

<b>Meeting:</b>	<b>Adults and wellbeing scrutiny committee</b>
<b>Meeting date:</b>	<b>Wednesday 13 January 2021</b>
<b>Title of report:</b>	<b>Committee work programme</b>
<b>Report by:</b>	<b>Democratic services</b>

## **Classification**

Open

## **Decision type**

This is not an executive decision

## **Wards affected**

All wards

## **Purpose**

To consider the committee's work programme.

## **Recommendations**

That the committee:

- (a) reviews the work programme and discusses any additional items of business or topics for inclusion; and
- (b) considers the activity to be undertaken in terms of the proposed Covid-19 response task and finish group.

## **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. Committee members considered potential items of business and priorities at a scrutiny work programming session (held on 20 November 2020) and the following agenda items were agreed for inclusion in the work programme at the last committee meeting (held on 23 November 2020):

**29 March 2021, 2.30 pm**

Emergency and urgent care

Carers' strategy review

**10 May 2021, 2.30 pm**

Mental health

Learning disability services

**21 June 2021, 2.30 pm**

Out of hospital care

Domestic abuse strategy

4. The committee has identified an intention to undertake a task and finish group on the Covid-19 response, see paragraph 12 below.
5. Written briefing notes will be sought on the following for committee members' information:
  - Falls service
  - Herefordshire safeguarding adults board annual report
  - Market position statement update
  - NHS Continuing Healthcare
  - Recruitment and retention
  - Sexual health service
  - Substance misuse
6. It has been suggested that workshops / seminars be arranged on the Integrated Care System, recruitment and retention, and Talk Community.
7. The work programme will remain under regular review 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.

**Schedule of recommendations and responses**

9. Appended to this report (appendix 1) 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 16 of 23 November 2020 refers) in

relation to 'Briefing on the Herefordshire Market Position Statement 2020-25 for adults and communities'. The executive responses to the recommendations are due to be considered by cabinet at its meeting on 28 January 2021.

### **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.
12. At the recent scrutiny work programming session, committee members identified an intention to undertake a task and finish group on the Covid-19 response. To inform the development of the scoping document, the committee is invited to consider the activity to be undertaken. The chairperson and vice-chairperson have suggested that the thematic elements may need to be broader than the usual remit of the adults and wellbeing scrutiny committee in order to capture learning and good practice across the system.

#### 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](#)

15. An extract of the forward plan of forthcoming decisions (as at 18 December 2020) for adults and communities is attached (appendix 2).

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

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

[Get involved](#)

## Community impact

17. 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

18. 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.
19. 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

20. 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

21. 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

22.

Risk / opportunity

There is a reputational risk to the council if the scrutiny function does not operate effectively.

Mitigation

The arrangements for the development of the work programme should help mitigate this risk.

## **Consultees**

23. A work programming session involving scrutiny committee members was 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
- Appendix 2      Extract of the forward plan of forthcoming decisions (as at 18 December 2020) for adults and communities

## **Background papers**

None identified.