Summary:

Each of the Council's scrutiny select 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 the Health and Adult Services Select Committee (HASSC) members to produce its Work Programme for 2014/15.

Earlier in the municipal year, the Scrutiny Team asked for suggestions on areas the HASSC could potentially scrutinise from members of the public, select committee members, partners and Council officers. This resulted in a list of seven suggested topics.

Prior to the formal meeting of the HASSC on 30 September 2015, the Committee shall have a work programming meeting to undertake preliminary discussions on which topics would form good subject matter for a scrutiny review.

At the formal meeting, the Lead Member will update those in attendance on the views arising from the former, preliminary meeting and provide an opportunity for members of the public present to feed their views into the work programme.

The following are appended to this report:

A. The Committee's remit as described in the Council's Constitution
B. The Draft Work Programme with dates of meetings and standard items
C. The topics put forward by partners, officers, members and the public for the Committee's consideration.

Recommendations

The HASSC is recommended to agree the topic which will form the basis of its Scrutiny Review and other items to be placed on its Work Programme 2014/15.
1. Scrutiny Work Programmes

1.1 Work Programmes generally consist of two types of scrutiny:

1.1.1 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 (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. Agreeing the contents of the scrutiny review report including the recommendations
6. Sharing the report with those involved with the review and finalising the report
7. Publicising the report
8. Monitoring the impact of the review.

Further information about the scrutiny review process is on pages 15 to 16 of the Scrutiny Handbook for members.

1.1.2 '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.

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 as a one-off item, it is good practice to reflect upon the following matters:

2.1.2 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.

Members will note that the HASSC specifically has the role of acting as the statutory consultee where Health Services propose substantial variations in the provision of services. Therefore if substantial variations are proposed during the course of the year the HASSC may wish to invite representatives of the Health Service making the proposal to a meeting to undertake scrutiny of the proposals.
Also specific to the HASSC is the statutory power of HealthWatch to refer matters to the HASSC. Although at the time of writing this report, no such matters have been brought to the attention of the Scrutiny Officer, Members are asked to note that HealthWatch may ask to refer items during the course of the year.

Members will note furthermore, that the HASSC's remit includes holding the Health and Wellbeing Board to account for its decisions. The Health and Wellbeing Board, which is chaired by the Cabinet Member for Health, takes executive decisions. These include approving the Joint Strategic Needs Assessment and the Health and Wellbeing Strategy. Further information about the role of the Health and Wellbeing Board can be found in the Council Constitution.

2.1.3 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)

Factors to take into account when considering the Work Programme for 2014/15

2.1.4 Resources

The Scrutiny Team in 2014 consists of one full time Scrutiny Officer (supporting the HASSC, the Children's Services Select Committee, and the Children's Trust), one part-time Scrutiny Officer (supporting the Safer and Stronger Community Select Committee and the Living and Working Select Committee). The Public Accounts and Audit Select Committee is currently supported by the Group Manager of Democratic Services. Scrutiny line management responsibilities have transferred to Alan Dawson, who continues to manage committee staff.

2.1.5 The number of formal meetings

Select committees typically meet formally six or seven times a year; however, scrutiny meetings and the Council Calendar generally this year have been planned to fit around the local elections in May 2014, the member induction period in June/July, the August recess, and the 'purdah' period prior to the parliamentary elections in 2015. This means there are only four formal HASSC meetings this municipal year.
2.1.6 The Work Programme

There are standard items on the Work Programme the Committee will consider including:

- Budget Scrutiny: each select committee will use one of its formal public meetings to review savings proposals for Council services that fall under its remit.
- Updates from meetings of the Joint Health Overview and Scrutiny Committee

Furthermore, members are asked to note that there may be additions to the Work Programme later on in the year if:

- the Committee agrees to carryout pre-decision scrutiny (including scrutiny of proposed substantial variations to health services)
- decisions made by the Cabinet or the Health and Wellbeing Board that are relevant to the Committee's remit are 'called-in'
- there are public petitions which fall under the Committee's remit.

3. Potential areas to scrutinise

3.1 Appended to this report are a list of suggested topics put forward for the HASSC's consideration.

3.2 Topics which are not selected to form the subject matter of a scrutiny review may be put forward to be considered at a meeting as 'one-off' items (as well as other topics of interest to members). When deciding the number of items to place on the Work Programme, members are reminded that the HASSC may wish to undertake pre-decision scrutiny and may need to consider call-ins, public petitions and proposals for substantial variations.

3.3 Members are asked to indicate what their preferred method of information gathering will be for these items (for example, members may wish for officers to deliver a presentation, carry-out a site visit or ask for key individuals to attend a HASSC meeting).

4. Next steps

4.1 Once members have selected a topic for Scrutiny Review, officers will further develop the scope of the Review with key milestones and date of completion, which will be shared with the Committee. Information about scoping is provided at section 5 below.

4.2 With regards to any 'one-off' items agreed upon 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. Information about Scoping

5.1 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.

5.2 Due to the limited number of formal HASSC meetings this municipal year and in order to carry out a more in-depth scrutiny review on the topic selected, members whilst scoping the review may wish to consider using part of the 2015/16 municipal year to conclude the review. Members may seek advice from officers at the meeting as to what such a scope would look like.

**Background Papers Used in the Preparation of the Report:**

The Council Constitution:

[http://www.lbbd.gov.uk/CouncilandDemocracy/EthicalGovernance/Pages/CouncilConstitution.aspx](http://www.lbbd.gov.uk/CouncilandDemocracy/EthicalGovernance/Pages/CouncilConstitution.aspx)

**List of appendices:**

- **Appendix A** The Committee's remit as described in the Council's Constitution
- **Appendix B** The Draft Work Programme with dates of meetings and standard items
- **Appendix C** The topics put forward by partners, officers, members and the public