

Meeting:	Adults and wellbeing scrutiny committee
Meeting date:	Monday 23 November 2020
Title of report:	Committee work programme
Report by:	Democratic services

Classification

Open

Decision type

This is not an executive decision

Wards affected

All wards

Purpose

To consider the committee's work programme.

Recommendations

That:

- (a) subject to any additional items of business identified for inclusion, the committee's work programme priorities be considered in detail at the scrutiny work programming session to be held on 20 November 2020; and**
- (b) the updated schedule of recommendations and responses in appendix 1 be noted.**

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. During 2019/20, the committee identified potential items for future consideration, including:
 - Community services redesign
 - Dementia strategy and progress with the action plan
 - Domestic abuse strategy 2019-2022 update
 - Funding and implementation plans for the new Clinical Commissioning Group (CCG) footprint
 - Integrated discharge care pathway and Delayed Transfers of Care (DToC)
 - Learning disability services
 - Mental health services
 - NHS Continuing Healthcare
 - Sexual health service
 - Talk Community
 - West Midlands Ambulance Service
4. Potential items have also been suggested on:
 - Care homes
 - Carers' strategy
 - COVID-19 system response
 - Herefordshire Safeguarding Adults Board annual report
 - Substance misuse
 - Think 111
5. A scrutiny work programming session for scrutiny committee members has been arranged for 20 November 2020 which will provide the opportunity to consider potential items and set priorities for the period to May 2021.
6. The work programme will remain under regular review to allow the committee to respond to particular circumstances.
7. 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 2020/21

8. The following meeting dates for 2020/21 are scheduled:
 - Monday 18 January 2021, 10.00 am
 - Monday 29 March 2021, 2.30 pm

Schedule of recommendations and responses

9. Appended to this report is a schedule of the recommendations made by the committee during 2020 and the responses received. This has been updated to reflect the recommendations made at the last meeting (minute 7 of 21 September 2020 refers) in relation to 'Suicide prevention strategy implementation' and the responses received.

Constitutional matters

Task and finish groups

10. 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.
11. 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

12. 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

13. 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

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

[Get involved](#)

Community impact

15. 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

16. 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.
17. 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

18. 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

19. 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

- 20.
- | 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

21. A work programming session involving scrutiny committee members was held in June 2019 and another session is due to be held in November 2020. 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 Schedule of recommendations and responses

Background papers

None identified.