

SUBJECT:	WORK PROGRAMME REPORT
MEETING:	ADULTS SELECT COMMITTEE
DATE:	25th July 2017
DIVISION/WARDS	
AFFECTED:	All

1. PURPOSE:

- 1.1 This report recommends a 'planned approach' to Scrutiny Forward Work Programming in order to maximise the effectiveness and added value of scrutiny activity, ensuring focus upon topics of the highest priority for the Council and those which reflect the public interest.

2. RECOMMENDATIONS:

That the Committee adopts the process suggested in this report to develop their Select Committee work programme, taking into account:

- The responsibility to scrutinise performance and key risks in order to provide effective challenge to the Council's Executive;
- The duty to scrutinise wider public services provided to Monmouthshire residents as a result of powers afforded to them through the Local Government Measure;
- Capacity/resources when prioritising topics for scrutiny and agreeing their inclusion into the work programme.

3. KEY ISSUES:

- 3.1 Select Committees are required to agree a work programme at the start of each municipal year that outlines their work commitments for the year ahead (Local Government (Wales) Measure 2011). The Select Committee work programme should as far as possible be agreed at the beginning of each municipal year, however, it can be updated during the year to accommodate urgent items at the Committee's dispensation.

IDENTIFYING KEY TOPICS

- 3.2 Topics for the work programme can derive from a wide range of sources including:
- Risk Register – key risks have been allocated to Select Committees which are responsible for considering the risks and where appropriate, challenging the performance of the Executive and the actions being taken to mitigate risks.

- Performance monitoring reports / budget monitoring reports – the Select Committees undertake regular monitoring of the Council's performance and progress in implementing previously agreed actions.
- The Cabinet's Forward Plan (attached to this agenda) – topics on the Cabinet Forward Plan can be considered by Select Committees in advance to enable the Committee to inform the Cabinet's decision by making evidence-based recommendations.
- Suggestions/requests made by: Council Members, senior management, Scrutiny Officer, partners and stakeholders – a topic may be identified for scrutiny because of changes to legislation/government guidance, or a policy is recognised as being in need of updating or reviewing locally and it would be beneficial for the committee to review the policy.
- Corporate/strategic plans ~ such as the Council's Improvement Plan.
- Highlighted Issues ~ in audit and inspection reports.
- Public Consultation ~ Outcomes of public consultation on the work programme.

3.3 In addition to standing items such as budget monitoring, performance monitoring and risk management which are considered on a regular basis, Cabinet Members and Officers may suggest topics which they feel warrant scrutiny, however, it remains the Committee's prerogative to set and agree their work programme. In doing so, the Committee should identify and agree the highest priority topics, which will add the most value.

3.4 Topics requiring long and detailed examination can be looked at in detail over the course of several meetings and should be included in the Committee's work programme with timescales. Select Committees are advised to consider whether a "short scrutiny" via several focussed meetings would be more appropriate than a Task and Finish Group, given the dynamic environment / fast pace of change within which modern councils operate. Short scrutinies allow the work programme to be flexible and to accommodate urgent items. Due to the level of resources and the time taken to deliver outcomes via Task & Finish Groups, Select Committees are advised to establish no more than one Task and Finish Group per Committee at any one time.

4.0 PRIORITISING TOPICS FOR SCRUTINY

4.1 Some key principles for Members to consider when setting the work programme are:

- Topics should add value and support corporate priorities.
- The timing of scrutiny activity should achieve maximum impact.
- Where appropriate, partners, stakeholders and the public should be involved.
- Allowing some flexibility in the work programme will enable urgent topics to be included if they arise.
- The aim should always be to seek improvement in service provision.
- The work programme should be achievable within available resources.

Checklist for prioritising Topics for Scrutiny

Public Interest	Evidence
<ul style="list-style-type: none"> ❖ Is this a “high profile” topic? ❖ Is there evidence of significant public interest? ❖ Is this an area where a lot of complaints are received and/or bad press? ❖ Would this review provide opportunities for the local community to have a say? ❖ Is substantial survey / research work required? 	
Impact	Evidence
<ul style="list-style-type: none"> ❖ Will this review have a significant impact on the “well-being” of people in Monmouthshire? ❖ Does a local community/interest group have much to gain/lose? ❖ Is there work required to develop the routes to influencing change? (consider external influences) ❖ Would it make a big difference to the way services are delivered? ❖ Would it make a big difference to the way resources are used? 	
Performance	Evidence
<ul style="list-style-type: none"> ❖ Is the Council / are other organisations under- performing in this area? ❖ Is performance poor compared to others and do we understand why this is the case? ❖ Are we are performing well, but spending too much of our resources in this area? ❖ Are there few local or national performance measures/targets by which to measure our performance? 	
Influence	Evidence
<ul style="list-style-type: none"> ❖ Has this service been recently reviewed or inspected? ❖ Will this issue be part of an improvement review or external inspection in the next two years? ❖ If the service is to be reviewed or inspected soon, can Select Committees make a positive contribution by focussing on specific aspects and making recommendations? ❖ Are there any current or future major changes forecasted which reduce or pre-empt the value of the investigation? ❖ Are changes to this service planned and can Scrutiny positively influence change? 	

4.2 The above checklist is designed to assist the Committee in selecting appropriate topics for scrutiny by encouraging Members to consider the anticipated outcomes and impact of any scrutiny activity. Any topics chosen for an in-depth review via a

Task and Finish Group should be scoped by the Scrutiny Officer to assess their feasibility, the likely objectives, and potential lines of inquiry and Terms of Reference prior to commencement.

5.0 TOPICS SCRUTINISED DURING THE PREVIOUS YEAR (May 2016/17)

5.1 Along with routine performance and budget monitoring reports together with annual reports of the chief officer for social services, the following key topics were scrutinised during the previous year:

- ✓ Partnerships: Anti-poverty, Families First Programme, Work of the Joint Assessment Family Framework Team (JAFF)
- ✓ Monmouthshire Carers Strategy
- ✓ Citizens Advice Bureau ~ considered the 'Better Advice Better Lives' report on Council Tax and Housing Benefit
- ✓ Homelessness prevention
- ✓ Joint Housing Solutions Service Pilot
- ✓ CSSIW Domiciliary Care Report ~ linked with 'Turning the World Upside Down' Project on Domiciliary Care.
- ✓ Annual Report of Gwent Frailty Programme
- ✓ Supporting People Grant Update Report
- ✓ Disabled Facilities Grants Update Report
- ✓ Community Coordination Team
- ✓ The partnership framework relating to Adult's Services and their relationship to the Public Service Board
- ✓ Social Services and Well-being Act (Part 11) ~ duties around prisons
- ✓ Responsibilities under the Social Services and Well-being Act to provide an "information, advice and assistance" service
- ✓ Scrutiny with the Aneurin Bevan University Health Board (ABUHB)
 - Out of hours GP services.
 - The fairness / geographical spread of services and the issues of communication / advice / signposting
 - Delayed Transfers of Care
 - Surgery Waiting lists
 - Progress on Llanfrechfa hospital
 - Bwy Nawr
- ✓ Population Needs Assessment for Monmouthshire
- ✓ Annual Complaints Report
- ✓ Stroke Services with ABUHB and Stroke Association
- ✓ 'My Mates' Initiative ~ stakeholders invited

Joint Scrutiny with other Select Committees:

- ✓ Alternative Service Delivery Model
- ✓ Young Carers Strategy
- ✓ Support for Carers
- ✓ Transport Policy for Adult Services
- ✓ Affordable Housing:
 - Supplementary Planning Guidance on Affordable Housing
 - Monmouthshire Letting Service (Deferred)
 - Homeless Prevention - Rent Guarantee Scheme

- ✓ Welfare Reforms:
 - Overview of Reform Changes ~ Department for Work and Pensions
 - Discussion with Registered Social Landlords on welfare reforms and the importance of the Discretionary Housing Payments Policy
 - The impact of benefit changes in Monmouthshire
 - Financial Inclusion Service (engages with welfare reform issues, debt and affordability issues, homelessness prevention)

6 FUTURE SELECT COMMITTEE WORK PROGRAMME

- 6.1 The July Select Committee cycle will primarily focus on familiarising new Members with the scope and remit of their Select Committees and assisting them in setting a forward work programme.
- 6.2 Work programme discussion meetings have taken place between the new Chair of the Select Committee and the relevant chief officer for social services and topics that have been highlighted as requiring scrutiny are as follows:
- ✓ Future Commissioning of Adults Services ~ linked to “Turning the World Upside Down”
 - ✓ Budget Pressures within services and spend analysis
 - ✓ Community Development and Well-being
 - ✓ Supporting People Strategy
 - ✓ Welfare ~ Discussion with Monmouthshire Housing Association on current stock and new home development, support for welfare reform
 - ✓ Housing: (suggested September 2017)
 - Housing Support Gateway
 - Cold Weather Homeless Policy
 - Severe Weather Emergency Protocol
 - Removal of the Temporary Accommodation Management Fee
 - Homeless Accommodation Report (Future of Private Leasing)
 - Local Housing Market Assessment
 - Melin Private Leasing Scheme
 - ✓ Gypsy and Traveller Services
 - ✓ Homelessness Prevention Strategy ~ early 2018
 - ✓ Disabled adaptations further to the additional funding for 2017/18
 - ✓ Annual Complaints Report for Social Services

Joint Scrutiny with Children and Young People’s Select Committee:

- ✓ “Information, Advice and Assistance Service ~ responsibility of the Social Services and Well-being Act 2014 ~ (January/February 2018)
- ✓ The implementation of the Social Services and Well-being Act 2014 ~ (October 2017)
- ✓ Mental Health and Learning Disabilities ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant
- ✓ Well-being ~ responsibilities of the Social Services and Well-being Act 2014 around connected communities and meeting needs
- ✓ Implementation of the Social Services and Well-being Act 2014 ~ review post 18 month together with the duties around prisons ~ (March 2018)

- ✓ Progress of Regional Safeguarding Boards ~ Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- ✓ Regional Integrated Autism Service

6.3 Members will be asked to identify the key topics that they consider warrant scrutiny activity, being clear of the scrutiny role and the intended outcomes of suggested scrutiny activity.

7. RESOURCE IMPLICATIONS:

None identified.

8. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):

8.1 There are no direct implications arising from this report, however, Select Committees are reminded that they have a responsibility to consider any of the above implications through their chosen scrutiny activity.

9. CONSULTEES:

None.

10. BACKGROUND PAPERS:

Recommendations/Outcomes from the CYP Select Committee May 2016/17
Cabinet Forward Plan

11. AUTHOR:

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