

Scrutiny Report

MEETING: HEALTH SCRUTINY COMMITTEE

DATE: 18 JUNE 2014

SUBJECT: DEVELOPMENT OF A WORK PROGRAMME FOR 2014/2015

REPORT FROM: ANDREA TOMLINSON, DEMOCRATIC SERVICES OFFICER

CONTACT OFFICER:

1.0 SUMMARY

This report sets out details the remit of the Health Scrutiny Committee along with a Work Programme Prioritisation Protocol to assist in the development of a Work Programme for 2014/2015.

2.0 MATTERS FOR CONSIDERATION/DECISION

Members of the Health Scrutiny Committee are requested to:

Agree and set an Annual Work Programme for the 2014/2015 Municipal Year, in accordance with Committee's remit, previous work and the Work Programme and Prioritisation Protocol.

3.0 HEALTH SCRUTINY COMMITTEE

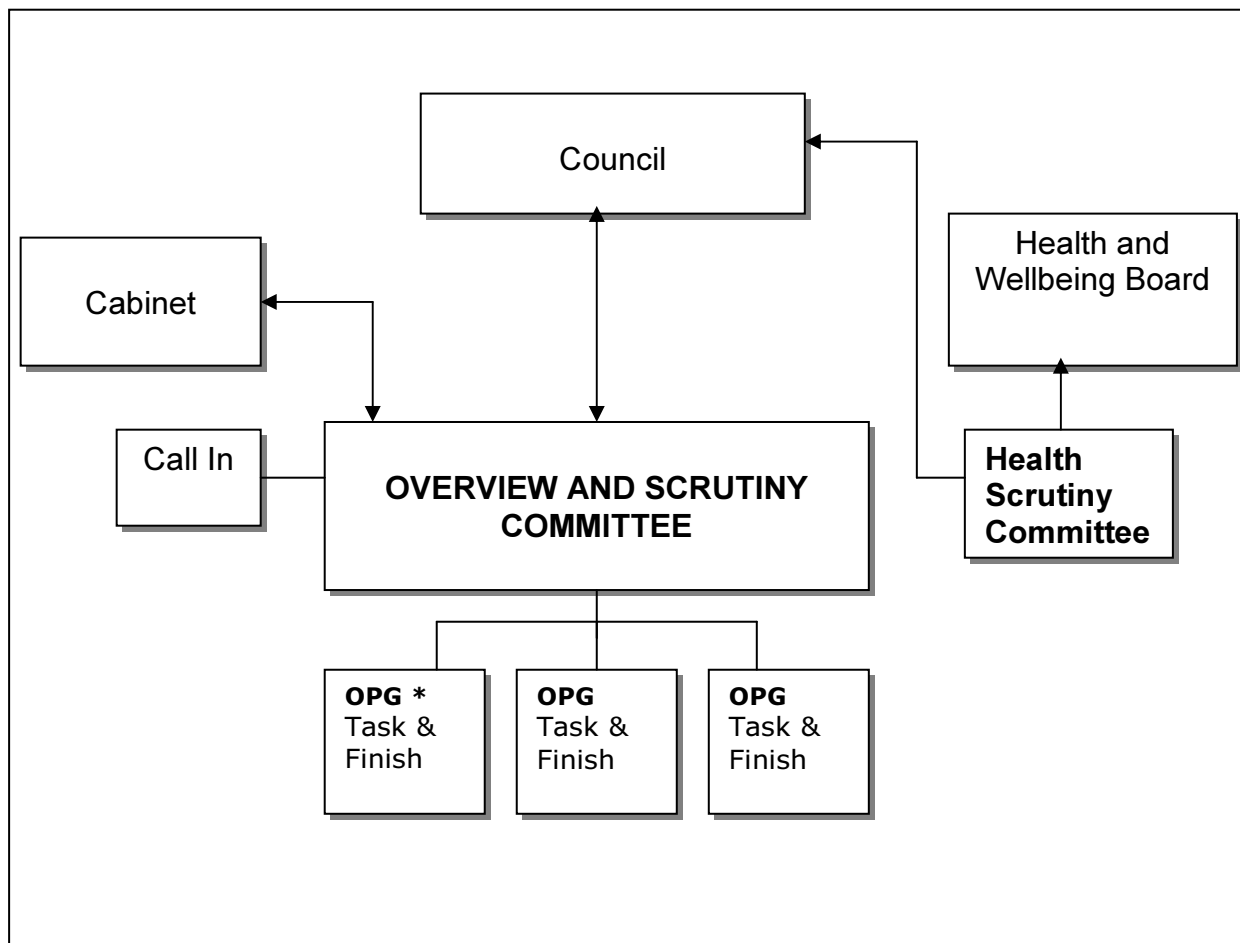
3.1 Terms of reference

A dedicated Health Scrutiny Committee was set up to scrutinise partner organisations on issues relevant to the residents of the Borough. Full terms of reference are:

- To carry out the Council's statutory obligations in relation to reviewing and scrutinising any matters relating to the planning provision and operation of health services in the area of the Council.
- To oversee the health and well being of the borough's population.
- To scrutinise the provision, planning and management of Adult care services.
- To monitor the implementation of any scrutiny recommendations accepted by the Cabinet.

3.2 Scrutiny Structure

The current scrutiny structure was adopted by Full Council on 28 March 2012, based on the findings of a review carried out by the Overview Management Committee. The structure makes provision for the setting up of time-limited task and finish Scrutiny Panels to carry out detailed work into specific topics. These Panels will be set up and monitored by the Overview and Scrutiny Committee, with membership drawn from all backbench Councillors. The diagram below sets out the current scrutiny structure.



* Overview Project Group

4.0 WORK PROGRAMME 2014/2015

- 4.1 The Health Scrutiny Committee is required to set a work programme for 2014/2015.
- 4.2 A well thought out and effective Work Programme will allow work to be time-tabled to ensure completion and help determine when and what resources may be needed.
- 4.3 Within the Programme it is important to ensure that there is the capacity to provide an urgent response to issues that arise during the year and need to be dealt with at short notice.
- 4.4 To assist in the development of an outcome focussed, measureable, realistic and timely Work Programme, a Prioritisation Protocol is set out below. The

Protocol sets out some initial questions to be asked of proposed topics and includes further questions and filters to help achieve a prioritised and deliverable work programme.

4.5 The 2014/2015 scheduled meetings are:-

22 July 2014
11 September 2014
8 October 2014
9 December 2014
27 January 2015
19 March 2015

5.0 SUGGESTED ITEMS ARISING FROM LAST YEAR

5.1 During last year's work, the following items were included on the work programme but were not considered or reported on any of the 2013/2014 agendas:

- Dentistry provision across the borough
- Smoking cessation

5.2 Other areas to be considered are the current Healthier Together consultation in relation to the reconfiguration of health provision across Greater Manchester; the work of the Care Quality Commission and the Radcliffe Demonstrator pilot.

4.0 CONCLUSION

The information contained in this report provides an outline of the terms of reference for the Health Scrutiny Committee along with a Work Programme Prioritisation Protocol to assist in setting an outcome based, focussed, balanced and deliverable work programme based on the priorities of Bury Council and its residents.

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Appendix 1

Prioritising Topics for Scrutiny

When deciding which items to include on the Scrutiny Work Programmes it can sometimes become confusing and difficult to identify the topics which are most important or worthy of scrutiny.

Section 1 - At the outset

When topics have been identified as possible Scrutiny Work Programme items, Members and their support Officers should ask the following of each topic identified;

- **Does the issue have a potential impact for one or more sections of the population?** Yes – Leave on Work Programme
- **Is the issue strategic and significant?** Yes – Leave on Work Programme
- **Is there a clear objective for scrutinising this topic?** Can objective be identified – Yes leave on Work Programme
- **Is there evidence to support the need for scrutiny?** Yes – Leave on Work Programme
- **What are the likely benefits to the Council and its customers? What do we hope to achieve?** If identifiable – Leave on Work Programme
- **Are you likely to achieve a desired outcome?** Can benefits to Council and customers be achieved?
- **What are the potential risks?**
- **Are there adequate resources available to do the activity well?**
- **Is the Scrutiny activity timely?** Yes – Leave on Work Programme

Section 2 – Criteria to Reject

Once the questions above have been answered and the topics are still included on the Work Programme, Members should move onto the following rejection filters:-

Reject if;

- The issue is being examined elsewhere e.g. officer group, other Councillor group.
- Issue was reviewed less than 2 years ago
- New legislation or guidance expected within the year
- No scope for scrutiny to add value/make a difference
- The objective cannot be achieved in the specified timescale
- Changes are currently being /have recently been implemented

Section 3 – Prioritisation of Topics

The following questions should be asked when looking to prioritise potential work programme items.

Public interest

- Has the issue been identified by Members through surgeries and other contact with constituents?(on how many occasions – more occasions warrants a higher score).
- Has a user dissatisfaction with the service been identified? (complaints).
- Topic identified through Market Surveys/Citizens Panel.
- Has the issue been covered in the local media?

Internal priority

- Council Priority area?
- There is a high level of budgetary commitment to the service/policy area (as percentage of total expenditure)
- There has been a pattern of budgetary overspends
- The service is a poor performer (evidence from performance indicators/benchmarking).

External Factors

- Central Government priority area
- Issues raised by External Audit Management Letter/External Audit Reports.
- Key reports or new evidence provided by external organisations on key issue.