

# HEALTH AND ADULT SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE

23 JUNE 2011

## WORK PROGRAMME

Report from: Neil Davies, Chief Executive

Author: Rosie Gunstone, Democratic Services Officer

### Summary

This report advises Members of the current work programme for discussion in the light of latest priorities, issues and circumstances. This report gives Members the opportunity to shape and direct the Committee's activities.

#### 1. Budget and Policy Framework

- 1.1 Under Chapter 4 – Rules, paragraph 22.1 (v) General terms of reference, each overview and scrutiny committee has the responsibility for setting its own work programme.

#### 2. Background

- 2.1 Appendix 1 to this report sets out the existing work programme for the Committee.

#### 3. Agenda planning meeting

- 3.1 Members will be aware that Overview and Scrutiny Committees hold agenda planning meetings on a regular basis. These give officers guidance on information Members wish them to provide when scrutinising an issue.

- 3.2. The agenda planning meeting took place on 8 July 2011.

#### 4. Selection of topic/themed meeting/in-depth review

- 4.1. The proposed timetable of member level meetings for 2011/12 was agreed at the Council meeting on 14 April for onward referral to Annual Council where it gets formal approval. This year we are proposing a

reduction in the frequency of Council, Cabinet and O and S meetings plus a reduction in the number of indepth reviews undertaken by O and S Committees (to three task groups or themed meetings per year across all Committees) as a consequence of the staffing reductions in Democratic and Members Services.

- 4.2. We need a process for prioritising a reduced programme of indepth scrutiny review work. The following process was agreed at a meeting of Business Support on 9 June 2011:
- 4.3. **7 to 23 June** - Each committee is invited to agree that the Chairman and Opposition Spokespersons should meet during June and July with appropriate officer support to draw up a shortlist of in depth review topics.
  - **19 July – 18 August** – each committee will agree its selection of in-depth review topics to be forwarded to the Business Support Overview and Scrutiny Committee for prioritisation with a rationale for each using the template attached at Appendix 4, or something similar. This is a practice used by a lot of authorities and suggested by the Centre for Public Scrutiny as one way of assessing and choosing the topics for in depth review work at a time when it is important to demonstrate the value added by scrutiny work.
  - **Early September:** All Overview and Scrutiny Chairmen and Opposition spokespersons will be invited to a meeting to review the long list of suggested in-depth review topics with the aim of reaching agreement on a recommended priority order using the feasibility criteria as a guide
  - **20 September:** Business Support Overview and Scrutiny Committee will formally discuss suggested topics and decide how the reviews should be prioritised and timetabled.

## **5. Dementia report**

- 5.1. In March 2011 a wide ranging briefing on health matters was held for all councillors which included a presentation on the Older People's Strategy and the Dementia pathway. This followed a letter sent to all Members of this Committee explaining the change to the timetable for a report on the dementia pathway.
- 5.2. As part of its work in reviewing the Dementia pathway, NHS Medway has been scoping the commissioning requirements for the pathway and will be taking an initial report to a new committee of the PCT, the Commissioning Committee, which will commence from July.
- 5.3. The Commissioning Committee will include GPs and Non-Executive Directors, as well as Medway Council Social Care representation. This committee replaces the Professional Advisory Committee and will receive the report on the dementia pathway at its first meeting. In view

of this it is proposed that the report is brought to this Committee on 18 August 2011.

## **6 Elm House and Kings Road Clinic moves**

- 6.1. NHS Medway is considering the relocation of staff and services from Elm House Clinic, Chatham and Kings Road Clinic, Luton, into more suitable accommodation because both clinics are poor environments for patients and staff and are unsuitable for the delivery of modern day healthcare. In addition, these buildings do not fully comply with Disability Discrimination Act (DDA) requirements and are very inefficient in energy use.
- 6.2. Members are asked to note that this item will be considered at 18 August 2011 meeting.

## **7 Kent and Medway Safeguarding Bi-annual Report**

- 7.1. The Kent and Medway Safeguarding Bi-annual report 2009/2010 and 2010/2011 will be ready for submission to this Committee at its next meeting.

## **8. Medway legacy document**

- 8.1. On 14 June 2011 a briefing note was despatched to all Members of this Committee relating to the Medway legacy document being compiled by NHS Kent and Medway for onward submission to NHS South East Coast by the end of this month.
- 8.2. The draft legacy document needs to be programmed for this Committee's next meeting for comment.

## **9. Cabinet forward plan**

- 9.1. There are no new items on the Cabinet forward plan relating to this Committee.

## **10 Financial and legal implications**

- 10.1. There are no financial or legal implications arising directly from this report.

## **11. Recommendations**

Members are asked to

- 11.1. consider whether to amend the existing work programme (attached as Appendix 1 to this report);
- 11.2. agree that during June/July this Committee draws up a list of potential topics for either an in-depth review or a themed meeting with a view to

this list being considered at this Committee's meeting on 18 August 2011 and then referred to Business Support Overview and Scrutiny Committee on 20 September 2011; to be considered alongside other priorities;

11.3. note the process for agreeing topics for further in-depth review/themed meetings set out in paragraph 4 of the report;

11.4. add the following items to the work programme for 18 August 2011:

- Elm House/Kings Road moves;
- Kent and Medway Adult Safeguarding Bi-annual report 2009/2010-2010/2011;
- Dementia
- Possible topics for in-depth review/themed meeting (see 11.2 above)

**Lead officer contact**

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**Background papers - none**

**Work Programme  
Health and Adult Social Care Overview and Scrutiny Committee**

Item	Work type	Responsible officer	Objectives	Timescale
Themed meeting – mental health				After May 2011
Consultation on merger of Medway Maritime Hospital and Dartford and Gravesham NHS Trust/Monitor report of breach in conditions	Community issue	Mark Devlin, Chief Executive Medway NHS Foundation Trust	Initial consultation on proposed merger to be considered prior to substantial variation/development consultation. To be advised of position re breach in conditions.	23 June 2011
End of year performance report 2010/2011	Scrutiny of performance/ budget	Preeya Madhoo	To consider the end of year report for the Council Plan 2010/2011.	23 June 2011
Phlebotomy update	Service information	Helen Buckingham, Acting CE, NHS Medway	To receive an update on the changes to the phlebotomy service.	23 June 2011
NHS Medway legacy document	Service information	Helen Buckingham, Acting CE, NHS Medway	To consider the legacy document produced by NHS Medway.	18 August 2011
Variations to the Kent and Medway trauma services	Holding to account	NHS West Kent, Karen Barkway	To consider variations to the Kent and Medway trauma services.	18 August 2011
Annual complaints and compliments report	Scrutiny of performance	Lynne Bush	To consider the annual report on complaints and compliments	18 August 2011 *
Dementia Pathway Review	Holding to account	Wendy Alleway, NHS Medway	To consider a potential service variation/development in relation to dementia	18 August 2011
Kent and Medway Bi-annual adult safeguarding report	Service information	Sally Ann Baxter	To consider the Kent and Medway Bi-annual adult safeguarding report	18 August 2011 *
Elm House/King's Road, Chatham	Holding to account	Helen Buckingham, NHS Medway	To consider a move of services from Elm House/King's Road Chatham	18 August 2011 *
Council Plan – 1 <sup>st</sup> quarter monitoring 2011/2012	Scrutiny of performance/ budget	Preeya Madhoo, Performance Manager Adults	To consider the Council Plan – 1 <sup>st</sup> quarter monitoring 2011/2012	18 August 2011
Carers' Support Task Group	Service information	Jane Love/ Rosie Gunstone	Report back on progress with carers' support.	5 October 2011

\* See work programme report

Item	Work type	Responsible officer	Objectives	Timescale
Council Plan – 2 <sup>nd</sup> quarter monitoring 2011/2012	Scrutiny of performance /budget	Preeya Madhoo, Performance Manager Adults	To consider the Council Plan – 2 <sup>nd</sup> quarter monitoring 2011/2012	15 December 2011
Council Plan – 3 <sup>rd</sup> quarter monitoring 2011/2012	Scrutiny of performance /budget	Preeya Madhoo, Performance Manager Adults	To consider the Council Plan – 3 <sup>rd</sup> quarter monitoring 2011/2012	27 March 2012
Safeguarding vulnerable adults	Service information	Sallyann Baxter, Safeguarding Vulnerable Adults Co-ordinator	To receive an update on progress with implementing recommendations from independent consultant and from committee discussion on 15 March 2011.	27 March 2012
Council Plan monitoring – fourth quarter	Scrutiny and performance	Preeya Madhoo, Performance Manager, Adults	To scrutinise performance against targets in the Council Plan.	Date to be determined
Chronic Pain Service	Holding to account	Simon Truett, Head of Long Term Care	To consider a service change in respect of chronic pain management.	Date to be determined
Diabetes	Service information		To receive a report.	Date to be determined
Council Plan end of Year 2011/12	Scrutiny of performance /budget	Preeya Madhoo, Performance Manager Adults	To consider the end of year Council report 2011/12	Date to be determined

**Dates of future meetings:**

2011: 18 August; 6 October; 15 December

2012: 26 January; 27 March

**Work completed in 2011/2012:**

**OVERVIEW AND SCRUTINY COMMITTEES  
PROGRAMME OF INDEPTH REVIEWS 2011/2012**

Committee	Proposed topic	Task Group or themed meeting	Reason for review	National/local context	Performance indicators (where relevant)	Public feedback/interest in issue (where known)
<b>BUSINESS SUPPORT</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>					
<b>CHILDREN AND YOUNG PEOPLE</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>					
<b>HEALTH AND ADULT SOCIAL CARE</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>					
<b>REGENERATION, COMMUNITY AND CULTURE</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>					

