

HEALTH SCRUTINY COMMITTEE

21 September 2022

Title: Health Scrutiny Committee Work Programme 2022/23	
Report of the Chief Strategy Officer	
Open Report	For Decision
Wards Affected: None	Key Decision: No
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Accountable Strategic Leadership Director: Alex Powell, Chief Strategy Officer	
Summary Both of the Council's scrutiny committees have a work programme, which is a timetable of the matters that the Committee wishes to consider in the current municipal year. This report recommends that the Health Scrutiny Committee (HSC) agree a draft work programme for the 2022/23 municipal year by considering the issues within it and reviewing the items within a draft work programme attached at Appendix 1, which was produced following a meeting between the Chair of the Committee, the Cabinet Member for Adult Social Care and Health Integration and senior officers to discuss the issues which the HSC could add value to. Members are to note that subsequent to the Committee agreeing the draft Work Programme, changes may still be made to it, as this allows the Chair and the Committee the flexibility to adapt the Work Programme to changing priorities and circumstances as the year progresses. The Committee's remit as described in the Council's Constitution, can be accessed via the link provided towards the end of this report.	
Recommendation(s) The Health Scrutiny Committee is recommended to: (i) Consider what issues it would like to consider as agenda items in formal meetings, as well as whether it should undertake a scrutiny review (and if so, on what topic) during the 2022/23 municipal year; and (ii) Agree the draft Work Programme for 2022/23.	
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.

Since the Covid-19 pandemic, the Council's scrutiny committees have not undertaken a scrutiny review as to do a review during lockdowns/ social restrictions, and the uncertainty surrounding these, was not feasible.

Officers have recently had discussions with the Chair of the Health Scrutiny Committee (HSC), who has provisionally agreed for the HSC to undertake a scrutiny review relating to the Voluntary and Community Sector (VCS) during this municipal year. This would likely include:

- Exploring the potential of the VCS to deliver health and social care services going forward, and flexibility around commissioning within the VCS; and
- How we can diversify our health and social care messaging and work with our communities to best tailor this to them.

2) Stand Alone Agenda Items

Scrutiny Committees 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. Upon receiving such an item, the Committee may decide that a

further update is necessary, in which case the Governance Officer will amend the Work Programme to reflect this.

In additions to the proposed items at Appendix 1, Members may wish to put forward other issues of priority that they feel should be included in the Work Programme for the Committee to discuss; however, due to the number of items already populated, Members are asked to ensure each meeting has a reasonable number of items listed against it, given that standing orders require meetings to end within 2.5 hours of starting.

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 can be found on pages 69 to 72 of the Council Constitution, which can be accessed via the link provided at the end of this report.

(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 2022/23

(i) Resources

The Work 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 five formal HSC meetings in the next municipal year.

(iii) The Work Programme

A draft Work Programme for 2022/23 has been prepared by the Chair, following discussions with the Cabinet Member for Adult Social Care and Health Integration and lead officers (see **Appendix 1**). 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 Health and Wellbeing Board that are relevant to the Committee's remit are 'called-in';
- If there are public petitions which fall under the Committee's remit; or
- An issue is identified as an important area for the Committee to consider.

4. Next Steps

- 4.1 With regards to any further items identified and agreed by Members at the HSC meeting, the Scrutiny Officer will place them on the draft Work Programme and inform the Cabinet Member for Adult Social Care and Health Integration and relevant senior officers of the items, who will commission reports or presentations, for example.
- 4.2 If the Committee agree to undertake a scrutiny review, the Chair, in conjunction with officers, will meet to scope the review and present a report to Members on matters such as the proposed terms of reference for the review and a timetable for completion.

5. Additional Informal Meetings

- 5.1 During the municipal year, it is possible that the Scrutiny Officer will need to arrange additional informal meetings (for example, site visits to a service location or budget scrutiny that needs a dedicated meeting) if the Chair/Committee believes this to be required or beneficial. If it is agreed that the Committee will undertake a scrutiny review, it will not be possible to carry this out entirely in the formal HSC meetings already scheduled. Therefore, Members may be requested to meet informally and feed back to the formal meetings on their observations and findings, which will also need to be captured in a report.

Public Background Papers Used in the Preparation of the Report: ([Public Pack](#))[Agenda Document for Constitution, 05/08/2022 00:00 \(lbbd.gov.uk\)](#)

List of appendices:

Appendix 1: Draft HSC Work Programme 2022/23