CHESHIRE EAST COUNCIL

Advisory Panel - People

Agenda

Date:	**Tuesday, 22nd July, 2008**
Time:	**2.00 pm**
Venue:	**The Capesthorne Room - Town Hall, Macclesfield**

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. Appointment of Chairman

   To appoint a Chairman for the ensuing year.

2. Appointment of Vice Chairman

   To appoint a Vice Chairman for the ensuing year.

3. Declarations of Interest

   To provide an opportunity for Members and Officers to declare any personal and prejudicial interests in any item on the agenda.

4. Public Question Time/Open Session

   In accordance with Rules 11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relating to its work.

   Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

   (Note: In order for officers to undertake any background research it would be helpful if questions were submitted at least one working day before the meeting.)

5. Terms of Reference (Pages 1 - 2)

   To note the suggested terms of reference for the Panel, and the guidance note on the organisation and running of the Panel meetings.

6. Panel Work Programme

The Panel is asked to consider its future Work Programme. In order to assist Members in their determination the following presentations will be given on key issues: -

		Papers/Links	Officer Attending
1	Personalisation and the Transformation of Adult Social Care		**Phil Lloyd** County Manager (Community Care) Adults
			Ceri Harrison Head of Change Management & Modernisation
2	Transforming the Quality of Dementia Care	http://www.dh.gov.uk/en/Consultations/Liveconsultations/DH_085570	**Sheelagh Connolly** County Manager – Older People
3	The Children Plan		**Rick Howell** Children's Services Development Manager
4	"High Quality Care for All", Lord Darzi's Review of the NHS	http://www.ournhs.nhs.uk/2008/06/30/high-quality-care-for-all-nsr-final-report-launched/	**Neil Ryder** Director of Joint Commissioning
5	Heritage and Museums Service Forward Plan 2007-210		**Guy Kilminster** County Manager – Cultural Services **Emma Chaplin** – Heritage and Museums Officer

7.   <u>Future Meeting Dates</u>

The notes of guidance considered earlier on the agenda, suggest that Democratic Services draws up a schedule of meetings based on a six weekly cycle from September 2008. The Panel is asked to agree to this and the dates for future meetings will then be circulated as soon as possible following agreement with the Chairman.

CABINET ADVISORY PANELS
PEOPLE
PLACES
PERFORMANCE AND CAPACITY

Suggested Terms of Reference
To make recommendations for the development of policies and strategies for services within the remit of the Advisory Panels and any related issues.

To contribute to the development of the Corporate Plan insofar as the services within the Advisory Panels remit are concerned.

Tasks
Identify policies and strategies and any performance issues relating to the services within the remit of the Advisory Panels.

Identify those policies where differences apply in the constituent authorities and which of those need to be harmonised/improved by day 1 of the new authority.

Consider the issues and options for those polices etc needing to be urgently harmonised and/or improved and make plans and recommendations accordingly.

GUIDANCE NOTE ON THE ORGANISATION AND RUNNING OF THE ADVISORY PANEL MEETINGS

The role of Lead Officer(s)
Each Policy Advisory Panel has a Block Lead or Leads; the Block Lead may appoint a Block Lead to attend. The role of these officers is to advise the Panel of relevant policies, strategic issues and key interdependencies and to ensure the Panels work programme is scheduled to take into account the Corporate Plan and other strategic processes. Block Leads will also advise on the provision and source of information to inform the Panels discussions.

Workplan
Each Panel should develop a workplan at an early stage in consultation with their Block Lead(s) and appropriate Portfolio Holders. This will help ensure that the Panel identifies the priority areas and ensure the Panel can organise and manage the workload which will have most impact upon the objectives of the authority and thereby influencing the corporate planning process. It is essential that the energy of the Panel is directed towards a primary objective of development and continuous improvement for the authority. A workplan for each Panel will ensure synergy with corporate planning and policy development and

identify crossovers with other Panels. There will need to be some flexibility so the Panels can deal with newly emerging issues including those from central government. A workplan will also assist in resource management during this busy time.

Cycle of meetings
Following the first meeting Democratic Services will draw up a schedule of meetings based on a six weekly cycle from September 2008 onwards; the Panels may, however, meet more frequently at the discretion of the Chairman. This will ease the potential for diary clashes and provide other people, including Portfolio Holders, with timescales to work to.

Requests for information/site visits
It is recognised formal meetings will not be the only way the Panels will wish to gather information to assist in their role. In order that resources can be managed, and to ensure Panels receive comprehensive information and advice it is asked that all requests for information or site visits be submitted through the Lead Officers assigned to each Panel.

Corporate planning
The Shadow Authority is expected to develop a strategic framework for a five year period up to 2014. Ideas for structure and timetable of the plan are being formulated but there will be a strong role for the Panels in developing the policy framework for the plan contributing to discussions about the high level objectives and in evaluation and review.