

Health and Adult Social Care and Communities Overview and Scrutiny Committee

Date of Meeting: 08 November 2018

Report Title: Work Programme

Portfolio Holder: Councillor J Clowes – Portfolio Holder for Adult Social Care and Integration

Councillor L Wardlaw – Portfolio Holder for Health

Senior Officer: Acting Monitoring Officer and Director of Legal Services

1. Report Summary

- 1.1. To review items in the work programme listed in the schedule attached, together with any other items suggested by committee members.
- 1.2. To receive an update on good guidance and best practice for scrutiny committee work programming.

2. Recommendations

- 2.1. That the work programme be approved, subject to committee agreement to add new items or delete items that no longer require any scrutiny activity.
- 2.2. That the committee agree to adopt the approach to receive reports ‘for noting only’ outside of the formal committee setting, to ensure the work programme and meeting agendas remain focused on items that scrutiny can add value to.
- 2.3. That this report be presented at each committee meeting as part of the standing work programme item, to advise of the reports and information circulated to members between meetings and highlight any key comments raised or outcomes from referrals.

3. Reasons for Recommendations

- 3.1. It is good practice to regularly review the work programme and update accordingly.
- 3.2. To follow best practice and ensure the committee is carrying out effective scrutiny that can add value.

4. Other Options Considered

- 4.1. The committee could resolve to continue without an agreed programme of work, which reports it receives and how, preferring to review the work programme and how it would deal with items on an ad-hoc basis.

5. Background

- 5.1. The schedule attached has been updated following the last meeting of the committee.
- 5.2. The work programme was reviewed at the most recent Scrutiny Liaison Meeting by the Chairman and Vice-Chairman, both portfolio holders and key senior officers using the appended 'Work Programme Topic Checklist' from the Scrutiny Toolkit.
- 5.3. Due to the considerable remit of the committee and the number of important matters arising to be scrutinised, it was proposed by the Chairman that reports and items for 'noting only' be circulated as briefing reports outside of the formal meeting setting.
- 5.4. Should members wish to raise any points relating to circulated briefing reports, formal questions or comments could be put to the relevant officer as noted in the report, and responses to these can be requested.
- 5.5. Members would still be able to refer these matters to the committee and suggest that they be scrutinised at a formal meeting. At its next meeting, the committee would determine whether it wishes to add the item to the work programme, whether to focus its scrutiny on specific areas of concern, or if it does not wish to pursue the matter.
- 5.6. Members are asked to review the schedule attached to this report, and if appropriate, add new items or delete items that no longer require any scrutiny activity.
- 5.7. When selecting potential topics, members should have regard to the Council's three year plan and to the criteria listed below, which should be considered to determine whether scrutiny activity is appropriate.
- 5.8. The following questions should be asked in respect of each potential work programme item:
- Does the issue fall within a corporate priority;
 - Is the issue of key interest to the public;
 - Does the matter relate to a poor or declining performing service for which there is no obvious explanation;
 - Is there a pattern of budgetary overspends;

- Is it a matter raised by external audit management letters and or audit reports?
 - Is there a high level of dissatisfaction with the service;
- 5.9. If during the assessment process any of the following emerge, then the topic should be rejected:
- The topic is already being addressed elsewhere
 - The matter is subjudice
 - Scrutiny cannot add value or is unlikely to be able to conclude an investigation within a specified or required timescale

6. Items Raised at the Previous Meeting

- 6.1. At the last meeting on 11 October 2018, the committee asked that a number of items on the forward plan be considered for addition to its work programme.
- 6.2. The report 'My Life, My Choice: A Strategy for People with Learning Disabilities' was added to the work programme and to the agenda of this meeting on 8 November 2018, to enable pre-decision scrutiny and ensure that the committee could add value to the matter.
- 6.3. Following discussion at the Scrutiny Liaison Meeting, the other three items (listed below in paragraph 6.4.) were determined as reports that scrutiny could not add value to at this stage, and were they to be added to meeting agendas, could impact the focus and effectiveness of scrutiny on other items.
- 6.4. Instead, the reports and any supporting documentation will be circulated to committee members by the Scrutiny Officer for information.
- 6.5. Items not added to the work programme:
- 6.5.1. CE 18/19 – 10 'Everybody Sport and Recreation Annual Performance Report 2017/18'
 - 6.5.2. CE 18/19 – 22 'Extra Care Housing: Housing Provision'
 - 6.5.3. CE 18/19 – 23 'Community Centres'

7. Implications

- 7.1. There are no implications to legal or financial matters, social or human resources, risk management, or for rural communities, children and young people or public health.

8. Ward Members Affected

- 8.1. All.

9. Access to Information

- 9.1. The background papers can be inspected by contacting the report author.

10. Contact Information

- 10.1. Any questions relating to this report should be directed to the following officer:

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