was looked at in detail by the Education Service;
- Whilst the analysis indicated a difference in performance between schools in the East and West of the district, there was no identified geographical reason for this;
- West Berkshire should be aiming to achieve performance in the top quartile of the country. Individual schools should be aiming to improve to the next quartile, and ultimately the top quartile.

Councillor Mike Johnston commented that the performance of academies should be compared alongside maintained secondary schools as attainment at GCSE was the result of several years of teaching, and could not be attributed to a single year as an academy.

Councillor Jeff Brooks acknowledged the improvement in Mathematics performance over the previous year, but agreed that influence over the performance of schools was limited and suggested that to overcome this more Members should become school governors; and the Council's key accountable measures should include measures to enable the Council to monitor more closely the performance of schools.

Councillor Jeff Brooks requested that the Portfolio Holder for Education be invited to a future meeting to comment on school performance. The Chairman agreed that this item might be requested to return to the Commission in early 2013. Ian Pearson suggested that in addition one or two Headteachers be invited to attend.

Resolved that: Ian Pearson be invited to a future meeting in early 2013 to discuss progress in school performance. In addition the Portfolio Holder and one or two Headteachers be invited to take part in the discussion.

3. Recommendation

- 3.1 It is recommended that Members of the Commission note the update and consider any further action as appropriate.

Appendices

There are no appendices to this report.

Title of Report:	Key Accountable Measures and Activities 2012/13. Update on Progress: Quarter Three.
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To present to the Commission the quarter three outturn against the key accountable measures and activities 2012/13.

Recommended Action: To note the quarter three outturn against the key accountable measures and activities, and make recommendations as appropriate.

Overview and Scrutiny Management Commission Chairman	
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Executive Summary

1. Introduction

- 1.1 This report sets out the Council's progress in quarter 3 against its key accountable measures and activities for 2012/13. In doing so, it provides assurance that objectives laid out in the Council Strategy and other areas of significance/ importance across the Council are being delivered.
- 1.2 Across this reporting framework as a whole, 49 key accountable measures and activities are captured in total.
- 1.3 Of this 49, 5 measures / activities are reported on an annual basis as they are only available once a year (for example, annual survey results, school attainment etc). In Q3, data is still awaited from Thames Valley Police for 1 reported measure / activity at the time of print. Therefore, Q3 outturns are available for 43 measures.
- 1.4 Of the reported measures / activities, 39 (91%) are reported as 'green' – or are on track to be delivered / achieved by the end of the financial year. 1 is listed as 'amber': behind schedule but anticipate achieving the target by year end. 3 (7%) of measures are being reported in Q3 as unachievable.

Service Area	Priority	Measure / activity	Target	YTD outturn
Adult Social Care	Caring for and Protecting the Vulnerable	Increase number of service users receiving a personal budget, either commissioned, cash or a mixture of both	800	633
Children's Services	Caring for and Protecting the Vulnerable	Reduce the proportion of children becoming the subject of a child protection plan for a second or subsequent time	< 20%	28%
Education Service	Working with Schools	Increase the proportion of pupils gaining 5+A*-C at GCSE, including English and Maths to 63%	63%	57%
Care Commissioning, Housing and Safeguarding	Caring for and Protecting the Vulnerable	Maintain the percentage of people presenting as homeless where the homelessness has been relieved or prevented	78%	76%

- 1.5 More information – outturns and commentary - on all reported measures / activities is contained in the main body of the report.

Appendices

Appendix A – Quarter 3 Performance Report: key accountable measures and activities 2012/13. Update on progress: Oct-Dec.



Quarter 3 Performance Report:

Key accountable measures and activities 2012/13

Update on progress: October – December 2012

compiled by:

Research, Consultation & Performance

Strategic Support Unit

westberks.gov.uk/performance

January 2013

For queries contact: Jason Teal (01635 5192102 or jteal@westberks.gov.uk)

This table pulls together a number of socio-economic measures to contextualise what is happening in the wider context of West Berkshire which will help identify issues around which Council may need to act.

State of the District measures	2011/12					2012/13			Comment	
	2011/12 Q1	2011/12 Q2	2011/12 Q3	2011/12 Q4	YE 2011/12	2012/13 Q1	2012/13 Q2	2012/13 Q3		
All Jobseeker's Allowance (JSA) claimants	1,798	1,817	1,719	1,824	9,875	1,776	1,697	1,661	3% decrease compared to same quarter 2011/12	
Total claimant count (aged 16-64)	555	620	617	663		715	682	637	3% increase compared to same quarter 2011/12	
Unfilled job vacancies in West Berkshire	697	866	728	656		1,255	963	1,222 (Nov '12)	68% increase compared to same quarter 2011/12	
Average house price	£206,227	£205,784	£205,342	£207,450		£228,317	£228,792	230,887	12% increase compared to same quarter 2011/12	
Number of households accepted by the local authority as eligible, unintentionally homeless and in priority need in accordance with the homelessness provisions of the Housing Act 1996.	14	22	13	12		61	19	22	Q3 data available in Q4. Data is delayed by 3 months due to time taken to collate application data.	
Newbury footfall	20,900 (May '11)		20,870 (Oct '11)			27,150 (May '12)		24,080 (Oct '12)		
Hungerford footfall	4,950 (May '11)					4,740 (May '12)		-		
Thatcham footfall	5,730 (May '11)					5,890 (May '12)		-		
Number of crime reported (All)	2,719	2,465	2,318	2,373		9,875	2,099	2,051	2,005	14% decrease compared to same quarter 2011/12 18% decrease compared to YTD 2011-12
Nos. of serious acquisitive crime incidents reported	413	301	388	428		1,530	348	319	303	22% decrease compared to same quarter 2011/12 12% decrease compared to YTD 2011-13
Number of ASB incidents reported	1,118	1,105	714	688		3,625	769	847	487	32% decrease compared to same quarter 2011/12 28% decrease compared to YTD 2011-12
Domestic burglaries (dwellings)	167	103	133	157		560	115	106	98	26% decrease compared to same quarter 2011/12 21% decrease compared to YTD 2011-12
Number of people killed or seriously injured on West Berkshire roads (incl. Highway Agency roads)	24	17	20	19		80	16	20		12% decrease compared to YTD 2011-12. Q3 reported in Q4.

Demand for services provided by the Council

The range of activities the Council performs is varied – providing more than 300 different services or functions. These are not static and we have seen demand for – and people’s use of – services change. For example, compared to the same period last year we have seen:

Measures of Volume	2011/12 Q3	2012/13 Q3	% change
Communities			
Nos. of clients aged 18 - 64 receiving an on-going care packages as at the end of the quarter	951	968	+ 2%
Nos. of clients aged 65 plus receiving an on-going care packages as at the end of the quarter	1,699	1,443	- 15%
Nos. of social care assessments and reviews completed in the last 12 months	5,884	5,375	- 9%
Nos. of live applicants on the Common Housing Register in the reasonable preference group	1,815	1,640	- 10%
Nos of safeguarding referrals received	-	51	-
Nos. of Looked After Children cases	133	139	+ 5%
Nos. of children and young people subject to a child protection plan	81	97	+ 20%
No of adult learners	496	827	+ 67%
No of families accessing Children’s Centres	1,315	1,975	+ 50%
Environment			
Nos of planning applications (received)	668	626	- 6%
Nos of visits to library venues	129,493	118,371	- 9%
Nos of visits to sports and leisure centres	206,838	221,043	+ 7%
Resources			
Nos. calls received through contact centre	86,504	73,912	- 15%
Nos of calls received by ICT Help Desk (requests / incidents)	5,584	5,317	- 5%
Nos of local authority searches completed	452	384	- 15%
Nos unique visitors to website (excl. staff)	226,443	274,085	+ 21%
Nos of Freedom of Information requests	196	184	- 6%

Purpose of this report

To provide an update on progress against the Council's key accountable measures and activities for quarter three, 2012/13.

The key measures / activities within this report have been distilled from those routinely monitored and managed through individual service plans to focus more singularly on those which are of particular importance / significance key in delivering the strategic objectives in the Council Strategy and to the ongoing work of the Council as a whole. This report therefore:

- provides assurance to the Executive that the objectives laid out in the Council Strategy are being delivered;
- provides assurance to the Executive that areas of significance / particular importance are performing;
- acts as an early warning system, flagging up areas of significance / particular importance which are not performing - or are not expected to perform - as hoped;
 - and therefore ensures that adequate remedial action is put in place to mitigate the impact of any issues that may arise.

Conventions used in this report

Throughout the report we have used a RAG 'traffic light' system to report progress:

- ★ means we have either achieved / exceeded - or expect to achieve / exceed - what we set out to do;
- ◆ means we are behind schedule, but still expect to achieve or complete the measure / activity by year end;
- indicates that we have either not achieved – or do not expect to achieve - the activity or target within the year;

indicators reported as Ⓢ are annual indicators that can only be reported at a particular point in time – i.e. GCSE results or the road condition survey, whilst;

indicators reported as U are where the quarterly data is not yet available.

Where measures / activities are reported as 'amber', a brief supporting commentary is provided. Where measures / activities are reported as 'red', a more comprehensive exception report is provided providing a description of why the measure / activity will not be achieved / completed, but also detailing the remedial action in place in order to mitigate the consequence of this not being achieved.

In total, there are 49 key measures or activities which are appraised by the Executive through this reporting mechanism. These are aligned to the strategic priorities laid out in the Council Strategy.

The main body of the report presents these in more detail. Along with a description of the measure, the table also provides:

- *Column 2*: an indication of whether or not the Council has direct / complete control over the measure.
- *Column 3*: an indication of the impact on either, service users or the community more generally, should the measure not be achieved.
- *Column 4*: the previous year's outturn.
- *Column 5*: the current year's target,
- *Column 6*: quarterly outturn and RAG rating.
- *Column 7*: any supporting commentary provided.

Commentary on Performance

Across this reporting framework as a whole, 49 key accountable measures and activities are captured in total.

Of this 49, 5 measures / activities are reported on an annual basis as they are only available once a year (for example, annual survey results, school attainment etc). In Q3, data is still awaited from Thames Valley Police for 1 reported measure / activity at the time of print. Therefore, Q3 outturns are available for 43 measures.

Of the reported measures / activities, 39 (91%) are reported as 'green' – or are on track to be delivered / achieved by the end of the financial year.

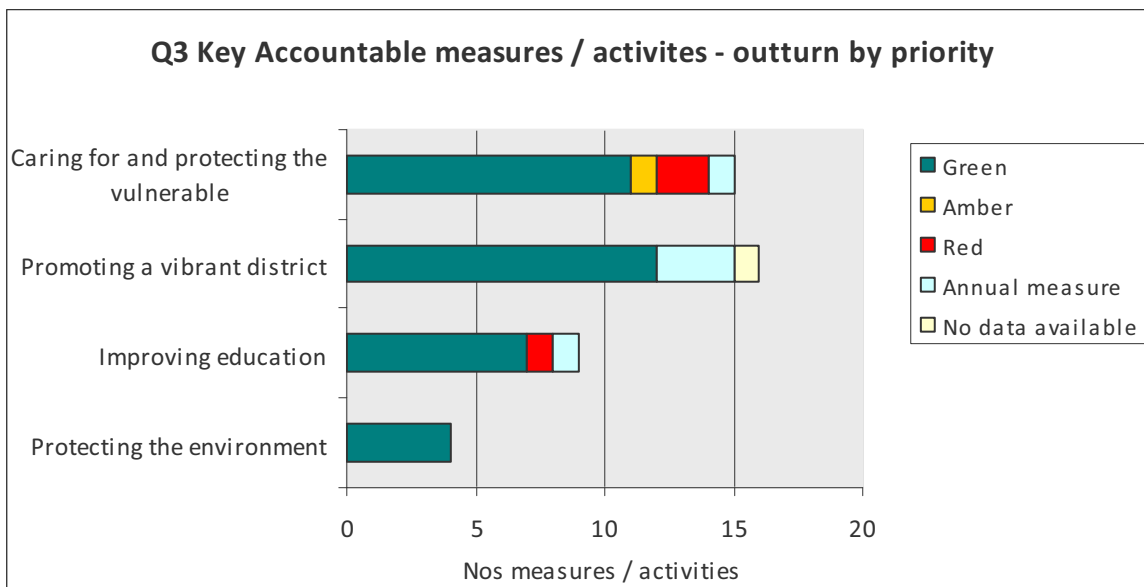
1 (2%) is listed as 'amber': behind schedule but anticipate achieving the target by year end.

Therefore, 3 measures are being reported in Q3 as unachievable.

The summary table below shows Q3 outturns by directorate.

Overview of performance outturns	2011/12	2012/13 Q3 outturns			
	Year End	Overall	Communities	Environment	Resources
Green	27	39	21	10	8
Amber	0	1	1	0	0
Red	12	3	3	0	0
Annual (yet to be reported)	0	5	2	2	1
Unavailable at time of publication	0	1			1
Total	39	49	27	12	10

The graph below summarises the same data (minus the Customer Focus measures) against the Council's priorities.



The table below lists those measures / activities reporting as 'amber' or 'red' in Q3.

Service Area	Council Strategy Priority	Measure / activity	Target	YTD outturn
Adult Social Care	Caring for and Protecting the Vulnerable	Increase number of service users receiving a personal budget, either commissioned, cash or a mixture of both	800	633
Children's Services	Caring for and Protecting the Vulnerable	Reduce the proportion of children becoming the subject of a child protection plan for a second or subsequent time	< 20%	28%
Education Service	Working with Schools	Increase the proportion of pupils gaining 5+A*-C at GCSE, including English and Maths to 63%	63%	57%
Care Commissioning, Housing and Safeguarding	Caring for and Protecting the Vulnerable	Maintain the percentage of people presenting as homeless where the homelessness has been relieved or prevented	78%	76%

More information – outturns and commentary - on each of these measures is contained in the main body of this report.

This report is published at westberks.gov.uk/performance.

2012/13 West Berkshire Council key accountable measures – Quarter 3

Measure / activity	Direct influence	Community / service Impact	2011/12 Year end outturn	2012/13 Target	Q1 outturn	Q2 (YTD) outturn / RAG	Q3 (YTD) outturn / RAG	Supporting commentary			
Older people and vulnerable adults											
Maintain the percentage of vulnerable people maintaining independent living through the provision of a housing related support service	Y	High	98%	98%	99.7%	★	99.5%	★	98.8%	★	YTD outturn: 597 / 604 Provisional data.
Maintain 80% of benefits assessments within 3 weeks of referral from Children's Services	Y	High	86%	80%	100%	★	99%	★	97%	★	YTD outturn: 95 / 98
Increase the number of carers receiving a service	Y	Medium	208	300	64	★	102	◆	230	★	Services will be offered in conjunction with Crossroads voluntary organisation,
Increase number of service users receiving a personal budget, either commissioned, cash or a mixture of both	Y	High	628	800 (800/990 = 80%)	532	★	576	★	633	■	Personal Budgets project within ASC Efficiency Programme continues to review and streamline processes. Clients will be moved onto Personal Budgets at point of review. Additional review capacity within teams should increase the conversion rate. See exception report for further details.
Increase the number of people receiving a telecare service by 20 people per year	Y	Medium	30	50	10	★	33	★	47	★	Q3 outturn: 14
Place 50 clients into Extra Care Housing	Y	Medium	-	50	39	★	51	★	51	★	Target achieved in Q2.

Measure / activity	Direct influence	Community / service Impact	2011/12 Year end outturn	2012/13 Target	Q1 outturn		Q2 (YTD) outturn / RAG		Q3 (YTD) outturn / RAG		Supporting commentary
Maintain the percentage of people presenting as homeless where the homelessness has been relieved or prevented	Y	High	78%	78%	73%	◆	75%	◆	76%	◆	In Q3 we maintained 78% but the Housing service is facing increased demand for homelessness services, reflecting a national trend. The Council has no other option but to take a homeless application. Nationally, we have seen a 13% increase in homelessness compared to last year, and this is mirrored in West Berkshire. Restructuring staff team to reflect increase in demand for support is underway and the Allocations Policy is also being reviewed to ensure that social housing is available to those who need it most. Staff have also attended a 4 day training course run by Shelter to develop the knowledge base of a relatively new staff team on providing effective homelessness advice and guidance.
Maintain the number of people supported to move on from short term accommodation into independent living in a planned way	Y	Medium	60%	60%	91%	★	90%	★	88%	★	YTD outturn: 87 / 99 .
Vulnerable children and young people											
To maintain a low percentage of child protection plans that last for 2 years or more	Y	Medium	2%	< 5%	6%	◆	4%	★	3%	★	YTD outturn: 2 / 77
To reduce the proportion of children becoming the subject of a child protection plan for a second or subsequent time	Y	High	20%	< 20%	38%	◆	29%	■	28%	■	YTD outturn: 17 / 59. Audit and Ofsted inspection led to re-evaluation of some cases . See exception report for further details.
To maintain low numbers entering the youth justice system	Y	High	55	<80	19	★	31	★	51	★	Q3 outturn: 20
To maintain the number of children accessing Short Breaks	Y	Medium	450	450	579	★	600	★	626	★	
To increase the number of families engaged in West Berks Personalised Budgets Pilot	Y	Medium	New	5	Annual	◎	Annual	◎	Annual	◎	Pilot commences in Q4.

Measure / activity	Direct influence	Community / service Impact	2011/12 Year end outturn	2012/13 Target	Q1 outturn		Q2 (YTD) outturn / RAG		Q3 (YTD) outturn / RAG		Supporting commentary
To increase the number of new looked After Children (LAC) placed within 20 miles of their home wherever possible.	Y	Medium	82%	80%	80%	★	86%	★	83%	★	YTD outturn: 24 / 29
Maintain the percentage of Child Protection Reviews carried out on time	Y	High	100%	98%	100%	★	100%	★	100%	★	YTD outturn: 64 / 64
Infrastructure											
Ensure that no more than 5% of the principal road network (A roads) is in need of repair	Y	High	5%	5%	Annual	⊙	Annual	⊙	Annual	⊙	Annual survey - reports Q4
Ensure that no more than 10% of the classified non-principal road network (B and C roads) is in need of repair	Y	High	10%	10%	Annual	⊙	Annual	⊙	Annual	⊙	Annual survey - reports Q4
Assist the Environment Agency with completion of Year 1 of the Newbury Flood Alleviation Scheme	N	Medium	New	Mar-13	On track	★	On track	★	On track	★	
Review and upgrade the Thatcham Scoot traffic signal system.	Y	Medium	New	Dec-12	On track	★	On track	★	Complete	★	
Adopt a new Tenancy Strategy for WBC by 31/03/13 to meet statutory requirement	Y	Medium	New	Mar-13	On track	★	On track	★	On track	★	To be presented to Executive on 14 Feb 2013.
Approve 95% of high priority Disabled Facilities Grants within 9 weeks of receipt of full grant application	Y	High	97%	95%	95%	★	97%	★	98%	★	YTD outturn: 49 / 50
Bring 30 empty homes back into use for by 31/03/13 using the Council's framework for engaging with identified empty home owners	N	Medium	30	30	12	★	18	★	27	★	Q3 outturn: 9
Number of West Berkshire premises able to receive standard broadband services 2Mb/s or above (Target 67,614 100% by 2015)	Y	Medium	27,260 (40%)	40,711 (60%)	Annual	⊙	Annual	⊙	Annual	⊙	Reports in Q4

Measure / activity	Direct influence	Community / service Impact	2011/12 Year end outturn	2012/13 Target	Q1 outturn	Q2 (YTD) outturn / RAG	Q3 (YTD) outturn / RAG	Supporting commentary			
Planning											
Ensure that the number of upheld planning appeals is less than the national average of 35% (2011/12).	Y	Medium	(29/123) 24%	< 35%	40%	◆	36%	◆	30%	★	Planning appeal decisions are made by independent Planning Inspectors. However an analysis of this year's appeals does not show an underlying policy or process weakness and so we are confident that performance will improve to a level below the national of average of 35%. Performance in Q3 was 20%. YTD outturn: 17.5 / 58
60% of 'major' planning applications determined within 13 weeks.	Y	High	(15/53) 28%	60%	79%	★	78%	★	76%	★	YTD outturn: 32 / 42. Q2 data has been confirmed.
65% of 'minor' planning applications determined within 8 weeks.	Y	High	(81/503) 16%	65%	82%	★	77%	★	76%	★	YTD outturn: 285 / 377. Q2 data has been confirmed.
75% of 'other' planning applications determined within 8 weeks.	Y	High	(355/1479) 24%	75%	94%	★	91%	★	91%	★	YTD outturn: 1019 / 1121. Q2 data has been confirmed.
Community Safety											
Work with our partners to ensure that the ratio of repeat anti-social behaviour calls in West Berkshire does not exceed the Thames Valley Police Force (TVP) average ratio.	N	High	New	<TVP Q3 outturn of 31.6%	+2%	◆	-	U	- 0.95%	★	Q2 not reported, as TVP data for this period is unavailable. WBC Q3 outturn: 30.7%
Work with our partners to ensure that the rate of change of repeat instances of domestic abuse in West Berkshire does not exceed the Thames Valley Police Force (TVP) average	N	High	New	< TVP Q3 outturn (42.4%)	-1%	★	-0.8%	★	- 0.7%	★	WBC Q3 outturn: 41.7%
Work with our partners to reduce domestic burglaries by 5%	N	High	560	(-5%) 532	-31%	★	-18%	★	-21%	★	
Reduction in average cost of serious acquisitive crime (SAC) per offender compared to baseline at 31/3/12 (based on data for static IOM cohort of 20 offenders at	N	Medium	£12,020 (£3,005 per qtr)	-5%	£1,949.00	★	£3,687.00	★	data not available	U	Awaiting data from TVP.

Measure / activity	Direct influence	Community / service Impact	2011/12 Year end outturn	2012/13 Target	Q1 outturn	Q2 (YTD) outturn / RAG	Q3 (YTD) outturn / RAG	Supporting commentary	
Vulnerable Pupils									
Narrowing the achievement gap between SEN/non SEN scoring level 4 or above in English and Maths at the end of Key Stage 2	N	High	55%	<54.5%	Annual	⊙	Annual ⊙	52% ★	38% SEN achieved level 4, whereas 89.9% non SEN achieved level 4, therefore the attainment gap is 51.9%
Increase the proportion of children eligible for free school meals who achieve 5+A*-C grades at GCSE (incl English and Maths)	N	High	18.1%	25%	Annual	⊙	Annual ⊙	26% ★	
Higher and Adult Education									
Reduce the proportion of young people in academic Year 12 who are NEET at January 30th each year	N	High	5.2%	5.0%	Annual	⊙	Annual ⊙	Annual ⊙	Reports in Q4
Increase take-up of 16-18 apprenticeships	N	Medium	320 p/a	325 p/a	data not available	U	348 ★	348 ★	Number of young people starting an Apprenticeship (August 2011 - April 2012)
Working with Schools									
Increase the proportion of pupils gaining 5+A*-C at GCSE, including English and Maths to 63%	N	High	61%	63%	Annual	⊙	Annual ⊙	57% ■	The performance within West Berkshire is mirrored in national data. See exception report for further details.
Increase the proportion of pupils scoring level 4 or above in English and Maths at the end of Key Stage 2	N	High	Eng 82% Maths 80%	82.5% 80.5%	Annual	⊙	Annual ⊙	English: (86.0%) Maths: (82.0%) ★	
To reduce the number of primary schools below the floor standard at the end of KS2 for more than 2 of the previous 3 years	N	Medium	6	4	Annual	⊙	Annual ⊙	2 ★	
Improve the number of pupils making 2+ levels of progress from KS1 to the end of KS2 in English and Maths	N	High	Eng 84% Maths 79%	84.5% 81.0%	Annual	⊙	Annual ⊙	English: (88.0%) Maths: (82.0%) ★	
Maintain / increase the number of schools judged good or better by Ofsted under the new Framework (harder test)	N	High	61	61	61	★	62 ★	62 ★	

Measure / activity	Direct influence	Community / service Impact	2011/12 Year end outturn	2012/13 Target	Q1 outturn		Q2 (YTD) outturn / RAG		Q3 (YTD) outturn / RAG		Supporting commentary
Environmental and historic protection											
Adopt the Local Development Framework Core Strategy.	Y	High	Not adopted	Adopted	On track	★	Adopted	★	Adopted	★	Adopted by the Council in July 2012.
Cleaner and greener											
Maintain the proportion of waste recycled/composted/reused	Y	High	46%	46%	53%	★	55%	★	52%	★	Q3 result is an estimate and will not be finalised until March 2013. This result is also subject to change once figures are validated by DEFRA. Please note: this data is seasonal. Q2 outturn has been confirmed.
% of Waste landfilled	Y	High	20.9%	<25%	23%	★	17%	★	16%	★	Q3 result is an estimate and will not be finalised until March 2013. This result is also subject to change once figures are validated by DEFRA. Please note: this data is seasonal. Q2 outturn has been confirmed.
Maintain an acceptable level of litter, detritus and graffiti (as outlined in the Keep Britain Tidy local environmental indicators).	Y	High	Good	Satisf.	Reports Q2	U	Good	★	Good	★	Commenced reporting from Q2
Customer Focus											
The average number of days taken to make a full decision on new Benefit claims	Y	High	18 days	<18.5 days	15.6 days	★	18.2 days	★	17.9 days	★	
The average number of days taken to make a full decision on changes in a Benefit claimants circumstances	Y	High	8 days	<8.0 days	9 days	◆	7.6 days	★	7.7days	★	
Telephone calls dealt with at the first point of contact	Y	High	83%	80%	86%	★	86%	★	86%	★	Q3 outturn: 31996 / 37302
Calls to Customer Services answered within 30 seconds	Y	High	76%	75%	75%	★	79%	★	81%	★	Q3 outturn: 29977 / 35283
Average queuing time for personal customers	Y	High	4 mins	<8 min	5.8 mins	★	4.85 mins	★	4.85 mins	★	

Key accountable measures and activities 2012/13

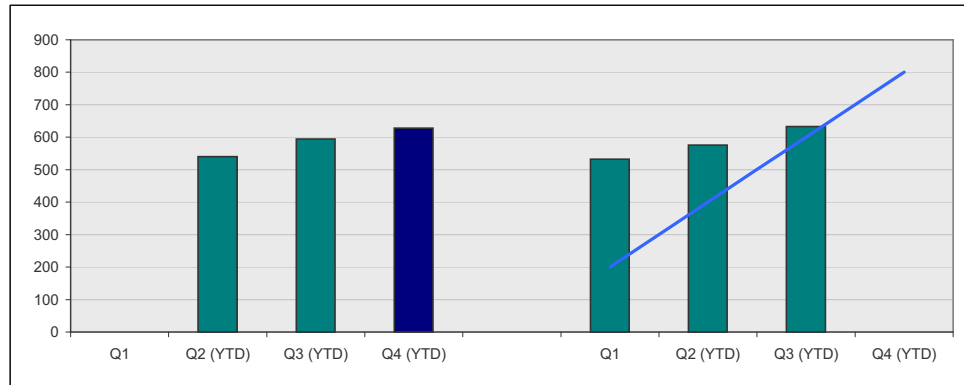
Q3: October –December 2012

Exception reports for amber and red indicators

VULN11: Increase the number of people who manage their own personal budgets and are in charge of their own social care, embedding risk management to ensure individuals can exercise choice safely

Red

Priority PI 2b Increase number of service users receiving a personal budget, either commissioned, cash or a mixture of both



Directorate: Communities
 Director: Margaret Goldie
 Service: Adult Social Care
 HoS: Jan Evans

Polarity: Higher is better
 Units of measure: number
 Frequency: Reported quarterly
 Significance: High
 Reports to: Public

	2011/12				Current year			
	Q1	Q2 (YTD)	Q3 (YTD)	Q4 (YTD)	Q1	Q2 (YTD)	Q3 (YTD)	Q4 (YTD)
YTD outturn	-	540	594	628	532	576	633	800
Target					200	400	600	800
YTD numerator								
YTD denominator								
YTD RAG					★	★	■	

Commentary

UPDATED: 7 March 2013.

REASON FOR RED:

It is estimated that 10 Personal Budgets (PBs) go through Panel a week so it is not possible to reach target by year end. The PB process is complex having to interface with a number of IT systems; RAISE, OCC, CRIS.

The service allocates at Resource Panel an annual amount as a Personal Budget allocation and is committed on the financial spreadsheets (CRIS) as the service moves service users to either a cash or Council commissioned service. However, the case management procedures are not yet fully in place to capture the PB on the electronic client record system RAISE so the performance data is unable to capture the totality of PBs awarded.

Other reasons for not achieving the target;

- The Access for All team, working to tight timescales of 2 weeks to assess and provide services, are still directly commissioning support services without a PB being allocated and then transferring the service
- LD transitions are not offered a PB as many receive a mix of education, children's and adult services during their transition phase which cannot be provided currently through a PB
- LD service users in supported living where the care is provided through block contracts cannot be allocated a PB
- Older People in Extra Care housing where the care is provided through block contracts cannot be allocated a PB.

REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN :

A project within the ASC Efficiency Programme has been established to resolve the range of issues relating to the PB process. The Personal Budget process within RAISE is being streamlined so all new assessments are allocated a PB immediately. All reviews are now allocated a PB.

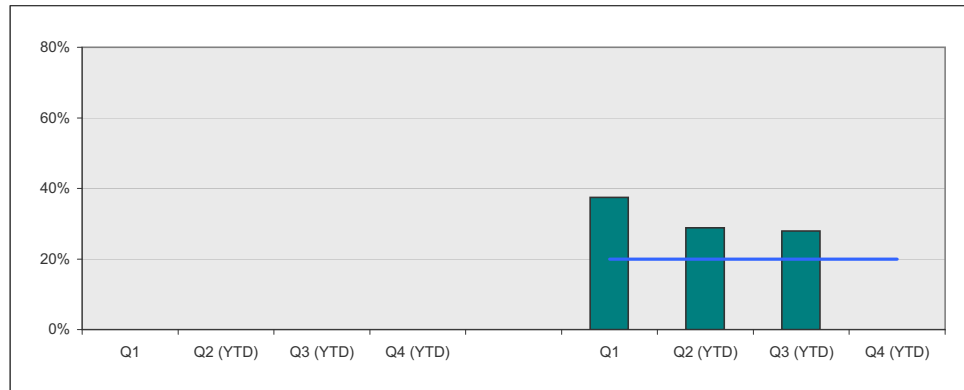
IMPACT OF REMEDIAL ACTION / ESTIMATED YEAR END OUTTURN:

Improvement should be seen once the PB process has been streamlined in RAISE in Q4 so an increase in PBs should be seen in 2013/14.

VULN.1: Modernise services to vulnerable children, focussing child protection resources on those children who are at most risk and working in partnership with schools, health and other partners to provide high-quality, evidence-based preventative support

Red

Priority 1.2 To reduce the proportion of children becoming the subject of a child protection plan for a second or subsequent time



Directorate: Communities
 Director: Margaret Goldie
 Service: Children's Services
 HoS: Mark Evans

Polarity: Lower is better
Units of measure: Percentage
Frequency: Reported quarterly
Significance: High
Reports to: Public

	2011/12				Current year			
	Q1	Q2 (YTD)	Q3 (YTD)	Q4 (YTD)	Q1	Q2 (YTD)	Q3 (YTD)	Q4 (YTD)
YTD outturn	No historical data provided.				37.5%	28.8%	28.0%	
Target					20%	20%	20%	20%
YTD numerator					6	17	33	
YTD denominator					16	59	118	
YTD RAG					◆	■	■	

Commentary

UPDATED: 4 February 2013.

REASON FOR RED:

Little has changed since the Q2 report. There has been a small reduction (1%) and work continues to make the changes required in this area.

This is a complex performance indicator designed to identify cases where poor quality assessments lead to children being made subject to multiple child protection plans.

Typically a child protection plan is kept in place for 6-12 months and ends when parents have either made the changes required to address the professional concerns or other action is taken to protect the child/ren (e.g. legal intervention). If a plan ends and it becomes necessary to implement a subsequent plan within 12-24 months it strongly suggests the decision to end the previous plan was premature and the assessment flawed.

However, there are some circumstances where it is entirely appropriate to make a child subject to more than one CP plan. The current performance indicator has no time limitation (the new version of this indicator proposed by Munro limits the period to 2 year. This revision has now been accepted by government - and will bring us to just below 20% when implemented next year). A child who was made subject to a plan as an unborn baby or young infant could entirely appropriately become subject to a second plan much later in their childhood for new and unforeseeable reasons. For this reason 'good' performance in relation to this indicator does not represent 0%, this is recognition that for some children it is appropriate to be subject to more than one CP plan.

CONSEQUENCES OF NOT ACHIEVING TARGET:

The consequence will vary, in the most serious cases, failure against this indicator can result in children potentially being left in unsuitable situations longer than is necessary, whilst in others it will have minimal impact. In terms of the Council's performance it is unlikely to be subject to further scrutiny as it was fully explored in our recent OFSTED.

REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN :

Unfortunately there is no 'quick fix' as the remedy is good quality decision making in all cases. We are working hard to provide staff with the supervision, training and support to improve practice in this area. We are also developing a much more cautious approach to remove children from child protection plans to ensure that change made by parents is enduring and sustainable before a plan is ended. Problems with our performance against this indicator were first picked up in March 2012 and an audit was undertaken to discover the reasons. There is a comprehensive action plan in place from this audit. It contains detailed recommendations for social workers, managers in children's services and child protection conference chairs. For example:

- *For every child coming to ICPC for a second or subsequent time, Chairs must (using a standard set of questions) audit the file prior to conference, to enable them to understand the background to the case (as well as the situation at previous conferences). Wherever possible the new Chair will talk with the previous CP Chair (if this was someone different)*
- *Both Children's Services managers and CP Chairs at the point of C.P. Consultation need to be clear in what ways a CP Plan for an older child is going to take the child's views and preferred methods of engagement into account. It needs to be considered whether a CP Conference will improve the safety of the child in question better than other means of planning / intervention.*

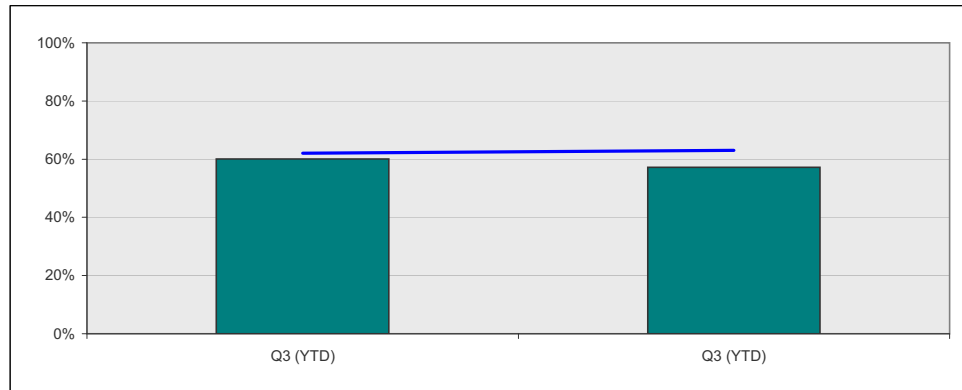
IMPACT OF REMEDIAL ACTION / ESTIMATED YEAR END OUTTURN:

The recommendations of the action plan are being put in place, but this is not an issue that can be rectified quickly. Consequently the remedial action will only have limited impact within the Q3 & Q4 timescale. The end of year position is likely to be between 25-30%, it is difficult to be precise as it depends on which children who have previously been subject to CP plans re-present and require a subsequent plan. It is also important to note that this represents a 5-10% deficit in achieving the planned outcome (rather than 25-30% of cases seen as been inappropriately subject to more than one plan). The target was set on the basis of data from comparator authorities from previous years. There is some evidence that nationally there are increased numbers of children subject to a CP plan for a second or subsequent time. However it is accepted by all that some children will inevitably be subject to plans on more than one occasion. Consequently good performance is not simply about a lower figure, it is recognised that high performing authorities tend to be in the range of 10-20%. Our recent OFSTED inspection has highlighted the need for us to reassess some children's situations which may lead to higher levels of re-registrations for a period of time.

Priority

Priority
5.1

Increase the proportion of pupils gaining 5+A*-C at GCSE, including English and Maths to 63%



Directorate Communities
 Director Margaret Goldie
 Service Education Service
 HoS Ian Pearson

Polarity: Higher is better
Units of measure: Percentage (cumulative)
Frequency: Reported quarterly
Significance: Medium
Reports to: Public

	2011/12				Current year			
	Q1	Q2 (YTD)	Q3 (YTD)	Q4 (YTD)	Q1	Q2 (YTD)	Q3 (YTD)	Q4 (YTD)
YTD outturn			60.1%				57.2%	
Target			62%				63%	
YTD numerator			1192				1088	
YTD denominator			1984				1903	
YTD RAG								■

Commentary

UPDATED: 4 February 2013.

REASON FOR RED:

The West Berkshire headline figure for 2012 of 57.2% of pupils achieving 5 or more A*-C GCSE including English and Maths has dropped slightly from 60% in 2011. Similar difficulties have been experienced amongst our statistical neighbour councils and nationally this year. Performance on this measure for all state schools nationally has only increased by 0.6% in 2012 and by 0.4% when independent schools are included. Amongst those councils most like us statistically only one of the family of 11 councils saw a small increase. Falls ranged from -0.2% to -3.0%.

The fall in WB masks the fact that there has been a good improvement of 4.1% in mathematics at GCSE A*-C to 71.7%, which is above the national result of 69.3%. However, there was a significant drop in English GCSE A*-C. from 72.8% to 63.4% which is now below the national result of 66.7%. A decline in English results in 2012 have been the subject of a national controversy due to mid year changes in mark schemes and grade boundaries.

West Berkshire schools results were adversely affected by this with 8 out of 10 schools dipping in English for 2011. Generally, the greatest dips were from previously high performing English departments in the larger schools. The most significant drop was 23%. A further two other schools had dips of over 10%.

Due to the depression in English results, 7 out of 10 schools performed less well than in 2011 against the key indicator of 5*A-C grades including English and mathematics. With only 10 schools, the result of the larger schools having significant dips has reduced the overall West Berkshire scores more disproportionately than it has nationally. However, 2 schools which had lower than expected results last year made good gains this year. The third school is a rapidly improving school and for the second consecutive year has shown gains against all GCSE indicators.

REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN :

Whilst the majority of schools report that English results have fallen short of schools' predictions, there is no complacency on the part of headteachers about the need to improve next year. The LA raised the issue at the autumn secondary headteachers forum and key areas identified to improve included more moderation of English work to ensure that grades given are accurate and greater preparation to meet the demands of the test.

Actions planned by the LA include

1. Providing additional subject network meetings for Heads of English to meet and discuss strategies to improve standards/ have moderation of work
2. The School Improvement Partner (SIP) will discuss with each school progress towards end of year English targets on termly visits (8 out of 10 schools have an LA SIP). Key information will be fed by to the LA and further action taken if needed.
3. Intensive additional support for the Head of English is being provided for a secondary school currently in special measures 4. A 2 day review of core subject performance in another secondary school judged satisfactory by Ofsted will be provided in the summer term.

IMPACT OF REMEDIAL ACTION / ESTIMATED YEAR END OUTTURN:

The desired impact of the remedial action is for schools to meet English targets set and results to improve on this year. There will be a clearer picture in the spring term of progress towards targets.

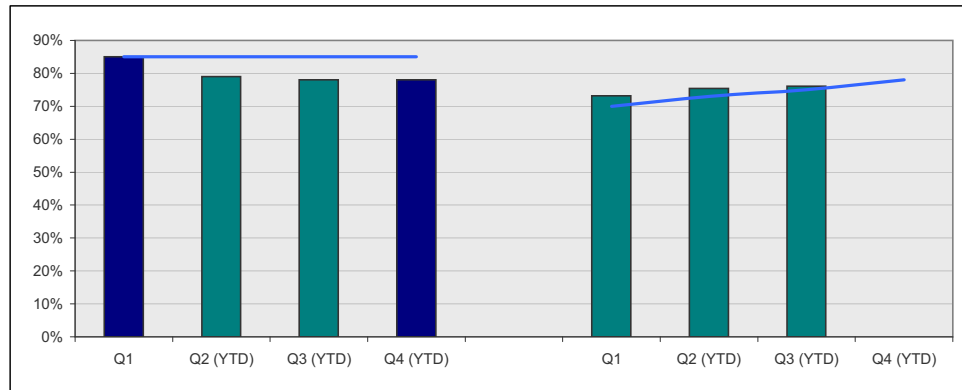
Particular challenges:

- It is likely that the trend of improvement in GCSE results from 2008 to 2011 locally and nationally which has now dipped in 2012 will not increase next year as the Government have indicated that they have the view that past performance indicators in secondary schools have been too generous.
- Two schools which are Academies do not use an LA SIP. One of these schools had a significant drop in English this year. LA influence in these schools is therefore limited.
- The LA has very reduced resources to provide direct resources to secondary schools at subject level. E.g. there are now no LA consultants to support schools in maths or English.
- GCSEs are in a process of change with a move away from coursework and resits over the next few years, followed by a proposed radical overhaul of examination system with an end to GCSEs, a move to one exam board per subject and a curriculum priority given to English, mathematics, science, humanities and a modern foreign language to create an "English Baccalaureate".

Planning ahead for schools to ensure pupils will be well prepared for future test systems will be challenging.

Additional support to secondary schools may result in a budget pressure as there is a very small central LA resource to draw on i.e. some support will have to be commissioned in.

Priority **PI 5a** Maintain the percentage of people presenting as homeless where the homelessness has been relieved or prevented



Directorate: Communities
 Director: Margaret Goldie
 Service: CCH&S
 HoS: June Graves

Polarity: Lower is better
Units of measure: Percentage
Frequency: Reported quarterly
Significance: High
Reports to: Public

	2011/12				Current year			
	Q1	Q2 (YTD)	Q3 (YTD)	Q4 (YTD)	Q1	Q2 (YTD)	Q3 (YTD)	Q4 (YTD)
YTD outturn	85%	79%	78%	78%	73.2%	75.4%	76.1%	78%
Target	85%	85%	85%	85%	70%	73%	75%	78%
YTD numerator					101	224	286	
YTD denominator					138	297	376	
YTD RAG	★	◆	■	■	◆	◆	◆	

Commentary

UPDATED: 13 February 2013.

In Q3 we maintained 78% but the Housing service is facing increased demand for homelessness services, reflecting a national trend. The Council has no other option but to take a homeless application. Nationally, we have seen a 13% increase in homelessness compared to last year, and this is mirrored in West Berkshire. Restructuring staff team to reflect increase in demand for support is underway and the Allocations Policy is also being reviewed to ensure that social housing is available to those who need it most. Staff have also attended a 4 day training course run by Shelter to develop the knowledge base of a relatively new staff team on providing effective homelessness advice and guidance.

End of report

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Title of Report:	Youth Justice
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To provide an update on the use of the Youth Restorative Disposal in West Berkshire and its impact on the national indicator to reduce first time entrants to the Youth Justice System.

Recommended Action: To note the report

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Brian Bedwell – Tel (0118) 942 0196
E-mail Address:	bbedwell@westberks.gov.uk

Contact Officer Details	
Name:	Davy Pearson
Job Title:	Youth Offending Team Manager
Tel. No.:	01635 553600
E-mail Address:	dpearson@westberks.gov.uk

Executive Report

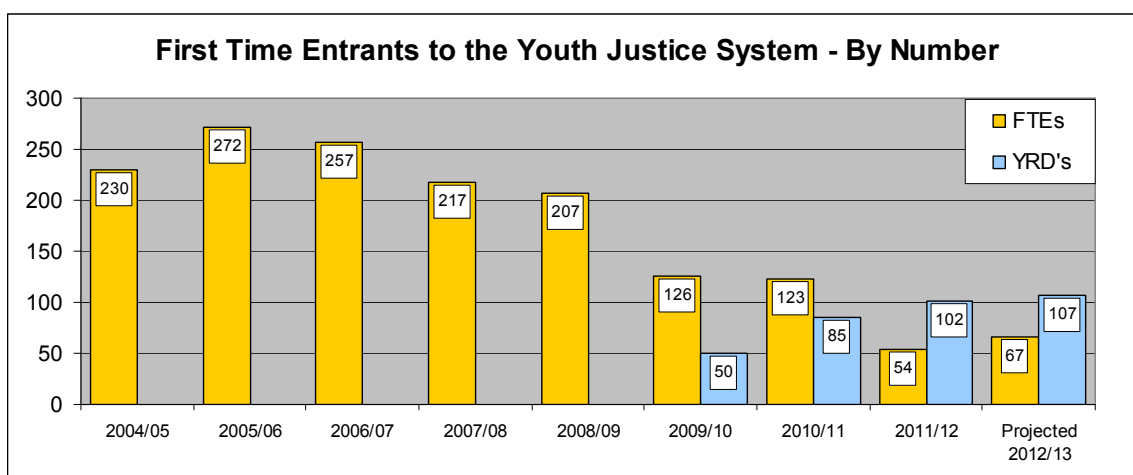
1. Introduction

- 1.1 On 21 February, the Overview and Scrutiny Management Commission received information from the Head of Children’s Services indicating that contributory factors to the drop in the number of young people entering the youth justice system was the introduction by the police of the Youth Restorative Disposal and Youth Cannabis Warning.
- 1.2 The Commission requested that an update be provided to evaluate the effectiveness of these schemes and to assess the impact prior to, and following, the introduction of the schemes.

2. Reduction in First Time Entrants

- 2.1 First Time Entrants (FTEs) are made up of young people receiving Reprimands (a disposal for a first, low level offence with no requirement for the Youth Offending Team (YOT) to intervene, but locally a screening system to offer services for those with relevant risk factors); Final Warnings (a disposal for a first more serious offence or for a second less serious offence, with the YOT to assess and provide appropriate interventions to reduce risk factors); and lastly for some young people sentenced in court for the first time with no previous offences. This will either be for a more serious first offence or because the young person denies the offence.
- 2.2 First Time Entrants dropped between 2005/06 to 2008/09 from 272 young people entering the formal youth justice system for the first time to 207. This reduction would be largely due to the expansion in preventive and early intervention work in West Berkshire. (Refer to Graph 1 below).

Graph 1



- 2.3 Previously the National Indicator in relation to FTEs was based on the number of young people entering the youth justice system for the first time. This has now

changed to the number of first-time entrants per 100,000 young people aged 10-17, for which historical data is available from the financial year 2007/8. (Refer to Table 1).

Table 1

Rate per 100 000 of YP aged 10-17 from YJB dataset (financial year)	2007/08	2008/09	2009/10	2010/11	2011/12
YOT Data	1,235	1,201	737	696	312
South East Data	1,741	1,394	1,176	819	579
National Data	1,862	1,493	1,180	884	712

2.4 For West Berkshire there has been a 75% decrease in First time Entrants between 2007/8 and 2011/12, compared with a 61% decrease nationally.

3. Use Of The Youth Restorative Disposal (YRD)/Youth Cannabis Warning (YCW)

3.1 This section outlines the impact of the introduction by the police of the Youth Restorative Disposal and Youth Cannabis Warning.

3.2 In 2009 Thames Valley Police introduced the YRD for low level crime. The YRD is an informal disposal not recorded on the Police National Computer (PNC), and with a restorative component, with national pilots finding these were popular with victims and the police, the latter particularly relating to the reduction in paperwork to deal with low level crime. Their introduction has had a significant impact on the reduction in first time entrants (FTEs).

3.3 In addition the Youth Cannabis Warning was introduced, again as an informal sanction for those found in possession of cannabis for the first time, but with a referral to Substance Misuse Services.

3.4 Graph 1 highlights the impact of the introduction of the YRD on FTEs.

3.5 In West Berkshire only 30 YRDs and 0 YCWs were issued in 2009, as they were not introduced until September 2009. Their use increased to 121 in 2010, 141 in 2011 and 132 in 2012. Whilst they do not count as FTEs, as the YRD/YCW is not a formal sanction, their use does need to be taken into account in consideration of the reduction in FTEs.

3.6 A comparison of the Berkshire YOTs shows that the use of YRDs and YCWs has continued to rise in West Berkshire, compared to the other Berkshire YOTs which peaked in 2010/11. (Refer to Tables 2 and 3 below).

Table 2

Numbers of YRDs/YCWs since introduction in 2009 by YOT area

Year	Bracknell	Reading	Slough	Wokingham	Windsor & M	West Berks
2009/10	54		105	49	56	63
2010/11	226	178	250	94	129	117
2011/12	121	166	206	92	119	160
2012 Q1-3						85

Table 3

Numbers of YRDs where the young person has had a previous YRD or outcome

Year	Bracknell	Reading	Slough	Wokingham	Windsor & M	West Berks
2009/10	4		5	3		12
2010/11	16	30 over 2 year period	17	6		27
2011/12	9		12	6		36
2012 Q1-3						17

3.7 The following sets out some characteristics of young people receiving YRDs and their offences.

3.8 Gender

The proportion of YRDs/YCWs being given to girls decreased from 47% in 2011, to 28% of all YRDs/YCWs given in 2012, more reflecting the proportion in the formal youth justice system. For 2012 it no longer seemed more likely that girls would get a YRD than boys.

3.9 Age

The younger age group are more likely to get YRDs/YCWs with 73% of those given YRDs/YCWs in 2012 being aged 10-15 years, contrasted with 49% of those receiving a formal police or court sanction being a similar age. (Refer to Table 4).

Table 4

Age	2012 Proportion of those being given a YRD/YCW	2012 Proportion of those receiving a formal police or court sanction
10-11	5%	1%
12-13	28%	12%
14-15	40%	38%
16-17	27%	50%

3.10 Ethnicity

Data from the January 2012 annual schools census for West Berkshire, looking only at students on roll at secondary schools of compulsory school age, shows that for the West Berkshire secondary population as a whole, 12.7% are from BME background (all ethnic groups other than White British). Of all YRDs/YCWs given in 2012, 12.1% were given to young people of BME background. This is encouraging as it had previously seemed that young people from BME backgrounds were underrepresented in the YRD population.

3.11 Offence Types

In 2012 39% of YRDs/YCWs were given for offences of violence against the person. Otherwise, they were given mainly for theft and handling 30%, drugs 12% and criminal damage 11%. Whilst steep falls in offending resulting in a formal sanction can be seen in Graph 2 (see Appendix 1), adding YRDs/YCWs back in, Graph 3 (see Appendix 2), shows less impact, although still with reductions across most crime categories.

3.12 Reoffending

Of the 121 YRDs/YCWs in 2010, 36% have now reoffended. However, significantly only 26% of those with no previous disposal went on to reoffend, whilst 68% of those who had had a previous disposal went on to reoffend. In 2012, the reoffending following being given a YRD/YCW was 31% for those who had had a previous disposal compared with 10% where it was a first time disposal. Reoffending by those given a YRD/YCW when it is not a first disposal is greater than the reoffending by the YOT population. Although police officers are now requested to discuss the giving of a subsequent YRD/YCW with their supervisors and discuss with the police decision-maker in IOM it may be useful to keep monitoring this. 28 YRDs/YCWs were given in 2010, 30 in 2011 and 35 in 2012 where it was not the first offence.

4. Youth Restorative Disposal Issues

- 4.1 As can be seen above the YRD is generally being used with the younger age group for low level crime, and where it is given for a first, low level offence young people, victims and police are positive about his development, particularly if there is a

restorative component. Where there have been concerns these have related to young people being given more than one YRD and the impact on their reoffending rates, and occasionally where a YRD is proposed to being given for a higher level offence.

- 4.2 In relation to the issue of multiple YRDs, locally now if a second YRD is being considered, a supervisor and the police decision maker must be consulted. From 1 April 2013 all decisions other than for a first offence, must be made jointly between the police and YOT.
- 4.3 Also, officers are advised to consult local police systems when considering giving a YRD, as they can find out then, if they have had a previous YRD. As YRDs are not recorded on the Police National Computer (PNC), only consulting PNC can lead to multiple YRDs being given.
- 4.4 Thames Valley Police are presently revising policies in relation to YRDs, including looking at the restorative justice training of officers, the level of restorative justice with YRDs and ensuring a reduction in multiple YRDs given the resultant high rate of reoffending.

5. Conclusion

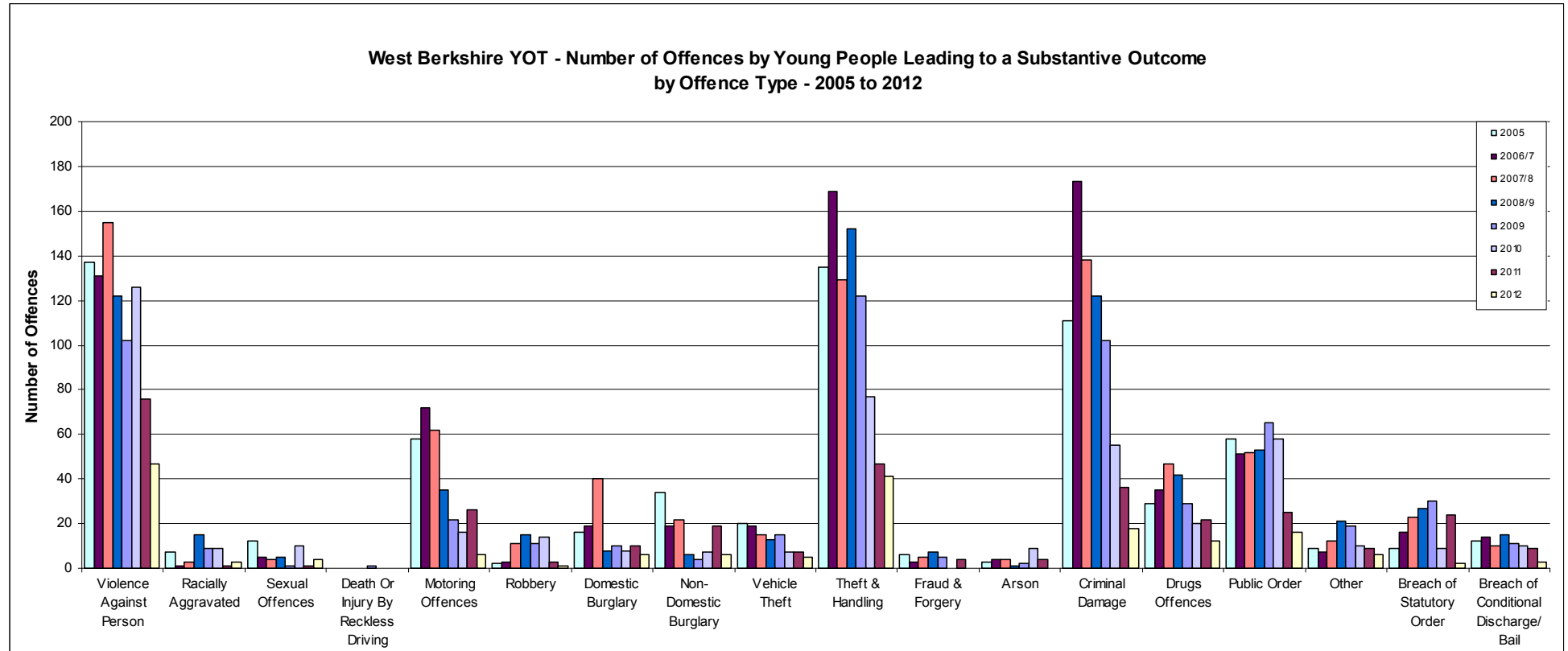
- 5.1 There has been a gradual decline in the number of young people entering the Youth Justice System from 2005/6 to 2008/09 which will be attributable to general prevention and early intervention services developed in West Berkshire and the targeted services of the Early Intervention Team.
- 5.2 The reduction in First Time Entrants became a dramatic decrease following the introduction of the YRD by Thames Valley Police in 2009. The YRD is an informal response, and is useful to keep low risk young people out of the criminal justice system, saves police and court time, can be valued by victims and communities when a restorative approach is taken
- 5.3 Thames Valley Police and the YOT have been ensuring that issues identified with the YRD policy are identified and addressed and this is ongoing. However, a reduction in second or further YRDs will lead to an increase in FTEs, although with the young person being given a formal sanction which may involve the YOT, this should mean that reoffending decreases.
- 5.4 From the 1 April 2013 all decisions about disposals other than the first disposal which is made by the police, must be made jointly by the YOT and Police, which is also likely to lead to a reduction in multiple YRDs.

Appendices

There are no appendices to this report.

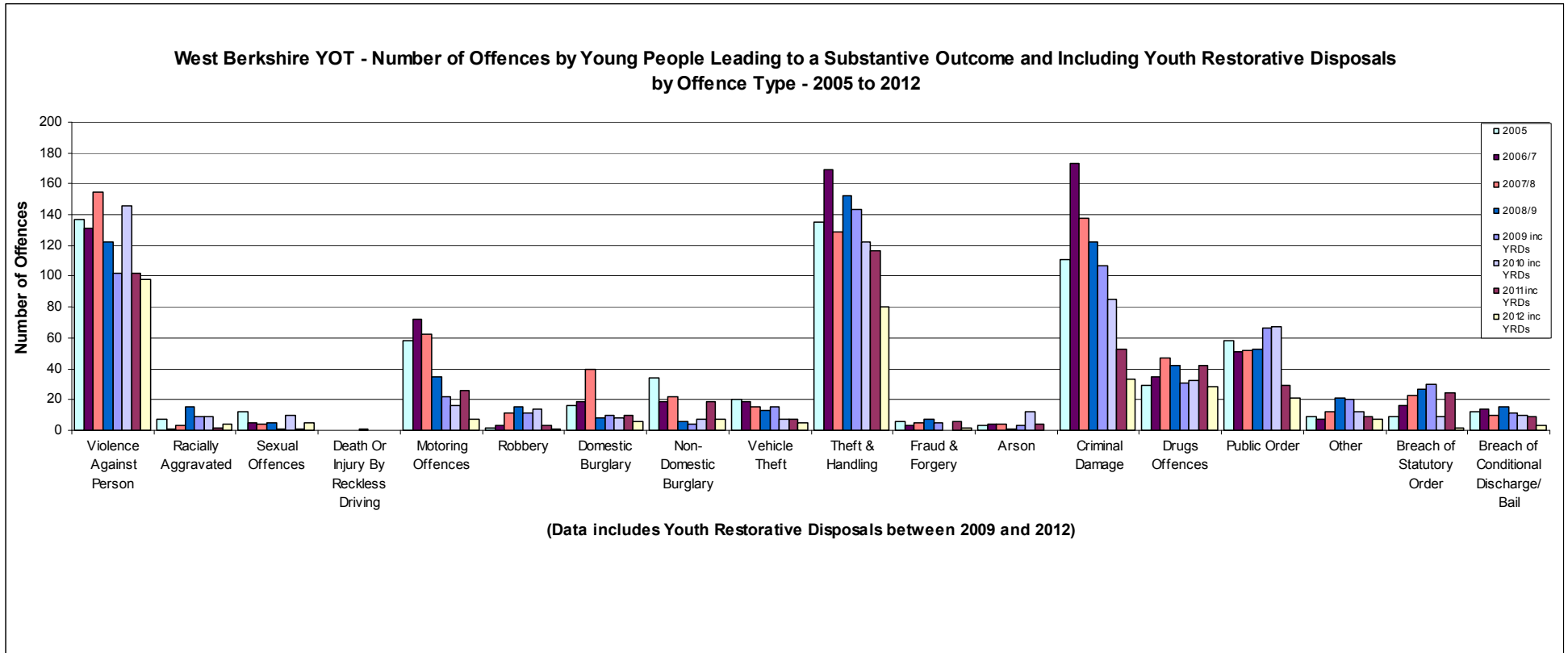
Appendix 1

Graph 2



Appendix 2

Graph 3



Agenda Item 13.

Title of Report:	Health Scrutiny Panel
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To provide an update on the work of the Health Scrutiny Panel.

Recommended Action: To note the information.

Health Scrutiny Panel Chairman	
Name & Telephone No.:	Councillor Quentin Webb – Tel (01635) 201435
E-mail Address:	qwebb@westberks.gov.uk

Contact Officer Details	
Name:	Charlene Myers
Job Title:	Strategic Support Officer
Tel. No.:	01635 519695
E-mail Address:	cmyers@westberks.gov.uk

Executive Report

1. Introduction

1.1 The Health Scrutiny Panel (HSP) last met on 4 December 2012. The main items for discussion were:

(1) Findings of the Independent review of Continuing Health

The report and action plan was received and noted.

(2) Dignity and Nutrition in Local Hospitals.

A verbal update was received and noted.

2. Next Meeting

2.1 The Health Scrutiny Panel is due to meet next on 19 March 2013. The agenda items are as follows:

(1) Continuing Health Care

(2) PCT Quality Handover

(3) Changes to the West Berkshire Health Care

(4) Dignity and Nutrition – CQC Standards

3. Work Programme

3.1 The latest work programme for the Health Scrutiny Panel is contained within item 6 of this agenda.

3.2 The following items have been considered by the Panel over the past year:

(1) NHS Continuing Healthcare Programme

(2) Anti Child poverty Strategy

(3) Dignity and Nutrition at RBH

(4) Health and Wellbeing Board update

(5) Home Care

(6) PCT Quality Handover

(7) The effect of health service reorganisation on local provision and private finance initiatives (PFI).

(8) Adult social care eligibility criteria

(9) RBH appointment system

(10) PCT Quality Handover

Appendices

There are no Appendices to this report.

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Agenda Item 14.

Title of Report:	Resource Management Working Group
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To provide an update on the work of the Resource Management Working Group.

Recommended Action: To note the information.

Resource Management Working Group Chairman	
Name & Telephone No.:	Councillor Tony Vickers – Tel (01635) 230046
E-mail Address:	tvickers@westberks.gov.uk

Contact Officer Details	
Name:	Charlene Myers
Job Title:	Strategic Support Officer
Tel. No.:	01635 519695
E-mail Address:	cmyers@westberks.gov.uk

Executive Report

1. Introduction

1.1 The Resource Management Working Group (RMWG) last met on 12 March 2012. The main items for discussion were:

- (1) Blue Badge Improvement Service
- (2) Establishment report
- (3) Utilisation and income generated by Shaw House
- (4) Month 10 Financial update

2. Next meeting

2.1 The next meeting has been scheduled to take place on 23 April 2013.

3. Work Programme

3.1 The latest work programme for the Working Group is contained within item 6 of this agenda.

3.2 The following items have been considered by the Group over the past year:

- (1) Day Services Reconfiguration Review
- (2) Energy Saving Programme
- (3) Financial Update
- (4) Managed Vacancy Factor
- (5) Asset Management
- (6) Establishment Report Q4
- (7) Financial Outturn Report
- (8) Management of sickness absence due to stress
- (9) School Academies
- (10) Asset Management
- (11) Medium Term Financial Strategy
- (12) Financial Performance Month 4
- (13) Establishment Report Q1
- (14) Financial Update Revenue Budget

- (15) Risk Register
- (16) Financial Performance Month 6
- (17) Fleet Management
- (18) Utilisation and income generated by Shaw House
- (19) Blue Badge Improvement Service

Appendices

There are no appendices to this report.

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Agenda Item 15.

Title of Report:	Scrutiny Recommendations Update
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To provide an update on the progress of scrutiny recommendations made over the previous year.

Recommended Action: To note the report

Overview and Scrutiny Management Commission Chairman	
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Supporting Information

1. Introduction

- 1.1 The recommendations put forward by the Overview and Scrutiny Management Commission that have arisen from scrutiny reviews over the past year, are presented in Appendix A. Information is provided to inform the Commission of the progress of these recommendations.
- 1.2 The Commission are asked to note the report.

Appendices

Appendix A – Scrutiny Recommendations Update

Review title	Recommendation	Date Agreed by OSMC	Date Adopted by Executive	Link to Exec Report	Update	Implemented within 12 months?
Facilities Available for Young People	a. The Executive Member for Children and Young People and Youth Service should work, including through the networks available to Elected Members, to encourage schools to enable community groups to access the use of their facilities	17/04/12	19/07/12		The Portfolio Holder for Children and Young People has requested that members of the School Standards and Effectiveness Panel ask about the community use of buildings when visiting schools. The use of these public facilities is to be encouraged, but not at the expense of income for other community venues.	Yes
	b. The Executive Member for Finance, Property and Health and Safety should take steps to allow and promote the use of Council property by community groups. This should include through tenancy agreements for let assets.	17/04/12	19/07/12		The 2013 Asset Management Plan was drafted in November 2012 as planned and the final version was approved by full Council on the 5th March 2013. The principles of the plan include: - facilitating the use of the Council's property assets to support the key objectives in the Council Strategy (including protecting the vulnerable and promoting a vibrant district) - and promoting property based partnerships with other organisations including community groups. One of the key tasks for the Asset Management Group for 2013 is to review the current use of the Council's assets, to assess the extent to which these support the implementation of the Council Plan and, where appropriate to seek alternative uses for those which do not. Alternative uses could include: - sale of surplus assets to generate capital funds for reinvestment in Council and community based services - transfer to another Council service where it is needed to help deliver one of the Council ' s key strategic priorities - transfer by sale or lease to a community or other not for profit organisation who will help to support one of the Council ' s key st The plan also includes a draft Community Asset Transfer Policy Examples of work to promote community use over the last year i - Greenham Community Centre was transferred to Greenham Common Trust for community use. - The Hungerford Community Centre at John O ' Gaunt school is let to Hungerford Town Council. - Discussions have started with Greenham Parish Council about the Diamond Project portakabin at John W Mello playing fields.	On Track
	c. The Executive Member for Partnerships, Equality, the Visions and Communities should encourage town and parish councils to allow the use of their property by community groups.	17/04/12	19/07/12		This aspect of community building use will be further promoted to all town and parish councils at the forthcoming Community Planning Conference planned for September 2013. Many town and parish council owned village halls already encourage greater use of these buildings by offering discounted rates to community groups.	On Track
	d. The Executive Member for Highways, Transport (Operational), ICT and Customer Services should critically examine the opportunities for the Council to allow the public use of the Council's own transport fleet, particularly in locations where there is an expressed need for community transport, working to remove bureaucratic burdens and obstacles where they exist.	17/04/12	No			
	e. The Executive Member for Highways, Transport (Operational), ICT, Customer Services should introduce a mechanism to assess the extent to which Council transport assets are being utilised by community groups.	17/04/12	No			

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	f. The Executive Member for the Environment, "Cleaner Greener", Public Protection, Culture and Leisure should identify measures to encourage and increase the use by community groups of the Council's leisure facilities, for example sports and leisure centres.	17/04/12	19/07/12	http://decisionmaking.westberks.gov.uk/eListDocuments.aspx?CId=117&MId=1826&Ver=4	Parkwood Community Leisure remain active in promoting the centres and their activity programmes and Adventure Dolphin has published a programme for 2013/14. The evidence of improvement will be collated after the achievement date of 31/03/2013 but indications based on performance to end of January 2013 are that the Leisure Contract is currently 10.29% against the same period in 2011/12. Adventure Dolphin is on target to establish a baseline of @ 25,000 recorded attendances by the end of the recording period. It looks very likely that the Duke of Edinburgh Award scheme will achieve 1000 new applicants on to the Award programme this year which will be the best year ever.	Yes
	g. When considering change of use applications by and for community groups, the Executive Member for Planning and Housing should ensure that planning policies to allow favourable weighting and consideration of the wider societal benefits that their activities usually generate.	17/04/12	No			
	h. The Executive Member for Children and Young People and the Youth Service should continue to support organisations, such as the Berkshire Association of Clubs for Young People, that enable community groups to operate effectively, for example through the provision of training and CRB checks.	17/04/12	19/07/12			Yes
	i. The Executive Member for Children and Young People and the Youth Service should implement a comprehensive plan, which includes the use of social media, to communicate to young people the wealth of spare time opportunities and activities that are available to them.	17/04/12	19/07/12			Yes
	j. The Executive Member for Children and Young People and the Youth Service should create and promote guidance on the key steps to be taken on the establishment of youth community groups. This might take the form of a 'Youth Club Starter Pack'.	17/04/12	No			
	k. The Executive Member for Children and Young People and the Youth Service should take steps to identify and the remove those Youth Service practices that prevent or obstruct the use of its facilities by community groups.	17/04/12	No			
	l. The Executive Member for Partnerships, Equality, the Visions and Communities should establish a mechanism to allow the sharing across community groups of resources such as training opportunities, skills, expertise and knowledge.	17/04/12	19/07/12			Yes
	m. The Executive Member for Partnerships, Equality, the Visions and Communities should encourage communities developing parish plans to consider items and activities that have a lower purchase/build cost but provide better value than more expensive but less flexible items such as Multi Use Games Areas (MUGAs).	17/04/12	19/07/12		Most parish plans typically cover activities for young people. In the last year, the communities of Lambourn, Hermitage and East Garston have all been provided with advice on establishing youth clubs within their areas as a way to address the need for young people's activities in a cost-effective way. In addition, the Hungerford Vision Group has been given advice on the future development of leisure services and the more realistic lower-cost options were suggested in the first instance.	On Track

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	n. The Executive Member for Strategy, Performance and Community Safety should ensure that budgets allocated for the provision of Community Wardens, across all contributing organisations, are protected to enable their invaluable work to continue.	17/04/12	19/07/12			Yes
	o. The Executive Member for Children and Young People and the Youth Service should ensure that budgets allocated for the provision of detached youth workers are protected to enable their invaluable work to continue.	17/04/12	19/07/12			Yes
Pot Holes	1 Comply fully with the recommendations arising from the Department for Transport's report <i>Prevention and a Better Cure</i> .	18/09/12	29/11/12		The service believes that by supplementing existing practice with the scrutiny recommendations, the Council will be complying with the broad aims of this document.	Yes
	3 Develop and deliver a communications plan to engage the public in the reporting of potholes. This might be achieved through the publication of leaflets, through the Council's website or through advertising. Any materials should be written in ways that do not require prior technical knowledge.	18/09/12	29/11/12			Yes
	4 Arrange for the authority's approach to the handling of potholes to be explained to parish councils at the District/Parish Conference.	18/09/12	29/11/12			Yes
	5 Arrange for the authority's approach to the handling of potholes to be explained to Members of Thatcham Town Council.	18/09/12	29/11/12			Yes
	6 Arrange for the authority's approach to the handling of potholes to be explained to Members of the Council at a Member Development Seminar.	18/09/12	29/11/12		This was included as an agenda item at the District Parish Conference on 09 Oct 2012	Yes
	7 Produce and distribute to all Member of the Council guidance on the methodology in place for pothole maintenance.	18/09/12	29/11/12			Yes
	8 Give consideration to the introduction of a permanent 'find and fix' team to complement the existing proactive schemes already in place.	18/09/12	29/11/12		The Council already adopts a 'find and fix' approach through its hand patching operation.	Yes
	9 Give consideration to the Council taking part in the national MORI survey every two years, in order to monitor the public's satisfaction with the Council's pothole maintenance activities.	18/09/12	29/11/12			Yes
Domestic Abuse	(1) The Portfolio Holder responsible for Safer Communities should take steps to secure the attendance at the West Berkshire Domestic Abuse Forum representatives from schools and General Practitioners, to ensure that all appropriate agencies are represented.	30/10/12	14/02/13		- Appropriate education representation discussed at Domestic Abuse Forum in February and Domestic Abuse Reduction Coordinator to draft letter for Forum Chair - A GP attended the February meeting of the DA Forum and will be discussing future attendance with CCG colleagues	On Track
	(2) The Portfolio Holder responsible for Children and Young People should secure the necessary funding to make permanent the Domestic Abuse Response Team in order to ensure that its effective work continues.	30/10/12	14/02/13		No planned changes to funding for 2013/14	On Track
	(3) The Portfolio Holder responsible for Children and Young People should consider increasing the resources available to the Domestic Abuse Response Team in order to improve its resilience.	30/10/12	14/02/13		Opportunities to increase resources available to DART through increased partnership activity being explored	On Track

Review title	Recommendation	Date Agreed by OSMC	Date Adopted by Executive	Link to Exec Report	Update	Implemented within 12 months?
	(4) The Portfolio Holder responsible for Safer Communities should take steps to ensure that the incoming Police and Crime Commissioner (PCC) fully understands the value of the West Berkshire Independent Domestic Violence Adviser. The desired outcome would be for funding, which will move from the Home Office to the PCC's control, to be maintained at existing levels.	30/10/12	14/02/13		- Briefing Document on Domestic Abuse, including the value of the IDVA, sent to Police and Crime Commissioner. - Response to draft Police and Crime Plan submitted on behalf of Safer Communities Partnership. - Police and Crime Commissioner to announce funding allocations at end of March 2013	On Track
	(5) In the event that the desired outcome at recommendation (4) cannot be achieved, the Council would need to review the implications of this decision.	30/10/12	14/02/13		Pending Recommendation 4	
	(6) The Portfolio Holder responsible for Housing should make available funding to reduce the gap for Independent Domestic Violence Advisers in the district from the current 0.8 Full Time Equivalent (FTE) to the 2.5 FTE recommended by the charity Co-ordinated Action Against Domestic Abuse (CAADA).	30/10/12	14/02/13		- Review of service provided by A2 Dominion, including provision of an Independent Domestic Violence Adviser, to be reviewed. Review to be completed by September 2013 - Review Framework to be scoped in June 2013.	On Track
	(7) In order to raise and maintain the profile of domestic abuse, the Portfolio Holder responsible for Safer Communities should publish a domestic abuse strategy, for which appropriate governance and delivery mechanisms should be established.	30/10/12	14/02/13		- Strategic Statement on Domestic Abuse drafted for consideration by new Domestic Abuse Strategic Forum and Safer Communities Partnership. - Domestic Abuse Strategic Forum to be responsible for delivery against the Strategic Statement and to report to the Safer Communities Partnership Strategy Group	On Track
	(8) The Portfolio Holder responsible for Safer Communities should review the 'Making Changes' programme to ensure that it is effective and fit for purpose.	30/10/12	14/02/13		- Independent evaluation of Making Changes commissioned with report due at beginning of April 2013 - Making Changes Committee and programme Facilitators carrying out review of procedures. - Duluth Accredited Training delivered to all Making Changes Facilitators 18th – 20 th March 2013	On Track
	(9) The Portfolio Holder responsible for Safer Communities should seek from HM Court and Tribunal Service that the Special Domestic Violence Court be reinstated in Newbury, in order to ensure that victims from West Berkshire receive justice expeditiously.	30/10/12	14/02/13		Specialist Domestic Violence Court to be reinstated in Newbury from 1 st April 2013	Yes
	(10) Following the success of previous campaigns, the Portfolio Holder responsible for Safer Communities should develop and deliver a media and communications plan to maintain or improve the level at which domestic abuse is reported.	30/10/12	14/02/13		- Safer Communities Partnership Strategy 2013/14 will include communication actions in respect of Domestic Abuse - Strategy to be signed off by Strategy Group in May 2013 - Domestic Abuse Strategic Forum to oversee implementation of actions and report to Safer Communities Partnership Strategy Group	On Track
	(11) The Chief Executive of the Royal Berkshire Hospital should develop, deliver and review the effectiveness of packages of training and support for all staff working in maternity, post-natal and accident and emergency units to ensure that they have the requisite skills and confidence to be able to identify, record and deal effectively with domestic abuse.	30/10/12	No			
	(12) The Chief Executive of the Berkshire Healthcare Foundation Trust should provide assurance to the Safer Communities Partnership that funding for the post of Specialist Practitioner Domestic Abuse remains a priority, in order that her important and valued work continues.	30/10/12	14/02/13		Annual assessment in December 2013	On Track

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	(13) The Chairman of the West Berkshire Health and Wellbeing Board should critically examine the appropriateness and effect of the action taken in response to Recommendation 11 of the Pemberton Domestic Homicide Review, in order to ensure that its desired outcome is achieved.	30/10/12	14/02/13		- GP 'IRIS' training programme Steering Group to be convened on 25 th April 2013 - Domestic Abuse Reduction Coordinator and Safer Communities Partnership Team Manager to be Steering Group members	On Track
	(14) The Portfolio Holder for Housing should write to the Home Secretary requesting that she give consideration to the establishment of a national system for refuge provision, in order to ensure that there is an appropriate number and mix of accommodation type available.	30/10/12	14/02/13		Analysis described under Recommendation 15 will need to be completed before a letter can be written	Not Completed
	(15) In order that professionals working with domestic abuse are able to understand the composite picture and manage resources accordingly, in conjunction with A2Dominion the Portfolio Holder for Housing should establish a mechanism to capture data on the total number of referrals being made to refuges, whether within the district or elsewhere. After six months of data collection, an assessment should be made as to the appropriateness of both the number and type of refuge accommodate provided.	30/10/12	14/02/13		Analysis of existing data to be undertaken to understand demand and comparison with other Local Authorities with similar population profile to be undertaken by December 2013.	Not Completed
	(16) The Portfolio Holder responsible for Housing should develop and deliver a media and communications plan to counter negative perceptions of refuges held by the public, in order that those perceptions do not prevent, dissuade or otherwise deflect female victims of domestic abuse from seeking help from them when they need it.	30/10/12	14/02/13		- Work to be incorporated into review of existing domestic abuse service to be undertaken by September 2013 - Review Framework to be scoped in June 2013	Not Completed
	(17) In order that all professionals with a need to know, do know, the Local Police Area Commander should take the necessary steps to ensure that data captured on the I-DASH can be shared with schools.	30/10/12	No			
	(18) The Portfolio Holder responsible for Children and Young People should ensure that there is no further reduction in the staffing of the West Berkshire YOT, in order to enable it to continue its valued work on Domestic Abuse.	30/10/12	No			
	(19) The Portfolio Holder responsible for Education should take steps to train Emotional Literacy Support Assistants as 'domestic abuse champions' in schools, in order to support all other school staff in dealing with domestic abuse.	30/10/12	14/02/13		- West Berkshire 'Champions' scheme commissioned to commence in May 2013 by A2 Dominion. - Additional training for ELSA's to start in September 2013	On Track
	(20) The Portfolio Holder responsible for Education should take steps to make training in domestic abuse mandatory for all schools' staff, in order to ensure that they have the requisite skills and confidence to be able to identify, record and deal effectively with the effects in children of domestic abuse.	30/10/12	14/02/13		e-learning package introduced December 2012	On Track
	(21) The Portfolio Holder responsible for Safer Communities should ensure that a timetable is developed and that appropriate resources are made available in order to ensure that the domestic abuse tiered training system is delivered by no later than April 2013.	30/10/12	14/02/13		- Training programme developed in December 2012 - e-learning package introduced December 2012 - Champions Scheme to be introduced from May 2013 - 4 DASH/MARAC training dates identified for 2013/14	On Track

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	(22) The Portfolio Holder responsible for Children and Young People should, through the Local Safeguarding Children's Board, consider re-running domestic abuse awareness and other training for voluntary organisations, in order to ensure that they have an appropriate level of understanding. The West Berkshire Volunteer Centre may be able to provide assistance in the promotion of the courses.	30/10/12	14/02/13		- e-learning package introduced in December 2012 and access promoted to voluntary organisations - The LSCB has commissioned additional Domestic Abuse Training Courses at advance (specialist) level to be delivered in 2013/14 that all staff and volunteers will be able to access.	Yes
	(23) The Chairman of the West Berkshire Health and Wellbeing Board should commission the Identification and Referral to Improve Safety (IRIS) scheme for adoption by the West Berkshire Clinical Commissioning Group, in order to improve the awareness of and responsiveness to domestic abuse by GP practices.	30/10/12	14/02/13		- IRIS Steering Group to be convened on 25 th April 2013 - Domestic Abuse Reduction Coordinator and Safer Communities Partnership Team Manager to be Steering Group members	On Track
	(24) The Portfolio Holder responsible for Corporate Services should ensure that levels of awareness of domestic abuse are increased amongst all staff, with specific training provided for those in identified posts.	30/10/12	14/02/13		LSCB e-learning package introduced in December 2012	Yes
	(25) The Portfolio Holder responsible for Corporate Services should produce domestic abuse guidance for all Council staff, irrespective of status, in order that all are aware of the actions that might be taken in the event of another member of staff disclosing to them that they are experiencing domestic abuse.	30/10/12	14/02/13		- Basic e learning package for all council staff being developed by Domestic Abuse Reduction Coordinator. '- More advanced LSCB e learning package launched in December 2012	On Track
Homelessness	1. "The Executive Member for Housing should work with other local agencies to agree an accepted methodology for the counting of rough sleepers. A report outlining the production process and count should be presented to the Overview and Scrutiny Management Commission within 6 months of agreement."	11/12/12			The Housing Service follows Government guidance and methodology for the counting of rough sleepers. A methodology is already in place and the Housing Service is satisfied that this provides an accurate estimate. The Housing Service collates information from a wide range of statutory and voluntary agencies that may come into contact with rough sleepers and then verifies the information prior to submitting the estimate.	Yes
	2. "The Executive Member for Housing should advise the Secretary of State for Work and Pensions of the genuine concerns held locally that the impending changes to the benefits regime will have an adverse effect on homelessness in West Berkshire."	11/12/12			Whilst there are concerns about the impacts of welfare reforms locally, there are also provisions in place to mitigate against the worst of those effects, for example, Discretionary Housing Payments. Nationally there has been lobbying by a wide range of stakeholder groups and some amendments have been made to the proposals with more regulations likely. It is recommended that it may be preferable to wait until there is hard evidence that can be used to support concerns.	On Track
	3. "The Executive Member for Housing should establish how the Department for Work and Pensions (DWP) plans to deliver Universal Benefits (which include Housing Benefit) locally and report by 31 March 2013 on plans for transferring Housing Benefit payment to DWP."	11/12/12			There is a national roll out of Universal Credit and details of how this benefit will be delivered are currently in the process of being published. The issue of transferring Housing Benefit to the DWP is a matter for the Portfolio Holder for Finance, Economic Development, Health & Safety, Pensions, Human Resources	Yes

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	4. "The Executive Member for Housing should consider the production, either as part of the Homelessness Strategy or separately, of a 'reconnection' policy, to ensure that homeless people who have no local connection to West Berkshire are able to sustainably relocate to those places outside of the district with which they do have a link."	11/12/12			The Housing Service already seek to reconnect applicants with no local connection to the district back to a locality where they do have a local connection as part of their standard housing options approach. This can include establishing contact with family and friends, securing that accommodation and/or support will be available on their return and funding transport costs to enable applicants to return.	Yes
	5. "The Executive Member for Strategic Support should ensure that time is made available at a District Parish Conference for Housing officers to explain to Councillors the content of, and rationale for, the Homelessness Strategy when agreed."	11/12/12				
	6. "At the next revision of the Council's Service Level Agreement with the Citizens Advice Bureau, the Executive Member for Strategic Support should consider the offer by SHELTER to assist with housing advice, so as to ensure that the document contains the requirement for the Bureau to provide a dedicated housing advisor."	11/12/12			The position of Strategic Support, following discussion with the CAB, is that in the absence of additional finance this recommendation cannot be supported as it would be likely to have a detrimental effect on the wider service provided by Citizens Advice and could cause a bottleneck and create a capacity problem that does not currently exist.	Yes
	7. "Performance monitoring reports received from the Citizens Advice Bureau relating to homelessness (including all financial advice), which are sent to the Executive Member for Strategic Support should be routinely made available to the Executive Member for Housing and his Shadow."	11/12/12				
	8. "The Executive Member for Housing should work, through the Local Government Association, the Government and especially the Valuation Office Agency, to achieve transparency of the factors and values taken into consideration by VOA when setting the Local Housing Allowance and, if possible, an appeal mechanism."	11/12/12			This action will be incorporated into the Homelessness Strategy Action Plan.	Yes
	9. "The Executive Member for Housing should develop and implement a plan to heighten awareness of the causes and impacts of homelessness, particularly how it might be prevented and what help is (and is not) available. Consideration might be given to the following aspects <ul style="list-style-type: none"> • Raising the awareness of all those whose work may bring them in contact with homelessness on the role of other organisations • The location of leaflets, including with partner organisations (for example Newbury Town Council, Thames Valley Police, libraries and detached youth workers) • The engagement of young people from before they enter the workforce, including through secondary schools, in financial and housing-related education • The content and language of leaflets. Assistance is available through Two Saints from people who have previously been homeless. 	11/12/12			These actions already form a core part of the Homelessness Strategy Action Plan.	Yes
	10. "The Executive Member for Housing should ask Newbury Town Council to consider the provision of lockers to allow rough sleepers to store their possessions (for example sleeping bags) securely during the day."	11/12/12			A letter has been drafted and will be sent to Newbury Town Council shortly	On Track

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	11. "The Executive Member for Housing should ask the Volunteer Centre West Berkshire to establish closer links with Loose Ends to ensure that any shortages of volunteers and other resources to enable them to provide a better service to their clients are met urgently and effectively."	11/12/12			Shortly prior to the OSMC, the Housing Service arranged a meeting with Loose Ends to discuss how best to work with each other but Loose Ends failed to attend. An offer was made, both at the OSMC Scrutiny day and subsequently, for a Housing Options Officer to provide a surgery at Loose Ends for the benefit of their clients. This offer has not been accepted to date but remains open. It is considered that it is for Loose Ends themselves to establish links with the Volunteer Centre should they require the assistance of the centre.	Yes
	12. "Further investigation should be undertaken into the reasons why West Berkshire seems to have a very large proportion of young families facing homelessness whose friends and extended family are unwilling or unable to provide them with temporary housing/accommodation."	11/12/12			The Housing Service agrees that it would be beneficial to have a better understanding of the reasons why young families are asked to leave home by family and friends and would suggest that this may be an area for further scrutiny.	Yes
Call In - Healthwatch Commissioning	The Executive ensure that sufficient information is available in every report to allow a robust decision to be made.	04/02/13		No report - emailed directly to the Leader of the Council.	The recommendation was made at Management Board on 07/03/13.	Yes