

HEALTH SCRUTINY COMMITTEE

11 September 2018

Title: Health Scrutiny Committee Work Programme 2018/19	
Report of the Director of Public Health	
Open Report	For Decision
Wards Affected: None	Key Decision: No
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Accountable Director: Matthew Cole, Director of Public Health	
Accountable Strategic Leadership Director: Elaine Allegretti, Director of People and Resilience	
Summary Each of the Council's scrutiny committees has a work programme which is a timetable of the matters the Committee wishes to consider in the current municipal year. This report aims to assist Health Scrutiny Committee (HSC) members to produce a draft work programme for the next municipal year. The Committee's remit as described in the Council's Constitution and the draft work programme for 2018/19 are appended to this report.	
Recommendation(s) The Health Scrutiny Committee is recommended to: (i) Consider what issues it would like to consider as 'one off' items in formal meetings during the 2018/19 municipal year; and (ii) Agree the draft work programme for 2018/19.	
Reason(s) To ensure the committee meets the statutory requirements of Section 21 of the Local Government Act 2000 amended by the Localism Act 2011.	

1. Scrutiny Work Programmes

1.1 Work Programmes generally consist of two types of scrutiny:

1) Scrutiny Reviews

Usually, as part of their annual work programme, the scrutiny 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:

- Agreeing the subject matter of the review according to given criteria;
- Drafting the terms of reference for the review (these are a set of questions/ specific areas the Committee wishes to consider, with a view to making recommendations for improvement in those areas);
- 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);
- Carrying out the review in accordance with the agreed scope;
- Agreeing the contents of the scrutiny review report including the recommendations;
- Sharing the report with those involved with the review and finalising the report;
- Publicising the report; and
- Monitoring the impact of the review.

2) 'One-off' Items

Scrutiny 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.

2. Matters to Consider before deciding items to scrutinise

2.1 When deciding what matters should be scrutinised, whether they will be scrutinised via a review or tabled as a one-off item, 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. Factors to take into account when considering the Work Programme for 2018/19

(i) Resources

The programme should take account of the resources available to support the Scrutiny Committee's work, it is very important that any programme is realistic and structured.

(ii) The number of formal meetings

There are three formal HSC meetings in the next municipal year.

(iii) The Work Programme

A draft work programme for 2018/19 has been prepared by the Chair, in conjunction with the Lead Officer (**Appendix 2**). There may be additions to the Work Programme later on in the year if the Committee agrees to:

- Carry out pre-decision scrutiny;
- If decisions made by Cabinet that are relevant to the Committee's remit are 'called-in'; or
- If there are public petitions which fall under the Committee's remit.

4. Next steps

- 5.1 If Committee members choose a topic for a scrutiny review, a draft scope will need to be produced which officers will then further develop to include key milestones and date of completion. This will be shared with the Committee before the next formal committee meeting.
- 5.2 With regards to the 'one-off' items selected by members, the Scrutiny Officer will place them on the draft Work Programme and inform the relevant Senior Officer of the items, who will commission reports or presentations, for example.

5. Additional informal meetings

- 5.1 During the municipal year it is likely that the Scrutiny Officer will need to arrange additional informal meetings (for example, site visits) to facilitate evidence gathering. Members may also wish to meet informally as working task groups and feed back to the formal meetings on their observations and findings.

6. Financial Implications

Implications completed by Katherine Heffernan, Service Finance Group Manager:

6.1 This report is largely for information and aims to assist the Health Scrutiny Committee (HSC) members to produce a draft work programme for the next municipal year. As such there are no financial implications arising directly from the report.

7. Legal Implications

Implications completed by: Dr Paul Feild Senior Governance Solicitor

7.1 As the content of the report explains there is a legal requirement under section 21 of the Local Government Act 2000 for councils which establish executive governance (this includes leader and cabinet, our model) to establish scrutiny and overview committees. The precise arrangements are a matter for local determination and an amendment to the Act to require the appointment of a statutory scrutiny officer has given that role a specific duty to promote the scrutiny and overview function and provide support for the committee(s) and members.

7.2 The Health Scrutiny Committee has specific responsibilities with regard to health functions in the borough. Such Health Scrutiny Committees shall carry out health scrutiny in accordance with Section 244 (and Regulations under that section) of the National Health Services Act 2006 as amended by the Local Government and Public Involvement in Health Act 2007 relating to local health service matters. The Health Scrutiny Committee in its work has all the powers of an Overview and Scrutiny Committee as set out in section 9F of the Local Government Act 2000, Local Government and Public Involvement in Health Act 2007 and Social Care Act 2001 (including associated Regulations and Guidance).

7.3 Effective scrutiny needs careful planning and as a result setting a work programme for the year is an important first step in the work of the Committee to ensure accountability of the administration of the health functions in the borough.

Public Background Papers Used in the Preparation of the Report: None

List of appendices:

Appendix 1: Terms of Reference

Appendix 2: Draft Work Programme 2018/19