Bolton Council

Report to:	Adult and Community Services Scrutiny Committee
Date:	6 October 2009
Report of:	Director of the Chief Executive's Department **Report No:**
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Report Title: **Identification of Issues for Scrutiny / Annual Work Programme**

**Confidential /
Non Confidential:**
(delete as approp)

(***Non-Confidential***) This report does **not** contain information which warrants its consideration in the absence of the press or members of the public

Purpose:

The report outlines the Committee's Work Programme for the 2009 / 2010 Municipal Year, which is updated on a rolling basis.

Recommendations:

To consider the Work Programme

Decision:

**Background
Doc(s):**

A timetabled list of issues agreed by the Committee as issues they would like to receive reports/investigate over the next twelve months is appended. Some items on this list emanate from Executive decisions made over the last year, along with other matters from performance and external inspection information.

Background Information

1.0 Choosing Issues

At the Committee Work Programme Meeting, held at the beginning of the municipal year, the matters set out in 1.1 and 1.2 below were borne in mind when setting the programme. Members of the Committee are asked to refer to these issues when considering additional items for consideration during the municipal year.

1.1 Key Factors in Assessing Relevance of Issues for Scrutiny

Relevance
- The Policy highlighted for Scrutiny is under the remit of the Scrutiny Committee.
- That the planned scrutiny has an impact in improving services to better meet the needs and expectations of residents/customers.
- Ensure that the policy, action, or organisation is not being scrutinised elsewhere.

Public Interest

- There is evidence of significant Bolton wide public interest in this topic.
- It is a "high profile" topic for specific Bolton wide communities or interest groups.
- The review would, where appropriate, give an opportunity for the people of Bolton to have a say.

Impact

- The review will have a significant impact on the well-being of the public of Bolton.
- The issue has implications for diversity, equality, and social inclusion.
- This could make a big difference to the way services are delivered.
- This could make a big difference to the way resources are used.

Performance

- Is Performance particularly good/bad?

1.2 Identification of Criteria to Evaluate the Appropriateness of Issues for Scrutiny Panels

The review of whether a subject is suitable for scrutiny should consider:

•	Relevance	
	•	Would a review be replicated by any other internal or external review process?
	•	Is the service or issue a national government priority?
	•	Have there been national changes to policy?
	•	Is the issue of significant interest to the Bolton wide public?

	•	Would there be a significant impact on a particular community? (both interest and locality)
	•	Have there been local changes to policy?
	•	Is it an area of poor performance?
	•	Is it an area of outstanding performance?
	•	Is there a pattern of budgetary overspend in service area?
	•	Has there been a change to the remit of our arms length bodies?
•	Potential Impact of a Review	
	•	Is it possible for the Scrutiny Panel to make a valuable contribution?
	•	Are there sufficient resources both in terms of finance and officer availability to have a tangible impact?

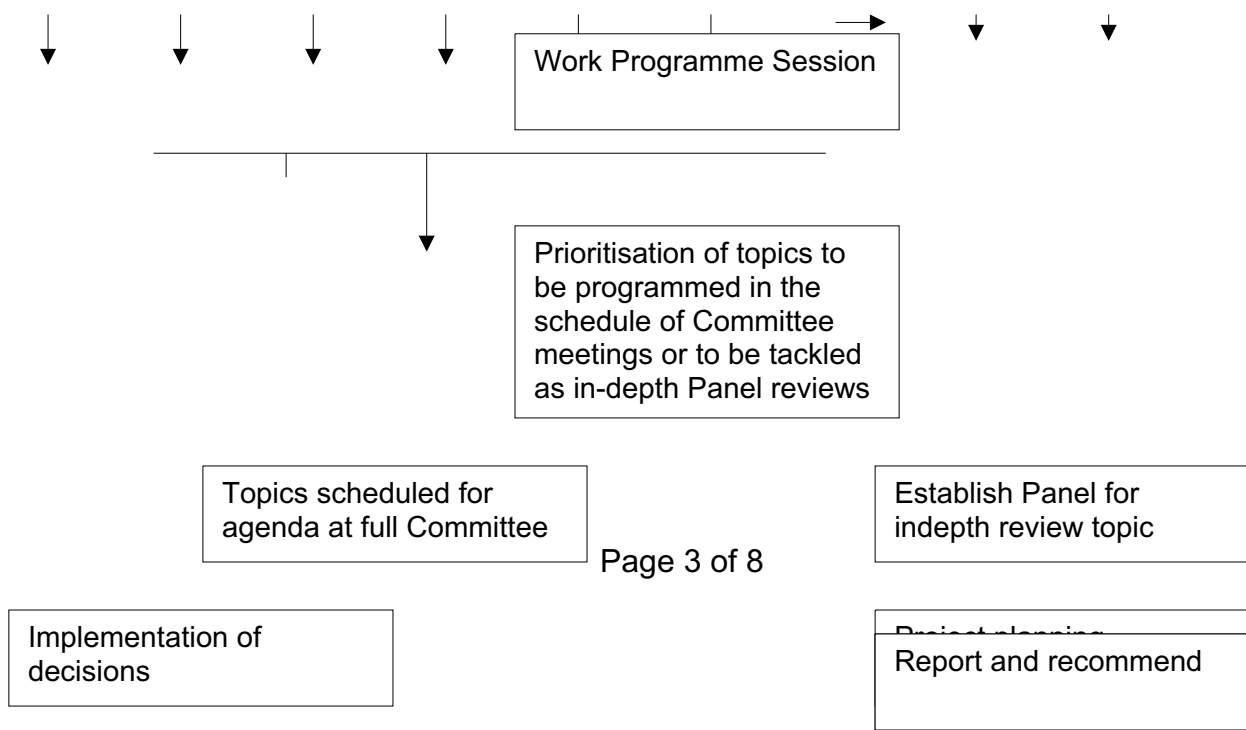### 1.3   The Council's Main Aims and Priority Themes

It is also worth keeping in mind the Council's Main Aims and Priority Themes when considering Committee Work Programmes:

Main Aims – Economic Prosperity, Narrowing the Gap and Transforming Services.

Priority Themes – Healthy, Achieving, Prosperous, Safe, Cleaner and Greener and Strong and Confident.

Attached at **Appendix One** is a schedule which Members can use as an aid to the identification of items for consideration by the Committee.

1.4   Planning and Managing the Committee Workload

Work Programme Session

Prioritisation of topics to be programmed in the schedule of Committee meetings or to be tackled as in-depth Panel reviews

Topics scheduled for agenda at full Committee

Establish Panel for indepth review topic

Implementation of decisions

Report and recommend

Monitor implementation of decisions
(Schedule at each Committee meeting)

Monitor implementation of recommendations
(Schedule at each Committee meeting)

1.5   Evaluating the Work of Scrutiny Panels

Evaluating the work of Scrutiny Panels will become increasingly important to aid the Council in determining what works well and in terms of Government expectations and within the Councillor Call for Action process.

Proposed process for evaluating the Panel and monitoring implementation:-

1.   At their last meeting, all panels include an item in which they look back on the panel's work and evaluate its effectiveness. Panel members' views of what has and has not been effective is noted so that it can be taken on board for future panels.

2.   Once the report has been received by the Executive or Executive Member it is sent out to all those who contributed to the panel's work along with a short evaluation form asking contributors about their experience of the scrutiny panel, from the adequacy of administrative arrangements to the standard of interaction with the panel and their views on the final report. The published report is put on the web site and also sent to all libraries and is provided on request to anyone who wants a copy.

3.   Ultimately the real effectiveness of the panel must be measured by the difference it makes to outcomes. This remains extremely hard to evaluate given that there may be many changes occurring within a particular service area at any one time due to any number of reasons and these can all have an impact on residents' lives. Singling out the effect of the implementation of scrutiny panel recommendations is therefore very difficult.

4.   However, care should be taken to ensure that those recommendations that are agreed by the Executive are implemented.

        This should be done via a standard Decision Monitoring Schedule which will be implemented this municipal year.

        In certain circumstances it may though be necessary to write off some outstanding recommendations. This may be because implementation was initially agreed in principle, subject to funding being approved but despite attempts to locate sources there is no reason to think that funding will be available in the near future. It could also be because legislation or internal changes had altered the shape of a service to such an extent that some recommendations had become obsolete.

Adults and Community Services Scrutiny Committee

23 June 2009	**1) Outcomes of the visit to the Equipment Stores** Members will have had a chance to formally visit the Stores to see the progress being made before the meeting, following the recommendations made at the Aids and Adaptations Scrutiny Panel to the Executive Member **2) Efficiency Savings** Looking at the options available and the impact this would have on services following the significant loss of staff members **3) Update on the Library Review** Culture has now returned to Adults and Community Services and during its time as part of the Children's Services, Culture, Young People and Sport Scrutiny Committee, there were regular updates regarding the progress being made by the Libraries following the recommendations made to the Executive Member from a Scrutiny Panel and the resulting Policy Development Group.
18 August 2009	**1) Quarterly Performance and Budget Monitoring Report – Quarter 4** This report is intended to come to this Scrutiny meeting after its initial notification at the meeting of the Executive Member. **2) Quality Assurance** Giving Members the opportunity to look at the mechanisms that are in place for the service as well as for providers and commissioners through quality assurance and influencing quality. **3) Outcomes of the CSCI report and its recommendations** Following the Inspection that took place last year, the Department is now in the position to report on CSCI's findings. **4) Annual Report on the Albert Halls** This yearly update will become part of the Scrutiny process following the re-introduction of Culture to the Adults and Community Services Scrutiny Committee.
6 October 2009	**1) Personalisation** The Work Programme Event enabled both officers and Members to concentrate on the Personalisation agenda. The Scrutiny Committee will be able to look at the unit costs of services and how this was being assessed as this is a huge area of the Adult and Social Care that will be overlooked. **2) Annual Complaints Report**

7	The Committee will receive an update of this report as per the Strategic Plan. **3) Design for Life – Museums** The Committee will be given an overview of the Design for Life project that was offered to the Museum as a partnership opportunity by the Bolton Find Your Talent team, allowing partnership work across internal departments and externally through Bolton. Members will be briefed on the progress and the next steps. **4) Quarterly Performance and Budget Monitoring Report – Quarter 1** This report will outline the performance indicators of the service and the budget for the forthcoming financial year.
1 December 2009	**1) Michael Report – Progress to Date** The Work Programme Event, prior to the commencement of the cycle of Scrutiny Committee's identified the need to have a look at this Independent Inquiry into the access to healthcare for people with learning disabilities, whereby recommendations had been made, some of which will affect Local Authorities. **2) Community Leisure Trust** As a result of the Cultural Services department falling under the remit of this Scrutiny Committee, it also means that the Committee has the responsibility for the strategic management of the Community Leisure Trust. A report outlining what this entails and the future outlook will be carried out. **3) Resource Options** As part of the Strategic Plan for the service, it was highlighted as a potential area to be scrutinised following the Work Programme Event, due to the enormity of the potential impact this will have. **4) Annual Assessment on Care Report** This report is due to be put to the Committee as a matter of course.
9 February 2010	**1) LINKs - Update Report** LINKs representatives attended the Work Programme Event and they agreed to present to the Committee an update of the work that will be taking place surrounding LINKs and its communication with the Local Authority. **2) Mental Health Act and Mental Capacity Act – Implementation Update** The Work Programme Event determined that it would be useful to monitor the implementation and look at areas that would be useful for scrutiny. **3) Annual Safeguarding Report**

8	The Committee will be provided with an update of this report, as per the Strategic Plan. **4) Quarterly Performance and Budget Monitoring Report – Quarter 2** This will be the Quarter 2 report to this Committee, outlining performance indicators and the current budgets for Adults and Community Services. **5) 2009 Annual Performance Assessment** The Committee will be provided an update report as per the Strategic Plan.
6 April 2009	**1) Quarterly Performance and Budget Monitoring Report** This will be the Quarter 3 report to this Committee, outlining performance indicators and the current budgets for Adults and Community Services. **2) Green Paper on the Future Funding of Social Care** The Committee will be updated with the Green Paper proposals for the long term reform on adult social care funding **3) Overview of Voluntary Sector Grants in relation to Culture**