

Notice of Meeting

Overview and Scrutiny Management Commission

Tuesday, 30th June, 2015 at 6.30 pm
in Council Chamber Council Offices
Market Street Newbury

Date of despatch of Agenda: Monday, 22 June 2015

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact David Lowe / Charlene Myers / Rachel Craggs on (01635) 519817 / 519695 / 5194
e-mail: dlowe@westberks.gov.uk / cmyers@westberks.gov.uk / rcraggs@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 30
June 2015 (continued)**

To: Councillors Anthony Chadley, James Fredrickson, Dave Goff, Clive Hooker, Mike Johnston (Vice-Chairman), Rick Jones, Alan Macro, Ian Morrin, Richard Somner, Virginia von Celsing, Emma Webster (Chairman) and Laszlo Zverko

Substitutes: Councillors Peter Argyle, Paul Bryant, James Cole, Lee Dillon, Billy Drummond, Mollie Lock and Tim Metcalfe

Agenda

Part I

Page No.

1. **Apologies for Absence**
Purpose: To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 5 - 12
Purpose: To approve as a correct record the Minutes of the meeting of the Commission held on 31 March and 19 May 2015.
3. **Declarations of Interest**
Purpose: To remind Members of the need to record the existence and nature of any Personal, Disclosable Pecuniary or other interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Actions from previous Minutes** 13 - 14
Purpose: To receive an update on actions following the previous Commission meeting.
5. **West Berkshire Forward Plan 17 June 2015 to 30 September 2015** 15 - 16
Purpose: To advise the Commission of items to be considered by West Berkshire Council from 17 June 2015 to 30 September 2015 and decide whether to review any of the proposed items prior to the meeting indicated in the Plan.
6. **Overview and Scrutiny Management Commission Work Programme** 17 - 28
Purpose: To receive new items and agree and prioritise the work programme of the Commission for the remainder of 2015/16.
7. **Items Called-in following the Executive on 18 June 2015.**
Purpose: To consider any items called-in by the requisite number of Members following the previous Executive meeting.



Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 30 June 2015 (continued)

8. **Consideration of Urgent Items**
Purpose: To consider any items on which an Urgent Decision is required to be taken by the Executive, in exception to the requirements of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.
9. **Councillor Call for Action**
Purpose: To consider any items proposed for a Councillor Call for Action.
10. **Petitions**
Purpose: To consider any petitions requiring an Officer response.
11. **Scrutiny Support Groups** To Follow
Purpose: To consider the benefit of establishing standing scrutiny groups to focus on specific topics.
12. **Election review** 29 - 32
Purpose: To provide the Overview and Scrutiny Management Commission with proposed Terms of Reference for a review into the conduct of the 2015 general, district and parish elections.
13. **Revenue and capital budget reports** To Follow
Purpose: To receive the latest period revenue and capital budget reports.
14. **Scrutiny Annual Report** 33 - 38
Purpose: To receive the draft Scrutiny Annual Report 2014/15.

Andy Day
Head of Strategic Support

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.



This page is intentionally left blank

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION

MINUTES OF THE MEETING HELD ON TUESDAY, 19 MAY 2015

Councillors Present: Anthony Chadley, James Fredrickson, Dave Goff, Clive Hooker, Mike Johnston (Vice-Chairman), Alan Macro, Ian Morrin, Richard Somner, Emma Webster (Chairman) and Laszlo Zverko

Apologies for inability to attend the meeting: Councillor Rick Jones and Councillor Virginia von Celsing

PART I

1. Election of Chairman

RESOLVED that Councillor Emma Webster be elected Chairman of the Overview and Scrutiny Management Commission for the 2015/16 Municipal Year.

2. Appointment of Vice-Chairman

RESOLVED that Councillor Mike Johnston be elected Vice-Chairman of the Overview and Scrutiny Management Commission for the 2015/16 Municipal Year.

(The meeting commenced at 8.16pm and closed at 8.17pm)

CHAIRMAN

Date of Signature

This page is intentionally left blank

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION

**MINUTES OF THE MEETING HELD ON
TUESDAY, 31 MARCH 2015**

Councillors Present: Brian Bedwell (Chairman), Jeff Brooks (Vice-Chairman), Paul Bryant (Substitute) (In place of Virginia von Celsing), Dave Goff, Roger Hunneman, Mike Johnston, Quentin Webb, Emma Webster and Laszlo Zverko

Also Present: Catalin Bogos (Performance Research Consultation Manager), Nick Carter (Chief Executive), Mark Edwards (Head of Highways and Transport) and Rachael Wardell (Corporate Director - Communities), Councillor Tony Linden, David Lowe (Scrutiny & Partnerships Manager) and Charlene Myers (Democratic Services Officer)

Apologies for inability to attend the meeting: Councillor Dominic Boeck, Councillor Sheila Ellison, Councillor Alan Macro and Councillor Virginia von Celsing

PART I

87. Minutes

The Minutes of the meeting held on 24 February 2015 were approved as a true and correct record and signed by the Chairman.

88. Declarations of Interest

Councillor Mike Johnston declared an interest in Agenda Item(s) 6, but reported that, as his interest was personal and not prejudicial or a disclosable pecuniary interest, he determined to remain to take part in the debate and vote on the matter.

89. Actions from previous Minutes

Members considered the responses contained within the report.

Resolved that:

- The report was noted.

90. West Berkshire Forward Plan 18 March to 30 June 2015

The Commission considered the West Berkshire Forward Plan (Agenda Item 5) for the period covering 18 March to 30 June 2015.

Resolved that:

- The Forward Plan was noted.

91. Overview and Scrutiny Management Commission Work Programme

(Councillor Mike Johnston declared a personal and prejudicial interest in Agenda item 6 (Urgent Item – A339 Corridor – DfT Challenge Fund Bid) by virtue of the fact that he was working on a contract basis for the DfT, however his role was with rail and as such not a conflict with the DfT challenge fund. As his interest was personal and not prejudicial or a disclosable pecuniary interest, he determined to remain to take part in the debate and vote on the matter.)

OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 31 MARCH 2015 - MINUTES

Councillor Brain Bedwell drew Members' attention to item OSMC 12/149 (Newbury Town Centre Parking). He stated that the topic found support from Members following consideration at a previous meeting. Councillor Bedwell proposed that Officers would draft a scoping document if Members deemed a review as beneficial. Members agreed that a review should take place and that it should be scheduled for further discussion following consideration of the proposed scoping document.

Councillor Bedwell introduced an Urgent Item to the Commission (A339 Corridor – DfT Challenge Fund Bid) and invited Mark Edwards to provide further information to the Commission. Mark Edwards advised that the item needed to be considered at the next Executive meeting, scheduled for 23rd April. As the 28 day requirement for reports to the Executive had not have been met, in order for it to be considered as an urgent item. He was required to give notice to the Commission of the item, its purpose and why it needed to be considered urgently. Members would then have the opportunity to consider whether the item required scrutiny, although this would need to take place before the Executive meeting.

Members heard that the Highways and Transport service had been successful in securing £5.6m of funding to improve the A339 corridor from J13 to the Hampshire boundary (to include resurfacing, bridge maintenance and junction improvements). Confirmation was received from the DfT on 24 March 2015 and the report, which would be considered by the Executive, sought approval for the addition of £5.6m to the Highways and Transport Capital Programme.

David Lowe reminded Members that the item was not on the Forward Plan and that they were requested to consider the need to conduct scrutiny ahead of the Executive meeting.

Councillor Emma Webster suggested that the Commission should not impede the item's progress as there was no apparent need to conduct scrutiny ahead of the Executive meeting. Members supported the item and collectively congratulated the service for their success in securing the additional funding. Councillor Brain Bedwell endorsed Members' comments.

Councillor Roger Hunneman introduced the Suggested Topic for Scrutiny which he had submitted – *whether the Council was properly discharging its responsibilities to those receiving 'Supported Living' with Mental Health Services*. He explained that there had been recent reports in the press of apparent neglect of clients in receipt of 'supported living' services provided by Creative Support on behalf of the Council. He asked that an investigation took place into whether the Support Tasks described in Appendix 1 of the Service Specification for Supported Living Mental Health Services were being carried out by the Council's contractor.

Councillor Hunneman explained that there appeared to be areas of concern associated with the assessed level of an individual's capability and the level of service allocated to support them. Councillor Hunneman confirmed that the suggested topic for Scrutiny submitted by Councillor Julian Swift- Hook sought to review the same area of concern. Therefore, both items could be considered in conjunction with one another. Members concluded that the topic would be added to the work programme.

Rachael Wardell advised that Children's Services had been subject to a recent Ofsted inspection and, although the final report was not due for publication until May 2015, Inspectors' initial feedback suggested that the Commission should look to increase the

OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 31 MARCH 2015 - MINUTES

scrutiny of Children's Services. Rachael Wardell suggested that the Commission considered its future work programme and increased the number of examinations of Children's Services functions.

Councillor Bedwell supported Rachael Wardell's comments but suggested that the Commission would benefit from reading the Inspectors' report before considering future scrutiny topics. David Lowe suggested that the Commission could monitor the action plan which would be created by the service in response to the points raised within the Inspectors' report – it could potentially highlight areas for further review. Members agreed that topics would be considered following a review of the Ofsted report.

Resolved that

- The Newbury Town Centre Parking (OSMC 12/149) would be scheduled for discussion following consideration of the scoping document.
- Urgent Item to the Commission (A339 Corridor – DfT Challenge Fund Bid) would not require further scrutiny ahead of the Executive meeting on 23rd April 2015.
- The report outlining the response to the Ofsted review of Children's Services would be added to the Commission's work programme.

92. Items Called-in following the Executive on 19 March 2015.

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

93. Councillor Call for Action

Councillor Emma Webster introduced the topic to Members and referred to her letter dated 24 February 2015 which mentioned the issues regarding a privately owned car park along Hildrens Drive, Tilehurst.

She advised that the land appeared neglected which had led to numerous concerns being raised by local residents and business for many years. The car park was a notorious dumping ground for abandoned goods and unwanted waste. The site had been cleared on numerous occasions by Council contractors following concerns being raised with the Environmental Health Team. Councillor Webster advised that every effort had been made to reclaim the cost of clearing the site but this was resource intensive or delayed due to difficulties communicating with the landowner.

Every effort had been made to address the concerns over the past decade: letters had been sent from the Tilehurst Parish Council and local Members; issues had been raised with the Kennet and Thames Vision meeting; meetings had taken place with local shop owners; and residents and discussions had taken place with Council Officers.

Councillor Webster suggested that, if the item was approved for further investigation, the Commission would benefit from meeting with three key groups in order to fully appreciate the issues surrounding the site and conduct a fully comprehensive review. These were:

- The Parish Council, due to their historic involvement and efforts taken to address the issues;
- Neighbourhood Wardens due to their frequent attendance at the site and knowledge of the problems experienced in the locality;
- A representative from the businesses adjacent to the site.

Members heard that the Councillor Call for Action could help resolve the issue by reviewing the options available to ensure the problems did not continue.

OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 31 MARCH 2015 - MINUTES

In response to questions asked by the Commission, Councillor Webster advised that it was not certain whether the car spaces were allocated to the nearby shops but it was believed to be the case – records could not be located to clarify at this stage.

Nick Carter explained that a similar situation occurred at Underwood Road, Calcot and, through the support of the Councillor Call for Action, the situation was addressed and fully resolved. He suggested that Officers considered the options available and provided the Commission with a proposed plan.

Councillor Bedwell endorsed the proposal which found full support from the Commission.

Resolved that:

- Officers would consider the options available to the Council to address the issues experienced at Hilden's Drive and present a draft plan to the Commission for consideration.

94. Petitions

There were no petitions to be received at the meeting.

95. Performance Report for Level One Indicators

(Councillor Jeff Brooks joined the meeting at 19:10)

Catalin Bogos introduced the report to the Commission concerning Quarter 3 Performance Reporting. The report appraised progress against a basket of 52 key accountable measures and activities aligned to the objectives set out in the Council Strategy. Of the 52 reported measures, outturns were available for 45 at the time of publication.

- 36 were reported as 'green' – or were on track to be delivered / achieved by year end.
- 7 were reported as 'amber' – or behind schedule, or still anticipated being delivered / achieved by year end.
- 2 were reported as 'red'.

The 7 measures reported as amber were:

Children and young people

- Child Protection cases which were reviewed within required timescales

Older people and vulnerable adults

- Proportion of repeat safeguarding referrals through the monitoring and review of protection plans
- Level of delayed transfers of care from hospital and those attributable to social care from acute and non-acute settings
- % of people accessing a housing related support service who have been assessed as needing support who go on to achieve economic wellbeing by improving debt management skills

Infrastructure

- Bring 80 empty homes back into use for by 31/03/15 using the Council's framework for engaging with identified empty home owners

OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 31 MARCH 2015 - MINUTES

Community Safety

- Work with the Environment Agency and other partners to deliver flood alleviation scheme in Eastbury

Working with schools

- The number of schools judged good or better by Ofsted under the new Framework

The 2 measures reported as red were:

Community safety

- Work with the Environment Agency and other partners to deliver flood alleviation scheme in Purley (*Already reported at Q2*)

Working with schools

- KS1-2: Proportion pupils making 2+ levels of progress in Writing

Members were advised that, overall, a higher proportion of measures and activities were reported as green (expected to achieve the end of year targets) compared to performance levels reported for quarter 2, fewer measures were reported amber and only one additional measure was reported as red (exception report included).

Councillor Mike Johnston highlighted the Purley Alleviation Scheme performance measure and stated that the RAG status was misleading. He acknowledged that the scheme did not meet the target due date but stressed that the scheme was completed nonetheless. Councillor Johnston challenged the appropriateness of measuring single projects in the current format.

Nick Carter explained that the target was set to enable a reflection of progress to date. However, discussions would take place to consider alternative reporting formats for individual schemes going forward. He stressed that flood alleviation schemes were a key focus for the Council following the effects of adverse weather 2013/14 and individual project measurements provided testimony to the Council's ongoing priority. Members were reminded that the vast majority of KPIs were measured over the course of the year but on occasion it was deemed appropriate to measure single projects with specific deadlines.

Councillor Roger Hunneman asked whether the KPIs could include national statistics for the purpose of benchmarking. Catalin Bogos advised that, where possible, national benchmarking was available for comparison. However, in some cases, measurements were not consistent across Local Authorities so national comparisons were not possible.

Councillor Paul Bryant was concerned to read that West Berkshire had a higher than average number of smokers in the area, when compared to the national average. Catalin Bogos advised that the outcome from surveys depended significantly on the data source and location chosen at that time. Therefore, the table showed a range within which West Berkshire fell.

Councillor Brain Bedwell asked why the number of agency workers within Children's Services continued to increase and he was concerned about the associated expense. He asked whether the service had a target to decrease the number of agency workers going forward. Rachael Wardell advised that the aspiration for the service was to replace all agency staff with permanent Social Workers. However, she stressed that there were numerous reasons why retaining permanent staff in a highly stressful and challenging service area was difficult. Rachael Wardell advised Members that there were significant

OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 31 MARCH 2015 - MINUTES

advantages associated with permanent staff being in place – not least because it enabled Social Workers to build relationships with clients which maximised safeguarding. She reminded Members that the service had recently introduced the Recruitment and Retention Scheme which aimed to increase the number of permanent Social Workers, provide local training to existing staff (grow local talent) and retain qualified staff through the commitment of ongoing training and competitive pay. As a result, the service had secured new recruits who were scheduled to join the Council imminently.

Councillor Jeff Brooks suggested that it would be beneficial to see more data regarding the costs associated with using agency staff. He highlighted that the Council would not be required to pay towards an employee pension, annual leave or other costs associated with maintaining permanent staff. Similarly, more information was required to understand the profile of the new recruits so the Commission could understand the capacity of Children’s Services over the course of the next three months. Rachael Wardell confirmed that she would ask for such data to be created for the Commission

Councillor Paul Bryant asked how the Council defined a Freedom of Information (FOI) request. David Lowe advised that the Council managed general queries on a daily basis - these were considered ‘business as usual’. FOI requests dealt with ‘non-routine’ requests for information of which the Council already have data collected. David Lowe explained that, of the 291 requests reported, it was possible that sub-questions existed which were not recorded. Members heard that irrespective of who asked for the data (media, members of the public or organisations) the request would be logged, acknowledged and dealt with in the same manner.

Resolved that:

- Rachael Wardell would provide comparative data regarding the costs associated with using agency staff and permanent staff within Children’s services.

96. Next meeting

Councillor Brain Bedwell proposed that the next meeting was postponed due to its proximity to the Elections. The proposal was supported by the Commission.

Member’s acknowledged and thanked Councillor Bedwell for his ongoing support and loyalty during the course of his period as Chairman. Councillor Jeff Brooks conveyed his deep appreciation for the manner in which Councillor Bedwell conducted the Commission, ensuring that fairness and service to local residents remained the key focus throughout.

Councillor Bedwell gracefully received the comments of appreciation and stated that he had thoroughly enjoyed his role as Chairman and he believed the Commission contributed positively towards Council functions. Councillor Bedwell conveyed his appreciation for the ongoing support received from Members, Officers and specifically David Lowe.

(The meeting commenced at 6.30 pm and closed at 7.30 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:	30 June 2015

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	
Name & Telephone No.:	Councillor Emma Webster
E-mail Address:	ewebster@westberks.gov.uk

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

1. Introduction

This report provides the Overview and Scrutiny Management Commission with an update on the actions arising from the meeting held on 31 March 2015.

2. Actions

- 2.1 **Resolution:** The Newbury Town Centre Parking Review (OSMC 12/149) would be scheduled for discussion following consideration of the scoping document.

Action/ Response: Agreement would be required at the meeting 30 June 2015 to schedule the item for discussion.

- 2.2 **Resolution:** The report outlining the response to the Ofsted review of Children's Services would be added to the Commission's work programme.

Action/ Response: Complete.

- 2.3 **Resolution:** Officers would consider the options available to the Council to address the issues experienced at Hildens Drive and present a draft plan to the Commission for consideration.

Action/ Response: Item scheduled for discussion 15 September 2015.

- 2.4 **Resolution:** Rachael Wardell would provide comparative data regarding the costs associated with using agency staff and permanent staff within Children's Services

Action/ Response: Response to follow.

Appendix

None

Agenda Item 5.

Title of Report:	West Berkshire Forward Plan
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	30 June 2015

Purpose of Report: To advise the Overview and Scrutiny Management Commission of items to be considered by West Berkshire Council from 17 June 2015 to 30 September 2015 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 Emma Webster
E-mail Address:	ewebster@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

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.
- 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.
- 1.3 The West Berkshire Council Forward Plan 17 June 2015 to 30 September 2015 is available at <http://www.westberks.gov.uk/index.aspx?articleid=1594> and will be displayed on screen during the meeting.

Appendices

There are no appendices to this report.

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:	30 June 2015

Purpose of Report: To receive, agree and prioritise the Work Programme of the Commission.

Recommended Action: To consider the current, proposed and future items for scrutiny.

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Emma Webster
E-mail Address:	ewebster@westberks.co.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 work programme for the Overview and Scrutiny Management Commission is attached at Appendix A for the Commission's consideration.
- 1.2 Shown at Appendix B is the proposal for a review into Delayed Transfers of Care, which had been previously agreed as the next scheduled task group activity. Following the election, members may now wish to re-consider that decision.
- 1.3 Shown at Appendix C is the proposal for a review into Newbury Town Centre Parking, which had been accepted as a topic for review, a decision that members of the Commission may also wish to re-visit.

Appendices

Appendix A – Overview and Scrutiny Management Commission Work Programme

Appendix B – Proposal for a review into Delayed Transfers of Care

Appendix C – Proposal for a review into Newbury Town Centre Parking

Overview and Scrutiny Management Commission Work Programme 2015/16

Reference	Subject	Format	Lead Officer / Service Area	Portfolio Holder	Comments
30 June 2015					
OSMC/09/157	Revenue and capital budget reports <i>To receive the latest period revenue and capital budget reports</i>	In meeting	Andy Walker – 2433 Finance	Finance	May lead to areas for in-depth review.
OSMC/15/166	Elections <i>To agree the Terms of Reference and methodology for a review of the 2015 elections</i>	In meeting	Nick Carter - Returning Officer		
OSMC/15/165	Scrutiny Support Groups <i>To consider the benefit of establishing supporting scrutiny groups to focus on specific topics</i>	In meeting	Andy Day - Head of Strategic Support		
15 September 2015					
OSMC/09/02	Performance Report for Level One Indicators <i>To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action. Quarterly item.</i>	In meeting	Andy Day - Head of Strategic Support	Strategy and Performance	Quarterly item. To be heard Q1: Sept 14, Q2: Jan 15, Q3: March 15
OSMC/09/157	Revenue and capital budget reports <i>To receive the latest period revenue and capital budget reports</i>	In meeting	Andy Walker – 2433 Finance	Finance	May lead to areas for in-depth review.
OSMC/15/163	CCFA - Hildens Drive <i>To examine the options for improvement of the car park at Hilden's Drive, Calcot</i>	In meeting	Nick Carter	Chief Executive	Added to the programme following discussion at the March 2015 meeting (CCfA proposed by Councillors Webster and Linden).

Reference	Subject	Format	Lead Officer / Service Area	Portfolio Holder	Comments
OSMC/15/162	<p>Review the outcomes of the Children's Services Ofsted inspection (March 2015) <i>To consider the findings of the Inspectors' report and agree future topics of scrutiny assessing the effectiveness of Children's Services functions</i></p>		Rachael Wardell	Children and Young People	Added to the programme following discussion at the March 2015 meeting.

20 October 2015 - progress monitoring of previous reviews

OSMC/14/151	<p>Children's Services governance arrangements <i>To monitor the progress of the recommendations made on the Children's Services governance review.</i></p>	In meeting	Head of Children's Services - 2735 Children's Services	Children and Young People	Update requested at the 27 January 2015 meeting, following receipt of the task group's report.
OSMC/14/152	<p>Fairer Contributions policy <i>To review the content of the Fairer Contributions policy.</i></p>	Review	June Graves - 2733 Head of Care Comm, Housing, Safeguarding	Adult Social Care	Suggested by Councillor Gwen Mason and added to the work programme at the meeting of 25 February 2014. Heard at the meetings of 25 June 2014 and 1 July 2014. Scrutiny involvement in the review of the policy has taken place early 2015.
OSMC/11/129	<p>Housing Allocations policy <i>To conduct a review of the effectiveness of the Council's Housing Allocation Policy</i></p>	Review	Mel Brain - 2403 Social Care Commissioning and Housing	Housing	Reviewed 2 Dec 14 (12 months after implementation). Further review to be conducted 6 months after the implementation of the additional revisions agreed at Dec 14 Exec.
OSMC/14/153	<p>Severe weather <i>To understand the effect of and response to severe weather experienced during the winter of 2013/14.</i></p>	Review	Carolyn Richardson - 2105 Civil Contingencies Manager	Emergency Planning	Review concluded in September 2014 - recommendations to be revisited in 2015. 1. Sand bag policy review 2. Communications Strategy 3. Recommendations / action plan progress report

Reference	Subject	Format	Lead Officer / Service Area	Portfolio Holder	Comments
01 December 2015					
26 January 2016					
OSMC/09/02	Performance Report for Level One Indicators <i>To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action. Quarterly item.</i>	In meeting	Andy Day - Head of Strategic Support	Strategy and Performance	Quarterly item. To be heard Q1: Sept 14, Q2: Jan 15, Q3: March 15
OSMC/09/157	Revenue and capital budget reports <i>To receive the latest period revenue and capital budget reports</i>	In meeting	Andy Walker – 2433 Finance	Finance	May lead to areas for in-depth review.
23 February 2016					
05 April 2016					

Reference	Subject	Format	Lead Officer / Service Area	Portfolio Holder	Comments
OSMC/09/02	Performance Report for Level One Indicators <i>To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action. Quarterly item.</i>	In meeting	Andy Day - Head of Strategic Support	Strategy and Performance	Quarterly item. To be heard Q1: Sept 14, Q2: Jan 15, Q3: March 15
OSMC/09/157	Revenue and capital budget reports <i>To receive the latest period revenue and capital budget reports</i>	In meeting	Andy Walker – 2433 Finance	Finance	May lead to areas for in-depth review.

Legacy items or items to be scheduled

OSMC/12/149	Newbury town centre parking <i>To ensure that the needs of Newbury residents, businesses and visitors are appropriately balanced.</i>	Task Group	Mark Edwards–2208 Highways and Transport	Transport Operations	Suggested by Councillor Tony Vickers and added to the work programme at the meeting of 2 July 2013. Agreed on 2 Dec 14 - review to take place in Q2 2015. Scope of the review to be considered in May 2015.
-------------	---	------------	---	----------------------	---

Task Group activity

OSMC/14/158	Delayed Transfer of Care <i>To identify the causes of Delayed Transfers of Care (DToC) and how they might be addressed.</i>	Task Group	Tandra Forster – 2736 Adult Social Care	Adult Social Care	Suggested by Councillor Roger Hunneman and added to the work programme at the meeting of 20 May 2014. Task group established to begin work early spring 2015.
OSMC/12/135	Annual target setting <i>To examine the annual targets being set for 2014/15.</i>	Task Group (Cllrs Webb, Webster & Vickers)	Catalin Bogos – 2102 Strategic Support	Strategy and Performance	Annual review. Task group will be scheduled to meet May or June 2015.

Suggest a topic for scrutiny

About you – contact details	
Title	Councillor
Firstname*	Roger
Surname*	Hunneman
House No./Name*	39
Address (Line 2)	Monks Lane
Address (Line 3)	
Address (Town/City)	Newbury
Postcode*	RG14 7HE
Email Address	rhunneman@westberks.gov.uk
Telephone Area Code/Number*	01635 49131

* These details must be filled-in.

Your suggested topic(s)
Your suggested topic for scrutiny:
Delayed Transfers of Care (DTC)
Your reasons for requesting that this topic be considered: <i>(Please include your reasons for suggesting the topic and include details of any evidence you may have)</i>
<p>In 2012/13 West Berkshire Council was the worst performing authority in the country for DTC according to NHS England http://www.england.nhs.uk/statistics/statistical-work-areas/delayed-transfers-of-care/ , and 4th worst the year before.</p> <p>Delayed Transfers of Care is part of the Adult Social Care Outcomes Framework (ASCOF), which is a tool used to monitor the state of adult social care both locally and nationally. Nationally, ASCOF intends to give an indication of the strengths of social care, which will support the Government in reporting to the public and parliament, and influence policy development. Locally, ASCOF is intended to enable comparisons between different areas such as councils, and for outstanding performers to share learning and best practice.</p> <p>2013/14 figures for West Berksire do not appear to show much, if any, improvement. I would like to investigate the causes for this repeatedly poor performance and see what can be done to significantly improve it.</p> <p>Because this is a complex subject it is important that members fully understand what is going on especially as our officers are not confident that the statistics reflect the reality. I believe this can only be properly scrutinised by a task group.</p>
Topics suggested for scrutiny need to meet one of the following criteria. Please click the appropriate box(es):

(1)	The issue is an area of key public concern (e.g. as identified through Members surgeries, constituents' concerns, the Annual Satisfaction Survey, raised in the local media, etc).	<input checked="" type="checkbox"/>
(2)	There is evidence of poor performance within the activity (i.e. through performance indicator data, experience of Members, internal or external auditor findings, etc).	<input checked="" type="checkbox"/>
(3)	It is a budgetary area in need of examination to ensure value for money is being obtained.	<input checked="" type="checkbox"/>
(4)	There has been a pattern of budgetary overspends within the area.	<input type="checkbox"/>
(5)	It is a corporate priority for the Council as published within the Council Strategy.	<input checked="" type="checkbox"/>
(6)	It has an external focus (e.g. scrutiny of the Council's partners, government agencies, utility providers, private sector companies, etc)	<input checked="" type="checkbox"/>
(7)	It is a Central Government priority area.	<input checked="" type="checkbox"/>
(8)	It is an area of new Government legislation that has significant implications for the Council or its partners.	<input type="checkbox"/>
The outcomes you hope scrutiny of this topic will achieve:		
To speed up the process of moving from hospital people requiring care		
If you have already raised this issue with a Member or Officer of West Berkshire Council, please provide details here:		
Rachel Wardell and Tandra Forster have suggested that the national figures may not accurately reflect the facts.		

Thank you for taking the time to complete this form. Whilst we cannot guarantee that your suggestion for scrutiny topics will always result in a scrutiny project, every suggestion or comment will be carefully considered.

If you wish to post your form, please send to:

Elaine Walker,
Strategic Support
West Berkshire Council
Market Street
Newbury RG14 5LD

or email to: ewalker@westberks.gov.uk

Suggest a topic for scrutiny

About you – contact details	
Title	Cllr
Firstname*	Tony
Surname*	Vickers
House No./Name*	62
Address (Line 2)	Craven Road
Address (Line 3)	
Address (Town/City)	Newbury
Postcode*	RG14 5NJ
Email Address	tonyvickers@phonecoop.coop
Telephone Area Code/Number*	01635 230046

* These details must be filled-in.

Your suggested topic(s)	
Your suggested topic for scrutiny:	
Newbury town centre parking policy, as an asset management issue	
Your reasons for requesting that this topic be considered: <i>(Please include your reasons for suggesting the topic and include details of any evidence you may have)</i>	
see attached notes for further details	
Topics suggested for scrutiny need to meet one of the following criteria. Please click the appropriate box(es):	
(1) The issue is an area of key public concern (e.g. as identified through Members surgeries, constituents' concerns, the Annual Satisfaction Survey, raised in the local media, etc).	<input checked="" type="checkbox"/>
(2) There is evidence of poor performance within the activity (i.e. through performance indicator data, experience of Members, internal or external auditor findings, etc).	<input type="checkbox"/>
(3) It is a budgetary area in need of examination to ensure value for money is being obtained.	<input checked="" type="checkbox"/>
(4) There has been a pattern of budgetary overspends within the area.	<input type="checkbox"/>
(5) It is a corporate priority for the Council as published within the Council Strategy.	<input checked="" type="checkbox"/>
(6) It has an external focus (e.g. scrutiny of the Council's partners, government agencies, utility providers, private sector companies, etc)	<input type="checkbox"/>
(7) It is a Central Government priority area.	<input type="checkbox"/>
(8) It is an area of new Government legislation that has significant implications for the Council or its partners.	<input type="checkbox"/>

The outcomes you hope scrutiny of this topic will achieve:

better utilisation of council-owned car parks and public highways in vicinity of retail, commercial and residential town centre area, with increased net revenue

If you have already raised this issue with a Member or Officer of West Berkshire Council, please provide details here:

numerous occasions with parking and planning services and at planning and transport member task groups

Thank you for taking the time to complete this form. Whilst we cannot guarantee that your suggestion for scrutiny topics will always result in a scrutiny project, every suggestion or comment will be carefully considered.

If you wish to post your form, please send to:

Elaine Walker,
Strategic Support
West Berkshire Council
Market Street
Newbury RG14 5LD

or email to: ewalker@westberks.gov.uk

Newbury town centre parking policy, as an asset management issue

Note on proposed scrutiny task for Resource Management Working Group, by Cllr Tony Vickers.

1. There are currently hundreds of empty spaces at all times in the Council's Newbury town centre multi-storey car parks. Meanwhile there is a serious shortage of on-street parking spaces for town centre residents, such that if residents entitled to a permit in the town centre (and nearby) zones were to obtain one they could rarely find a space in which to use it within 400m of their homes – which is the furthest that many residents can walk.
2. Newbury town centre is unique in West Berkshire District in its mix of employment types and associated travel patterns of private car use. Despite requests to have a 'holistic' look at all aspects of parking in this area, within the context of a review of overall parking policy that has long been promised, the only reviews undertaken by the parking service have been to modify the residents parking zones and to extend on-street parking charges. These reviews have not included the potential for residents to use their permits in nearby off-street car parks nor for shoppers and commuters to move from off-street to multi-storey car parks.
3. The purpose of this scrutiny task is to see if there is any way in which the council owned car parking assets (multi-storey, off-street surface and on-street) can be used to maintain (or even increase) net revenue from parking, while at the same time maintaining or improving service to all categories of user.
4. In justification, the criteria ticked on the form were (1) public concern; (3) value for money; and (5) corporate priority.
5. **Public Concern.** Constituents of Northcroft and Victoria Wards have become increasingly unhappy, as officers in the parking service can confirm, at the reduction in available road space for parking near their homes. These are not residents of newly developed properties but live in established streets, where the impact of nearby developments (both residential and non-residential) with inadequate parking has harmed their amenity in terms of ability to park near their homes. Meanwhile since the electronic displays of available spaces in the pay-on-exit car parks has been introduced, it has been very evident to residents that the Council owns a very under-used parking resource which is denied to them, as council tax-payers.
6. **Value for Money.** It would seem likely that by displacing some commuters and shoppers from off-street car parks in or near residential areas into nearby multi-storey car parks (e.g. Eight Bells to Market Street M/S, or West Street into Northbrook Street M/S), with some adjustment – even a reduction - to hourly rates of charging and by allowing residents with parking permits – possibly for an increased annual charge – to have unrestricted use of certain off-street car parks, a better use of council-owned assets could be achieved, with increased net revenue.

7. **Corporate Priority.** The vibrancy of Newbury Town Centre is a key priority. Many businesses support a holistic review of parking policy of the kind described: Newbury BID recently expressed concern at the on-street parking charges proposals that the Council is advertising. At present there is friction between some residents and some businesses because the latter are seen to be using (or in the case of M/S car parks not using!) the former's assets: car parks which they are paying to maintain empty.

8. [A related issue which causes friction between residents and the Council corporately is the temporary use of vacant sites as privately run car parks which under-cut the Council-owned ones and meanwhile pay little or nothing into the Council's coffers and are not available to council-tax-paying residents for parking. However it would require change of national policy to address this.]

Agenda Item 12.

Title of Report:	Review of May 2015 elections
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	30 June 2015

Purpose of Report: To provide the Overview and Scrutiny Management Commission with proposed Terms of Reference for a review into the conduct of the 2015 general, district and parish elections.

Recommended Action: It is recommended that the Overview and Scrutiny Management Commission considers and approves the proposed Terms of Reference, amending them as necessary.

Key background documentation: None.

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Emma Webster (0118) 941 1676
E-mail Address:	ewebster@westberks.gov.uk

Contact Officer Details	
Name:	David Lowe
Job Title:	Scrutiny and Partnerships Manager
Tel. No.:	01635 519817
E-mail Address:	dlowe@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 This report provides an outline for a review of the conduct of the 2015 general, district and parish elections. It sets out a rationale for the review and proposes Terms of Reference and a methodology for the examination of the topic.

2. Review rationale

- 2.1 With the general, district and parish elections all being held on the same day, the 2015 general election was a one in 20 year event. The complexity and scale of the operation inevitably presented challenges for all those involved and, as such, there is now consequently significant scope for evaluation and learning for future elections, even if the local and national combination will not occur for another 20 years.
- 2.2 The Chief Executive, as Returning Officer, would in any event have undertaken a review of the conduct of the elections but the Overview and Scrutiny Management Commission is well positioned to support his analysis, providing guidance and challenge as required.

3. Terms of Reference

- 3.1 It is proposed that the Overview and Scrutiny Management Commission carries out a review of the conduct of the 2015 national, district and parish elections in West Berkshire and in particular:
- (1) The planning and preparation for the elections
 - (2) How the plans were executed on the day
 - (3) What lessons might be learnt
- 3.2 The findings of the review will be reported to Council, along with any recommendations identified.

4. Methodology

- 4.1 It is proposed that the review will be carried out as set out in the table below.

Dates	Activity
30 June 2015	<ul style="list-style-type: none">• Overview and Scrutiny Management Commission meeting<ul style="list-style-type: none">○ Background briefing by the Returning Officer○ Agreement of the Terms of Reference and methodology
1 July 2015 – 1 September 2015	<ul style="list-style-type: none">• Evidence gathering by the Returning Officer
15 September 2015	<ul style="list-style-type: none">• Overview and Scrutiny Management Commission meeting<ul style="list-style-type: none">○ Consideration of the Returning Officer's findings○ Agreement of recommendations
10 December 2015	<ul style="list-style-type: none">• Consideration by Council

5. Recommendation

- 5.1 It is recommended that the Overview and Scrutiny Management Commission considers and approves the proposed Terms of Reference, amending them as necessary.

Appendices

There are no appendices to this report.

This page is intentionally left blank

Agenda Item 14.

Title of Report:	Scrutiny Annual Report 2014/2015
Report to be considered by:	Overview and Scrutiny Management Commission on 30 June 2015 Council on 2 July 2015
Forward Plan Ref:	C2685

Purpose of Report: To inform the Overview and Scrutiny Management Commission of the Scrutiny activity undertaken during the Municipal Year 2014/2015.

Recommended Action: To note the contents of the report.

Reason for decision to be taken: N/A

Other options considered: N/A

Key background documentation: N/A

Published Works: N/A

The proposals will help achieve the following Council Strategy principles:

- CSP7 - Empowering people and communities**
- CSP8 - Doing what's important well**

The proposals contained in this report will help to achieve the above Council Strategy principles by providing a public examination of the Council's decisions and operations.

Portfolio Member Details

Name & Telephone No.:	Councillor Emma Webster (0118) 941 1676
E-mail Address:	ewebster@westberks.gov.uk

Contact Officer Details

Name:	David Lowe
Job Title:	Scrutiny and Partnerships Manager
Tel. No.:	01635 519817
E-mail Address:	dlowe@westberks.gov.uk

Implications

Policy:	None
Financial:	None
Personnel:	None
Legal/Procurement:	None
Property:	None
Risk Management:	None
Corporate Board's Recommendation:	Report to proceed to Management Board for consideration.

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at http://intranet/EqIA			<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

Executive Summary

1. Introduction

- 1.1 This report outlines the scrutiny activity undertaken by the authority in the municipal year 2014/2015. It contains an overview of the year, giving detail on each of the activities undertaken and includes a commentary, where it is possible to give it, on the value that the activity has added.

2. Overview of the last twelve months

- 2.1 The size and structure of the Overview and Scrutiny function has remained constant throughout the year, with only small changes in the membership of the Overview and Scrutiny Management Commission.
- 2.2 The Commission has carried out scrutiny on sixteen topics, only one of which was a call-in, perhaps the most high profile and in-depth being the review of the impact of and response to the severe weather experienced during the winter of 2013/14. In addition there was, of course, its standing examination of performance activity and financial outturn.

3. Recommendation

- 3.1 It is recommended that the Overview and Scrutiny Management Commission notes the contents of the report.

Executive Report

1. Introduction

- 1.1 This report outlines the scrutiny activity undertaken by the authority in the municipal year 2014/2015. It contains an overview of the year, along with detail on each of the activities undertaken, and includes a commentary, where it is possible to give it, on the value that the activity has added.

2. Overview of the last twelve months

- 2.1 The size and structure of the Overview and Scrutiny function has remained constant throughout the year, with only small changes in the membership of the Overview and Scrutiny Management Commission.
- 2.2 The Commission has carried out scrutiny on sixteen topics, only one of which was a call-in, perhaps the most high profile and in-depth being the review of the impact of and response to the severe weather experienced during the winter of 2013/14. In addition there was, of course, its standing examination of performance activity and financial outturn.

3. Activity in detail

- 3.1 *Annual target setting.* A small task group was established to review the targets set by the Council for the upcoming municipal year.

Added value. A number of targets were adjusted to take account of the task group's requirement that they be appropriately focussed and provide the challenge necessary to improve the wellbeing of the district.

- 3.2 *Continuing Health Care (CHC).* In April and October the Commission continued its monitoring (begun in November 2013) of the progress being made to address concerns that an undue funding burden was being borne by the Council due to delays in CHC assessments.

Added value. The examination of the subject by the Commission prompted management action to address the systemic difficulties encountered in the assessment process. The Commission and management, both NHS and Council, were satisfied that shortcomings had been addressed and no further scrutiny involvement was required.

- 3.3 *Energy efficiency.* In April 2012, the then Resource Management Working Group (RMWG) considered the Council's energy savings plan and resolved to continue monitoring of activity in this area. On the dissolution of the RMWG, this work was continued by the Commission.

Added value. A recommendation on the protection of the Council's financial investment was identified and progress will continue to be monitored in future years.

- 3.4 *Fairer Contributions Policy.* In response to concerns raised by the Disability Equality Scrutiny Board, the Commission examined the purpose and application of the Disability Related Expenditure section of the Fairer Contributions Policy.

Added value. The Commission made a significant contribution to the revision of the policy, including ensuring that its contents could be easily understood by those affected by it.

- 3.5 *Shaw House.* A task group examined the utilisation of Shaw House.

Added value. The task group examined in detail the draft development plans for Shaw House and identified a number of recommendations for its improvement.

- 3.6 *Benefits reform.* The Commission concluded the review begun in 2013/14 on the implementation of the government's benefits reform programme and its local impact.

Added value. A number of recommendations were identified for consideration by the Executive and Sovereign South + West.

- 3.7 *Children's Services external placements.* In response to a decision made by the Executive, called in by the requisite number of members, the Commission reviewed whether it agreed with the intended actions around the use of media and advertising for external placements for children.

Added value. The Executive's decision was supported but it was also agreed that the effectiveness of the action would be reviewed by the Commission 12 months after implementation.

- 3.8 *Severe winter weather.* The Commission conducted a very large review into the impact of and response to the winter weather that affected the district during the winter of 2013/14.

Added value. A number of local stakeholders were able to provide their views to the review and the Commission contributed a number of significant recommendations to the authority's report that gave an evaluation of the response provided during the severe weather. Periodic monitoring of the implementation of the recommendations will continue in future years.

- 3.9 *Children's Services recruitment and retention strategy.* This urgent item was considered by the Commission in advance of a decision to be taken by the Executive on the adoption of a new strategy for the recruitment and retention of staff in a number of Children's Services teams.

Added value. The recommendations outlined in the report were endorsed and an additional recommendation to review the recruitment role remuneration arrangements was added.

- 3.10 *Affordable housing.* The Commission considered the process for the delivery of affordable housing on new developments.

Added value. The consideration of this topic by the Commission contributed to the wider public understanding of the issues concerned. Following the review, a further piece of work on the process for delivery of affordable housing at the Parkway development was added to the OSMC work programme.

- 3.11 *Homelessness in young families.* A task group examined the causes of the apparent increased prevalence of homelessness amongst young families in West Berkshire.

Added value. The task group identified a number of recommendations for consideration by the Executive.

- 3.12 *Housing allocations policy.* The Commission received a report on the impact of the housing allocations policy, one year on from adoption.

Added value. A recommendation was made for the improvement of the policy, with a further review to be conducted after another 6 months of operation.

- 3.13 *Self insurance fund.* At the request of the Executive Member for Finance, the operation of the Council's self insurance fund was examined by a small task group.

Added value. A revised operating model was developed for implementation.

- 3.14 *Maternity cover in West Berkshire.* Following the publication in the local media of short-term closures to local maternity wards, the Commission heard from the directors of nursing and midwifery at the Royal Berkshire NHS Foundation Trust.

Added value. A number of recommendations were identified and it was agreed that progress against the Trust's own action plan would be monitored.

- 3.15 *Children's Services governance.* A task group reviewed the governance arrangements in place for the monitoring and direction of Children's Services activities.

Added value. A number of recommendations for improvement were identified.

- 3.16 *Affordable housing at Parkway.* The Commission examined the process undertaken by the Council for the provision of affordable housing in the Parkway development.

Added value. The review provided the opportunity for public examination of the circumstances surrounding an item of local public and media interest. The Council's procurement processes were identified as areas for further investigation.

4. Recommendation

- 4.1 It is recommended that the Overview and Scrutiny Management Commission notes the contents of the report.

Appendices

There are no Appendices to this report.

Consultees

Local Stakeholders: Councillor Brian Bedwell, former Chairman OSMC

Officers Consulted: Corporate Board

Trade Union: None
