

<b>Meeting:</b>	<b>Adults and wellbeing scrutiny committee</b>
<b>Meeting date:</b>	<b>Monday 2 March 2020</b>
<b>Title of report:</b>	<b>Work programme 2019-2020</b>
<b>Report by:</b>	<b>Democratic services</b>

## **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.

## **Recommendations**

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) **the provisional meeting dates for 2020/21 be agreed.**

## **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 (13 January 2020), it was requested that items on NHS Continuing Healthcare and community services redesign be brought forward to earlier meetings, these items have been scheduled for this meeting (2 March 2020) and at an additional meeting (6 April 2020), respectively.
4. Some committee members have expressed an interest in being updated on the transfer of responsibility for the delivery of Herefordshire's mental health and learning disability services to Worcestershire Health and Care NHS Trust. It is suggested that an informal briefing be arranged for committee members, potentially in March 2020, to provide an overview of the arrangements and to inform any future scrutiny activity.
5. The updated work programme 2019/20 is attached at appendix 1.
6. 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.
7. The work programme will remain under regular review during the year to allow the committee to respond to particular circumstances.
8. 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.

#### **Meeting dates for 2019/20**

9. The remaining meeting dates for 2019/20 are:

Monday 6 April 2020, 2.30 pm

Monday 11 May 2020, 2.30 pm

#### **Provisional meeting dates for 2020/21**

10. The following provisional meeting dates for 2020/21 are suggested:

Monday 27 July 2020, 2.30 pm

Monday 21 September 2020, 2.30 pm

Monday 23 November 2020, 2.30 pm

Monday 18 January 2021, 10.00 am

Monday 29 March 2021, 2.30 pm

#### **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.

#### Co-option

13. 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.

#### Forward plan

14. 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:

[Forthcoming decisions](#)

#### Suggestions for scrutiny from members of the public

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

[Get involved](#)

## Community impact

16. 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

17. 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.

18. 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

19. 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

20. The remit of the scrutiny committee is set out in part 3, section 4.5 of the constitution and the role of the scrutiny committee is set out in part 2, section 2.6.5 of the constitution. The council is required to deliver a scrutiny function.

## Risk management

21.	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

22. 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 Work programme 2019-20

## Background papers

None identified.