Health and Adult Services Select Committee’s Work Programme 2016/17

Report of Law & Governance

Open report For decision

Report Author: Masuma Ahmed, Democratic Services Officer, Scrutiny, Law & Governance

Contact Details: Tel: 020 8227 2756 Email: masuma.ahmed@lbbd.gov.uk

Accountable Divisional Director: Operational Director, Adults’ Care and Support

Accountable Director: Anne Bristow, Service Improvement and Development

Summary:

Each of the Council’s scrutiny select committees has a work programme which is a timetable of the matters the Health and Adult Services Select Committee (HASSC) wishes to consider in the current municipal year. A part of the Committee’s work programme usually involves undertaking a Scrutiny Review into an area of interest for members where the select committee may add value and help the Council achieve its vision and priorities. This report explains what a Scrutiny Review entails and provides three options prepared by officers to the HASSC for undertaking an in-depth Scrutiny Review. The report also suggests other areas which may need to be scrutinised at HASSC meetings in 2016/17. The option that is chosen for a Scrutiny Review, together with the other areas for potential scrutiny, constitute the HASSC’s proposed work programme for 2016/17.

The following are appended to this report:

- The Committee’s remit as described in the Council's Constitution
- A chart explaining the Scrutiny Review process
- Three options for undertaking an in-depth scrutiny review for members to choose from.
- A draft Work Programme for the HASSC for 2016/17.

Recommendations

Members are recommended to:

(i) Indicate one which of the three options they would prefer to under-take a Scrutiny Review on and

(ii) Agree the Committee’s Work Programme for 2016/17.
1. Scrutiny Work Programmes

Scrutiny Work Programmes generally consist of two types of scrutiny:

(i) Scrutiny Reviews

Usually, as part of their annual work programme, the select committees aim to complete at least one investigation into an area of member and/or public concern to make recommendations in order to improve services. These investigations are referred to as 'scrutiny reviews'. A scrutiny review usually involves a number of different stages including:

1. Agreeing the subject matter of the review according to given criteria
2. Drafting the terms of reference for the review/ key lines of enquiry (these are a set of questions/ specific areas the Committee wishes to consider, with a view to making recommendations for improvement in those areas)
3. Scoping the review (scoping refers to a detailed project plan outlining the suggested methods for gathering evidence including potential participants/ contributors to the review. It is a timetable designed to deliver what is set out in the terms of reference and includes the estimated date for the completion of the review, in accordance with internal scrutiny procedures and protocols)
4. Carrying out the review in accordance with the agreed scope
5. Producing a report of findings
6. Agreeing the contents of the scrutiny review report including the recommendations
7. Sharing the report with those involved with the review and finalising the report
8. Publicising the report
9. Monitoring the impact of the scrutiny review.

The chart at Appendix B describes the Scrutiny Review process in detail and the role of officers and members throughout.

Appendix C provides overviews to provide an idea of the kinds of issues a scrutiny review would entail for the following topic options:

- Option 1: Cancer survival rates in Barking & Dagenham
- Option 2: Oral Health in People with Learning Difficulties in Barking & Dagenham
- Option 3: Teenage conception rates in Barking & Dagenham

At the meeting, members will be asked to agree one of the topics for an in-depth Scrutiny Review.

(ii) 'One-off' Items

Select Committees may also use the Work Programme to consider issues on a 'one-off' basis by, for example, asking representatives of a service to attend a meeting to have a discussion with members, or undertaking a site visit to a facility.

As well as evidence sessions to progress the Scrutiny Review, the draft Work Programme at Appendix D lists other areas for one-off scrutiny at HASSC meetings in 2016/17.

Members may also wish to undertake pre-decision scrutiny of issues being determined by the Health and Wellbeing Board or Cabinet, which are listed on their Forward Plans, which can be found on the following link: http://moderngov.barking-dagenham.gov.uk/mgPlansHome.aspx.
Members are asked to state at the meeting if they feel an item on the Forward Plans need pre-decision scrutiny. The Committee as whole will need to discuss whether the item is a priority for HASSC, in light of a busy proposed work programme.

2. Matters to Consider before deciding items to scrutinise

When deciding what matters should be scrutinised, it is good practice to reflect upon the following matters:

(i) The Committee's Remit

First and foremost the selected topics must be ones which fall under the Committee’s remit, which is provided in Appendix A.

(ii) The 'PAPER' Criteria

When deciding which topic to select for review, best practice is to select topics that meet the following criteria:

- Public interest (be of importance to local residents)
- Ability to change (be within the Council and its partners’ power to change or influence)
- Performance (areas where scrutiny can add value are ones which require improvement)
- Extent of issue (priority should be given to issues that are relevant to a significant part of the Borough)
- Replication (avoid duplicating the work of other committees, bodies or organisations)

3. Next Steps – Scoping the Scrutiny Review

Scoping is also known as methodology. It refers to the different methods that may be used to gather evidence for a Scrutiny Review and achieve what is set out in its terms of reference, including:

- Desktop-based analysis and research
- Commissioning reports or presentations from council departments, partner organisations, or external bodies to be considered at formal meetings or informal meetings
- Organising themed workshops with stakeholders
- Surveys, site visits, walkabouts, or ‘mystery shopping’ exercises
- Inviting experts, officers, partners, those who are affected by the issue or other relevant persons or organisations to give oral or written evidence to a Select Committee meeting.

Once members have selected a topic, officers will aim to produce a full scoping report that will outline to members the suggested terms of reference, methodology for evidence gathering, and the time-table for producing the Scrutiny Review report with recommendations. This will list which experts the Committee will talk to and what site visits will be undertaken, for example.