

# Notice of Meeting

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## Overview and Scrutiny Management Commission

**Tuesday, 17th April, 2012 at 6.30 pm**  
in Council Chamber Council Offices  
Market Street Newbury

Date of despatch of Agenda: Thursday, 5 April 2012

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Elaine Walker on (01635) 519441  
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[www.westberks.gov.uk](http://www.westberks.gov.uk)



**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 17  
April 2012 (continued)**

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

# Agenda

<b>Part I</b>	<b>Page No.</b>
1. <b>Apologies for Absence</b> To receive apologies for inability to attend the meeting (if any),	
2. <b>Minutes</b> To approve as a correct record the Minutes of the meeting of the Commission held on 21 February 2012.	1 - 8
3. <b>Declarations of Interest</b> To receive any Declarations of Interest from Members.	
4. <b>Actions from previous Minutes</b> To receive an update on actions following the previous Commission meeting.	9 - 12
5. <b>Items Called-in following the Executive on 29 March 2012</b> To consider any items called-in by the requisite number of Members following the previous Executive meeting.	
6. <b>Councillor Call for Action</b> <i>Purpose: To consider any items proposed for a Councillor Call for Action.</i>	
7. <b>Petitions</b> <i>Purpose: To consider any petitions requiring an Officer response.</i>	
8. <b>Planning performance data for Q3 2011/12</b> <i>Purpose: To scrutinise the planning performance data reported for quarter three 2011/12.</i>	13 - 38
9. <b>Examination of facilities in place for younger people</b>	39 - 70

**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 17 April 2012 (continued)**

*Purpose: To receive a report examining the facilities in place for younger people.*

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|-----|--|---------|
| 10. | <b>Domestic Abuse</b><br><i>Purpose: To consider and agree the proposed terms of reference for reviewing the processes for the management of domestic abuse in the District.</i>   | 71 - 74 |
| 11. | <b>Health Scrutiny Panel</b><br><i>Purpose: To provide an update on the work of the Health Scrutiny Panel and provide information on the meeting held on 27 March 2012.</i>  | 75 - 76 |
| 12. | <b>Resource Management Working Group</b><br><i>Purpose: To provide an update on the work of the Resource Management Working Group and provide information on the meeting held on 28 February 2012.</i>   | 77 - 80 |
| 13. | <b>West Berkshire Forward Plan March 2012 to June 2012</b><br><i>Purpose: To advise the Commission of items to be considered by West Berkshire Council from April 2012 to July 2012 and decide whether to review any of the proposed items prior to the meeting indicated in the Plan.</i> | 81 - 86 |
| 14. | <b>Overview and Scrutiny Management Commission Work Programme</b><br><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>                              | 87 - 90 |

Andy Day  
Head of Strategic Support

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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, 21 FEBRUARY 2012**

**Councillors Present:** Jeff Beck (Substitute) (In place of Marcus Franks), Brian Bedwell (Chairman), Dominic Boeck, Virginia von Celsing, Dave Goff, David Holtby, Carol Jackson-Doerge (In place of Emma Webster), Mike Johnston, David Rendel, Tony Vickers, Quentin Webb and Keith Woodhams (Substitute) (In place of Jeff Brooks)

**Also Present:** David Appleton (Head of Cultural Services), John Ashworth (Corporate Director - Environment), Mel Brain (Housing Strategy Manager), Nick Carter (Chief Executive), Chris Jones (Arts and Leisure Services Manager), Gary Lugg (Head of Planning & Countryside) and Ian Pearson (Deputy Corporate Director (Communities) & Head of Education Service), David Lowe (Partnerships & Scrutiny Manager), Councillor Irene Neill (Children and Young People, Youth Service) and Elaine Walker (Principal Policy Officer)

**Apologies for inability to attend the meeting:** Councillor Jeff Brooks, Councillor Marcus Franks and Councillor Emma Webster

**Councillor(s) Absent:**

#### **PART I**

##### **83. Minutes**

The Minutes of the meeting held on 10 January 2012 were approved as a true and correct record and signed by the Chairman.

##### **84. Declarations of Interest**

Councillor David Rendel declared an interest in Agenda Item 13, but reported that, as his interest was personal, he would remain in the meeting and take part in the debate and vote on the matter.

##### **85. Actions from previous Minutes**

The Commission received an update on actions following the previous meetings (Agenda Item 4). Comments were received regarding the following items:

2.1 – A letter of response had been received from the Department for Education in relation to the Commission's concerns about representation of the views of parents of pupils at academies. A copy of this letter was circulated at the meeting.

Councillor Tony Vickers considered whether it would be beneficial for Members to offer themselves as representatives on Academy governing bodies. Concern was expressed that clarity would be required as to the role of Members so as to ensure that Academies did not assume the Councillor was representing the Local Education Authority. It was agreed that a letter would be sent to all Academies indicating that Members would welcome involvement on their governing bodies as community representatives.

2.6 – Councillor David Rendel expressed concern that analysis would be required in order to demonstrate that the two factors that have been put in place to reduce the number of young people entering the Youth Justice System were effective. The

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 21 FEBRUARY 2012 - MINUTES

Chairman suggested that an analysis could be presented to the Commission in September. This was agreed.

2.7 - Members of the Commission sought clarification on the accuracy of the appeal figures presented in the report. Gary Lugg responded that an error had been discovered in the programmes used to prepare these figures, however this had been corrected and would not have affected any other reporting of these figures. It was requested that Gary Lugg provide an update to correct the figures shown.

Gary Lugg further explained that the end of year performance target would be achieved.

*(Note: 6.52pm – Councillor Mike Johnston joined the meeting.)*

The Chairman thanked Gary Lugg and staff within Planning for their work in being able to achieve their performance target.

2.8 - Councillor Dominic Boeck requested clarification as to how staff calls are silently monitored to measure soft customer care skills and technical accuracy.

2.11 – Councillor Quentin Webb requested further information as to when a working group would be established to help develop the measures and targets to be incorporated into the Council Strategy. David Lowe advised that this task group was likely to be established at the end of March or in early April 2012.

Councillor David Rendel expressed concern that targets were able to be set that allowed low performance for most of the year and a short period of excellent performance allowed the target to be met. He suggested that targets should be set that would ensure good or excellent performance throughout the year.

The Chairman thanked all officers for providing responses to questions raised by the Commission.

### **RESOLVED that:**

- (1) Information could be presented to the Commission in September 2012 to demonstrate that the two factors put in place to reduce the number of young people entering the Youth Justice System were effective, and what analysis had been done to show this.
- (2) A letter would be sent from the Chairman of the Commission to all Academies indicating that Members would welcome involvement on their governing bodies as a community representative.
- (3) The Head of Planning and Countryside to provide corrected figures regarding planning appeals.
- (4) The Head of Customer Services to clarify to Councillor Dominic Boeck how staff calls are silently monitored to measure soft customer care skills and technical accuracy.

### **86. Items Called-in following the Executive on 09 February 2012**

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

### **87. Councillor Call for Action**

There were no Councillor Calls for Action.

### **88. Petitions**

There were no petitions received at the meeting.

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### 89. **West Berkshire Forward Plan February 2012 to May 2012**

The Commission considered the West Berkshire Forward Plan (Agenda Item 8) for the period covering February 2012 to May 2012.

The Chairman informed the Members of the Commission that the forward plan gave guidance as to what work areas were to be addressed by the Council in the coming months. By reviewing the plan, Members of the Commission were able to determine whether any items may benefit from involvement from the Commission.

Councillor Tony Vickers suggested that it would be beneficial to scrutinise the process around the possible redevelopment of Taceham House since the land and property owned by the Council held high values. The Chairman suggested that the Resource Management Working Group should scope this work, considering the likely outcomes, prior to undertaking scrutiny.

Councillor Quentin Webb requested clarification as to which committee would be reviewing the draft pay policy statement and when.

#### **Resolved that:**

- (1) A review of asset management should be added to the work programme for the Resource Management Working Group.
- (2) The HR Manager to provide clarification as to which committee would be reviewing the draft pay policy statement and when.

### 90. **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 for 2011/12.

Councillor Quentin Webb requested that the following items be added to the work programme for the Health Scrutiny Panel:

- (1) Dignity and care in the home. This would be an extension of a current piece of work which looked at dignity and care in hospital but would be treated as a separate piece of work.
- (2) How the health service reorganisation would influence the financing of local health service provision and Private Finance Initiatives (PFI).

Councillor Tony Vickers commented that care in the home was interlinked with other government initiatives that support health and wellbeing such as the ability to heat homes.

It was agreed that these were suitable subjects for inclusion on the work programme, but that care should be taken to keep the workload manageable in relation to Member and Officer time and commitments.

Councillor Tony Vickers further requested an addition to the Commission's work programme to scrutinise the processes in place around domestic abuse. This request was made with particular interest in the follow on impact for example for the health service, or for children. It was agreed that David Lowe would prepare a report for the next meeting of the Commission before a decision was reached as to whether to include this item on the work programme.

#### **Resolved that:**

- (1) The following items be added to the Health Scrutiny Panel work programme:
  - a. Dignity and care in the home;

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

(2) The Scrutiny and Partnerships Manager to provide the terms of reference for a review into the processes currently in place around domestic abuse.

### 91. **GCSE Maths Results**

The Commission considered a report on performance information for GCSE maths results in the District's schools.

Following questioning, Ian Pearson made the additional points that:

- It was recognised that Key Stage 4 maths classes were taught by maths specialists, however Key Stage 3 maths classes were more often taught by non-specialists. Over the last two years a government programme had been implemented to train and put in place maths specialists. To date there were 16 specialists who were able to communicate to school Head Teachers and others how the programme worked and what assistance was available to their schools.
- 55% of those achieving grade D in maths, achieved a grade C or higher in English;
- Opinion broadly suggested that it would always be beneficial to return to basics in order to provide a good grounding in maths principles and subsequently improve results.

Councillor Tony Vickers asked whether a difference had been noticed as a result of losing a full time mathematics consultant due to the loss of government grant for this post. Ian Pearson responded that there remained a part time post covering secondary schools, and went on to explain that there were two levels of monitoring that took place, that of the management of maths teaching and the quality of classroom teaching. Whilst the level of monitoring was depleted, this had been countered by coaching and peer support within schools.

Councillor David Rendel requested information on the likely impact of cuts to the School Improvement Programme. Ian Pearson responded that further posts would be lost this year following a significant reduction in numbers last year due to the loss of government grants. It would be necessary to retain a focussed leadership but where reconfiguration was found to be necessary, this would take place.

Councillor Mike Johnston requested clarification as to whether the percentages provided in the report were based on the number of pupils who took the exam or the number of pupils on roll. Ian Pearson responded that the figures were based on the number that took the exam, but that this was likely to be almost all pupils.

Councillor Mike Johnston went on to ask whether the grades achieved in maths had been compared to other, similar subjects, such as science. Ian Pearson responded that this information was not to hand and would be time consuming to analyse, although the information could be made available. However anecdotal evidence showed that grades in maths were not immediately comparable to science.

Councillor Mike Johnston requested information to understand whether higher achieving students were being pushed to achieve a higher grade, or whether the focus was on improving grade D to a C. this request was developed by Councillor David Rendel who was concerned about school league tables which encouraged schools to place most emphasis on improving grade D to C and that this could easily be to the detriment of other pupils. Ian Pearson responded that all pupils should be encouraged to improve their grades within their potential. Councillor Irene Neill added that schools were aware of



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the implications of achieving a C or a D grade for pupils when applying for further education places for example.

Councillor Dave Goff wondered if there would be value in gathering feedback directly from pupils as to their experiences of being taught maths, and considered whether this route might raise more general issues such as a lack of parental support. Ian Pearson responded that whilst this was not currently undertaken, there could be merit in it. He went on to explain that many primary schools offer parents training in order to assist parents in helping their children. Schools would cover what was going to be taught, how it would be taught and also aim to increase parent confidence in being able to help their children.

Councillor Dave Goff asked what the requirements were to teach in West Berkshire. Ian Pearson responded that many teachers were trained to teach more than one subject, specialising in one and having a secondary subject. Whilst there was always a desire to match teachers with their specialist area, when timetables are set in schools, there were often mismatches between teacher specialisms and classes that must be taken. In these cases, the most appropriate, available teacher would be appointed to take the class.

Councillor Dominic Boeck recognised the national debate regarding the lack of basic skills that children would need on entering the workplace. He asked whether the Council was aware how prepared local children were for the workplace. Ian Pearson responded that schools must teach with recognition of the different routes that pupils may take after school, such as further education or employment. The need is wider than maths and schools aimed to equip all pupils with the necessary skills in all areas to enable them to choose their future direction.

Councillor Virginia von Celsing asked whether there were plans within West Berkshire to offer and recognise the IGCSE (International GCSE) which can be offered in private schools. Ian Pearson responded that schools used a tiered system to enter pupils for exams at an appropriate level for their abilities.

Councillor David Rendel stated that maths was a subject that relied on teachers being able to enthuse their pupils and to provide sufficient encouragement so as to build confidence in pupils that they were able to achieve in the subject. He further asked whether pupil to pupil support was employed in West Berkshire schools. Ian Pearson responded that he agreed that it was important to build pupils' confidence in maths before imposing harder tasks. He was able to confirm that pupil to pupil support was in use in primary schools in the District, but was unaware of the extent of use.

Councillor Carol Jackson-Doege asked whether monitoring systems had been put in place to ensure that the factors identified in the report as contributing to lower performance in maths, were improved. Ian Pearson responded that schools had put in place their own systems to monitor improvements and the Council was working with schools as necessary to achieve improvements.

**RESOLVED that** the information be noted

### 92. Preparations for the London 2012 Olympics

The Commission considered a report updating them on the preparations being made in West Berkshire to celebrate the Olympics. Further information was presented by David Appleton and Councillor Carol Jackson-Doege.

David Appleton explained to the Commission that some updates remain outstanding until further information is received from the London Organising Committee of the Olympic and Paralympic Games (LOCOG). Councillor Carol Jackson-Doege informed the Commission of how the media was being utilised to inform the public of the upcoming

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activities in the area including several press releases, 9 radio interviews, and the use of Twitter. The 'Seeds of Inspiration' initiative had been launched within the last week; and on Saturday 11 February, Park Runs launched at Greenham Common. This resulted in 317 participants which had been recognised as the largest inaugural Park Run nationally. Councillor Carol Jackson-Doege went on to inform the Commission that information would be presented at the District Parish Conference.

David Appleton explained the Olympic Games timetable over the coming months and noted in particular that the Olympic torch route would be announced in March, and would be carried through West Berkshire on July 11 2012 prior to the games starting in July.

David Appleton informed the Commission that there were likely to be some local torchbearers, however they may not be able to carry the torch through their own communities. This would become clear once the route and timetable became available on 21 March 2012.

David Appleton went on to demonstrate the information available through the West Berkshire *Enjoy!* website ([www.westberksenjoy.org.uk](http://www.westberksenjoy.org.uk)) to communities who might wish to organise their own celebratory events. Useful information such as how to organise a road closure, and how to obtain relevant licenses was available through these pages. There was also a news section to allow people to keep up to date with events, and a section to see what other organisations were doing to celebrate.

Councillor Tony Vickers asked what progress had been made in assessing the viability of a recognition event. David Appleton responded that although teams had not yet been selected for the Olympics and Paralympics, it would be expected that some athletes would be local. He also mentioned others involved in the Games such as volunteers and torchbearers who could also be included in any recognition event. He informed the Commission that LOCOG were encouraging community involvement at all stages of the games.

Councillor Jeff Beck noted that David Appleton would soon be leaving the Council and thanked him for his contribution.

**RESOLVED** that the information be noted and that the Arts & Leisure Services Manager return to provide a further update in May 2012.

### 93. Housing Allocation Policy

The Commission considered a report (Agenda Item 12) on the Housing Allocation Policy.

The Chairman informed the Commission that the expectation from this item was to understand whether scrutiny could play a beneficial role in the process of amending the Allocations Policy, and what that role might be.

Mel Brain informed the Commission that a consultation process would be undertaken to allow comments to be made on the new proposals. Councillor Tony Vickers enquired who would be receiving the consultation questionnaire that is being amended. Mel Brain responded that it would be circulated to as many people as possible including everyone on the Common Housing Register, Registered Social Landlords, and all relevant stakeholders. It would also be available on the Council website and hard copies would be made available. In recognition of the range of people and organisations being consulted, there would be changes in the cover letter.

Councillor Tony Vickers further asked how the interrelationship between different reforms would affect the process of amending the policy. Mel Brain responded that all proposals had been scoped around the Statutory Allocation Policy.

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 21 FEBRUARY 2012 - MINUTES

Councillor Jeff Beck questioned the allocation policy on bedroom assessment. Mel Brain explained that the wording was intended to take into account the needs of families with an odd number of children.

Councillor Quentin Webb asked whether the amendments could encompass mutual exchange. Mel Brain responded that this was a matter between planning and housing policy that could not be addressed in the allocations policy.

The Chairman asked whether a financial assessment of possible tenants should be undertaken. Mel Brain responded that an assessment was carried out at the point the tenant enters the system. Once in the system, the tenant would retain tenure even if their situation changed. A tenancy strategy would be developed by next year which would be able to address this.

Councillor Mike Johnston asked whether it would be possible to provide a more favourable position for military personnel who may not have roots in the area. Mel Brain responded that there was currently a consultation underway which suggested that military personnel would be able to choose themselves which area to settle in. Final guidance was awaited before this could be incorporated into the Council's policies.

The Commission expressed a desire to be involved in the process of amending the Housing Allocation Policy and agreed the following:

- A task group be established to join the officer group that would review the initial consultation responses;
- To have Members of the Commission in attendance at any open meeting where the public may discuss the issues;
- The Commission to review the revised policy once complete.

### **RESOLVED that:**

- (1) A task group be established to join the existing group that would review the initial consultation responses;
- (2) Members of the Commission to be in attendance at any open meeting where the public may discuss the issues;
- (3) The Commission to review the revised policy once complete.

## **94. Health Scrutiny Panel Update**

*(Councillor David Rendel declared a personal interest in Agenda item 13 by virtue of the fact that his wife was a GP in West Berkshire. As his interest was personal and not prejudicial he was permitted to take part in the debate and vote on the matter).*

The Commission considered a report (Agenda Item 13) on the work of the Health Scrutiny Panel (HSP).

Councillor Quentin Webb reported that at the meeting of the Health Scrutiny Panel held on 17 January 2012 the following topics had been discussed:

- Continuing Healthcare funding in West Berkshire. Comments had been received and a review across the rest of Berkshire was due to take place led by an independent facilitator. The dispute resolution process was also discussed and was ongoing.
- The scrutiny review into GP commissioning had been completed and removed from the work programme. The Panel wish to be kept informed of future activity and would now take on a monitoring role.

**Resolved that** the verbal report be noted.

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MINUTES**

**95. Resource Management Working Group Update**

The Commission considered a report (Agenda Item 14) on the work of the Resource Management Working Group (RMWG).

The RMWG would consider the following items at its next meeting:

- The Highways Asset Management Plan;
- The Timelord Programme;
- The Quarter three establishment report.

The Group would also review its terms of reference.

**Resolved that** the report be noted.

*(The meeting commenced at 6.30 pm and closed at 8.43 pm)*

**CHAIRMAN** .....

**Date of Signature** .....

# Agenda Item 4.

<b>Title of Report:</b>	<b>Actions from previous meetings</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	17 April 2012

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

**Recommended Action:** To note the report

Health Scrutiny Panel Chairman	
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# Executive Report

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## 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:** Information could be presented to the Commission in September 2012 to demonstrate that the two factors put in place to reduce the number of young people entering the Youth Justice System were effective, and what analysis had been done to show this.

**Action / response:** This has been added to the Commission's work plan for review in August.

- 2.2 **Resolution:** A letter would be sent from the Chairman of the Commission to all Academies indicating that Members would welcome involvement on their governing bodies as a community representative.

**Action / response:** Councillor Irene Neill and Caroline Corcoran (Service Manager in Education Services) have prepared a letter to be sent to Academies, but would like the following concern raised prior to it being posted:

'We have a very small number of members currently sitting on any of our school governing bodies (12 out of 52) and Caroline comments that the result of the letter could be that we end up with councillors on the majority of the Trust Boards and therefore be out of proportion to the number of governors in maintained schools and how this might look to schools and the media. I share this concern to a degree but I also note that although we do not have as much member representation on school boards as we should we do, at least, have officers and members regularly visiting these schools on a fairly regular visit. In the case of Academies we do not have so many visits although most are 'buying back' school improvement services therefore the SIA's are visiting and I also have made visits to Kennet and Park House at the invitation of the Head teacher in each case since they became academies and I also visit Denefield to regular Project Board meetings. I am also intending to write to the Head teachers to request that myself and the chairman of the SS&E panel and a ward member visit their school on an informal basis as we are still answerable to residents about their children's education and safety regardless of the school's status. In fact I am hoping to visit our Independent schools as safeguarding is my responsibility across the board.'

- 2.3 **Resolution:** The Head of Planning and Countryside to provide corrected figures regarding planning appeals.

**Action / response:**

	No. of Appeals	No. Upheld	No. Dismissed	% upheld
Q1	28	8	20	29%
Q2	31	8	23	26%
Q3	33	4	29	12%
Year to Date	92	20	72	22%

Year end forecast:	122	27	95	22%
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	Q1	Q2	Q3	Q4 (Qtr End)
<u>Minors</u>				
Target			65%	65%
Actual				65% Qtr end forecast
<u>Others</u>				
Actual	5.2%	6.0%	25%	80% Qtr end forecast

(All other figures were correct)

- 2.4 **Resolution:** The Head of Customer Services to clarify to Councillor Dominic Boeck how staff calls are silently monitored to measure soft customer care skills and technical accuracy.

**Action / response:** This item is complete.

- 2.5 **Resolution:** A review of asset management should be added to the work programme for the Resource Management Working Group.

**Action / response:** This item has been added to the work programme for the Resource Management Working Group. The start date for this work is to be agreed.

- 2.6 **Resolution:** The HR Manager to provide clarification as to which committee would be reviewing the draft pay policy statement and when.

**Action / response:** The draft pay policy was reviewed at Full Council on the 1<sup>st</sup> March 2012.

2.7 **Resolution:** The following items be added to the Health Scrutiny Panel work programme:

- (1) Dignity and care in the home;
- (2) The effect of health service reorganisation on local provision and private finance initiatives (PFI).

**Action / response:** These items have been added to the work programme for the Health Scrutiny Panel. Start dates and further details are to be agreed.

2.8 **Resolution:** The Scrutiny and Partnerships Manager to provide the terms of reference for a review into the processes currently in place around domestic abuse.

**Action / response:** This item is considered in a separate agenda item.

2.9 **Resolution:** The Arts & Leisure Services Manager return to provide a further update on preparations for the London 2012 Olympics in May 2012.

**Action / response:** This item has been included in the work programme and will return to the Commission in May 2012.

2.10 **Resolution:** The Commission would be involved in the process of amending the Housing Allocation Policy through the following means:

- (1) A task group be established to join the existing group that would review the initial consultation responses;
- (2) Members of the Commission to be in attendance at any open meeting where the public may discuss the issues;
- (3) The Commission to review the revised policy once complete.

**Action / response:** Verbal update to be given at the meeting.

## **Appendices**

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There no appendices to this report.



<b>Title of Report:</b>	<b>Key accountable measures and activities 2011/12. Update on progress: Q3 outturns</b>	<b>Item 8</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Committee	
<b>Date of Meeting:</b>	17 <sup>th</sup> April 2012	
<b>Forward Plan Ref:</b>	N/A	

**Purpose of Report:**

- To report quarter 3 progress against the key accountable measures and activities for West Berkshire Council 2011/12.
- To report by exception those measures / activities not achieved / expected to be achieved and cite remedial action that is being taken.

**Recommended Action:**

1. To note progress against the key accountable measures and activities.
2. Review those areas reporting as either 'amber' or 'red' to ensure that appropriate corrective or remedial action is put in place.

Portfolio Member Details	
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<b>E-mail Address:</b>	astansfeld@westberks.gov.uk
<b>Date Portfolio Member agreed report:</b>	2 <sup>nd</sup> August 2011
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# Executive Report

## 1. Purpose

- 1.1 The purpose of this report is to provide an update on progress against the Council's key accountable measures and activities for Q2, 2011/12.

## 2. Commentary on performance

- 2.1 Of the 39 key accountable measures and activities, 3 are yet to be reported and will be reported in Q4.

- 2.2 Of the remaining 33 key accountable measures and activities, 22 are reported as green.

- 2.3 4 key measures are signposted as amber – i.e. behind anticipated performance, but expect to achieve the target by year end. These are:

- Children's core assessments conducted on time.
- The proportion of young people who are NEET.
- Proportion of customers rating of customer care of Contact centre as 'good' or 'excellent'
- Adults social care assessments conducted on time.

- 2.4 There are 8 reds being reported in Q3.

- The proportion of adult social care service users receiving self-directed support.
- The proportion of pupils gaining 5+ high grades at GCSE.
- To have adopted the Local Development Framework by March 2012)
- People presenting as homeless, who are prevented from being homeless.
- The achievement gap between pupils with Special Educational Needs (SEN) and non-SEN in English and Maths at Key Stage 2. (Annual)
- Number of primary schools below national floor standards. (Annual)
- Contact centre calls answered within 30 seconds.
- Planning applications determined within the government guidelines

## Appendices

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Appendix A – West Berkshire Council: key accountable measures and activities 2011/12: update on progress. Quarter 3.



# Key accountable measures and activities 2011/12

## Update on progress

### Quarter 3: October - December 2012

**compiled by:**

Performance, Research & Consultation Team

Policy and Communication

[westberks.gov.uk/performance](http://westberks.gov.uk/performance)

January 2012

## Purpose of this report

To provide an update on progress against the Council's key accountable measures and activities for quarter 3, 2011/12.

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 to the ongoing work of the Council as a whole. This report therefore:


- 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

For the purposes of reporting, we monitor projected or expected year end performance for each quarter. That is to say, they report whether or not we expect to achieve the level we set ourselves by the end of the year – rather than simply reporting in-year quarterly performance. This has the advantage of allowing service heads and managers to flag up at an early stage if there are issues or concerns in an area – and to put in place appropriate remedial action - rather than simply waiting for the actual data to reveal that an objective will not be met once it has happened.

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.

In total, there are 39 key measures or activities which are appraised by the Executive through this reporting mechanism. These are reported on a thematic basis in order to take a more descriptive account of the core functions of the authority.

The table below 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, quarterly outturn and RAG rating.
- *Column 6*: any supporting commentary provided.

**Commentary on performance**

<b>Overview of performance outturns</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
Green	28	23	22
Amber	2	7	4
Red	0	3	8
Annual (yet to be reported)	8	6	3
Unavailable at time of publication	1	0	2

The summary table above shows how the measures are reported for each quarter.

For quarter 3, 22 measures or activities are reported as green, or on track to be achieved.

4 key measures are signposted as amber – i.e. behind anticipated performance, but expect to achieve the target by year end. This compares to 7 in quarter 2:

## Previously reported amber in Q2

- *Children's core assessments conducted on time.*
- *The proportion of young people who are NEET.*
- *Proportion of customers rating of customer care of Contact centre as 'good' or 'excellent'*

## Reported amber in Q3

- *Adults social care assessments conducted on time.*

There are 8 measures which are reported as red in Q3, compared to 3 in quarter 2; where the target or activity will not be achieved:

## Initially reported red in Q2

- *The proportion of adult social care service users receiving self-directed support.*
- *The proportion of pupils gaining 5+ high grades at GCSE.*
- *To have adopted the Local Development Framework by March 2012)*

## Reported red in Q3

- *People presenting as homeless, who are prevented from being homeless.*
- *The achievement gap between pupils with Special Educational Needs (SEN) and non-SEN in English and Maths at Key Stage 2. (Annual)*
- *Number of primary schools below national floor standards. (Annual)*
- *Contact centre calls answered within 30 seconds.*
- *Planning applications determined within the government guidelines*

3 of the initial 8 annual measures are yet to be reported and will report in quarter 4.

There is data unavailable for 2 measures:

- *Proportion of waste recycled / composted / reused: data validation issues as a result of opening of the new Padworth facility.*

- *Level of litter, detritus and graffiti*: data validation issues as a result of opening of the new Padworth facility.

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

This report – along with previous quarters' updates on progress – are published at [westberks.gov.uk/performance](http://westberks.gov.uk/performance).

2011/12 West Berkshire Council key accountable measures – Quarter 3

Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12 Target	Q1 outturn	Q2 (YTD) outturn	Q3 (YTD) outturn	Supporting commentary
			Year end outturn	Year end outturn					
<b>Adult Social Care</b>									
Financial assessments completed within 3 weeks of referral to Welfare Benefits team	Y	High	71%	80%	100%	100%	99.7%	★	YTD outturn: 587 / 589.
Carers receiving a carer's assessment or review during the year	Y	High	18%	20%	25%	23%	20%	★	Rolling 12 mths outturn: 558 / 2,819
Care assessments completed within 28 days	Y	High	65%	65%	67%	66%	64%	★	Rolling 12 mths outturn: 920 / 1448. There has been some delay in closing some assessments due to routine data-cleansing and care management teams reviewing cases and ending assessments. This does not delay any ongoing support or services to clients. The target will be back on track and achieved in Q4.
Service users and carers receiving Self Directed support (including personal budgets)	Y	Medium	10%	50%	19%	22%	24%	★	YTD outturn: 690 / 2819. This has been delayed due to the Day Services reconfiguration and RAISE finance development that reduced capacity to work on the Personal Budget process underpinning the operational activity. Additionally, due to vacancies in the long term care teams and the operating model restructure, the capacity to complete the reviews to move existing clients onto Self Directed Support has been restricted. See exception report for further information.

## 2011/12 West Berkshire Council key accountable measures – Quarter 3

Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12 Target	Q1 outturn	Q2 (YTD) outturn	Q3 (YTD) outturn	Supporting commentary
			Year end outturn	2010/11					
<b>Children in Care</b>									
Initial assessments for children's social care that are carried out within 10 working days of referral	Y	Medium	80%	80%	80%	92%	87%	85%	★ YTD outturn: 1,135 / 1,309
Core assessments conducted within 35 working days	Y	Medium	83%	80%	80%	64%	73%	76%	★ YTD outturn: 471 / 640. This indicator is below target due to a poor start in Q1 with high management sickness levels and increased pressure of work. However, performance is improving and it is expected the overall target will be met by year end.
Looked after children whose cases are reviewed within required timescales	Y	High	98%	95%	95%	100%	100%	100%	★ Q3 outturn: 131 / 131.
Looked after children with 3 or more moves in a year	Y	High	6%	< 9%	< 9%	0%	0%	2%	★ Q3 outturn: 3 / 365.
Child Protection Plans lasting 2 years or more	N	Medium	0%	< 5%	< 5%	0%	0%	0%	★ Q3 outturn: 0 / 201.
The level of commissioned early intervention services in the Children and Young People Directorate	Y	Medium	£1,066,000	£1,172,600	£1,172,600	£1,066,000	£1,066,000	£1,095,000	★ During the commissioning cycle, the need for new or different provision is identified. It may be more cost effective to purchase these services from external providers and this would fulfil the Government's 'Early Intervention Grant' guidance and support, in part, the Government's policy to create local growth in this sector. Examples of commissioning in this area include:



2011/12 West Berkshire Council key accountable measures – Quarter 3								
Measure / activity	Direct influence	Community / service Impact	2010/11 Year end outturn	2011/12 Target	Q1	Q2 (YTD)	Q3 (YTD)	Supporting commentary
					outturn	outturn	outturn	
								Domestic abuse referral team co-delivered by A2Dominion and the Family Intervention Project , edge of care, intervention with Sovereign Housing.
<b>Youth offending</b>								
Number of young people entering the Youth Justice System	N	High	124	< 120	15 ★	29 ★	38 ★	Q3 outturn: 9.
<b>Housing</b>								
People presenting as homeless who are prevented from being homeless	Y	High	New	85%	85% ★	79% ◆	78% ■	YTD outturn: 364 / 467. 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. See exception report for further information.
High priority housing grants approved within 9 weeks of receipt of full grant application	Y	High	New	95%	92% ◆	96% ★	96% ★	YTD outturn: 100 / 103.
<b>Benefits</b>								
Average amount of time taken to make a full decision on new benefit claims	Y	High	17 days	< 18.5 days	18.28 days ★	18 days ★	18 days ★	

2011/12 West Berkshire Council key accountable measures – Quarter 3										
Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12 Target	Q1 outturn	Q2 (YTD) outturn	Q3 (YTD) outturn	Supporting commentary	
			Year end outturn	2010/11						
Average time taken to make a full decision on changes in a benefit claimant's circumstances	Y	Medium	6 days	< 8 days	6.18 days	★	7 days	8 days	★	
<b>Supporting schools and young people</b>										
Pupils gaining 5 or more high grades at GCSE, including English and Maths	N	High	61%	62%	---	◎	61%	61%	■	Lower than expected GCSE results in 6 out of 10 secondary schools. Specific impact caused by drop in performance in mathematics in 5 schools - including a 12% drop at Little Heath School. See exception report for further information.
Pupils scoring level 4 or above in English and Maths at the end of KS2	N	High	74.1%	74.5%	---	◎	75%	75%	★	
The achievement gap between SEN / non SEN scoring level 4 or above in English and Maths at the end of KS2	N	Medium	54.4%	< 52%	---	◎	---	55%	■	A recent Ofsted report outlined that the standard of SEN provision in mainstream schools varies considerably. A new inspection framework includes a dedicated focus on the progress of SEN pupils. See exception report for further information.
Children eligible for free school meals who achieve 5+A* -C at GCSE by age 16	N	Medium	28.7%	30%	---	◎	---	46%	★	
The number of primary schools below national floor standards	N	High	9	2	---	◎	---	6	■	The National Floor Standards means that less than 60% of pupils achieve the standard 'Level 4' in English and Maths. Primary schools currently below National Floor standards are: Fir Tree Primary, The

2011/12 West Berkshire Council key accountable measures – Quarter 3									
Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12 Target	Q1 outturn	Q2 (YTD) outturn	Q3 (YTD) outturn	Supporting commentary
			Year end outturn	Outturn					
Complete the construction phase of Trinity School sports hall	Y	Medium	New		Aug 2011	On track	Complete	Complete	Winchcombe, Whitelands Park, The Willows, Shefford and Chaddleworth. See exception report for further information.  Both the sports hall and the MUGA (Multi Use Games Area) have now been completed. Extra works outside of the contract, but associated with the MUGA and traffic management are on going. These works will be completed at various times over school holiday periods.
Young people 16-19 who are NEET	N	High	4.4%		4%	4.3%	7.8%	4.4%	A number of factors have contributed to this indicator falling behind target including: a significant reduction in resources available to deliver information, advice and guidance since 2010/11; changes to the way in which the NEET figure is calculated and the current economic climate making it difficult for young people to find employment.
<b>Waste</b>									
Proportion of waste recycled / composted / reused	Y	Medium	42%		42%	45.8%	44.0% (est)	Not avail.	Q2 data is still an estimate and the actual data, as well as Q3 data, is unavailable at time of submission. Waste Officers are working with Veolia to sort and agree the data as a result of the recent opening of the new Padworth facility. The data is likely to be available in the next few months.

2011/12 West Berkshire Council key accountable measures – Quarter 3										
Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12 Target	Q1 outturn	Q2 (YTD) outturn	Q3 (YTD) outturn	Supporting commentary	
			Year end outturn	2010/11						
Level of litter, detritus and graffiti (as outlined in the Keep Britain Tidy local environmental indicators)	Y	Medium	'Good'	'Good'	'Good'	Not avail.	'Good'	Not avail.	U	Q2 data is still an estimate and the actual data, as well as Q3 data, is unavailable at time of submission. Waste Officers are working with Veolia to sort and agree the data as a result of the recent opening of the new Padworth facility. The data is likely to be available in the next few months.
<b>Planning</b>										
A five year land supply of ready to develop housing sites	Y	Medium	Not available	(Units of deliv. hsing = 2,625)	---	---	---	---	⊙	Reports Q4.
Adopt the Local Development Framework's core strategy	N	High	Not adopted	Mar 2012	On target	---	Will not be publ.	Will not be publ.	■	The examination into the Core Strategy has been suspended by the Planning Inspector to allow the Council time to rectify a procedural issue relating to the Sustainability Appraisal / Strategic Environmental Assessment work, following a High Court judgement in March 2011. The examination will not resume until February 2012, therefore the Core Strategy will not be adopted by March 2012. See exception report for further information.

2011/12 West Berkshire Council key accountable measures – Quarter 3									
Measure / activity	Direct influence	Commu nity / service Impact		2011/12 Target	Q1 outturn	Q2 (YTD) outturn	Q3 (YTD) outturn	Supporting commentary	
		2010/11	Year end outturn						
Average number of days to register a planning application (based on quarterly performance)	Y	High	7.7 days	5 days	21 days	10 days	7 days		
Planning applications determined within the government guidelines (based on qtrly performance); <ul style="list-style-type: none"> <li>'major': 60% within 13 weeks</li> <li>'minor': 65% within 8 weeks</li> <li>'other': 75% within 8 weeks</li> </ul>	Y	High	'major':.46% 'minor':.46% 'other':.83%	As per indiv. targets	On profiled target for each measure	On profiled target for each measure	Profiled targets will not be met.	Decisions for applications submitted since 1 January 2012 are meeting the performance targets set. However, due to the backlog of submissions prior to this date, we will be unable to meet the year end target. See exception report for further information.	
The proportion of planning appeals which are upheld compared to the national average	Y	High	38%	< 35%	40%	38%	28%	YTD outturn: 20.5 / 72.	
<b>Highways</b>									
Principal road network in need of repair	Y	Medium	5%	5%	---	---	---	Reports Q4	
Average time to repair a street lighting fault, where the fault is under WBC control	Y	Medium	6.5 days	< 7 days	6.12 days	6.07 days	6 days		
Complete junction improvements to A4 / Langley Hill in Calcot	Y	High	New	Nov 2011	On target	On target	Completed		
Introduce variable parking message signs in Newbury	Y	High	New	Oct 2011	On target	On target	Completed	Completed October 2011.	

2011/12 West Berkshire Council key accountable measures – Quarter 3									
Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12 Target	Q1 outturn	Q2 (YTD) outturn	Q3 (YTD) outturn	Supporting commentary
			Year end outturn	2010/11					
<b>Culture</b>									
Number of visits to cultural venues supported by WBC	N	Medium	1,535,766	1.5m	399,742	798,353	1,216,437	★	★
<b>Customer Focus</b>									
Contact Centre calls answered within 30 seconds	Y	High	79%	80%	74%	77%	76%	◆	■
Average queuing time for face to face callers	Y	High	6 mins	< 8 mins	4.79 mins	4.97 mins	4.93 mins	★	★
Enquiry resolution time for face to face callers	Y	High	9 mins	< 10 mins	8.9 mins	9.6 mins	9.8 mins	★	★
Proportion of customers rating Contact Centre customer care as 'good' or 'excellent'.	Y	High	99%	95%	94%	91%	94%	◆	◆
Website users rating of West Berkshire Council website (Socitm Better Connected Survey)	Y	Medium	3 stars	3 stars	---	---	---	◎	◎
									YTD outturn: 92,066 / 121,494 calls. Increased demands on the service and a reduction in the establishment have tested the resilience of the service. See exception report for further information.
									YTD outturn: 46 / 49. The numbers relating to this measure are relatively small and so relate to 3 dissatisfied customers. Ongoing quality control protocols are in place to ascertain reasons why these are occurring.
									Reports Q4

## 2011/12 West Berkshire Council key accountable measures – Quarter 3 – exception reports to support 'red' measures / activities

Service Unit	Adult Social Care			
PI Owner	Jan Evans			
Indicator	Description of Indicator			
ASC 3	Increase the number of service users and carers receiving Self Directed Support (including Personal Budgets) to 50%			
Period	Result Q1	Result Q2	Result Q3	Target
Turned red in Q2	19% (550 / 2935 )	22% (636 / 2888)	24% (690 / 2819)	50%
<b>Service Impact (High/Medium/Low)</b> Medium				
<b>REASON FOR RED:</b>				
The initial target was based on the introduction of a streamlined Personal Budgets process. This has however, been delayed due to limited capacity. Additionally, due to vacancies in the long term care teams and the operating model restructure, the capacity to complete the reviews to move existing clients onto Self Directed Support (SDS) has been restricted.				
<b>RECOMMENDED ACTION:</b>				
Continue to develop a new streamlined Personal Budgets process by 31 <sup>st</sup> March 2012. Target reviews to move clients onto Self Directed Support for those clients with the simpler care packages and where the market can provide appropriate service provision.				
<b>IMPACT OF ACTION:</b>				
Numbers of clients on Self Directed Support should continue to increase due to a quicker process and targeted reviews.				
<b>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:</b>				
New process not implemented quickly enough to increase the numbers as expected. Clients will continue to receive services through a commissioned process.				

Social Care Commissioning & Housing						
<b>Service Unit</b>	June Graves					
<b>PI Owner</b>	June Graves					
<b>Indicator</b>	<b>Description of Indicator</b>					
SCCH2	Percentage of people presenting as homeless where the homelessness has been prevented or relieved					
<b>Period</b>	<b>Result Q1</b>	<b>Result Q2</b>	<b>Results Q3</b>	<b>Cumulative YTD</b>	<b>Target</b>	<b>Service Impact (High/Medium/Low)</b>
Turned red in Q3	84% (132/156)	74% (121/163)	75% (111/148)	77% (364 / 467)	85%	High
<b>REASON FOR RED:</b>						
<p>The Housing service is facing increased demand for homelessness services, reflecting a national trend. Due to the benefit reforms and the current economic climate, the prevention tools that have been successful in the past are increasingly becoming less accessible, e.g. most private rented accommodation is well above the Local Housing Allowance level (and thus unaffordable) and landlords are increasingly reluctant to take applicants on benefits, as there is a buoyant rental market in WB. This leaves the Council with no other option but to take a homeless application, and increasingly, applicants who approach the Council for assistance wish to make an application. It should be noted that this is a national trend, with Councils reporting a 13% increase in homelessness year on year according to figures released by DCLG in November, and not West Berkshire-specific.</p>						
<b>RECOMMENDED ACTION:</b>						
<p>The Housing Service continues to focus on prevention tools as the first response to approaches from households who are threatened with homelessness. This includes negotiating with landlords, supporting applicants with rent deposits and rent in advance, and challenging incorrect service of notice. However, as this is a national trend and lots of people are presenting as homeless, is beyond of the Council's control. There are limited actions that we can take, other than to continue to offer a prevention-led service.</p>						
<b>IMPACT OF ACTION:</b>						
<p>Due to the underlying factors, and further anticipated changes in welfare benefits, this increasing trend is anticipated to continue. Prevention will remain the focus but it is anticipated that there will be a further increase in applications.</p>						
<b>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:</b>						
None.						



Service Unit	Education								
PI Owner	Ian Pearson								
Indicator	<b>Description of Indicator</b>								
ED1	Increase the proportion of pupils gaining 5+A*-C at GCSE, including English and Maths to 62%								
<b>Period</b>	<b>Result Q1</b> <b>Result Q2</b> <b>Results Q3</b> <b>Target</b> <b>Service Impact (High/Medium/Low)</b>								
Annual Q3	-                      -                      60.1%              62%              Medium								
<b>REASON FOR RED:</b>									
<p>Overall, GCSE results in West Berkshire were relatively flat as measured by those achieving 5+ A*-C grades, including English &amp; Maths. 60.1% achieved this measure, in comparison to a national figure of 58.2%.</p> <p>When the measure is reduced to simply 5 + A*-C the West Berkshire figure increases to 60.8%, in comparison to 58.7% nationally.</p> <p>When GCSE 'equivalent' qualifications are stripped out of the statistics, West Berkshire's GCSE 5 A*-C including English and Maths percentage pass is 58.4%, some 6 percentage points above the national figure of 52.4%</p> <p>As well as absolute score, another key measure is the progress students make i.e. the journey they have made from the end of KS2 to GCSE results at the end of KS4. Using this measure, 2011 progress in West Berkshire is as set out below in English and Maths.</p> <table border="1" data-bbox="858 1144 1058 1917"> <thead> <tr> <th colspan="2">% making expected progress</th> </tr> <tr> <th>English</th> <th>Maths</th> </tr> </thead> <tbody> <tr> <td>England</td> <td>64.8%</td> </tr> <tr> <td>West Berkshire</td> <td>68.6%</td> </tr> </tbody> </table> <p>As can be seen, nationally, progress in Maths is below that in English, though on both measures, West Berkshire scores well above the national average.</p> <p>Last year's GCSE Maths results varied across secondary schools, with some delivering a significant improvement. Unfortunately however, two larger schools slipped back, which had a negative impact on overall performance. Key factors identified in both schools as contributing to lower performance include:</p> <ul style="list-style-type: none"> <li>▪ Leadership and management of Maths</li> <li>▪ Quality of teaching and learning in some groups</li> </ul>		% making expected progress		English	Maths	England	64.8%	West Berkshire	68.6%
% making expected progress									
English	Maths								
England	64.8%								
West Berkshire	68.6%								

- Ineffective monitoring and evaluation of student progress
- Unreliable data, including weak moderation
- Lack of appropriate intervention for those students at risk of underachievement
- A significant number of students capable of achieving a C grade actually achieved a D grade

**RECOMMENDED ACTION:**

- Deployment of the part-time LA Maths Advance Skills Teacher (AST) to support the Head of Department and staff to improve the quality of teaching.
- AST, supported by the School Improvement Partner (SIP) working with staff on tracking, progression and intervention programmes.

We recognise the importance of sharing good practice across schools; the AST leads a Head of Maths Network, where the current focus is on Leadership and Management. The most recent meeting included a presentation from Trinity School, to share how did they did so well in last year's KS4 results, and from a Birmingham school who have been doing some intervention work.

Training for Teaching Assistants (TAs) who support secondary classes, was identified by Maths Heads of Department as a need. The LA is currently in the process of organising this training.

The importance of a good grounding in Maths at Primary level is key to raising standards in secondary schools. In support of this, West Berkshire has enthusiastically embraced a national programme to train Primary Maths Specialists. The first cohort completed their 18 month training programme in December 2011. This has provided 16 trained specialists, who will now be deployed across primary schools in West Berkshire to champion, inspire and support Maths teaching. A further cohort is currently being trained too, to build even greater capacity.

A review of Maths results and actions to improve them is being considered by the OMSC on 21/02/12.

**IMPACT OF ACTION:**

We anticipate that these actions will address the issues identified.

**RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:**

As schools convert to academy status, the Council loses its influence on improving standards. There are also risks associated with the downsizing of the school improvement team due to the Council's budgetary constraints as capacity is stretched.

Service Unit	Education			
PI Owner	Ian Pearson			
Indicator	<b>Description of Indicator</b>			
ED3	Narrow the achievement gap between SEN / non SEN scoring level 4 or above in English and Maths at the end of KS2 to 52%			
Period	Result Q1	Result Q2	Results Q3	Target
Annual Q3	-	-	55%	52%
				Medium
<b>REASON FOR RED:</b>				
As outlined in a recent Ofsted report on SEN, nationally, the standard of SEN provision in mainstream school varies considerably. Much of this is a combination of some individual pupil expectations being too low and a lack of diagnostic understanding and awareness of appropriate interventions and strategies.				
<b>RECOMMENDED ACTION:</b>				
It is helpful that the new inspection framework has a dedicated focus on the progress of SEN pupils, which will further strengthen the case for greater attention being given to SEN in both attainment and progress (achievement). Council support and interventions include:				
<ul style="list-style-type: none"> <li>• Implementation of 'Achievement for All', a national programme, supported by the DfE, which focuses on raising the achievement of SEN pupils.</li> <li>• Support for visits and training provided by the SEN School Improvement Adviser and the Special Needs Support team</li> <li>• Specific training on monitoring progress, setting realistic targets and intervention packages.</li> <li>• Advice on resources and strategies</li> <li>• Supporting Special Educations Needs Co-ordinators in schools.</li> </ul>				
<b>IMPACT OF ACTION:</b>				
Further reduce the SEN / non SEN gap by improving SEN pupils' achievement				
<b>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:</b>				
School Improvement and Special Educations Needs Co-ordinators capacity, staffing levels and expertise in schools and the need for schools to refocus attention on SEN pupil progress.				

Service Unit	Education			
PI Owner	Ian Pearson			
Indicator	<b>Description of Indicator</b>			
ED8	Reduce the number of primary schools below national floor standards from 9 to 2			
Period	Result Q1	Result Q2	Results Q3	Target
Annual Q3	-	-	6	2
<b>REASON FOR RED:</b>				
<p>The national floor standards for primary schools means more than 60% of pupils should achieve the standard of 'level four' in both English and Mathematics and more pupils than average make the expected levels of progress between Key Stage 1 and Key Stage 2.</p> <p>Within West Berkshire, the number of primary schools below the national floor standard fell from 9 to 6 schools in 2011 .</p> <p>These schools are (a) Fir Tree Primary (b) The Winchcombe, (c) Whitelands Park, (d) The Willows, (e) Shefford and (f) Chaddleworth (these latter 2 schools, although federated as a single school have been counted separately). Also, within one of these schools there are only 8 Year 6 pupils, meaning a percentage measure is not statistically significant for national data purposes.</p>				
<b>RECOMMENDED ACTION:</b>				
<p>A range of actions have already been undertaken in <b>Fir Tree Primary</b>, including the setting up of an Interim Executive Board, the appointment of a new headteacher and strengthening links with Trinity and Kennet School. The headteacher of Kennet School is also chair of the school's Interim Executive Board.</p> <p>A new headteacher was appointed in <b>Whitelands Park</b> in summer 2011 along with a new chair of governors for autumn 2011.</p> <p>Both <b>Fir Tree Primary</b> and <b>Whitelands Park</b> are also currently part of the Improving Schools Programme. This means that they have additional School Improvement Adviser support; subject support. They have termly meetings with the School Improvement Adviser, School Improvement Manager and English and mathematics lead to review data and make judgements on progress to challenging targets. In addition, a 2 day supported self review was undertaken by the school improvement team in September 2011 and a further one day review is scheduled in June 2012. A 1 day review was carried out in <b>Whitelands Park</b> in November and a further review is scheduled in March 2012.</p> <p>A 2 day review is scheduled in the Winchcombe School in September 2012 and work is ongoing with the school to raise standards.</p> <p><b>Shefford and Chaddleworth</b> are also part of the Improving Schools Programme and school improvement staff are working with the headteacher to ensure greater challenge and support are provided in KS2.</p> <p><b>The Willows</b> is working in partnership with Hampstead Norreys, a school judged to be an outstanding school and in 2010 was one of the highest attaining in the country. 2012 Willows results were deemed to be an unexpected dip. The school is receiving additional school improvement adviser support to</p>				

ensure 2012 targets are met.

Additional support for each of these schools is extra to the 5 days school improvement advisor support, including performance management of the headteacher, which schools receive as part of the Council service level agreement.

**IMPACT OF ACTION:**

**Fir Tree Primary** was inspected in October 2011 and judged to be a satisfactory school. The school is on track to be 'above floor' in 2012.

The **Winchcombe** school was inspected in November 2011 and judged to be a good school. The school is on track to be 'above floor' in 2012.

**The Willows** is a 'good' school and we expect it to be above the floor target in 2012.

**Whitelands Park** received an HMI monitoring visit in January 2012 and was judged to be making satisfactory progress. The school is on track to be 'above floor' in 2012.

**Shefford and Chaddleworth** were inspected in July 2010 and judged to be satisfactory. They are on track to be above the floor target in 2012, but only have a combined Year 6 cohort of 3 so will be excluded from any national statistics (note in this case each child counts for 33.% of the school's score).

**RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:**

None

Planning and Countryside					
<b>Service Unit</b>	Planning and Countryside				
<b>PI Owner</b>	Gary Lugg				
<b>Indicator</b>	<b>Description of Indicator</b>				
PLC2	Full Council to adopt Local Development Framework's Core Strategy by March 2012				
<b>Period</b>	<b>Result Q1</b>	<b>Result Q2</b>	<b>Result Q3</b>	<b>Target</b>	<b>Service Impact (High/Medium/Low)</b>
Turned red in Q2	On track	Will not be published	Will not be published	Strategy adopted	Medium
<b>REASON FOR RED:</b>					
<p>The examination into the Core Strategy has been suspended by the Planning Inspector to allow the Council time to rectify a procedural issue relating to the Sustainability Appraisal / Strategic Environmental Assessment work following a High Court Judgement (relating to planning policy in Newmarket) in March 2011. The examination will not resume until February 2012 at the earliest which means it will not be possible to meet the target of adopting the Core Strategy by March 2012.</p>					
<b>RECOMMENDED ACTION:</b>					
<p>The Council has undertaken a further consultation on the revised Sustainability Appraisal / Strategic Environmental Assessment. The results of the consultation have been reported to full Council in Feb 2012</p>					
<b>IMPACT OF ACTION:</b>					
<p>The delay in the adoption of the Core Strategy has a knock on effect in the production of other LDF documents.</p>					
<b>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:</b>					
<p>The Core Strategy might still be found unsound.</p>					

Service Unit Planning and Countryside								
PI Owner	Gary Lugg							
Indicator	Description of Indicator Planning applications determined within the government guidelines.							
Period	Q1	Q2	Q3	Cumulative YTD (Q1-3)	Q4	Projected YE outturn	Projected Q4 applications received since 1st Jan 2012	Service Impact (High / Medium / Low)
Turned Red in Q3	outturn and in qtr target	outturn and in qtr target	outturn and in qtr target		projected outturn and in qtr target			
Majors	33% Target: 0%	50% Target: 50%	16% Target: 60%	27%	44% Target: 60%	20%	60% Target: 60%	High
Minors	1% Target: 0%	1% Target: 0%	13% Target: 35%	7%	27% Target: 65%	5%	65% Target: 65%	High
Others	5% Target: 70%	6% Target: 60%	25% Target: 70%	14%	48% Target: 75%	10%	75% Target: 75%	High
<b>REASON FOR RED:</b>								
<p>All decisions made on applications submitted since 1<sup>st</sup> January are exceeding the performance targets for decisions made in 8 weeks that we set locally for Q4 in 2011/12: 60% for Majors; 65% for Minors; and 75% of Others within 13 weeks. There are, however, some applications submitted before 1<sup>st</sup> January that will result in the actual reported performance being less than the targets, hence the year end estimates. The concerted work to clear the backlog this year this will give the foundation that allows next year's performance to achieve all the targets in the way that is already being achieved for applications being submitted since January 1<sup>st</sup>.</p> <p>The recovery targets for the year have not been met because of specific issues / events. There was an initial difficulty appointing suitable temporary staff to start helping with the backlog and, after appointing three, one left before making any contribution and a further appointment process had to be carried out.</p> <p>In respect of other establishment vacancies being filled, there was a series of internal appointments which created further vacancies elsewhere in the service.</p> <p>In response to concern expressed by members, the timing of the start of the period allowed for members to 'call-in' applications to Committee, was altered to coincide with the allocation of the case to an officer, rather than from the date that the application first publicised on the 'weekly list'. This has meant that the earliest date by which decisions could be made under delegated powers, was extended.</p> <p>The development industry requested that negotiation and amendments are allowed over a longer period time than is allowed when strict 8 and 13 week</p>								

deadlines are imposed. This has been facilitated in the interest of helping economic recovery and dealing with long running applications without the need to resort to the appeal process. Both of these changes came about after the recovery targets had been set.

The recovery in performance involves processing the large number of applications which had been held up in the backlog. Having suffered the original delays it becomes impossible to meet a high percentage of decision targets within the set period. Attention has been given to clearing as many applications through the system as possible and this has impacted on percentage performance statistics.

**RECOMMENDED ACTION:**

Appointed temporary resource to deal with backlog that resulted from staff turnover of Development Control case officers and in the Registration Team

**IMPACT OF ACTION:**

Allocation and registration backlog eliminated. Case officer backlogs reducing rapidly and high level performance is re-established in respect of applications received since 1<sup>st</sup> January 2012. All applications in the backlog will be decided by the end of Q4, other than those where it is prudent to devote more time to the application in order to achieve the optimum outcome.

**RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:**

Limited risk of increased appeals if reductions in negotiation options result in an increase in refusals.



Service Unit		Customer Services				
PI Owner	Sean Anderson					
Indicator	Description of Indicator					
CUS 2	Customer Service calls answered within 30 seconds					
Period	Result Q1	Result Q2	Result Q3	Cumulative YTD	Target	Service Impact (High/Medium/Low)
Turned red in Q3	74% (29,031 / 39,043)	79% (31,890 / 40,497)	74% (31,155 / 41,954)	76% (92,066 / 121,494)	80%	Medium

**REASON FOR RED:**

In the past three quarters the service has absorbed libraries and free school meals into its portfolio and reduced its establishment. At the same time there has high call volume due to: compulsory data matching exercise between Housing Benefit and Working Families Tax Credit, which suspended a significant number of benefit claims; queries about Council Tax Direct Debits and new waste collection arrangements. Housing Benefit claims and debt recovery arrangements for residents in arrears with Council Tax, and recent high wind weather conditions have also added to call volumes and prevented the service achieving this target. We have also suffered from IT issues which have caused a back log of calls. Whilst many of the above have been unanticipated they do constitute a level of consistent and over profiled demand - previously these could have been reasonably responded to but with a reduction in establishment of 6 FTE this target is by necessity testing the resilience of the service.

**RECOMMENDED ACTION:**

Substantial corrective action on this target could only be achieved by 'pushing' enquiries to the 'back offices'. However, this would simply shunt the volume elsewhere and also be contrary to the principles that created Customer Services e.g. 80% of enquiries being dealt with at the first point of contact (currently 83% against a target of 80%).

Operationally Customer Services has been working actively to broaden the knowledge and skills of our advisors - this provides a flexible workforce that can be mobilised to those high demand areas. This ability has however been diminished as referred to above but we continue to work towards upping the skills of advisors to maintain flexibility.

With a reduction in resource and uplift in demand this target will remain a significant challenge for the service. The quality of our response will remain the priority – along with the recognition that responsiveness is also a desired outcome. Given that set out above, we would look to review this target for 2012/13, with a view to capturing a rounded balance of measures around responsiveness and quality of service.

**IMPACT OF ACTION:**

If adopted this action would balance the requirement for a responsive and effective service. Balancing the needs of customers with supporting service areas through enquiry handling and resolution.

**RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:**

No risks have been identified with this action.

**End of report**

<b>Title of Report:</b>	<b>Scrutiny review into the facilities available for young people</b>	<b>Item 9</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission	
<b>Date of Meeting:</b>	17 April 2012	

**Purpose of Report:** To outline the results of the investigation into the facilities available for young people in the District.

**Recommended Action:** That the Overview and Scrutiny Commission endorses the recommendations of the Task Group for the consideration of the Executive.

Task Group Chairman	
<b>Name &amp; Telephone No.:</b>	Councillor Sheila Ellison – Tel (01635) 867713
<b>E-mail Address:</b>	sellison@westberks.gov.uk

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

# Executive Report

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## 1. Introduction

- 1.1 At the Overview and Scrutiny Management Commission (OSMC) meeting of 2 August 2011, the Acting Head of Youth Services and Commissioning (Julia Waldman) provided an update on the activities available within the district for teenagers. This update was the latest in a string following a scrutiny review of the subject carried out between October 2008 and March 2009.
- 1.2 It was resolved at the meeting that Julia Waldman would provide a report back to the Commission at its meeting of 1 November, and a meeting was held on 16 August between the Chairman, Vice-Chairman, Mrs Waldman and scrutiny support officers to scope the contents of the report.
- 1.3 During the course of the meeting however it became clear that more value might be added to the public understanding of the issue if a fuller task group review were to be conducted. The Commission subsequently agreed to the set up of a cross-party task group review.
- 1.4 This report provides the findings and recommendations arising from the review and provides detail on its Terms of Reference and methodology.

## 2. Terms of Reference

- 2.1 The Terms of Reference for the task group were to conduct a review into the facilities available for young people in West Berkshire and, in particular:
  - Examine where, what kind, how many and by whom facilities and activities for young people are being provided
  - Assess the need and demand for facilities
  - Consider what might be done further to improve the facilities in place for young people, particularly in the context of Big Society developments and the withdrawal of support for universal youth provision by the Youth Service
  - Report to the OSMC thence the Executive with recommendations as appropriate.

## 3. Membership

- 3.1 The Members of the cross-party working group were Councillors Peter Argyle, Sheila Ellison, Alan Macro, Gwen Mason, Tim Metcalfe and Ieuan Tuck. Councillor Ellison was elected as the Chairman.

## 4. Methodology

- 4.1 The review has been conducted by a small, cross-party task group, working with Council officers and staff from other organisations.

4.2 The task group held the meetings outlined in the table below.

<b>Srl</b>	<b>Meeting date</b>	<b>Meeting focus</b>
01	Monday 31 October 2011	<ul style="list-style-type: none"> <li>• Election of the Chairman</li> <li>• Agreement of the Terms of Reference</li> <li>• Background briefing on survey findings and previous Scrutiny activity (Jason Teal, Performance, Research and Consultation Manager; Jessica Collett, Policy Executive; and David Lowe, Scrutiny and Partnerships Manager)</li> </ul>
02	Thursday 24 November 2011	<ul style="list-style-type: none"> <li>• The strategic approach to provision of activities</li> <li>• Critical success factors and the barriers to achieving them</li> <li>• The link with anti-social behaviour (Dave Seward, Berkshire Association of Clubs for Young People Chief Executive; Julia Waldman, Acting Head of Youth Services and Commissioning; David Appleton, Head of Cultural Services; and Susan Powell, Safer Communities Partnership Team Manager)</li> </ul>
03	Monday 12 December 2011	<ul style="list-style-type: none"> <li>• The operational approach to the provision of activities (Lisa Beith, Area Youth Consultant, West Berkshire Council; Sarah Emery, Berkshire Association of Clubs for Young People; Jenny McIntyre, Greenham Community Youth Project; Allan McIntyre, Neighbourhood Warden; and Sarah Steevenson, Former Chair, Thatcham Neighbourhood Action Group)</li> </ul>
04	Tuesday 11 January 2012	<ul style="list-style-type: none"> <li>• Role of schools</li> <li>• Community planning (Val Houldey, Acting Chair, Secondary Heads Forum; Sarah Ward, Community Council for Berkshire; and Jo Naylor, Principal Policy Officer (Communities))</li> </ul>
05	Tuesday 7 February 2012	<ul style="list-style-type: none"> <li>• Formulation of the recommendations</li> </ul>
06	Tuesday 13 March 2012	<ul style="list-style-type: none"> <li>• Agreement of the final report</li> </ul>

4.3 The minutes from meetings at Srls 01 to 04 are shown at Appendices A to D respectively.

## **5. Acknowledgements and thanks**

5.1 The Chairman and Members of the Task Group would like to acknowledge and thank all those who supported and gave evidence to the review.

## **6. Findings**

6.1 The findings of the task group are outlined below.

### ***Assessing need***

- a. The experience from the parish plan development process is that communities face common challenges in providing enough and appropriate ways of giving young people things to do.
- b. 75% of communities in the District have parish plans in place and they are encouraged through the development process to seek the views of young people. Care however needs to be exercised in ensuring that, once sought, their views are followed through into action.
- c. Parish plans show that there is a demand for youth clubs and recreational areas including tennis courts, skate parks, goal posts and cycle routes/BMX tracks. Although the provision of physical assets frequently presents less of a challenge than overcoming the reluctance of adults to volunteer and provide support, it is not always the case that suitable premises are universally available.
- d. Frequently young people do not want to participate in organised activity, preferring to just socialise with their friends.
- e. There is a mis-match between the expectation of the public and the funds that are available for the provision of activities for young people. Since the public sector spending cuts and the resultant reduction in services, the non-state sectors have not fully replaced that which had been withdrawn.
- f. The best results are achieved when young people are allowed to articulate for themselves what it is they want and they do not have others speaking on their behalf.
- g. Agencies such as the Neighbourhood Wardens or police can provide valuable local knowledge about the location and the type of activities that might be established for young people. In their interaction with young people, they can also encourage participation.

### ***Service delivery***

- h. The Council's Youth Service's detached workers are engaged in promoting the positive image of young people by making them aware that they need to be considerate of others.
- i. West Berkshire Council is not now commissioning universal youth services but is focussing on vulnerable groups and young people at risk. Targeted and localised activities tend to be more successful in their take-up than more generalised provision. Communities however are cautious about taking over where the state has withdrawn.
- j. The use of the title 'Youth Service' by the local authority creates the unachievable expectation from the public that it caters for all the needs of all young people.

- k. The 'big society' concept of community delivery of activities for young people has largely been operating in rural communities for some time. Urban centres are therefore more likely to be affected by the withdrawal of the Youth Service.
- l. The Council's support to communities, for example by bearing the cost of CRB checks, is appreciated by other organisations also providing support. The provision of support, not just from the public sector, can be the difference between activities succeeding or failing.
- m. The substantial reductions in central government funding have had a major impact on the provision of youth services and the grant funding of projects. The local authority, parish councils, voluntary groups, schools, clubs and benefactors have had to take up much of the responsibility for funding for the delivery and maintenance of youth activities.
- n. There are significant numbers of facilities and activities in the district but they are not always delivered in a co-ordinated way. In general, people in more deprived areas are more aware of initiatives, as are the parents of teenagers. Activities might be categorised by:
- Whether they are free or chargeable
  - Organised or self-organised
  - Those based around public facilities – libraries, pubs, leisure centres, play grounds, skate parks
  - Those provided by schools – pre- and post-school activities, sports leadership
  - Those that are community based or run by voluntary organisations or interest groups.
- o. Clubs can help themselves in attracting and retaining volunteers by becoming more business-like, through the use, for example, of role descriptions or reducing the scope for off-putting open-ended commitments.
- p. Bringing young people together with older people in intergenerational activities can lead to increased engagement by young people in positive activities, a decrease in negative behaviour by young people, a greater understanding amongst adults of young people's behaviour and a community-wide improvement in the promotion and profile of young people.
- q. Schools provide a positive influence on young people outside of normal teaching hours through the growing use of after school clubs and other activities. Out of school hours activity frequently has a positive effect on the behaviour and confidence of young people, the most important of which is the opportunity to make friends. This leads directly to better educational outcomes.
- r. On leaving full time education, and the supportive and directive environment that it provides, many young people frequently do not have the necessary skills to understand the leisure-time opportunities available to them. Although improving, links are not always in place between schools and community groups and there is apparently some mis-understanding between them.
- s. The provision of a sports or playing field or park, with maintained facilities such as goal posts or a skating area that is kept clean and safe, frequently gives

better value for money than other more expensive facilities, for example a Multi-Use Games Area (MUGA).

- t. Frequently the success of clubs depends on a small number of key individuals, who have the necessary skills and ambition to ensure effective delivery. To retain their engagement requires significant amounts of support.
- u. Commercial facilities, such as sports halls or leisure centres, appear to be a resource available to young people and their support communities that has yet to be fully exploited.

### ***Links between youth activities and anti-social behaviour***

- v. National research indicates that the public generally inflates the extent to which young people are involved in anti-social behaviour and there are consequently widespread negative perceptions of youth. This creates challenges for young people. Despite a reduction in the volume of youth crime in recent years, public perception in West Berkshire is yet to change.
- w. Data from Thames Valley Police does not support the frequent assertion that there is a link between anti-social behaviour and an absence of things for young people to do. Young people tend to act anti-socially for a range of reasons (family background, mental health, emotional issues and peer pressure), not just because of a lack of available activities.
- x. Young people can be deterred from anti-social behaviour but doing so requires a multi-faceted approach that includes education, family engagement and police enforcement, in addition to places for them to go and things for them to do.
- y. Demographics tend to dictate that there is more anti-social behaviour where there are more young people.

### ***Communication***

- z. An understanding of the variety and breadth of activities is not always easily communicated to young people, although the Youth Service has recently introduced a leaflet detailing activities, regardless of provider.

### ***Obstacles and inducements to take up***

- aa. The 'professionalisation' of youth services has worked against the establishment and operation of community groups and the increased requirement for training standards, CRB checks and Health and Safety legislation has deterred would-be volunteers. However, although sometimes seen as burdensome, the 'bureaucracy' of risk assessments and CRB checks is necessary in the modern age to give parents the assurance that their children are being appropriately cared for.
- bb. An absence of transport is consistently cited by both providers and young people as the number one barrier to accessing activities and facilities. This can be exacerbated by parental reluctance to allow their children to travel alone. The absence of places to meet to do the things that they want to do is the



second biggest hurdle. Prohibitive cost of participation also ranks highly, particularly for families who have more than one child.

- cc. Young people can be encouraged, but not compelled, to participate in activities and use the facilities provided. To expect otherwise is unrealistic.
- dd. A key determinant in ensuring that young people remain engaged in positive activities is the maintenance of a relationship as they progress through groups catering for different ages: a teenager is more likely to be involved in gainful activity if they began doing so at an earlier age than if not.
- ee. The lessons learnt and experienced from community youth activities do not appear to be widely shared between and amongst providers.

## **7. Conclusions**

- 7.1 West Berkshire remains a place in which there is much for young people to do and those working directly or indirectly in communities with young people find them to be generally courteous and well behaved, There remains however the perception that they are not well catered for and that they may consequently engage in anti-social behaviour.
- 7.2 The desire in most communities to provide more for young people can be sometimes be thwarted by obstacles that should be able, with the right commitment of those who are most able to influence them, to be addressed, if not totally.
- 7.3 In playing its part, the Council can demonstrate that its withdrawal from providing universal youth services is being replaced by a willingness to help communities to help themselves. Adoption of the recommendations following should go some way to assisting the achievement of that outcome.

## **8. Recommendations**

- 8.1 The Task Group recommends that:
  - 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.
  - 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.
  - 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.
  - 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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’.
- 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.
- 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.
- 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).
- 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.
- 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.

## **Appendices**

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Appendix A – Minutes of the task group meeting held on 31 October 2011  
Appendix B – Minutes of the task group meeting held on 24 November 2011  
Appendix C – Minutes of the task group meeting held on 12 December 2011  
Appendix D – Minutes of the task group meeting held on 11 January 2012

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# **OVERVIEW AND SCRUTINY TASK GROUP**

## **ACTIVITIES FOR TEENAGERS IN WEST BERKSHIRE**

### **MINUTES**

**Monday 31<sup>st</sup> October 2011**

**Present:** Councillors: Sheila Ellison (Chairman), Gwen Mason, Peter Argyle, Alan Macro, Tim Metcalfe and Ieuan Tuck.

Officers: David Lowe (Policy and Scrutiny Manager), Jason Teal, Jessica Collett and David Baker.

**Apologies:** None

#### **1. Election of Chairman**

There was one nomination for Chairman proposed by Councillor Gwen Mason and seconded by Councillor Peter Argyle. At the vote the motion was carried unanimously and Councillor Sheila Ellison was elected Chairman.

#### **2. Agreement of the Scope and Terms of Reference**

There was a lively discussion as Members commented and refined the scope and Terms of Reference of the Task Group. The question was raised as to why this scrutiny work had been brought about. David Lowe explained the request had come from OSMC and was a result of continued public perception that the need for improved facilities for teenagers remained the public's highest priority over recent years. That changes were currently taking place within Youth Services as it adjusted from universal provision to a targeted service that concentrated on the most vulnerable made the issue even more relevant.

There was clear agreement that the mapping of existing provision within West Berkshire was an essential starting point. Jessica Collect provided details on a new Youth Activities leaflet and a database of information that would be added to the Council's website very shortly which would provide a sound base of information.

The assessment of need and the demand for services would be required to determine what might be influencing public perception. There was a need to understand within the existing provision why this was not being taken up by some groups of teenagers.

It was agreed that it was important to understand the impact of the changes taking place in the context of the Big Society. Questions that arose included understanding what was actually happening to those services being withdrawn, were replacement services proving to be successful and sustainable and how best could the Council evaluate, influence and support the third sector's activities. A

need was identified to understand what barriers (communications, insurance, training, paperwork, CRB checks & H&S assessments etc.) existed that might inhibit the success of those activities and the volunteers that were involved in their sustained operation.

### **3. Background Briefing**

Jason Teal, (Performance, Research and Consultation Manager) gave a presentation on the community perceptions of activities for teenagers available in West Berkshire.

There were 4 key sources of data to help inform this:

- Annual resident survey 2010
- 2008 survey of what young people do in their free time
- Parish Plans
- Tellus4 national survey 2009

The detail of these was published on the Consultation Finder.

The conclusions drawn from the survey work were:

- Activities for teenagers was a consistently high priority amongst adults with (59%) or without (43%) dependent children
- This was most keenly felt in Thatcham (54%) and Reading suburbs (61%)
- Nearly  $\frac{3}{4}$  of young people gave a positive impression of the local area
- Key to young people were personal safety, street cleanliness and shopping facilities
- Improvements in organised activities were cited in 1/3 of cases – this was consistent across age groups

Jason Teal also advised that there was a mixture of requiring some organised activity and for the provision of space for more informal activities.

Parish Plans were identified as a valuable source of views and requirements such as:

- More physical facilities
- Revenue related facilities – i.e. additional Youth Service support
- More research on the views of local people in the community including young people
- An emphasis on more volunteers to help run clubs etc. Community Action West Berkshire (CAWB) had undertaken work to pull parishes together in this respect. It was commented that a number of checks were required before someone could become a volunteer.
- Facilities for parental support – nurseries etc
- Home to school transport

### **4. Refinement of the Scope and Terms of Reference**

A copy of the latest revised Scope and Terms of Reference is attached via an

active link - see under Section 6.

## 5. Future meeting dates and actions agreed

Revised Scope and Terms of Reference to be drawn up and circulated – Action DL

Youth Activities Leaflet and details on database to be circulated – Action JC

The following meeting arrangements were discussed and agreed:

Action DL/DB to set up and Members to attend.

DATE	TIME	LOCATION	Activity
24/11/11	10.30-12.30	CEO's Office	Interviewing Strategy & Policy
12/12/11	16.00-17.30	CEO's Office	Interviewing Practitioners' Operational View
10/01/12	10.30-12.30	CEO's Office	Interviewing or Site Visit – Views from Young People

## 6. Active References and useful web-links

The following (Ctrl & Click under Citrix) references and links may be of value:

[Consultation Finder](#)

[Tellus4 survey](#)

[Youth Activities Leaflet](#)

[Parish Planning](#)

[Parish Plans index](#)

[Revised Activities for Teenagers – Scope and Terms Of Reference](#)

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# **OVERVIEW AND SCRUTINY TASK GROUP**

## **ACTIVITIES FOR TEENAGERS IN WEST BERKSHIRE**

### **MINUTES**

**Thursday 24<sup>th</sup> November 2011**

**Present:** Councillors: Sheila Ellison (Chairman), Gwen Mason, Alan Macro, Tim Metcalfe and Ieuan Tuck.

Officers: David Lowe (Policy and Scrutiny Manager), Julia Waldman, Dave Seward, David Appleton, Susan Powell and David Baker.

**Apologies:** Peter Argyle

#### **1. Minutes of 31<sup>st</sup> October 2011**

Task Group minutes for 31<sup>st</sup> October were approved by the chairman.

#### **2. Matters arising and update on actions**

There were no matters arising from previous meetings

#### **3. The Strategic approach to the provision of activities:**

- Youth Service – Julia Waldman

Julia Waldman introduced her session by referring to a number of recent reports:

1. Young people and crime: they're not as bad as we think - 28 June 2010  
New research from NFER once again opens up the mismatch between the perceptions of the extent to which young people are involved in crime and anti-social behaviour, and the reality.

<http://www.nfer.ac.uk/about-nfer/press/releases/young-people-and-crime-theyre-not-as-bad-as-we-think.cfm>

2. Youth Taskforce study of perceptions in Youth Crime Action Plan areas – June 2010

The Youth Taskforce in the Department for Education commissioned this piece of work to explore the views of residents within Youth Crime Action Plan (YCAP) areas to understand more about perceptions regarding young people and crime, anti-social behaviour and alcohol use/misuse and efforts to tackle these problems.

<https://www.education.gov.uk/publications/eOrderingDownload/DFE-RB008.pdf>

3. Young people's civic attitudes and practice – November 2010

<https://www.education.gov.uk/publications/eOrderingDownload/DFE-RB060.pdf>

4. DfES Children's Services; The Market for Provision of Positive - Activities for Young People.

This report focuses on the market for the provision of positive activities for young people (aged 13-19) in England. Structured activities (including sports and physical activities, attending clubs and societies and volunteering activities). Unstructured activities that young people choose to engage in during their leisure time (including, for

example, going to the cinema and other similar leisure pursuits).  
<https://www.education.gov.uk/publications/eOrderingDownload/RW75.pdf>

She then went on to advise that the Youth Offending Team manager had observed a drop in youth crime including public order, violence, criminal damage and violence against the person.

Despite statistical evidence showing that fewer young people are now involved in offending, public perception has yet to change, with a minority of British adults overestimating the number of young people involved in crime. This leaves young people facing the challenge of growing up in a culture that has widespread negative perceptions of youth.

In addressing the question of what works for young people, Julia was able to inform the task group that the following factors are important:

- Hearing young people's voices, rather than speaking on their behalf. Young people are getting involved in all stages of activities designed to improve their profile and public image and being given opportunities to be part of the solution to crime. It is also important to allow them the chance to respond directly to the negativity often levelled at them in the media and at public meetings.
- Intergenerational activities can be highly successful. They specifically bring together younger and older people, who can have a particularly negative view, and provide opportunities to learn from each other and to challenge stereotypical views and misconceptions.
- Highly visible activities, including the use of facilities which can be set up in 'hot spot' areas can have significant impacts on public perceptions.

The benefits were:

- Increased engagement of young people in positive activities
- A decrease in negative behaviour by young people
- A greater understanding, amongst adults, of young people's behaviour
- A community-wide improvement in the promotion and profile of young people.

In addressing what needed to be done, Julia advised that local authorities should undertake an audit of current activities designed to have a positive impact on perceptions and measure the impact of these activities more systematically. This would provide clearer direction for those developing, commissioning and championing work locally. Council's should also adopt a more strategic approach with coordinated activities, rather than many different groups undertaking activities independently.

In general, people in more deprived areas more aware of initiatives, as were parents of teenagers.

Cllr Sheila Ellison noted the need to promote volunteering particularly as it had a strong track record in the past.

David Lowe commented that the previous scrutiny review had highlighted there was a need for leadership across all sectors and activities and that the Local Authority should take that lead under the Children's Partnership.

Cllr Gwen Mason noted that all the witnesses had raised the role of schools as an issue as they became increasingly autonomous. It was agreed that the Chairman of the Secondary Head Teacher Forum should be invited to attend the Task Group meeting on 10/01/12.

Dave Seward stated that Local Authorities are not going to commission universal services but will now focus on vulnerable groups and young people at risk.

Julia Waldman commented that improved partnership working in the area of community transport providers may be a way of providing better transport for young people to access town centres and attend local activities.

David Lowe suggested that Parish Planning should be included in the session planned for 10/01/12. There was a 10-15 minute video of young people involved in that planning process that the Members might consider viewing.

- Berkshire Association of Clubs for Young People (BACYP) – Dave Seward

Dave Seward set the scene by describing how BACYP had been providing activities for young people through boys and girls clubs over the last 60-70 years. Today the main focus was to provide young people with inspiration and motivation through the development of personal skills and the provision of activities. BACYP tried to focus on the minority of children who were generally excluded from many activities such as those in Local Authority Care, young offenders, children living in deprived areas. BACYP worked with three main age groups – 8-11 year olds in play groups, 11-14 year olds on a wider range of activities and 14-19 year olds on community lead projects.

Successive governments had “played with” youth services as they imposed different visions and strategies on the provision of youth services. The professionalisation of youth services had worked against voluntary and community groups. Local Authority Youth Services had been badly guided by government – becoming too large/complex and over professionalised, often concentrating on larger population centres. Increased demands for training standards, CRB checks and Health and Safety legislation has deterred volunteer support. Substantial reductions in central government funding had had a major impact on the provision of youth services and the grant funding of projects.

Partnership working amongst Local Authorities, parish councils, voluntary groups, schools, clubs and benefactors had had to take up much of the responsibility to maintain and deliver youth activities.

Cllr Tim Metcalf asked what Local Authorities did well/not well.

Dave Seward responded with an example at Bracknell Forest which by working initially with 16 year olds to build skills, leadership and trust within the community,

went on to develop young team leaders who acted as local ambassadors.

What did not work well were Youth and Community experts imposing their answers on community groups and where services were often tied to 'office hours' only. Weekends and evening activities were essential to work effectively.

It was key to separate youth activities from youth work. Success was all about engaging young people and not just saying how services should be delivered.

Cllr Gwen Mason commented that in West Berkshire we were short of youth leaders and was interested in the example that Bracknell had been working on.

- Cultural Service – David Appleton

David Appleton briefly reviewed the results of recent survey information:

- District survey had for some years had identified that the adult perception was insufficient activities were available for young people and this was ranked as the highest priority for improvement.
- Tellus survey data was available on the web but survey was based 1 school and some of its pupils within our area.
- Paper Chain 2010 a survey of 5359 young people yielded very clear evidence from young people that the top two needs were places to meet to things that they wanted do and transport to/from existing facilities particularly during evenings and at weekends.

David A agreed with David S that Youth Work and Services was very different to working with young people.

There were lots of youth activities available in West Berkshire, operating day in and day out, often run by voluntary groups. There was a need to understand fully what was available how those activities were split by different criteria such as:

- Free vs chargeable activities
- Organised vs self organised
- Based around public facilities – library, pubs, leisure centres, play grounds, skate parks, etc.
- School sector - pre/post school activities, sports leadership.
- Community based voluntary organisation and interest groups.
- Commercial sector –off-peak programme targeted at young people with discounted rates or use of subsidised programmes supported by Local Authorities or other partners

Issues were how to effectively communicate what was available to young people.

Transport particularly for smaller rural communities was a major barrier.

A need to forge improved links and transition between schools and the local community.

Dave Seward agreed that transition was really difficult to manage and needed specific resources to help individual groups achieve a sustainable position.

David Appleton commented that not all schools were welcoming to community links and involvement. The Arts Council was slow to encourage organisations to plan their futures.

Cllr Sheila Ellison thought that parents often only valued the services/activities that they paid for.

Cllr Tim Metcalfe gave an interesting example of Purley who were looking to install a MUGA at a potential cost of £50-70K in a meadow without any lighting or shelter facilities. Did that represent value for money, or would that resource be better put into improving local transport.

Dave Seward agreed that MUGA facilities needed to be carefully controlled and managed to ensure success and they often carried a high maintenance cost. Whereas a sports field/park with maintained facilities such as goal posts, skate park etc, kept free of dog fouling and dangerous dogs and ideally patrolled by local wardens were much more appealing to young people when they felt they were in a safe environment.

Community cinema groups had proved successful in many rural villages but very few offered any content of interest to young people.

Cllr Gwen Mason thought the most common need voiced by young people was the need for small groups to have access to cheap public transport in/out of town centres.

Dave Seward confirmed that needs were constantly changing

Susan Powell commented that lots of young people did not want to be organised but were more interested in having somewhere to hang out together.

David Lowe commented that funding was being withdrawn and costs were being passed down onto local groups and individuals. Youth Services were moving away from universal provision to focusing support onto vulnerable groups.

Dave Seward thought that small local services (often parish council or community based) that focussed on a local issues were much more likely to succeed. General services were too costly and needed to be replaced by small local projects or initiatives.

#### **4. The link with anti-social behaviour – Susan Powell**

### **Anti-Social Behaviour**

Notes provided by Susan Powell:

Consulted with Partnership Analyst – access to TVP data – including reported ASB.

Aware that there are other data bases recording reported ASB – Housing Associations e.g. Sovereign.

Difficult to analyse ASB – reporting and definitions change regularly and there have been reclassifications of ASB over recent years.

For today looked at TVP reported ASB data – 1 year 2010.

From data analysis her position was that there is no evidential link between activities for young people (or lack of) and ASB.

Her rationale was that there are many calls to TVP categorised as ASB but this is an extremely diverse category covering:

Noise nuisance (shouting), door knocking and tipping over bins to just being there.

This category also covers – drunkenness, fire, party, domestic, playing football, fireworks, smashing bottles and fighting.

Unhelpfully the majority are just categorised – nuisance/youth.

In 2010:

Total ASB reports – 1370, Reports including the word youth – 822, Others – 548

Currently ASB down 24% on this time last year, Crime down 11%.

Last 4 years significant reductions in both ASB and crime.

But remember not all ASB is youth related.

In respect of locations – hot spots – urban areas where there are more YP – demographics. Villages have ASB too.

Shops – report ASB – but YP will generally gather where they feel safe – victims of ASB/crime – shops are well lit and other people around.

Young people act anti-socially for a wide range of reasons not just because of lack of youth activities - family background and circumstances, mental health and emotional issues, peer pressure, poor engagement with education etc.

If youth activities are removed it can not be presumed that young people who have previously been 'well behaved' will start to behave anti-socially. Similarly it can not be presumed that if youth activities are introduced that those young people who are behaving anti-socially will engage with the activity and stop their ASB.

There have been many situations where activities have been introduced and there has been a perceived impact on ASB – roller barn in Thatcham, but – we need to be careful in drawing bold conclusions as we have not examined which YP participated in the roller barn and which YP are known to the police for ASB etc. It also happened over the summer holidays.

Also remember that youth is a very unspecific definition and people reporting 'Youths' to the police could be referring to young people and/or young adults.

As indicated already ASB covers a wide range of things – many which would happen if there are youth activities or not – they are things that young people do and have always done – playing football, gathering and being noisy and just hanging out.

Young people can be deterred from behaving anti-socially but it requires a multi faceted approach including education, family engagement, police enforcement etc.

Young people can not be deterred from being young people which can include being loud, wanting to hang out in groups and shun 'authority'

Investment – detached teams – work with other officers (Wardens and Police) to engage with young people in their community – where they want to be and

signpost them to the wide range of activities there are – sports clubs, community groups, voluntary organisations.

Encourage young people to do something but can't presume that they will want to participate

Many young people do not want to be 'organised' and needed the freedom to choose what they want to do – Youth Strategy Basingstoke 10 years ago.

Cllr Tim Metcalfe asked was crime and ASB actually falling. He agreed that reported crime was falling but was concerned at the anecdotal evidence that a lot of low level crime was under reported by the public because of the perception the police were too busy to take action. Was the 101 system working properly.

Cllr Sheila Ellison commented that within the Thatcham NAG the roller barn initiative was perceived by residents to reduce crime and ASB – “there were less kids on the street”

David Appleton reminded Members of the Splash Program in 1995-2001 that provided a wide range of activities for young people during the summer holidays was also perceived as having a direct impact on reducing crime and ASB.

## 5. Future meeting dates and actions agreed

Invite the chair of the Secondary Head Teachers Forum to attend the task group as a witness at 10/01/12 meeting. Action DB

DATE	TIME	LOCATION	Activity
12/12/11	16.00-17.30	CEO's Office	Interviewing Practitioners' Operational View
10/01/12	10.30-12.30	CEO's Office	Interviewing or Site Visit – Views from Young People. Parish Planning – Jo Naylor

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# **OVERVIEW AND SCRUTINY TASK GROUP**

## **ACTIVITIES FOR TEENAGERS IN WEST BERKSHIRE**

### **MINUTES**

**Monday 12<sup>th</sup> December 2011**

**Present:** Councillors: Sheila Ellison (Chairman), Gwen Mason, Peter Argyle, Alan Macro and Tim Metcalfe.

Others: David Lowe (Policy and Scrutiny Manager), Lisa Beith, Sarah Emery, Jenny McIntyre, Allan McIntyre, Stephanie Steevenson.

**Apologies:** Ieuan Tuck

#### **6. Minutes of 24<sup>th</sup> November 2011**

Task Group minutes for 24<sup>th</sup> November were approved by the task group.

#### **7. Matters arising and update on actions**

There were no matters arising from previous meetings

#### **8. Observations on the Paper Chain exercise and results**

Members observed that the results appeared to support the evidence received by the task group that transport and access was a key issue and that frequently what young people wanted was simple and low cost.

Play areas were provided through the Playbuilder Scheme and their refurbishment could be addressed through the Council's scheme and other grants, it was highlighted that the cost of ongoing maintenance and safety testing was expensive. As these costs were increasingly shifted to other providers there was a risk that they could prove difficult to meet.

#### **9. The operational view to the provision of activities**

- Youth Service – Lisa Beith

Lisa Beith opened by showing Members of the task group a leaflet produced by the Youth Service that showed activities for young people in the District, regardless of provider. The document provided a comprehensive list that would be regularly updated and was available for download from the Council's website.

Lisa advised that she saw the biggest barriers to young people engaging in activities as being the cost to them (or their parents) and transport, which was being addressed by the Children and Young People's Partnership.

Most young people took part in some sort of organised activity but they also

wanted access to unstructured time and space where they could 'hang out' with their friend and socialise.

The Anti Social Behaviour agenda had in the past criminalised the socialising activities of young people, who unlike adults did not have spaces of their own to use, particularly through the use of dispersal orders. More recently however the police had relaxed their approach to dealing with groups of young people in public spaces.

The Youth Service's detached workers were engaged in promoting the positive image of young people by making them aware that they needed to be considerate of others.

The Youth Service was promoting its detached work, particularly in 'hot spots' that intelligence from the police, PCSO, wardens or the Early Intervention Team had indicated would benefit from it. These locations were mostly urban but included Lambourn, Burghfield and Mortimer. The work cut across social class and status.

Observation indicated that adult criminality influenced young people.

A 'shadow' Young People's Partnership had been set up comprising young people themselves, to give them a voice in the provision of services to them. All were volunteers and came from different backgrounds. They included 2 young people who were currently in care and 1 care leaver. A link was being established between the adult and young people's partnerships. A Special Educational Needs and disability forum was also to be set up.

Councillor Gwen Mason was able to advise that in St George's Avenue, Newbury, the detached Youth Service work was having an impact on directing many young people to off-street activity. Positive feedback had been given, reinforcing the Service's view that the targeting of its limited resources appeared to be working.

- Berkshire Association of Clubs for Young People (BACYP) – Sarah Emery

Sarah Emery opened by advising that there appeared to be a mismatch between the expectation of the public and the funding available for the provision of activities for young people.

She went on to say that since the public sector funding cuts and the resultant reduction in services, the non-state sector had not replaced that which had been withdrawn.

BACYP was working with young people to assess their needs and taking steps to meet them, however there was some local reluctance in communities to take up the slack because of the perceived associated bureaucracy.

Facilitating the transition from state to non-state provision was a key activity for BACYP, as was ensuring that community groups when established were sustainably so.

Most of the groups with which the BACP was working were aimed at young people who were 12 years and upwards, to directly replace those previously provided by the Youth Service.

The key to ensuring that young people remained engaged in activities was the maintenance of a relationship as they progressed through groups catering for different age groups: a teenager was more likely to be involved in gainful activity if they had begun doing so at an earlier age than if not. That the Youth Service was prevented by government rules from engaging with the under-13s made their task more difficult.

Lisa commented that the very title of 'Youth Service' created an expectation in the mind of the public that the local authority would cater for all the needs of young people. BACYP however did recognise the very narrow scope of the Youth Service's responsibilities.

It was observed that the provision of a Youth Service was discretionary for the local authority and grant money was not ring fenced for it.

In order to be successful groups provided for young people needed their ownership and an element of control.

The Youth Service had a Service Level Agreement in place with BACYP for the development and support of youth clubs for 13+ in parishes.

BACYP was a membership organisation, at a cost of £80 per annum per member.

As the 'big society' concept of community delivery for activities for young people had largely been operating in rural communities for some time, urban centres were more likely to be affected by the withdrawal of the Youth Service.

The bearing by the Council of the cost of conducting CRB checks for volunteers was seen as being very valuable.

Clubs could help themselves in attracting and retaining volunteers by becoming more business-like, through the use, for example, of role descriptions. It was recognised by the Members of the task group that 'bureaucracy', like risk assessments and CRB checks, was necessary in the modern age to give parents the assurance that their children were being appropriately cared for.

It was not clear who had responsibility for ensuring that groups remained sustainable as the public sector withdrew from universal provision.

- Community Youth Project – Jenny McIntyre

By way of introduction Jenny advised that she provide full time support to youth activities in Greenham, specifically the Nightingales and Pigeons Farm estates. The work formed part of the 'Greater Greenham Project', established to address the underlying problems in the area with the greatest deprivation in the District.

Ensuring that young people had appropriate avenues to expend their energy was very much part of the project achieving its outcomes.

Jenny agreed that cost was a barrier to access for young people, especially for families with multiple children, and the Community Youth Project priced accordingly.

Specifically in the project area, transport was not seen to be an issue, although there was a general reluctance amongst parents to allow their children to travel alone.

The CYP catered for all ages from 8 years upwards, a policy which was seen as enabling older young people to be engaged with their younger siblings. It provided a safe, warm place where young people could socialise with their friends without being judged.

The wardens' local knowledge had been invaluable in ensuring that appropriate groups and activities were set up and in encouraging participation from young people. Word of the activities available spread quickly around parents after the project was established.

The CYP operated with only 3 rules:

- Respect each other
- Respect adults
- Respect property

Transgressions were dealt with on a 'three strikes and you're out' basis.

The clubs were linked closely with organisations such as the police and wardens, which was essential to their continuing success.

Frequently reported 'youth antisocial behaviour' was actually perpetrated by young adults and not children.

There were wider societal benefits to the clubs as a number of volunteers had come forward from the community. Volunteering had given them the confidence to participate in other activities and some had gone on to secure paid employment.

Jenny repeated the view that community groups need ongoing support to succeed.

Unlike the Youth Service, the CYP did not have its hands tied by red tape or centrally imposed constraints and boundaries.

The project was youth led and had a Youth Council.

## **10. Neighbourhood wardens – Allan McIntyre**

Allan McIntyre advised that the Neighbourhood Wardens provided eyes and ears on the ground for a number of organisations and they interacted frequently with

young people. Generally he found that young people were courteous and well behaved. He believed that clubs and other activities were most effective when people from all the organisations with an interest in ensuring young people were not engaged in negative activity worked together.

Having worked in a number of locations around the District Allan was aware that there was plenty of provision of activities for young people. Some young people did however become disillusioned if their expectations were raised and then not met.

There was a risk that volunteers working with young people could burn out if they were not appropriately supported, nurtured and recognised.

The wardens built relationships with young people and directed them to appropriate venues and activities, including those offering flexible 'drop in, drop out'.

## **11. Thatcham Neighbourhood Action Group – Stephanie Steevenson**

Stephanie Steevenson gave a case study of the Thatcham Roller Barn, a project that had been 2 years in the making.

It was in direct response to the Neighbourhood Action Group (NAG) identified priority of addressing anti social behaviour and a demand articulated by young people themselves.

The scheme had cost £4.4k, which had been provided by grants, and had delivered 10 roller discos on Saturday nights between 1900 and 2100 at the Kennet Leisure Centre, which would have otherwise closed at 1800. The equipment and staff to handle it had been brought in by a company called 'Skate House', from Coventry.

Delivery on the evening was supported by members of the NAG, the wardens and volunteers. Entry was set at £1 per head to encourage participation, rather than to off-set costs.

The first evening had 40 young people attend but by the final event numbers reached 105. Most stayed and skated for around 40 minutes and enjoyed the social area which had a snack bar run by the scouts. The disco was promoted by flyer to pupils at the Kennet school initially and then by word of mouth.

Insurance cover was met by Skate House but volunteers provided first aid when required. All participants were required to sign a disclaimer and were provided with protective equipment.

The young people who were in the target group were not initially hit but by the time the project ended the police reported that ASB had dropped by 61%.

Unfortunately no arrangements were made before the project ended for it to continue through volunteers or through the leisure centre. Members felt that this was an opportunity missed. This highlighted that frequently success of clubs and activities is dependent on key individuals and they needed significant amounts of support.

Members thought that there could be scope to influence the leisure centre to take

up activities such as the roller disco at times when there might be a significant demand from young people (ie Saturday nights).

The lessons that were learnt from the exercise could be recorded and shared with other groups or NAGs.

## 12. Future meeting dates and actions agreed

Invite the chair of the Secondary Head Teachers Forum to attend the task group as a witness at 10/01/12 meeting. Action DB

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>Activity</b>
10/01/12	10.30-12.30	CEO's Office	Parish Planning – Jo Naylor Pre/post school activity, schools' links with community groups – Val Houldey Head teacher The Downs Schoos, acting Chair, Seoncdary Heads Forum
			Interviewing or Site Visit – Views from Young People.

# **OVERVIEW AND SCRUTINY TASK GROUP**

## **ACTIVITIES FOR TEENAGERS IN WEST BERKSHIRE**

### **MINUTES**

**Monday 10<sup>th</sup> January 2012**

**Present:** Councillors: Sheila Ellison (Chairman), Gwen Mason, Peter Argyle, Tim Metcalfe and Ieuan Tuck.

Others: David Lowe (Policy and Scrutiny Manager), Jo Naylor, Val Houldey, Sarah Ward.

**Apologies:** Alan Macro

#### **1. Minutes of 12<sup>th</sup> December 2011**

Task Group minutes for 12<sup>th</sup> December were approved by the task group.

#### **2. Matters arising and update on actions**

There were no matters arising from previous meetings.

#### **3. Parish planning: what communities want**

Jo Naylor, supported by Sarah Ward, gave a presentation that opened by showing that of the 63 communities in the District, 47 (75%) had parish plans in place. Preparation for the plans involved extensive consultation with the community and informed the picture of local need. The plan development process encouraged the collection of the view of young people and experience showed that there were common issues across communities and also between young and older people.

The drawing up of Mortimer parish plan had included a consultation in the primary school and focus groups in the secondary. Both the questionnaire and the medium through which it was completed were decided by young people themselves.

It was important that once sought, the views of young people were followed through into action.

65% of plans that have been drawn up to include the views of young people suggested that facilities or activities were lacking in the District. Within this figure, 47% of plans highlighted the need for a youth club and 42% indicated that recreational areas or playgrounds – both popular with young people – needed improvement, although this latter figure might not now reflect the work that had been undertaken through the Playbuilder scheme.

Updates given on 3 of the plans that were already 5 years old showed that the communities concerned were still trying to set up community groups and youth

clubs. The Yattenden parish plan 'refresh' articulated the need for extended youth club opening hours.

Communities frequently focussed on physical assets rather than the people required and the ongoing support that they might need to run activities from them. In most cases the buildings existed but the obstacle preventing the setting up and extension of these clubs appeared to be an absence of volunteers. Before asking for bricks and mortar, communities might be better served by asking what support or mentoring could be provided. BACYP ran training sessions for volunteers (over 3 Saturdays) and operated an 'Empowering young people's projects' grant programme. Members were of the view that training and support were key to the successful operation of clubs, although no data was available to assess the effectiveness of the training delivered.

Adults appeared to be reluctant to give open ended commitments and turnover in volunteers had an effect on provision. The requirement for volunteers to have CRB checks was seen as being a barrier.

Youth clubs provided an informal environment not available to structured activities such as Scouting. Youth clubs were also used in some cases as the meeting point for groups undertaking physical activities.

Young people have a demand for sporting facilities. The sorts of physical facilities that were included in parish plans included:

- tennis courts (9%)
- skate parks (15%)
- goal posts (6%)
- more cycle routes/BMX tracks (9%)

Some of these facilities, for example the tennis courts, could be multi-use but the location and positioning of them could cause and had caused local friction. Cycle routes require approved access to land.

The presentation by Young People in Chieveley for a skate park had led to adults helping them to secure the required funding.

6% of communities expressed the need for better promotion or finance of existing facilities (ie making use of village halls for activities). 1 plan included a request for a swimming pool.

The ambition to establish a youth council or other forum and to improve consultation with young people was mentioned in 35% of the plans. The 'social' clubs most mentioned were for film (35%), drama (31%), craft (15%), dancing (8%) and computer activities (8%). The set up of clubs for rugby, tennis and football were also mentioned. A network of community cinemas had been established but these were, with the exception of Thatcham, not exclusively for young people.

Accessibility to facilities and activities was highlighted by communities as being a significant issue, the two primary aspects of the problem being how young people



got to the activities or how the activities were taken to them.

West Berkshire Council provided £44k of funding each year for the achievement of actions in parish plans and there was also a small amount of money available through the 'vibrant villages'. There was no funding explicitly for the provision of facilities or activities for young people.

Money was also becoming available through the Armed Forces Community Covenant Fund and bids had been submitted for facilities in Hermitage and Burghfield.

#### **4. Schools**

Val Houldey opened by stating that schools provided a positive influence on young people outside normal teaching hours through the use of after school clubs and other activities. That they were able to do so was down to the quality of very committed school staff and despite the cessation of extended schools funding.

Although provision was not universal, schools continued to operate those activities they valued the most and there was a growth in the number of after school clubs, often in those areas of most need.

At her own school, The Downs, after school clubs were run by Teaching Assistants on three nights per week. The sessions ran until 1700 and parents were not charged. Funding for transport was a major challenge for the school but the £15k - £20k per annum outlay was considered a necessary and worthwhile outlay. The minibuses were also used for other activities. The funding came from the Pupil Premium, a revenue stream for the support of low-income families.

The Teaching Assistants were paid for their time and it was believed that if payments were to cease then so would the clubs. Members of the Parent/Teacher Association were reluctant to contribute to the running of the club as they frequently had work commitments. The school worked in partnership with BACYP which provided access to constructive activities such as 'splash' and cooking.

The scheme had seen improvements in the social skills of participants and it allowed those who had otherwise had difficulty to make friends, a key factor in helping young people to do better at school.

Schools were likely to welcome applications by community groups to make more use of school facilities and there was scope for closer working between each of the parties.

#### **5. Future meeting dates and actions agreed**

It was agreed that the group would meet again on Tuesday 7 February to agree its recommendations.

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<b>Title of Report:</b>	<b>Review into the response to Domestic Abuse – Terms of Reference</b>	<b>Item 10</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission	
<b>Date of Meeting:</b>	17 April 2012	

**Purpose of Report:** To outline to the Overview and Scrutiny Management Commission proposed Terms of Reference for a review how domestic abuse is dealt with in the district.

**Recommended Action:** Amend, if necessary, and approve the Terms of Reference for the review.

OSC Chairman	
<b>Name &amp; Telephone No.:</b>	Councillor Brian Bedwell – Tel (0118) 9420196
<b>E-mail Address:</b>	bbedwell@westberks.gov.uk

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

# Executive Report

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## 1. Introduction

- 1.1 This report provides an outline for a review into the approach being taken to dealing with reported domestic abuse within the district. It proposes Terms of Reference and a methodology for the examination of the topic.

## 2. Inclusion on the Scrutiny work programme

- 2.1 The topic of domestic abuse was considered as a likely subject for scrutiny review at the OSMC meeting of 21 February 2012. Subsequent discussion with the Safer Communities Partnership Team Manager has supported this view.
- 2.2 Domestic abuse can affect all parts of society and responses to it come from a number of bodies in the public and community sectors. As all organisations face funding challenges, the examination now of this topic is timely.

## 3. Proposed Terms of Reference

- 3.1 It is proposed that the Overview and Scrutiny Commission establishes a time limited task group to conduct a review into the approach by statutory and other agencies to reported domestic abuse in West Berkshire and in particular:
- The extent or prevalence of domestic abuse in the District
  - The strategic approach taken to preventing, encouraging reporting and responding to domestic abuse
  - The operational practice
  - Consider what might be done further to improve how domestic abuse is dealt with
  - Report to the OSMC thence the Executive with recommendations as appropriate.

## 4. Operation and delivery

- 4.1 The task group would comprise 4 Conservative Members and 2 Liberal Democrats and be supported by staff from the Strategic Support Unit. Technical expertise would be provided from officers in the Safer Communities Team. It is likely that evidence will be received from services across the Council, the police, health service, probation service and community sector organisations working in the field.
- 4.2 The task group would begin its work on completion of the task group review of pot holes.

## 5. Recommendation

- 5.1 It is recommended that Members of the Commission amend, if necessary, and approve the Terms of Reference for the review.

## **Appendices**

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There are no appendices to this report.

## **Consultees**

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**Officers Consulted:** Susan Powell, Safer Communities Partnership Team Manager

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<b>Title of Report:</b>	<b>Health Scrutiny Panel</b>	<b>Item 11</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission	
<b>Date of Meeting:</b>	17 <sup>th</sup> April 2012	

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

**Recommended Action:** To note the information.

Safer Select Committee Chairman	
<b>Name &amp; Telephone No.:</b>	Councillor Quentin Webb – Tel (01635) 201435
<b>E-mail Address:</b>	qwebb@westberks.gov.uk

Contact Officer Details	
<b>Name:</b>	Kate Phipps
<b>Job Title:</b>	Policy Officer (Contingencies and Scrutiny)
<b>Tel. No.:</b>	01635 519695
<b>E-mail Address:</b>	khipps@westberks.gov.uk

# Executive Report

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## 1. Introduction

- 1.1 This report provides an update on the work undertaken by the Health Scrutiny Panel since the report made at the last OSMC meeting.

## 2. Progress made

- 2.1 The Health Scrutiny Panel considered a update on the progress of the NHS Continuing Health Care (CHC) Programme, presented by Jan Evans, Head of Adult Social Care.
- 2.2 At the meeting on 27<sup>th</sup> March 2012, Members were told that an independent review of CHC in West Berkshire had been commissioned by the Southern Area Health Authority.
- 2.3 The review will commence in April 2012 and the report should be available within two months of the review being completed.
- 2.4 The Health Scrutiny Panel resolved to await the outcome of the review and it's recommendations.
- 2.5 The Health Scrutiny Panel received a overview of an interim report on Dignity and Nutrition at the Royal Berkshire Hospital (RBH) from Tony Lloyd, Chair of West Berkshire Local Involvement Networks (LINKs).

## 3. Discussion items scheduled for the next meeting

- 3.1 The next meeting of the Health Scrutiny Panel is scheduled to take place on Tuesday 19<sup>th</sup> June 2012
- 3.2 The Health Scrutiny Panel will review the progress of the Anti-Poverty Strategy.
- 3.3 The Health Scrutiny Panel will receive an verbal update from the Health and Well Being Board.
- 3.4 A representative from the RBH will be asked to attend this meeting and feedback on the LINKs Dignity and Nutrition Report.

## 4. Work Programme

- 4.1 The latest work programme for the Health Scrutiny Panel is contained within item 14 of this agenda.

## Appendices

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There are no Appendices to this report.



<b>Title of Report:</b>	<b>Resource Management Working Group</b>	<b>Item 12</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission	
<b>Date of Meeting:</b>	17 <sup>th</sup> April 2012	

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

**Recommended Action:** To note the information.

<b>Resource Management Working Group Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Tony Vickers – Tel (01635) 230046
<b>E-mail Address:</b>	tvickers@westberks.gov.uk
<b>Contact Officer Details</b>	
<b>Name:</b>	Kate Phipps
<b>Job Title:</b>	Policy Officer (Contingencies and Scrutiny)
<b>Tel. No.:</b>	01635 519695
<b>E-mail Address:</b>	khipps@westberks.gov.uk

# Executive Report

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## 1. Introduction

- 1.1 This report provides an update on the work undertaken by the Resource Management Working Group since the report made at the last OSMC meeting.

## 2. Progress made

- 2.1 The last meeting of the Resource Management Working Group was on 28<sup>th</sup> February 2012.
- 2.2 At the meeting the Resource Management Working Group were given an update on the development of the Highways Asset Management Plan (HAMP).
- 2.3 The HAMP was a major piece of work designed to report on the condition of the local road network; the levels of service for management of the network; financial arrangements for management of the highway asset; the value of the assets; lifecycle planning and the strategic approach to the decision making process of highway management.
- 2.4 The Council's Month 9 Financial Report had been previously considered and debated at the Executive meeting of the 9<sup>th</sup> February 2012, but Members were given the opportunity to give their observations on this. Clarification on one item for Transport Service was being sought.
- 2.5 The meeting gave their observations on the Establishment report. It was resolved that Human Resources be asked for clarification on the fluctuation of establishment numbers in the Youth Service and that the Chief Executive advise the Working Group of the reasons behind a -0.19 FTE vacancy in his office.
- 2.6 The meeting was presented with the Closure Report on the Timelord Programme by Jackie Jordan. The Council had reduced its office footprint by 30%, the consequence of which was avoiding the refit of this at an estimated saving of £6M. The meeting noted that the Programme had achieved a positive result that had delivered many benefits.

## 3. Discussion items scheduled for the next meeting

- 3.1 The next meeting of the Resource Management Group is scheduled to take place on 24<sup>th</sup> April 2012.
- 3.2 The meeting will ask the Newbury Town centre Task Group to review and report on the opening months operation of the Parkway Centre.
- 3.3 The Meeting will receive a report of the aims and operation of the Managed Vacancy factor (MVF).

## 4. Work Programme

- 4.1 The latest work programme for the Select Committee is contained within item 14 of this agenda.

## **Appendices**

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There are no Appendices to this report.

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# West Berkshire Council Forward Plan – April 2012 to July 2012

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
<b>APRIL 2012</b>											
ID2467	<b>Trading of Education Services</b> <i>To approve the development of framework arrangements for business development and trading activity within the wider education marketplace.</i>	ID	01/04/12	Children and Young People	Caroline Corcoran	Children and Young People, Youth Service		TBC			01 April 2012
ID2260	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/04/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 April 2012
ID2261	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/04/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 April 2012
ID2411	<b>St. John's Road Zebra Crossing and Cycle Lanes</b> <i>To consider the responses to the consultation of the above scheme and make a decision as to how to proceed</i>	ID	02/04/12	Environment	Neil Stacey	Highways, Transport (Operational), ICT, Customer Services		23/03/12	Ward Members, Town Council, local residents, road users		01 April 2012
ID2262	<b>West Berkshire Forward Plan - May 2012 to August 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/04/12	Chief Executive	Maira Fraser	Leader of Council		04/04/12	All Members, published on website for local residents	Not subject to call in.	01 April 2012
ID2469	<b>Falkland Drive, Newbury - petition</b> <i>To respond to a petition that has been submitted to the Council</i>	ID	26/04/12	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		18/04/12			01 April 2012

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

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 Maira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto: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.

# West Berkshire Council Forward Plan – April 2012 to July 2012

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ID2470	<b>A4 Bath Road, Padworth, proposed 50 mph speed limit</b> <i>To consider the responses received during statutory consultation</i>	ID	26/04/12	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		18/04/12			01 April 2012
GA2476	<b>Annual Review of Internal Audit</b> <i>To review the internal audit service of the Council.</i>	GA	23/04/12 GA	Chief Executive	Ian Priestley	Finance, Property, Health & Safety		13/04/12			01 April 2012
GA2477	<b>Internal Audit Plan - 2012-13</b> <i>To outline a programme of internal audit work for the Council.</i>	GA	23/04/12 GA	Chief Executive	Ian Priestley	Finance, Property, Health & Safety		13/04/12			01 April 2012
<b>MAY 2012</b>											
ID2263	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/05/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 May 2012
ID2264	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/05/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 May 2012
ID2466	<b>West Berkshire Standing Advisory Council on Religious Education</b> <i>To agree the Locally Agreed Syllabus for religious education to be taught in West Berkshire Council schools</i>	ID	01/05/12	Chief Executive	Jayne Mann	Children and Young People, Youth Service		TBC			01 May 2012
ID2265	<b>West Berkshire Forward Plan - June 2012 to September 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	17/05/12	Chief Executive	Moir Fraser (2045)	Leader of Council		09/05/12	All Members, published on website for local residents	Not subject to call in.	01 May 2012

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# West Berkshire Council Forward Plan – April 2012 to July 2012

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
EX2350	<b>Proposal for Redevelopment of Taceham House</b> (Paragraph 3 - information relating to the financial or business affairs of a particular person) <i>To consider the options for Taceham House and agree best course of action.</i>	EX	17/05/12 EX	Community Services	Mel Brain	Planning, Housing, Transport Policy and Economic Development	Yes	09/05/12			01 May 2012
EX2307	<b>Annual Scrutiny Report 2011/12</b> <i>To report to the executive the scrutiny work over the past year</i>	EX	17/05/12	Chief Executive	David Lowe			09/05/12			01 May 2012
C2459	<b>Changes to the Constitution - Financial Regulations</b> <i>To consider changes to the Financial Rules of procedure in light of legislative changes.</i>	C	10/05/12 C 23/04/12	Chief Executive	Joseph Holmes			02/05/12C 13/04/12			01 May 2012
C2455	<b>Standards Committee Annual Report 2011/12</b> <i>To inform Members and residents of the activity undertaken by the Standards Committee over the past Municipal Year.</i>	C	10/05/12 C Standards Committee	Chief Executive	Moir Fraser			02/05/12			01 May 2012
C2457	<b>The Localism Act 2011 - The Amended Standards Regime</b> <i>To describe the changes and make recommendations for the Council to implement the new regime.</i>	C	10/05/12 C Standards Committee	Chief Executive	David Holling			02/05/12			01 May 2012

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# West Berkshire Council Forward Plan – April 2012 to July 2012

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
<b>JUNE 2012</b>											
ID2429	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/06/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 June 2012
ID2441	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/06/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 June 2012
ID2417	<b>West Berkshire Forward Plan - July 2012 to October 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	14/06/12	Chief Executive	Moira Fraser (2045)	Leader of Council		06/06/12	All Members, published on website for local residents	Not subject to call in.	01 June 2012
EX2464	<b>Financial Outturn 2011/12</b>	EX	14/06/12 EX	Chief Executive	Joseph Holmes	Highways, Transport (Operational), ICT, Customer Services		06/06/12			01 June 2012
EX2471	<b>Summary of Q4 11/12 Sickness Absence and Targets</b> <i>To provide a summary of quarterly absence figures</i>	EX	14/06/12 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		06/06/12			01 June 2012
EX2330	<b>Establishment Report Q4 11/12</b> <i>To note changes to the WBC Establishment</i>	EX	14/06/12 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		06/06/12			01 June 2012
EX2472	<b>Annual Employment Report 2011/12</b> <i>To provide Members with information pertaining to the Council's workforce for the previous Financial Year.</i>	EX	14/06/12 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		06/06/12			01 June 2012

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# West Berkshire Council Forward Plan – April 2012 to July 2012

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
<b>JULY 2012</b>											
ID2430	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/07/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 July 2012
ID2442	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/07/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 July 2012
ID2418	<b>West Berkshire Forward Plan - August 2012 to November 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/07/12	Chief Executive	Moira Fraser (2045)	Leader of Council		04/07/12	All Members, published on website for local residents	Not subject to call in.	01 July 2012
EX2456	<b>Key accountable measures and activities 2011/12. Update on progress: Q4 and year end outturns</b> <i>To report year end progress against the key accountable measures and activities for West Berkshire Council for 2011/12 and to report by exception those measures/activities not achieved/expected to be achieved and cite remedial action that is being taken.</i>	EX	19/07/12 EX	Chief Executive	Jason Teal	Strategy, Performance, Community Safety		11/07/12			01 July 2012

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# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/102	<b>Day Centres</b> To examine the provision of day centres across the District.	Task group review with information supplied by, and questioning of, lead officers and external partners.		HSP	Start: TBD End: TBD	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	
OSMC/11/104	<b>Anti-Child Poverty Strategy</b>	To monitor the strategy	Monitoring item	HSP	Start: On-going End: April 2012	Julia Waldman – 2815 Children and Young People	Cllr Irene Neill	In Progress	
OSMC/11/105	<b>Dignity and Nutrition – Hospitals</b> To review the Care Quality Commission report on Dignity and Nutrition - Hospitals	To survey and hold focus groups detailing information		HSP	Start: July 2011 End: April 2012	Nigel Owen, West Berkshire LINK, Age UK	Cllr Joe Mooney	In Progress	Update report received. To be presented at the next meeting
OSMC/11/106	<b>Update on the Health and Wellbeing Board</b> To receive updates from the Health and Wellbeing Board	To update members on Health and Wellbeing Board	Monitoring item	HSP	Ongoing	Teresa Bell/June Graves	Cllr Joe Mooney	In Progress	
OSMC/11/107	<b>Update on the Health Service in West Berkshire</b>	To update members on the changes to Health Service in West Berkshire	Monitoring item	HSP	Ongoing	Bev Searle - Director Joint Partnerships and Commissioning	Cllr Joe Mooney	In Progress	
OSMC/11/119	<b>Continuing Healthcare (CHC)</b> To examine the operation of the NHS CHC scheme in the NHS Berkshire West area	In meeting review		HSP	Start: Jan 2012 End: April 2012	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	In Progress	
OSMC/12/122	<b>Home Care</b> To understand and critically appraise the systems and process in place for the provision of Home Care	TBD		HSP	Start: TBD End: TBD	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	Item incorporated at OSMC meeting of 2012-02-21
OSMC/12/124	The effect of health service reorganisation on local provision and private finance initiatives (PFI).			HSP	Start: TBD End: TBD				
OSMC/09/02	<b>Performance Report for Level One Indicators</b> 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: OSMC 01/11/11	Jason Teal – 2102 Policy & Communication	Councillor Anthony Stansfeld	In Progress	Quarterly item.

# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/10/78	<b>Examination of facilities in place for younger people</b>	By Task Group - Information supplied by, and questioning of, lead officers.		OSMC	Start: 20/09/11 End: 2/12 OSMC 4/12	Julia Waldman – 2815 Children and Young People	Councillor Irene Neill	In Progress	Investigation completed, Report due to April 2012 meeting
OSMC/11/103	<b>Olympics and Diamond Jubilee Events 2012.</b> To review and monitor events in West Berkshire	In meeting review.		OSMC	Update 1: 2/12 Update 2: 5/12	David Appleton 2578 Culture & Youth	Carol Jackson-Doerge	In Progress	Updates following briefing in November 2011. Further update to be provided in May 2012.
OSMC/11/120	<b>Potholes</b> To examine the methodology in operation for the repair of pot holes	Task group review with information supplied by, and questioning of, lead officers and external partners.		OSMC	Feb-12	Mark Edwards – 2208 Highways & Transport	Councillor David Betts	In Progress	Item to begin following the completion of Item 78, Councillors Brian Bedwell, Emma Webster, Keith Woodhams participating. First meeting held on 29/03/12.
OSMC/11/121	<b>Housing Allocations policy</b> To contribute to the development of a new policy	In meeting policy development supported by task group and individual Member activity.		OSMC	Feb-12	Mel Brain - 2403 Social Care Commissioning and Housing	Councillor Alan Law		Added to work programme at the 10 January 2012 meeting, following a suggestion by Corporate Board
OSMC/12/120	<b>Youth Justice</b> 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: Aug 2012 End: Aug 2012	Susan Powell, Robin Rickard	Councillor Anthony Stansfeld		Item raised in response to performance reported at Q2 2011/12. See agenda and minutes of 2012-02-21
OSMC/12/123	<b>Domestic Abuse</b> To understand and critically appraise the systems and process in place for the management of domestic abuse in the District	TBD		OSMC	Start: TBD End: TBD	Davy Pearson, Robin Rickard (TBC)	Councillor Anthony Stansfeld	To be scheduled	Item incorporated at OSMC meeting of 2012-02-21. Scope and ToR to be provided at the meeting of 2012-04-17
OSMC/09/57	<b>Revenue and capital budget reports</b> 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	Start: 13/09/10 End: Each Quarter	Andy Walker – 2433 Finance	Councillor Keith Chopping	In Progress	May lead to areas for in depth review.

# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/09/63	<b>Establishment Reports</b> To receive the latest report on the changes to the Council's establishment.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Robert O'Reilly – 2358 Human Resources	Councillor Anthony Stansfeld	In Progress	May lead to areas for in depth review.
OSMC/11/110	<b>Energy Saving</b> 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 2012 End: April 2012	Adrian Slaughter	Councillor Hilary Cole	In Progress	
OSMC/11/111	<b>Risk Register</b> To scrutinise individual items on the Risk Register on an annual basis.	In meeting review and scrutinise individual items on Risk Register.	Monitoring item	RMWG	Ongoing	Ian Priestley	Councillor David Betts	In Progress	Next request Sept 2012
OSMC/11/112	<b>Medium Term Financial Strategy</b> To review the role and format of the MTFS	In meeting review of the MTFS		RMWG	Start: Oct 2012 End: Oct 2012	Andy Walker	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/113	<b>Procedures for Blue Badge Holder</b> 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: Jan 2013 End: Jan 2013	Mark Edwards	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/117	<b>Managed Vacancy Factor (MVF)</b> To understand the aims and operation of the MVF	In meeting review.		RMWG	Start April 2012 End April 2012	Robert O'Reilly HR	Councillor Anthony Stansfeld		
OSMC/12/121	<b>Asset Management</b> To understand and critically appraise the systems and process in place for the management of the Council's assets	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: TBD End: TBD	John Ashworth	Councillor David Betts	To be scheduled	Item incorporated at OSMC meeting of 2012-02-21

**Key:**

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

**Scheduled meeting dates**

29/05/12	26/06/12	02/08/12	18/09/12
19/06/12	11/09/12	04/12/12	19/03/13
24/04/12	12/06/12	07/08/12	25/09/12

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