

ADULT AND COMMUNITY SERVICES SCRUTINY FORUM AGENDA



Friday, 20 June 2008

at 3.30 pm

in Committee Room B

MEMBERS: ADULT AND COMMUNITY SERVICES SCRUTINY FORUM:
Councillors Atkinson, Brash, Fleet, A Marshall, Plant, Simmons, Worthy and Young

Resident Representatives:

3 vacancies

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 To receive the minutes of the meeting of the Adult and Community Services and Health Scrutiny Forum held on 8 April 2008
- 4. RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO FINAL REPORTS OF THIS FORUM**

None
- 5. CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS REFERRED VIA SCRUTINY CO-ORDINATING COMMITTEE**

None
- 6. CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS**

None

7. ITEMS FOR DISCUSSION

- 7.1 The Role of the Adult and Community Services Scrutiny Forum - *Scrutiny Manager*
- 7.2 Determining the Scrutiny Forum's Work Programme for 2008/2009 – *Scrutiny Manager*
- 7.3 Presentation on the Role and Responsibilities of the Adult and Community Services Department – *Director of Adult and Community Services*

7. ISSUES IDENTIFIED FROM FORWARD PLAN

8. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

Date of Next Meeting - Wednesday, 23 July 2008, commencing at 3.30 pm in Committee Room B

ADULT AND COMMUNITY SERVICES SCRUTINY FORUM

20 June 2008



Report of: Scrutiny Manager

Subject: THE ROLE OF THE ADULT AND COMMUNITY
SERVICES SCRUTINY FORUM

1. PURPOSE OF REPORT

- 1.1 To give an overview of the role and functions of the Adult and Community Services Scrutiny Forum.

2. BACKGROUND

- 2.1 The Council's approach to Overview and Scrutiny has been informed by government guidance, best practice nationally and experience of what works locally to ensure that the Scrutiny Forum's operate in an optimum scrutiny structure that will enable the Forums to add value and improve services for the residents of Hartlepool.
- 2.2 The role of the Scrutiny Co-ordinating Committee is briefly discussed in the following section. Following this in Section 4, there is a more detailed description of the roles and functions of this Forum.

3. ROLE AND FUNCTIONS OF THE SCRUTINY CO-ORDINATING COMMITTEE

- 3.1 The membership of the Scrutiny Co-ordinating Committee reflects both the Council's political make-up and the five standing Scrutiny Forums (which are equally represented on the Committee). A total of sixteen Elected Members serve on the Committee, consisting of the Chair (appointed by Council) and the Chair, Vice-Chair and one other Members from each of the five standing Forums. In addition to this, three Resident representatives are also co-opted onto the Committee, one from each Neighbourhood Consultative Forum.
- 3.2 This approach enables the Scrutiny Co-ordinating Committee to draw on the experience of a variety of Members, represent a cross-section of political views and equally represent each of the four standing Forums. The Scrutiny Co-ordinating Committee is responsible for the overall management of

Overview and Scrutiny within the Authority. Other authorities' experience of scrutiny appears to have benefited from the establishment of such a body. Given the increasing importance of the scrutiny role under the new arrangements and the likely increase in workload of the scrutiny function the role of the Scrutiny Co-ordinating Committee is invaluable. The main roles and functions of the committee are as follows:-

- (i) To work with the five Forums to decide an annual Overview and Scrutiny Work Programme, including the programme of any ad-hoc Forum that it appoints, to ensure that there is efficient use of the Forums and that the potential for duplication of effort is minimised;
- (ii) To lead the involvement of Overview and Scrutiny in the development of the budget and the plans and strategies that make up the policy framework and to delegate issues for consideration to the Forums;
- (iii) Where matters fall within the remit of more than one Overview and Scrutiny Forum, to determine which of them will assume responsibility for any particular issue and to resolve any issues of dispute between overview and scrutiny Forums;
- (iv) To receive requests from Members, the Executive and / or the Full Council for items to be considered by Overview and Scrutiny Forums and to allocate them, if appropriate to one or more Overview and Scrutiny Forum;
- (v) To put in place and maintain a system to ensure reports from Overview and Scrutiny to the Executive are managed efficiently and do not exceed any limits set out in the Constitution (this includes making decisions about the priority of reports, if the volume of such reports creates difficulty for the management of Executive business or jeopardises the efficient running of the Council business); and
- (vi) To exercise the power of call-in in relation to Executive decisions made as set out in Section 21 (3) of the Local Government Act 2000, or allocate them to the appropriate overview and scrutiny Forum for consideration.

4. FUNCTIONS OF OVERVIEW AND SCRUTINY FORUMS

- 4.1 Over recent years, in addition to the Scrutiny Co-ordinating Committee, the Overview and Scrutiny function has been exercised through four standing Overview and Scrutiny Forums, one of which was the Adult and Community Services and Health Scrutiny Forum. In 2007/08 it became apparent that over the next 7-10 years NHS reform locally, regionally and nationally was to continue to accelerate and as such the combination of adult and community services and health responsibilities within one Forum would no longer be viable.

4.2 In recognition of this, with effect from the beginning of the 2008/09 Municipal Year, the remit of the Adult and Community Services Scrutiny Forum was split into two. This created a separate Adult and Community Services Scrutiny Forum and an additional Health Scrutiny Forum.

4.3 The five standing Overview and Scrutiny Forums have three main functions and these are set out in the following paragraphs:-

(a) Policy Development and Review

Overview and Scrutiny Forums may:

- (i) Assist the Council and the Executive in the development of the budget and policy framework by in-depth analysis of policy issues;
- (ii) Conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) Question members of the Executive and Chief Officers about their views on issues and proposals affecting the area; and
- (v) Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) Scrutiny

Overview and Scrutiny Forums may:

- (i) Review and scrutinise the decisions of the Executive and Chief Officers both in relation to individual decisions and their overall strategic direction;
- (ii) Review and scrutinise the work of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) Question members of the Executive and Chief Officers about their decisions, whether generally in comparison with the service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) Review and scrutinise the performance of other public bodies in the area, requesting them to attend and address relevant scrutiny Forums to speak about their activities and performance;
- (v) Investigate other issues of local concern, outside the control of the Council and other public bodies in the area, and make

recommendations to the Council, the Executive and / or other organisations arising from the outcome of the scrutiny process;

- (vi) Question and gather evidence from any person (with their consent); and
- (vii) Make recommendations to the executive and / or the council arising from the outcome of the scrutiny process.

(c) Finance

Overview and Scrutiny Committees may exercise overall responsibility for the finances made available to them. This presently consists of a dedicated overview and scrutiny budget of 50k. Applications for funding must be made through Scrutiny Co-ordinating Committee.

5. THE REMIT OF THIS FORUM

- 5.1 The strategic direction of the Scrutiny Forums will be to assess, monitor and advise on the Council's progress towards the 7 priority aims of the Community Strategy whilst the operational direction of the individual Scrutiny Forums will be governed by the remits outlined in the Constitution.

The remit of the Adult and Community Services Scrutiny Forum is as follows:-

'To consider issues relating to specialist targeted and universal services in relation to adults, culture and leisure.'

- 5.2 There will be, however, from time to time, be issues that could be considered by more than one forum and it will be for the Scrutiny Co-ordinating Committee to determine which Forum should examine a particular issue. It is also open to the Scrutiny Co-ordinating Committee to appoint ad hoc Forums. For example, where an issue comes within the remit of two scrutiny Forums, the Scrutiny Co-ordinating Committee could decide to establish an ad hoc Forum made up of four Members from each of those two Forums.

6. SCHEDULE OF FORUM DATES FOR 2008/09

- 6.1 Detailed below, for Members information, are the scheduled dates for meetings of the Adult and Community Services Scrutiny Forum in 2008/09. Please note that all scheduled meetings will commence at 3.30pm, in various venues across the town, with the capacity for additional meetings to be arranged where required to accommodate the needs of individual inquiries.

Wednesday, 23 July 2008;
Wednesday, 27 August 2008; and
Wednesday, 8 October 2008.

7. CONCLUSIONS

- 7.1 No specific action is required as a result of this report, however, Members may have questions about the role of the Forum.

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BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- i) Hartlepool Borough Council Constitution.

ADULT AND COMMUNITY SERVICES SCRUTINY FORUM

20 June 2008



Report of: Scrutiny Manager

Subject: DETERMINING THE SCRUTINY FORUM'S WORK
PROGRAMME FOR 2008/09

1. PURPOSE OF REPORT

- 1.1 To provide the Members of the Adult and Community Services Scrutiny Forum with a range of information, extracted from various sources to assist in the consideration of suitable topics for inclusion into the Forum's Work Programme for the 2008/09 Municipal Year.

2. BACKGROUND INFORMATION

- 2.1 The Adult and Community Services Scrutiny Forum needs to develop a Work Programme for the 2008/09 Municipal Year, together with a timeframe for each review, for consideration by the Scrutiny Coordinating Committee on 4 July 2008. Detailed terms of reference should be developed at the start of each review.
- 2.2 As such the Director of Adult and Community Services, Cabinet Members for Adult and Public Health Services and Culture, Leisure and Tourism; Local Area Agreement Reward Element Targets (Also known as LPSA2); Corporate Performance Plan (BVPP); and consultation with the interim Local Involvement Network (LINK) have been the foundation sources for this report to enable the Forum to compile its Work Programme.
- 2.3 However, it should be appreciated that some of the areas detailed below are continually evolving and further details will emerge throughout the year.
- 2.4 In addition to establishing the Forum's Work Programme, the Forum may consider it appropriate to receive illustrations from service departments in relation to impending legislation and to respond on an ad hoc basis to emerging issues which would be considered appropriate for an investigation or review to be undertaken.

TOPIC	Director, Cabinet Member	Interim Body for LINK	Member(s)	Referral
Allotment Provision (To investigate the Council's approach to the Allotments Service Provision)	X			
Quality of the Care Homes Provision in Hartlepool (To investigate whether the quality of Care Homes in Hartlepool comply with the national minimum care standards and to explore initiatives and practices that will have a measurable impact on improving care standards and the quality of life of residents)	X		X	
Access to Recreation Facilities for Vulnerable / Older People (To investigate the provision of recreation facilities for Vulnerable / Older People in Hartlepool, with particular emphasis on how to address the barriers).	X			

2.5 In setting the Work Programme for 2008/9 consideration also needs to be given to the following Budget and Policy Framework documents, which will be presented to the Forum during the course of the year.

BUDGET AND POLICY FRAMEWORK ITEMS	Estimated timetable for consideration by the Forum
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No Items Identified	
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- 2.6 Having considered the above information together with topics identified by individual Members' for inclusion into the Work Programme, the Forum may wish to discuss various aspects contained within the Corporate Plan 2008/09 to raise potential areas for consideration. They could range from areas already identified as suitable for development through Commitments or areas where the specific performance is below the targeted level. For this purpose, **Appendices A and B** detail the relevant Sections of the Corporate Plan for the Panel's consideration as outlined below:-

Appendix A – Council's Priority Contributions to Community Strategy Themes 'Jobs and the Economy'; 'Lifelong Learning and Skills'; 'Health and Wellbeing'; 'Environment'; 'Housing'; 'Culture and Leisure'; and 'Strengthening Communities'.

Appendix B – Performance Indicator Table: 'Lifelong Learning and Skills'; 'Health and Wellbeing'; 'Housing'; and 'Culture and Leisure'.

Appendix C – Local Area Agreement Reward Element Targets (also known as LPSA2) of relevance to the Adult and Community Services Scrutiny Forum.

- 2.7 The Forum may also wish to apply a degree of emphasis on a particular source for example, would the Forum consider issues which are clearly raised as a concern by the public to carry more weight than those considered important by the service provider? In practice the Forum will need to apply a considered opinion from all sources against the individual subject area.
- 2.8 Once the Forum has identified Scrutiny topics, anticipated time frames need to be applied. It is suggested to the Forum that a standard template for applying time allocations should be treated with caution as when scoping a subject a number of complexities may arise, therefore the anticipated duration should be allocated to the subjects on an individual basis.
- 2.9 The Forum is also advised to be cautious in setting an overly ambitious Work Programme for which it may be unable to deliver.
- 2.10 In addition to the above, the Forum may also consider establishing some small Sub-Groups, known as Working Groups to look at sharp focused areas of supplementary aspects of the main topic being scrutinised.

3. RECOMMENDATIONS

- 3.1 The Adult and Community Services Scrutiny Forum is requested to consider the wide range of information detailed within this report to assist in the determination of its 2008/09 Work Programme, to be approved by the Scrutiny Coordinating Committee at its meeting on 4 July 2008. Members may want to

choose a maximum of two items for the coming year, which will allow for flexibility in its work programme for emerging issues and referrals from Council/Cabinet.

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BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- (i) Corporate Performance Plan for 2008/09
- (ii) Community Strategy

Adult and Community Services - Corporate Plan 2008/09

This Forum's remit covers Actions under the following Community Strategy Themes / Council Priority areas:

- Jobs and the Economy;
- Lifelong Learning and Skills;
- Health and Wellbeing;
- Environment;
- Housing;
- Culture and Leisure; and
- Strengthening Communities

The information provided in the appendix includes the relevant Community Strategy Themes, which are divided into the Corporate Plan Objectives that have some relevance to this Forum. Under each Corporate Plan Objective there are a number of Actions.

Theme: 01 Jobs and the Economy Outcome: Create more employment opportunities for local people			
Ref.	Action	Due Date	Assigned To
JE A05	To increase the number of socially excluded adults in paid employment	31/03/2009	Geraldine Martin

Theme: 02 Lifelong Learning and Skills Outcome: Provision of high quality learning and skills opportunities that drive economic competitiveness, widen participation and build social justice			
Ref.	Action	Due Date	Assigned To
LL A08	To increase universal access to high quality learning and skills opportunities	31/07/2009	Maggie Heaps

Theme: 03 Health and Wellbeing Outcome: Easier Access to Services			
Ref.	Action	Due Date	Assigned To
HC A17	To ensure that carers are supported effectively to support their family members for as long as they wish	31/03/2009	Geraldine Martin
HC A18	To work with the community in Owton to implement the Connected Care Scheme	30/04/2009	Assistant Director - Commissioning
HC A19	To integrate services where appropriate with local Health Services	31/05/2009	Assistant Director - Commissioning
HC A20	To ensure that services are sensitive and are able to respond to flexibly to the diverse needs of the community	30/06/2009	Assistant Director - Commissioning
HC A21	To ensure easier access to both universal and targeted services tailored to individual needs	31/07/2009	Assistant Director - Commissioning
Outcome: Improved Health			
Ref.	Action	Due Date	Assigned To
HC A02	To develop Joint Strategic Needs Assessment with Health and Childrens Services	31/03/2009	Assistant Director - Commissioning
Outcome: Improved Mental Health and Wellbeing			
Ref.	Action	Due Date	Assigned To
HC A14	To increase social inclusion for people with mental health issues	31/03/2009	Carl Bashford
HC A15	To support people with mental health issues into paid employment	31/03/2009	Carl Bashford
HC A16	To improve access to psychological therapies	31/03/2009	Carl Bashford
Outcome: Increased choice and control and retention of personal dignity			
Ref.	Action	Due Date	Assigned To
HC A10	To ensure all service developments have involvement from service users and their carers	31/03/2009	Assistant Director - Commissioning
HC A11	To increase the proportion of people who commission their own services	31/03/2009	Assistant Director - Commissioning

HC A12	To increase the number and range of supported accommodation options	31/03/2009	Assistant Director – Commissioning
HC A13	To ensure that service users and their carers are at the centre of planning their support	31/03/2009	Assistant Director – Commissioning
Theme: 05 Environment Outcome: Deliver sustainable communities through high quality planning, new build and sensitive conservation and protect and enhance the local natural environment			
Ref.	Action	Due Date	Assigned To
En A04	Maximise funding contributions from developers and other funders for play and recreational service development	31/03/2009	Andrew Pearson

Theme: 06 Housing Outcome: Meeting the Housing Needs of Vulnerable People			
Ref.	Action	Due Date	Assigned To
Ho A07	Provide support services to increase the opportunity for residents to live independently in the community	31/03/2009	Pam Twells
Ho A08	To ensure the deliver of high quality housing support services through efficient and effective contracts with providers	31/03/2009	Pam Twells

Theme: 07 Culture and Leisure Outcome: Cultural and leisure services, better meet the needs of the community, especially those from disadvantaged areas			
Ref.	Action	Due Date	Assigned To
CL A03	To increase opportunities for participation in a wide range of cultural and leisure activity focussing on areas of disadvantage	31/03/2009	John Mennear
Outcome: Enrich individual lives, strengthen communities and improve places where people live through enjoyment of leisure, culture and sport			

Ref.	Action	Due Date	Assigned To
CL A01	Develop and improve cultural and leisure facilities and events	31/03/2009	John Mennear
CL A02	To ensure the public have access to a wide range of information about leisure, culture and sporting opportunities in a variety of accessible mediums	31/12/2008	John Mennear

Theme: 08 Strengthening Communities Outcome: To empower local people to have a greater voice and influence over local decision making and the delivery of services			
Ref.	Action	Due Date	Assigned To
SC A05	Improve and co-ordinate Public Engagement with all sectors of the community acting on feedback	31/03/2009	Margaret Hunt
SC A06	To develop co-ordinated strategy for appropriate partnerships with the voluntary sector	31/03/2009	Margaret Hunt

PERFORMANCE INDICATORS

Every council is required by the Department for Communities and Local Government to collect and publish a range of Best Value performance indicators. In addition to these Government indicators, services in Hartlepool Borough Council have also set 'Local indicators,' these statutory and non-statutory Best Value indicators are set out in the pages that follow.

Four of the Community Strategy themes have some relevance to this Forum, and are listed below:-

⇒ Lifelong Learning and Skills	⇒ Health and Wellbeing
⇒ Housing	⇒ Culture and Leisure

BVPIs are set by the government and information for these must be included in the plan, in previous years Outturn and Target information was included for each of the BVPIs, this has not been possible this year due to the newness of the indicators. Some of the BVPIs have additional uses these include:-

<ul style="list-style-type: none"> • Comprehensive Performance Assessment (CPA) The means by which the Audit Commission assesses the Council's overall performance • Performance Assessment Framework (PAF) Indicators set by the government for Social Services service areas 	<ul style="list-style-type: none"> • Public Service Agreement (PSA) Agreement between local and central government to improve performance across a range of indicators based upon national and local priority • Quality of Life (QoL) These indicators cover the issues that effect how people feel about life in the local area.
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Theme: Lifelong Learning and Skills	
Outcome: Provision of high quality learning and skills opportunities that drive economic competitiveness, widen participation and build social justice	
Ref	Indicator
NI 161	Learners achieving a Level 1 qualification in literacy
NI 162	Learners achieving an Entry Level 3 qualification in numeracy
NI 163	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher
NI 164	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 3 or higher
ACS P053	Number of learners participating in all forms of learning (LAA LLS23)

Theme: Health and Wellbeing	
Outcome: Increased choice and control and retention of personal dignity	
Ref	Indicator
NI 125	Achieving independence for older people through rehabilitation/intermediate care
NI 127	Selfreport experience of social care users
NI 128	User reported measure of respect and dignity in their treatment
NI 130	Social Care clients receiving SelfDirected Support per 100,000 population
NI 136	People supported to live independently through social services (all adults)

Theme: Housing	
Outcome: Meeting the Housing Needs of Vulnerable People	
Ref	Indicator
NI 141	Percentage of vulnerable people achieving independent living
NI 142	Percentage of vulnerable people who are supported to maintain independent living

Theme: Culture and Leisure	
Outcome: Enrich individual lives, strengthen communities and improve places where people live through enjoyment of leisure, culture and sport.	
Ref	Indicator
NI 8	Adult participation in sport and active recreation
NI 9	Use of Public Libraries
NI 10	Visits to museums and galleries
NI 11	Engagement in the arts
Outcome: Cultural and leisure services, better meet the needs of the community, especially those from disadvantaged areas	
Ref	Indicator
ACS P017	Visits by C2DE (MORI definition of Working Class) visitors to the Museum of Hartlepool (based on Renaissance funded MORI visitor survey) (LAA CL2)
ACS P018	Increase annual Leisure Centre attendances (Neighbourhood Renewal narrowing the gap) (LAA CL5)
ACS P059	Overall average attendance at Mill House, Brierton and Headland Leisure Centres (LPI CS 2a)
ACS P061	Number of concessionary members of Leisure Card Scheme attending the centres four times or more during the year (LPI CS 2c)

**EXTRACT OF LAA REWARD ELEMENT TARGETS (ALSO KNOWN AS
LPSA2) WHICH FALL UNDER THE REMIT OF THE ADULT AND
COMMUNITY SERVICES AND HEALTH SCRUTINYFORUM**

Tgt	Outcome	PI Ref	Indicator	2007/08 Outturn	Longer Term Target	Period
6	Increasing financial resources within family environments to provide improved lifestyle opportunities	LAA SC16	Number of Council Tax Disabled Reliefs	259	268	As at 31/3/09
		LAA SC17	Number of Council Tax Carer Reductions	107	108 (60%)	As at 31/3/09
		LAA SC18	Number of Severely Mentally Impaired (SMI) Reductions	148	112	As at 31/3/09
7	Improving training and employment prospects for carers	LAA JE17	Number of Carers completing education or training and achieving NVQ Level 2 or equivalent qualification, or higher (and proportion of all carers).	14	120	3 yr cumulative
		LAA JE18	Number of Carers remaining in employment for a minimum of 16 hours per week, and for at least 32 weeks in the year (and proportion of all carers).	11	149	3 yr cumulative