

Title of report: Committee work programme

Meeting: Adults and wellbeing scrutiny committee

Meeting date: Monday 21 June 2021

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.

Recommendation(s)

That the committee:

- (a) reviews and agrees the work programme in Appendix A and identifies any additional items of business or topics for inclusion to inform the next work programming session; and**
- (b) the schedule of recommendations and responses in Appendix B 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. Committee members will consider potential items of business and priorities at a scrutiny work programming session to be held on 16 June 2021. A proposed work programme will be circulated following that session to form Appendix A to this report and to be formally agreed at the committee meeting on 21 June 2021.
4. Committee business to be scheduled during 2021/22 may include: domestic abuse strategy; emergency and urgent care; Hillside care centre; NHS Continuing Healthcare; out of hospital care; and a spotlight review on the progress with the transformation of community mental health services. The committee has also previously suggested member seminars on recruitment and retention, and on Talk Community.
5. The date of the next committee meeting is provisionally set as follows but will be agreed as part of the updated work programme:

Monday 6 September 2021, 2.30 pm

6. The committee has indicated an interest in undertaking a task and finish group on the health impact of the intensive poultry industry. A scoping statement for this activity will be prepared in conjunction with the public health and intelligence teams for consideration at a future meeting of the committee.
7. Written briefing notes have been requested on: multiple complex vulnerability; and the health and wellbeing survey.
8. The work programme will remain under regular review to allow the committee to respond to particular circumstances.
9. Should committee members become aware of 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

10. Appended to this report (Appendix B) is a schedule of the recommendations made by the committee during 2020/21 and the responses received to date; since the previous iteration, the response from Herefordshire and Worcestershire Health and Care Trust on the refurbishment of the Stonebow Unit has been added. The recommendations from the first meeting of 2021/22 have also been added.

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 at 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.

Environmental impact

17. There are no general implications for the environment arising from this report.

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 | 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

23. A work programming session involving scrutiny committee members will be held on 16 June 2021. Further work programming sessions may be arranged as necessary during the municipal year. The work programme is reviewed at every scheduled committee meeting and during business planning meetings between the chairperson, vice-chairperson and statutory scrutiny officer.

Appendices

Appendix A Draft work programme for 2021/22 (to follow after 16 June)

Appendix B Schedule of recommendations and responses

Background papers

None identified.