

Meeting:	Adults and wellbeing scrutiny committee
Meeting date:	Monday 18 November 2019
Title of report:	Work programme 2019-2020
Report by:	Democratic services officer

Classification

Open

Decision type

This is not an executive decision

Wards affected

(All Wards)

Purpose and summary

To consider the committee's work programme for 2019-20.

Recommendation(s)

That:

- (a) **the committee reviews the work programme (appendix 1) and determines any additional items of business or topics for inclusion in the work programme; and**
- (b) **an additional meeting be scheduled in late January / early February 2020.**

Alternative options

1. It is for the committee to determine its work programme to reflect the priorities facing Herefordshire. The committee needs to be selective and ensure that the work programme is focused, realistic and deliverable within existing resources.

Key considerations

Work programme

2. The work programme needs to focus on the key issues of concern and be manageable.

It must also be ready to accommodate urgent items or matters that have been called-in.

3. At the previous meeting (18 October 2019), the committee agreed that 'urgent care, including the temporary winter closures of the Leominster and Ross-on-Wye Minor Injuries Units, be explored in a spotlight review at the next appropriate meeting.' It was anticipated that this item would be considered at the meeting on 18 November 2019. However, due to the pre-election period prior to the parliamentary general election to be held on 12 December 2019, NHS Herefordshire Clinical Commissioning Group are not in a position to attend the committee for this purpose. Therefore, this item has been postponed.
4. Health focussed items due to be considered at the 16 December 2019 meeting have also been postponed; namely, community services redesign, Continuing Health Care, and integrated care pathway, including Delayed Transfer of Care.
5. Items identified in the work programme will be brought forward in a presentation to the 16 December 2019 meeting to update the committee on progress and direction in terms of: accommodation needs assessment and market position statement (originally scheduled for January); Talk community hubs (originally scheduled for March); and digital market position and enabling technology strategy (originally scheduled for March).
6. It is proposed that an additional meeting be arranged for late January or early February 2020 to consider the postponed items identified in paragraphs 3 and 4 above.
7. The updated work programme is attached at appendix 1.
8. Consideration should be given to the type of scrutiny to apply to work programme items, such as undertaking pre-decision scrutiny, performance review, and policy review and development.
9. The work programme will remain under regular review during the year to allow the committee to respond to particular circumstances.
10. Should committee members become aware of additional issues for scrutiny during the year they are invited to discuss the matter with the chairperson and the statutory scrutiny officer.

Constitutional Matters

Task and Finish Groups

11. A scrutiny committee may appoint a task and finish group for any scrutiny activity within the committee's agreed work programme. A committee may determine to undertake a task and finish activity itself as a spotlight review where such an activity may be undertaken in a single session; the procedure rules relating to task and finish groups will apply in these circumstances.
12. The relevant scrutiny committee will approve the scope of the activity to be undertaken, the membership, chairperson, timeframe, desired outcomes and what will not be included in the work. A task and finish group will be composed of a least two members of the committee, other councillors (nominees to be sought from group leaders with un-affiliated members also invited to express their interest in sitting on the group) and may include, as appropriate, co-opted people with specialist knowledge or expertise to support the task. The committee will appoint the chairperson of a task and finish group.

13. The committee is asked to determine matters relating to the convening of a task and finish group including the scope of the review to be undertaken, the chairperson, membership, timeframe, desired outcomes, what will not be included in the review and whether to co-opt any non-voting members to the group.

Co-option

14. A scrutiny committee may co-opt a maximum of two non-voting people as and when required, for example for a particular meeting or to join a task and finish group. Any such co-optees will be agreed by the committee having reference to the agreed work programme and / or task and finish group membership.
15. The committee is asked to consider whether it wishes to exercise this power in respect of any matters in the work programme.

Forward plan

16. The constitution states that scrutiny committees should consider the forward plan as the chief source of information regarding forthcoming key decisions. Forthcoming decisions can be viewed under the forthcoming decisions link on the council's website:

<http://councillors.herefordshire.gov.uk/mgdelegateddecisions.aspx?XXR=0&DAYS=28&RP=0&K=0&DM=0&HD=0&DS=1&META=mgdelegateddecisions&V=0>

Suggestions for scrutiny from members of the public

17. Suggestions for scrutiny are invited from members of the public through the council's website, accessible through the link below:

www.herefordshire.gov.uk/getinvolved

Community impact

18. In accordance with the adopted code of corporate governance, Herefordshire Council is committed to promoting a positive working culture that accepts, and encourages constructive challenge, and recognises that a culture and structure for scrutiny are key elements for accountable decision making, policy development, and review. Topics selected for scrutiny should have regard to what matters to residents.

Equality duty

19. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

20. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. All Herefordshire Council members are trained and aware of their

Public Sector Equality Duty and equality considerations are taken into account when serving on committees.

Resource implications

21. The costs of the work of the committee will have to be met within existing resources. It should be noted the costs of running scrutiny will be subject to an assessment to support appropriate processes.

Legal implications

22. The remit of the scrutiny committee is set out in part 3 section 4 of the constitution and the role of the scrutiny committee is set out in paragraph 2.6.5 of the constitution.
23. The council is required to deliver a scrutiny function.

Risk management

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| 24. | Risk / opportunity | Mitigation |
| | There is a reputational risk to the council if the scrutiny function does not operate effectively. | The arrangements for the development of the work programme should help mitigate this risk. |

Consultees

25. A work programming session involving scrutiny committee members was held in June 2019. The work programme is reviewed at every committee meeting and during business planning meetings between the chairperson, vice-chairperson and statutory scrutiny officer.

Appendices

Appendix 1 Updated work programme 2019-20

Background papers

None identified.