Committee:	Healthier Communities and Older People Overview and Scrutiny Panel
Date:	27June 2017
Wards:	All
Subject:	Healthier Communities and Older People Overview and Scrutiny Panel Work Programme 2017/18
Lead officer:	Stella Akintan, Scrutiny Officer
Lead member:	Councillor Peter McCabe, Chair of the Healthier Communities and Older People Overview and Scrutiny Panel
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Recommendations:

That members of the Healthier Communities and Older People Overview and Scrutiny Panel:

i.   Consider their work programme for the 2017/18 municipal year, and agree issues and items for inclusion (see draft in Appendix 1);

ii.   Consider the methods by which the Panel would like to scrutinise the issues/items agreed;

iii. Agree on an issue for scrutiny by a task group and appoint members to the Task Group;

iv.   Consider the appointment of co-opted members for the 2017/18 municipal year, to sit on the Panel and/or on the Task Group;

v.   Consider whether they wish to make visits to local sites; and

vi.   Identify any training and support needs.

vii. This year, in response to the results of the scrutiny annual survey, the Scrutiny Team will also explore with chairs and vice chairs the use of external experts and the quality of evidence provided to Panels to understand what else might be done to meet members' needs. In order to progress this, it is recommended that the Panel spend some time discussing this as part of the development of the work programme if these issues have not already been addressed at the topic workshop.

1.   **PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

1.1   The purpose of this report is to support and advise Panel members to determine their work programme for the 2017/18 municipal year.

1.2   This report sets out the following information to assist the Panel in this process:

a) The principles of effective scrutiny and the criteria against which work programme items should be considered;

b) The roles and responsibilities of the Healthier Communities and Older People Overview and Scrutiny Panel;

c) The findings of the consultation programme undertaken with councillors and co-opted members, Council senior management, voluntary and community sector organisations, partner organisations and Merton residents;

d) A summary of discussion by councillors and co-opted members at a topic selection workshop held on 20 June 2017; and

e) Support available to the Healthier Communities and Older People Overview and Scrutiny Panel to determine, develop and deliver its 2017/18 work programme.

2.   Determining the Healthier Communities and Older People Overview and Scrutiny Panel Annual Work Programme

2.1   Members are required to determine their work programme for the 2017/18 municipal year to give focus and structure to scrutiny activity to ensure that it effectively and efficiently supports and challenges the decision-making processes of the Council, and partner organisations, for the benefit of the people of Merton.

2.2   The Healthier Communities and Older People Overview and Scrutiny Panel has a specific role relating to public health, health partners, adult social care and mental health scrutiny and to performance monitoring that should automatically be built into their work programmes.

2.3   The Healthier Communities and Older People Overview and Scrutiny Panel may choose to scrutinise a range of issues through a combination of pre-decision scrutiny items, policy development, performance monitoring, information updates and follow up to previous scrutiny work. Any call-in work will be programmed into the provisional call-in dates identified in the corporate calendar as required.

2.4   The Healthier Communities and Older People Overview and Scrutiny Panel have six scheduled meetings over the course of 2017/18, including the scheduled budget meeting (representing a maximum of 21 hours of scrutiny per year – assuming 3 hours per meeting). Members will therefore need to be selective in their choice of items for the work programme.

Principles guiding the development of the scrutiny work programme

2.5   The following key principles of effective scrutiny should be considered when the Commission determines its work programme:

- **Be selective** – There is a need to prioritise so that high priority issues are scrutinised given the limited number of scheduled meetings and time available. Members should consider what can realistically and properly be reviewed at each meeting, taking into account the time needed to scrutinise each item and what the session is intended to achieve.

- **Add value with scrutiny** – Items should have the potential to 'add value' to the work of the council and its partners. If it is not clear what the intended outcomes or impact of a review will be then Members should consider if there are issues of a higher priority that could be scrutinised instead.

- **Be ambitious** – The Panel should not shy away from carrying out scrutiny of issues that are of local concern, whether or not they are the primary responsibility of the council. The Local Government Act 2000 gave local authorities the power to do anything to promote economic, social and environmental well being of local communities. Subsequent Acts have conferred specific powers to scrutinise health services, crime and disorder issues and to hold partner organisations to account.

- **Be flexible** – Members are reminded that there needs to be a degree of flexibility in their work programme to respond to unforeseen issues/items for consideration/comment during the year and accommodate any developmental or additional work that falls within the remit of this Panel. For example Members may wish to question officers regarding the declining performance of a service or may choose to respond to a Councillor Call for Action request.

- **Think about the timing** – Members should ensure that the scrutiny activity is timely and that, where appropriate, their findings and recommendations inform wider corporate developments or policy development cycles at a time when they can have most impact. Members should seek to avoid duplication of work carried out elsewhere.

Models for carrying out scrutiny work

2.6   There are a number of means by which the Healthier Communities and Older People Overview and Scrutiny Panel can deliver its work programme. Members should consider which of the following options is most appropriate to undertake each of the items they have selected for inclusion in the work programme:

Item on a scheduled meeting agenda/ hold an extra meeting of the Panel	▪ The Panel can agree to add an item to the agenda for a meeting and call Cabinet Members/ Officers/Partners to the meeting to respond to questioning on the matter ▪ A variation of this model could be a one-day seminar-scrutiny of issues that, although important, do not merit setting up a 'task-and-finish' group.
Task Group	▪ A small group of Members meet outside of the scheduled meetings to gather information on the subject area, visit other local authorities/sites, speak to service users, expert witnesses and/or Officers/Partners. The Task Group can then report back to the Panel with their findings to endorse the submission of their recommendations to Cabinet/Council ▪ This is the method usually used to carry out policy reviews
The Panel asks for a report then takes a view on action	▪ The Panel may need more information before taking a view on whether to carry out a full review so asks for a report – either from the service department or from the Scrutiny Team – to give them more details.
Meeting with service Officer/Partners	▪ A Member (or small group of Members) has a meeting with service officers/Partners to discuss concerns or raise queries. ▪ If the Member is not satisfied with the outcome or believes that the Panel needs to have a more in-depth review of the matter s/he takes it back to the

	Panel for discussion.
Individual Members doing some initial research	▪ A member with a specific concern carries out some research to gain more information on the matter and then brings his/her findings to the attention of the Panel if s/he still has concerns.

2.7   Note that, in order to keep agendas to a manageable size, and to focus on items to which the Panel can make a direct contribution, the Panel may choose to take some "information only" items outside of Panel meetings, for example by email.

Support available for scrutiny activity

2.8   The Overview and Scrutiny function has dedicated scrutiny support from the Scrutiny Team to:

- Work with the Chair and Vice-Chair of the Panel to manage the work programme and coordinate the agenda, including advising officers and partner organisations on information required and guidance for witnesses submitting evidence to a scrutiny review;

- Provide support for scrutiny members through briefing papers, background material, training and development seminars, etc;

- Facilitate and manage the work of the task and finish groups, including research, arranging site visits, inviting and briefing witnesses and drafting review reports on behalf on the Chair; and

- Promote the scrutiny function across the organisation and externally.

2.9   The Healthier Communities and Older People Overview and Scrutiny Panel will need to assess how it can best utilise the available support from the Scrutiny Team to deliver its work programme for 2017/18.

2.10   The Panel is also invited to comment on any briefing, training and support that is needed to enable Members to undertake their work programme. Members may also wish to undertake visits to local services in order to familiarise themselves with these. Such visits should be made with the knowledge of the Chair and will be organised by the Scrutiny Team.

2.11   The Scrutiny Team will take the Healthier Communities and Older People Overview and Scrutiny Panel's views on board in developing the support that is provided.

3.   Selecting items for the Scrutiny Work Programme

3.1   The Healthier Communities and Older People Overview and Scrutiny Panel sets its own agenda within the scope of its terms of reference. It has the following remit:

- Formal health scrutiny including discharging the Council's responsibilities in respect of the Health and Social Care Act 2001 ;

- Health including promoting good health and healthy lifestyles, mental health and reducing health inequalities;

- Community Care (adult social care and older people's social care;

- Active ageing

- Scrutiny of the Health and Wellbeing Board

3.1   The Scrutiny Team has undertaken a campaign to gather suggestions for issues to scrutinise either as agenda items or task group reviews. Suggestions have been received from members of the public, councillors and partner organisations including the police, NHS and Merton Voluntary Service Council. Issues that have been raised repeatedly at Community Forums have also been included. The Scrutiny Team has consulted departmental management teams in order to identify forthcoming issues on which the Panel could contribute to the policymaking process.

3.2   The councillors who attended a "topic selection" workshop on 20 June 2017 discussed these suggestions. Suggestions were prioritised at the workshop using the criteria listed in Appendix 2. In particular, participants sought to identify issues that related to the Council's strategic priorities or where there was underperformance; issues of public interest or concern and issues where scrutiny could make a difference.

3.3   A note of the workshop discussion relating to the remit of the Panel is set out in Appendix 3.

3.4   Appendix 1 contains a draft work programme that has been drawn up, taking the workshop discussion into account, for the consideration of the Panel. The Panel is requested to discuss this draft and agree any changes that it wishes to make.

4.   Task group reviews

4.1   The Panel is invited to select an issue for in-depth scrutiny and establish a task group.

5.   Co-option to the Panel membership

5.1   Scrutiny Panels can consider whether to appoint non-statutory (non-voting) co-optees to the membership, in order to add to the specific knowledge, expertise and understanding of key issues to aid the scrutiny function. Panels may also wish to consider whether it may be helpful to co-opt people from "seldom heard" groups.

6.   Public involvement

6.1   Scrutiny provides extensive opportunities for community involvement and democratic accountability. Engagement with service users and with the general public can help to improve the quality, legitimacy and long-term viability of recommendations made by the Panel.

6.2   Service users and the public bring different perspectives, experiences and solutions to scrutiny, particularly if "seldom heard" groups such as young people, disabled people, people from black and minority ethnic communities and people from lesbian gay bisexual and transgender communities are included.

6.3   This engagement will help the Panel to understand the service user's perspective on individual services and on co-ordination between services. Views can be heard directly through written or oral evidence or heard indirectly through making use of existing sources of information, for example from surveys. From time to time the Panel/Task Group may wish to carry out engagement activities of its own, by holding discussion groups or sending questionnaires on particular issues of interest.

| 6.4 | Much can be learnt from best practice already developed in Merton and elsewhere. The Scrutiny Team will be able to help the Panel to identify the range of stakeholders from which it may wish to seek views and the best way to engage with particular groups within the community. |

7. ALTERNATIVE OPTIONS

7.1 A number of issues highlighted in this report recommend that Panel members take into account certain considerations when setting their work programme for 2017/18. The Healthier Communities and Older People Overview and Scrutiny Panel is free to determine its work programme as it sees fit. Members may therefore choose to identify a work programme that does not take into account these considerations. This is not advised as ignoring the issues raised would either conflict with good practice and/or principles endorsed in the Review of Scrutiny, or could mean that adequate support would not be available to carry out the work identified for the work programme.

7.2 A range of suggestions from the public, partner organisations, officers and Members for inclusion in the scrutiny work programme are set out in the appendices, together with a suggested approach to determining which to include in the work programme. Members may choose to respond differently. However, in doing so, Members should be clear about expected outcomes, how realistic expectations are and the impact of their decision on their wider work programme and support time. Members are also free to incorporate into their work programme any other issues they think should be subject to scrutiny over the course of the year, with the same considerations in mind.

8. CONSULTATION UNDERTAKEN OR PROPOSED

8.1 To assist Members to identify priorities for inclusion in the Panel's work programme, the Scrutiny Team has undertaken a campaign to gather suggestions for possible scrutiny reviews from a number of sources:

a. Members of the public have been approached using the following tools: articles in the local press, My Merton and Merton Together, request for suggestions from all councillors and co-opted members, letter to partner organisations and to a range of local voluntary and community organisations, including those involved in the Inter-Faith Forum and members of the Lesbian Gay and Transgender Forum;

b. Councillors have put forward suggestions by raising issues in scrutiny meetings, via the Overview and Scrutiny Member Survey 2017, and by contacting the Scrutiny Team direct; and

c. Officers have been consulted via discussion at departmental management team meetings.

9. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

9.1 There are none specific to this report. Scrutiny work involves consideration of the financial, resource and property issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific financial, resource and property implications.

10. LEGAL AND STATUTORY IMPLICATIONS

10.1 Overview and scrutiny bodies operate within the provisions set out in the Local Government Act 2000, the Health and Social Care Act 2001& 2012 and the Local Government and Public Involvement in Health Act 2007.

10.2 Scrutiny work involves consideration of the legal and statutory issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific legal and statutory implications.

11. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

11.1 It is a fundamental aim of the scrutiny process to ensure that there is full and equal access to the democratic process through public involvement and engagement. The reviews will involve work to consult local residents, community and voluntary sector groups, businesses, hard to reach groups, partner organisations etc and the views gathered will be fed into the review.

11.2 Scrutiny work involves consideration of the human rights, equalities and community cohesion issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific human rights, equalities and community cohesion implications.

12. CRIME AND DISORDER IMPLICATIONS

12.1 In line with the requirements of the Crime and Disorder Act 1998 and the Police and Justice Act 2006, all Council departments must have regard to the impact of services on crime, including anti-social behaviour and drugs. Scrutiny review reports will therefore highlight any implications arising from the reviews relating to crime and disorder as necessary.

13. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

13.1 There are none specific to this report. Scrutiny work involves consideration of the risk management and health and safety issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific risk management and health and safety implications.

14. APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

14.1 Appendix I – Healthier Communities and Older People Overview and Scrutiny Panel draft work programme 2017/18

14.2 Appendix 2 – Selecting a Scrutiny Topic – criteria used at the workshop on 20 June 2017

14.3 Appendix 3 – Notes from discussion of topics relating to the remit of the Healthier Communities and Older People Overview and Scrutiny Panel, Scrutiny Topic Selection Workshop on 20 June 2017 (**to follow**)

14.4

15. BACKGROUND PAPERS

15.1 None

Draft work programme 2017/18

Meeting date – 27 June 2017

Item/Issue
St George's University Hospitals NHS Foundation Trust
South West London and St George's Mental Health NHS Trust
Work programme Report 2017/18

Meeting date – 7 September 2017

Meeting Date 7 November 2017

Meeting date - 11 January 2018 (scrutiny of the budget)

Meeting date - 2 February 2018

Meeting date – 13 March 2018

Selecting a Scrutiny Topic – criteria used at the workshop on 24 May 2016

The purpose of the workshop is to identify priority issues for consideration as agenda items or in-depth reviews by the Panel. The final decision on this will then be made by the Panel at its first meeting on 28 June 2016.

All the issues that have been suggested to date by councillors, officers, partner organisations and residents are outlined in the supporting papers.

Further suggestions may emerge from discussion at the workshop.

Points to consider when selecting a topic:

o   Is the issue strategic, significant and specific?

o   Is it an area of underperformance?

o   Will the scrutiny activity add value to the Council's and/or its partners' overall performance?

o   Is it likely to lead to effective, tangible outcomes?

o   Is it an issue of community concern and will it engage the public?

o   Does this issue have a potential impact for one or more section(s) of the population?

o   Will this work duplicate other work already underway, planned or done recently?

o   Is it an issue of concern to partners and stakeholders?

o   Are there adequate resources available to do the activity well?

To follow