



Report to Healthier Communities and Adult Social Care Scrutiny & Policy Development Committee 17th July 2013

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Subject: Work Planning 2013/14

Summary:

This report outlines an approach to Work Planning for 2013/14 has been focused on a single question – how can the Scrutiny Committee achieve a greater impact than it did last year?

The report makes proposals to focus on a more in depth approach on a smaller number of issues and suggests some practical next steps.

Recommendations:

The Scrutiny Committee is asked to:

1. Agree the approach to Scrutiny outlined in the report.
 2. Agree the two existing Task and Finish Groups continue and complete their work with the current members and Chair of each group reappointed.
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Background Papers: None

Category of Report: OPEN

Work Planning

1. Style of Scrutiny Work

- 1.1. The approach to Work Planning for 2013/14 has been focused on a single question – how can the Scrutiny Committee achieve a greater impact than it did last year?
- 1.2. It is proposed that the focus shifts towards a more in depth approach on a smaller number of issues. This approach will enable the Committee to hear a wider range of differing perspectives and consider a wider range of evidence on a particular issue. It will build on the Task and Finish Group approach that the Committee currently uses.
- 1.3. It is also hoped this approach will allow the Committee to do more of its work ‘out and about’ rather than in the Town Hall. This could involve more direct involvement with people who are affected by the issue the Committee is looking at.
- 1.4. Looking at issues in greater depth will require Committees to look at fewer issues overall. It is proposed this is done by moving away from a large number of one-off monitoring reports.
- 1.5. It might also mean that some items would be circulated to Members of the Committee as briefing note for information, rather than allocated time on a meeting agenda. If a Member felt an item in this category required a discussion of the whole Committee then they could make this request to the Chair. It is proposed to circulate a maximum of 2 briefing notes as part of the papers for each Committee meeting
- 1.6. That is not to suggest urgent issues should not be considered by the Committee. For clarity, this paper is not proposing any changes to how the Scrutiny Committee approaches the Call-In procedure to review a decision. The Call-In process would continue as it currently does.

2. Future meetings

- 2.1. Future meeting dates of the Committee are:
 - 18th September 2013
 - 20th November 2013
 - 15th January 2014
 - 19th March 2014
- 2.2. It is proposed to have up to 3 items per agenda for discussion and a maximum of 2 briefing notes as part of the papers for each Committee meeting.
- 2.3. It is proposed the following items be ‘items for discussion’ in the Committee’s 2013/14 work programme:
 - Memory Clinic Waiting Times (Summer 13)
 - City’s Dementia Strategy (tbc)
 - Hospice Care in Sheffield (tbc)

- Francis Report. Whole session? (tbc)
 - Right First Time (Nov 2013)
 - Paediatric Cardiac Surgery (on going)
 - Adults with Congenital Heart Disease (late 2013)
 - Quality Accounts (tbc, likely to be early 2014)
- 2.4. Comments from the Committee on any particular timing issues would be welcome and it is proposed the Chair, supported by the Scrutiny Policy Officer works up the detailed programme of which items should be taken at which meeting.
- 2.5. For the following items where follow up information or action has been requested by the Committee it is proposed these items would be 'for information', in other words they would not initially be allocated time on the agenda for a discussion:
- Home of Choice Update (Aug/Sept 2013)
 - Daily Living Equipment under £50 (autumn 2013)
 - Care and Support Performance Update (Jan 2014)
 - Major Trauma Update (Apr 2014)
 - Self-Directed Support (Apr 2014)

3. Support for Scrutiny

- 3.1. The support arrangements for Scrutiny have changed. Scrutiny will be supported by two Policy and Improvement Officers in the Elections, Equalities and Involvement Team in the Policy, Performance and Communications Service. The capacity of the new support arrangements will enable each of the Council's four subject specific Scrutiny Committees to undertake one piece of in-depth work at a time.
- 3.2. Brief guidance will be available for people attending scrutiny on what the purpose is and what they can expect. This will include keeping introductions to reports or presentations brief and to the point to enable more time to be spent on the discussion.

4. Next Steps

- 4.1. It is proposed the Committee continues to use the Task and Finish Group approach to undertake in-depth work.
- 4.2. There are currently two Task and Finish groups in operation:
- Child and Adolescent Mental Health (CAMHS)
 - Nutrition and Hydration in Hospitals
- 4.3. It is proposed that these two Task and Finish Groups continue and complete their work and that the current members and Chair of each group are reappointed. The Task and Finish Groups would report back to the Committee at an appropriate time with updates and with draft recommendations for the Committee to discuss and approve.
- 4.4. When both of these groups have completed their work it would be for the Committee to decide the next topic for an in-depth piece of work.

5. Recommendations

5.1. The Scrutiny Committee is asked to:

- 1) Agree the approach to Scrutiny outlined in the report.
- 2) Agree the two existing Task and Finish Groups continue and complete their work with the current members and Chair of each group reappointed.