HEALTH AND ADULT SERVICES SELECT COMMITTEE

21 June 2017

Health and Adult Services Select Committee’s Work Programme 2017/18

Report of Law & Governance

Open report For decision

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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 one option prepared by officers to the HASSC for undertaking a small-scale Scrutiny Review, following a recommendation by the HASSC in 2016/17. This report also suggests other areas which may need to be scrutinised at HASSC meetings in 2017/18. If members are not inclined to undertake a review on Oral Health, they may discuss and agree on another topic for scrutiny review. The option that is chosen for a scrutiny review, together with the other agreed areas for scrutiny, shall constitute the HASSC’s Work Programme for 2017/18.

The following are appended to this report:

- The Committee’s remit as described in the Council's Constitution (Appendix 1);
- An option paper for undertaking a small-scale scrutiny review on Oral Health Care Provision (Appendix 2);
- A draft Work Programme suggesting areas for one-off scrutiny in 2017/18 (Appendix 3);
- The Health and Wellbeing Board’s Forward Plan (Appendix 4).

Recommendations

Members are recommended to:

(i) Discuss whether they wish to undertake a small-scale scrutiny review on Oral Health Care Provision (or another topic identified by members) in 2017/18, and if so, choose a particular focus for the scrutiny;

(ii) Note the Health and Wellbeing Board’s Forward Plan, discuss and agree on whether any of the items listed require pre-decision scrutiny by the HASSC; and
Discuss the draft Work Programme for 2017/18, and having considered whether there are other potential areas for scrutiny which should be included, agree a Work Programme for 2017/18.

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 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 which includes the process of agreeing the contents of the scrutiny review report and the recommendations
6. Sharing the draft report with those involved with the review and finalising the report
7. Asking the relevant decision-maker to respond to the recommendations (for example, the Health and Wellbeing Board or the commissioner) and publicising the report and;
8. Monitoring the impact of the scrutiny review.

Due to there being a fewer number if meetings in the Council Calendar in 2017/18, and the importance of scrutinising local health and adult social care commissioners and providers in relation to a number of other issues (see Appendix 3), the proposal is that the Committee undertakes a small-scale review this year, as opposed to an in-depth one. This will still involve the stages described above; however, the terms of reference and the methods to gather evidence will be more considerably more specific and focussed than that involved in an in-depth review.

Following a recommendation by the HASSC on 1 March 2017, officers have drafted an option paper for a small-scale scrutiny review on Oral Health which is at Appendix 2. At paragraph number 3, the report suggests three potential areas of reference for this review. Should members agree that Oral Health should be the subject matter of the scrutiny review, members will be asked to choose one area of focus from the three identified, to give the review a specific focus, and so that the review can be completed between September 2017 and January 2018.

If there are other areas members wish to undertake a small-scale review on, in place of Oral Health, these will need to be discussed at the meeting and members will need to come to an agreement.
Following agreement by the Committee as to the area for scrutiny review, officers will produce a proposed methodology and time-table for completion and circulate this to members via email for agreement, as the next HASSC meeting is not until September 2017.

(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 on its performance, or undertaking a site visit to a facility to talk to service-users.

The draft Work Programme at Appendix 3 lists other potential areas for one-off scrutiny at HASSC meetings in 2017/18 for members to consider.

The Chair of HASSC, Councillor Chand, has asked that the Forward Plan for the Health and Wellbeing Board (HWB) be included in all HASSC meeting agendas to allow the Committee the opportunity to consider whether pre-decision scrutiny of issues that shall be determined by the Board needs to be undertaken. The HWB Forward Plan is at Appendix 4. Members are asked to state at the meeting if they feel an item on the Forward Plans needs pre-decision scrutiny and the Committee as whole will need to discuss whether the item is a priority for HASSC, in light of a busy proposed work programme.

Having considered the proposed items at Appendix 3 and the HWB Forward Plan, members are asked to consider whether there are any other issues which should be included in the Work Programme.

Members are asked to note that the Work Programme agreed today will remain flexible, to allow the Committee to include important health and adult social-care related matters as they arise, and to remove items from the Work Programme which are no longer considered a priority. The Work Programme will therefore be presented at every HASSC meeting by the Chair so that the Committee may take such decisions.

2. Matters to Consider before deciding items to scrutinise

When deciding what matters should be scrutinised (whether it is in the form of a one-off item, scrutiny review or pre-decision scrutiny), 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 1.
(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. Implications

3.1 There are no legal implications arising directly as a result of this report.
3.2 The cost of the scrutiny review will need to be met from existing Council resources.

Background Papers Used in the Preparation of the Report:

None.

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