

ADULT AND COMMUNITY SERVICES SCRUTINY FORUM AGENDA



30 July 2012

at 1.00 p.m.

in Committee Room B, Civic Centre, Hartlepool

MEMBERS: ADULT AND COMMUNITY SERVICES SCRUTINY FORUM:

Councillors Beck, A Lilley, Loynes, Richardson, Shields, Sirs and Wilcox

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 19 March 2012.
4. **RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO FINAL REPORTS OF THIS FORUM**
 - 4.1 Portfolio Holder's Response to the investigation into Early Intervention and Reablement Services – *Joint Report of the Assistant Director of Adult Social Care and Portfolio Holder for Adult & Public Health Services*
5. **CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS REFERRED VIA SCRUTINY CO-ORDINATING COMMITTEE**

No items

6. **CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS**

No items

7. **ITEMS FOR DISCUSSION**

7.1 The Role of the Adult and Community Services Scrutiny Forum – *Scrutiny Support Officer*

7.2 Adult and Community Services Scrutiny Forum – Work Programme 2012/13 – *Scrutiny Support Officer*

Scrutiny Investigation into Older People

7.3 Scoping Report – *Scrutiny Support Officer*

8. **ISSUES IDENTIFIED FROM FORWARD PLAN**

8.1 The Executive's Forward Plan - *Scrutiny Support Officer*

9. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

ITEMS FOR INFORMATION

i) **Date of Next Meeting – Monday 17 September 2012, commencing at 1.00pm in Committee Room B**

ADULT AND COMMUNITY SERVICES

SCRUTINY FORUM

MINUTES

19 March 2012

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool

Present:

Councillor: Jane Shaw (In the Chair)

Councillors: Sheila Griffin, Trisha Lawton, Brenda Loynes, Ann Marshall, Carl Richardson and Linda Shields

Resident Representatives:

Christine Blakey, Evelyn Leck and Michael Unwin

Officers:

Jill Harrison, Assistant Director, Adult Social Care

Elaine Hind, Scrutiny Support Officer

Angela Armstrong, Principal Democratic Services Officer

81. Apologies for Absence

Apologies for absence were received from Councillor Arthur Preece.

82. Declarations of interest by Members

None.

83. Minutes of the meeting held on 20 February 2012

Confirmed.

84. Matters arising from the minutes

A Member sought clarification on Minute 78 – Six Monthly Monitoring of Agreed Adult and Community Services Scrutiny Forum's recommendations and questioned why the progress made since 2005/06 was noted. The Scrutiny Support Officer confirmed that the information provided to Members in the report was accumulative data collated since all the scrutiny forums' recommendations were input onto Covalent, the Council performance management system in the 2005/06 municipal year.

A resident representative referred to Minute 75 – Investigation into Early

Intervention and Re-ablement Services – Supported Access to Independent Living Service (SAILS) and emphasised the importance of Elected Members ensuring their registration and declaration of personal and prejudicial interests were current and referred to potential for speculative information to be displayed within the public domain. The importance of ensuring that appropriate services were being delivered to those who need them by the right people for the right reasons was also discussed.

84. Responses from the Council, the Executive or Committees of the Council to Final Reports of this Forum

None.

85. Consideration of request for scrutiny reviews referred via Scrutiny Co-ordinating Committee

None.

86. Consideration of progress reports/budget and policy framework documents

None.

87. Draft Final Report into ‘Early Intervention and Reablement Services’ (*Chair of Adult and Community Services Scrutiny Forum*)

The Chair referred Members to the draft final report following the Forum’s investigation into Early Intervention and Re-ablement Services.

The report included terms of reference, methods of investigation, key findings, sources of evidence and the options for service provision in the future given the current budgetary pressures and potential for NHS funding to cease in March 2013. The views of local people, NHS professionals, local groups, ward councillors and the Member of Parliament for Hartlepool were gathered throughout the investigation.

The Adult and Community Services Scrutiny Forum had taken evidence from a wide range of sources to assist in the formulation of a balanced range of recommendations. The Forum’s key recommendations to Cabinet were as outlined below:-

- (a) That the Council implements a co-ordinated approach and in doing so:-
 - (i) works with partner organisations and the voluntary and community sector to deliver and promote early intervention and re-ablement services

including the use of welfare notices and low level support services;

(ii) identifies as a key priority, the importance of prevention across all Council services.

(b) That the Council works closely with healthcare professionals to prevent future hospital admissions by:-

(i) developing an early identification process for people who are at risk of major health problems;

(ii) regularly monitoring patients and exploring the patients individual needs in depth; and

(iii) ensuring the transition from hospital is effectively and efficiently managed by improving communication across all discharge services.

(c) That the Council explores the potential to offer further apprenticeships in social care in the challenging financial climate, and explores how incentives could be used to retain trainees once qualified.

A lengthy discussion took place regarding the photographs used on the front cover of the final report as Members' considered them out of date. It was noted that there must be lots of photos that can be accessed and utilised which reflect current Council services. It was suggested that photos of service users and residents involved in the decision making process should be considered for use in the future.

Recommended

The Forum's key recommendations outlined above be submitted to Cabinet.

88. Any Other Items which the Chairman Considers are Urgent

The Chair thanked all Members, resident representatives, officers and all contributors for their commitment and hard work in what had been a very interesting year.

The meeting concluded at 2.25 pm

CHAIR

ADULT AND COMMUNITY SERVICES SCRUTINY FORUM

30 July 2012



Report of: Joint Report of Assistant Director for Adult Social Care and the Portfolio Holder for Adult and Public Health Services

Subject: PORTFOLIO HOLDERS RESPONSE TO SCRUTINY INQUIRY INTO EARLY INTERVENTION AND RE-ABLEMENT SERVICES

1. PURPOSE OF THE REPORT

1.1 The purpose of this report is to provide Members of the Adult and Community Services Scrutiny Forum with feedback on the recommendations from the investigation into Early Intervention and Re-ablement Services, which was reported to Cabinet on 30 April 2012.

2. BACKGROUND INFORMATION

2.1 The investigation into Early Intervention and Re-ablement Services conducted by this Forum falls under the remit of the Child and Adult Services Department and is, under the Executive Delegation Scheme, within the service area covered by the Adult and Public Health Services Portfolio Holder.

2.2 On 30 April 2012, Cabinet considered the Final Report of the Adult and Community Services Scrutiny Forum into Early Intervention and Re-ablement Services. This report provides feedback from the Portfolio Holder following the Cabinet's consideration of, and decisions in relation to this Forum's recommendations.

2.3 Following on from this report, progress towards completion of the actions contained within the Action Plan will be monitored through Covalent; the Council's Performance Management System; with standardised six monthly monitoring reports to be presented to the Forum.

3. SCRUTINY RECOMMENDATIONS AND EXECUTIVE DECISION

- 3.1 Following consideration of the Final Report, Cabinet approved the recommendations in their entirety. Details of each recommendation and proposed actions to be taken following approval by Cabinet are provided in the Action Plan attached at **Appendix A**.

4. RECOMMENDATIONS

- 4.1 That Members note the proposed actions detailed within the Action Plan, appended to this report (**Appendix A**) and seek clarification on its content where felt appropriate.

Contact Officer:- Jill Harrison – Assistant Director, Adult Social Care
Child and Adult Services Department
Hartlepool Borough Council
Telephone Number: 01429 523911
E-mail – jill.harrison@hartlepool.gov.uk

BACKGROUND PAPERS

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

- (i) The Adult and Community Services Scrutiny Forum's Final Report 'Early Intervention and Re-ablement Services' considered by Cabinet on 30 April 2012
- (ii) Decision Record of Cabinet held on 30 April 2012

OVERVIEW AND SCRUTINY ENQUIRY ACTION PLAN

NAME OF FORUM: Adult and Community Services Scrutiny Forum

NAME OF SCRUTINY ENQUIRY: Early Intervention and Re-ablement Services

DECISIONMAKING DATE OF FINAL REPORT: 30 April 2012

RECOMMENDATION	EXECUTIVE RESPONSE / PROPOSED ACTION	FINANCIAL IMPLICATIONS	LEAD OFFICER	DELIVERY TIMESCALE
(b)	<p>That the Council works closely with healthcare professionals to prevent future hospital admissions by:-</p> <p>(i) developing an early identification process for people who are at risk of major health problems;</p> <p>(ii) regularly monitoring patients and exploring the patients individual needs in depth; and</p> <p>(iii) ensuring the transition from hospital is effectively and efficiently managed by improving communication across all discharge services</p>	<p>Continue to engage with healthcare professionals on their development of an early identification process.</p> <p>Health and social care professionals to continue to jointly assess/monitor where there are health and social care needs identified.</p> <p>Undertake a review of the discharge from hospital process and implement recommendations – Health to lead.</p>	<p>Not known until process developed.</p> <p>John Lovatt</p> <p>Jill Harrison</p> <p>John Lovatt</p>	<p>March 2013</p> <p>Complete</p> <p>March 2013</p>

OVERVIEW AND SCRUTINY ENQUIRY ACTION PLAN

NAME OF FORUM: Adult and Community Services Scrutiny Forum

NAME OF SCRUTINY ENQUIRY: Early Intervention and Re-ablement Services

DECISIONMAKING DATE OF FINAL REPORT: 30 April 2012

RECOMMENDATION	EXECUTIVE RESPONSE / PROPOSED ACTION	FINANCIAL IMPLICATIONS	LEAD OFFICER	DELIVERY TIMESCALE
(c)	That the Council explores the potential to offer further apprenticeships in social care in the challenging financial climate, and explores how incentives could be used to retain trainees once qualified.	Development of a business case on the options and resource implications for the recruitment and retention of social care apprentices	Jill Harrison	October 2012

ADULT AND COMMUNITY SERVICES SCRUTINY FORUM

30 July 2012



Report of: Scrutiny Support Officer

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), Vice-Chair and one other Member from each of the five standing Forums.
- 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 five 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 (including those referred via the Councillor Call for Action mechanism) 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);
- (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; and
- (vii) Assessing, monitoring and advising on the role of the Council's central support services in supporting the Council's progress towards the Sustainable Community Strategy's priority aims, including:-
 - General policies of the Council relating to the efficient use of resources (people, money, property, information technology); and
 - District Auditor performance reports, the District Auditor's Annual Audit Letter, Performance Indicators and health and safety issues.
- (viii) To undertake the functions of the Councils Crime and Disorder Committee – holding the local Crime and Disorder Reduction

Partnership to account (as required by the Crime and Disorder (Overview and Scrutiny) Regulations 2009).

4. FUNCTIONS OF OVERVIEW AND SCRUTINY FORUMS

4.1 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 Sustainable 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 2012/13

- 6.1 Detailed below, for Members information, are the scheduled dates for meetings of the Adult and Community Services Scrutiny Forum in 2012/13. Please note that all scheduled meetings will commence at 1.00 pm, in the Civic Centre, with the capacity for additional meetings to be arranged where required to accommodate the needs of individual inquiries.

Monday 30 July 2012

Monday 17 September 2012

Monday 29 October 2012
Monday 5 November 2012
Monday 3 December 2012
Monday 14 January 2013
Monday 11 February 2013
Monday 11 March 2013
Monday 8 April 2013

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.

Contact Officer:- James Walsh – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523647
Email: james.walsh@hartlepool.gov.uk

BACKGROUND PAPERS

The following background paper was used in the preparation of this report:-

i) Hartlepool Borough Council Constitution.

ADULT AND COMMUNITY SERVICES SCRUTINY FORUM

30 July 2012



Report of: Scrutiny Support Officer

Subject: ADULT AND COMMUNITY SERVICES SCRUTINY
FORUM - WORK PROGRAMME FOR 2012/13

1. PURPOSE OF REPORT

- 1.1 To confirm the Adult and Community Services Scrutiny Forum's work programme for 2012/13.

2. BACKGROUND INFORMATION

- 2.1 At the Scrutiny Co-ordinating Committee on 15 June 2012 (to which all Members of the Adult and Community Services Scrutiny Forum were invited), Members were asked to consider potential topics for inclusion in the Adult and Community Services Scrutiny Forum's work programme for the 2012/13 Municipal Year.
- 2.2 Members of the Scrutiny Co-ordinating Committee, at their meeting of 15 June 2012, delegated responsibility to the Chairs of the Scrutiny Forums to finalise Work Programmes for their respective Forums, identifying specific elements of the Joint Strategic Needs Assessment (JSNA) and budget / collaboration programme. It was agreed that the Adult and Community Services Scrutiny Forum would focus on the following items for the 2012/13 Municipal Year:-

JSNA Work Programme Item

- i) Older People

Budget and Policy Framework Items

- i) Corporate and Departmental Plans 2013/14
ii) Budget Consultation

Budget / Collaboration Item

- i) Adult Social Care Front Line Services – Reduction in front line service provision, including Direct Care & Support, Employment Support, Occupational Therapy and Social Work teams.
- ii) Community Services – Remove subsidy to Carlton Outdoor Centre and cease biennial maritime festival (only to be considered should timescales & capacity allow).

3. RECOMMENDATIONS

- 3.1 The Adult and Community Services Scrutiny Forum is requested to note the work programme as outlined in paragraph 2.2

Contact Officer:- James Walsh – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523647
Email: james.walsh@hartlepool.gov.uk

BACKGROUND PAPERS

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

- (i) Minutes of Scrutiny Co-ordinating Committee of 15 June 2012.

ADULT AND COMMUNITY SERVICES SCRUTINY FORUM

30 July 2012



Report of: Scrutiny Support Officer

Subject: SCRUTINY INVESTIGATION INTO OLDER PEOPLE
– SCOPING REPORT

1. PURPOSE OF REPORT

1.1 To make proposals to Members of the Adult and Community Services Scrutiny Forum for their forthcoming investigation into Older People.

2. BACKGROUND INFORMATION

2.1 At the meeting of Scrutiny Co-ordinating Committee on 15 June 2012 (to which all Members of the Adult and Community Services Scrutiny Forum were invited), Members were asked to:-

- i) Consider potential topics for inclusion in the Adult and Community Services Scrutiny Forum's work programme for the 2012/13 Municipal Year; and
- ii) Adopt the Marmot principles as the overarching framework against which the provision of Council services and potential options for service changes be measures and assessed.

2.2 Members of the Scrutiny Co-ordinating Committee, at their meeting of 15 June 2012:-

- i) Delegated responsibility to the Chairs of the Scrutiny Forums to finalise Work Programmes for their respective Forums, identifying specific elements of the Joint Strategic Needs Assessment (JSNA) and budget / collaboration programme; and
- ii) Approved the adoption of the Marmot principles¹ as overarching framework and identified one Forum to act as a lead in relation to each principle. The principle allocated to the Adult and Community Services

¹ The Marmot Review – 'Fair Society, Healthy Lives' aims to improve health and wellbeing for all and to reduce health inequalities through policy objectives as detailed in section 2.2.

Scrutiny Forum was 'Enabling All Children, Young People and Adults to Maximise Their Capabilities and have Control over Their Lives'

The priority objectives and policy recommendations in relation to this principle being:-

Priority Objectives:-

- (a) Reduce the social gradient in skills and qualifications;
- (b) Ensure that schools, families and communities work in partnership to reduce the gradient in health, well being and resilience of children and young people; and
- (c) Improve the access and use of quality lifelong learning across the social gradient.

Policy Recommendations

- (a) Ensure that reducing social inequalities in pupils' educational outcomes is a sustained priority;
- (b) Prioritise reducing social inequalities in life skills by:
 - Extending the role of schools in supporting families and communities and taking a 'whole child' approach to education;
 - Consistently implementing 'full service' extended school approaches; and
 - Developing the school-based workforce to build their skills in working across school-home boundaries and addressing social and emotional development, physical and mental health and well-being.
- (c) Increase access and use of quality lifelong learning opportunities across the social gradient, by:
 - Providing easily accessible support and advice for 16-25 year olds on life skills, training and employment opportunities;
 - Providing work-based learning, including apprenticeships, for young people and those changing jobs / careers; and
 - Increasing availability of non-vocational lifelong learning across the life course.

- 2.3 Scrutiny Chairs met on the 2 July 2012 to consider their Work Programmes and in relation to the Adult and Community Services Scrutiny Forum, it was agreed that the Forum would in 2012/13 focus on the following JSNA² topic:-

Older People - Ensuring older people have full and active lives, accessing services within the community. If their needs change services across both health and social care need to be available and accessible to meet those needs. The principle of independence, re-ablement and maintaining control is at the heart of the commissioning and provision of services for older people.

- 2.4 Given the identification of the Marmot principles as the overarching framework against which Scrutiny would measure the provision of Council services, Members are asked to be mindful of the principles in undertaking their work this year.

3. OVERALL AIM OF THE SCRUTINY INVESTIGATION/ENQUIRY

- 3.1 To strategically evaluate and contribute towards the development of the 'Older People' topic within Hartlepool's Joint Strategic Needs Assessment, whilst reflecting (where possible / appropriate) on the Marmot principle to 'Enabling All Children, Young People and Adults to Maximise Their Capabilities and have Control over Their Lives.'

4. PROPOSED TERMS OF REFERENCE FOR THE SCRUTINY INVESTIGATION/ENQUIRY

- 4.1 The following Terms of Reference for the investigation/review are proposed:-

- i) To gather evidence in relation to the following:-

- (a) What are the key issues?
- (b) Who is at risk and why?
- (c) What is the level of need?
- (d) What services are currently provided?
- (e) What is the projected level of need / service use?
- (f) What evidence is there for effective intervention?
- (g) What do people say?
- (h) What needs might be unmet?
- (i) What additional needs assessment is required?
- (j) What are the recommendations for commissioning?

- (ii) To formulate a view in relation to:-

- (a) the needs of Hartlepool residents; and
- (b) the current level and quality of service provision to meet those needs.

² The JSNA provides an agreed, comprehensive picture of health and wellbeing needs and assets demand.

- (iii) To make recommendations to inform the development and delivery of the health & wellbeing and commissioning strategies.

5. POTENTIAL AREAS OF ENQUIRY / SOURCES OF EVIDENCE

5.1 Members of the Forum can request a range of evidential and comparative information throughout the Scrutiny review.

5.2 The Forum can invite a variety of people to attend to assist in the forming of a balanced and focused range of recommendations as follows:-

- (a) Member of Parliament for Hartlepool;
- (b) Elected Mayor;
- (c) Cabinet Member with Portfolio Holder for Adult and Public Health Services;
- (d) Director and / or Appropriate Officers of Child and Adult Services Department;
- (e) Director for Public Health;
- (f) Local residents;
- (g) Representatives of minority communities of interest or heritage;
- (h) Ward Councillors; and
- (i) Neighbourhood Forums.

5.3 The Forum may also wish to refer to a variety of documentary / internet sources, key suggestions are as highlighted below:-

- (a) Hartlepool JSNA – Available online at <http://www.teesjsna.org.uk/hartlepool/>
- (b) The Marmot Review – Available online at <http://www.instituteoftheequity.org/projects/fair-society-healthy-lives-the-mamot-review>

6. COMMUNITY ENGAGEMENT / DIVERSITY AND EQUALITY

6.1 Community engagement plays a crucial role in the Scrutiny process and diversity issues have been considered in the background research for this enquiry under the Equality Standards for Local Government. Based upon the research undertaken, paragraph 5.2 includes suggestions as to potential

groups which the Forum may wish involve throughout the inquiry (where it is felt appropriate and time allows).

7. REQUEST FOR FUNDING FROM THE DEDICATED OVERVIEW AND SCRUTINY BUDGET

7.1 Consideration has been given, through the background research for this scoping report, to the need to request funding from the dedicated Overview and Scrutiny budget to aid Members in their enquiry. At this stage no additional funding has been identified as being necessary to support Members in their investigation. Members, however, may wish to seek additional funding over the course of the investigation and the pro forma attached at **Appendix A** outlines the criteria on which a request to Scrutiny Co-ordinating Committee will be judged.

8. PROPOSED TIMETABLE OF THE SCRUTINY INVESTIGATION

8.1 Detailed below is the proposed timetable for the review to be undertaken, which may be changed at any stage:-

30 July 2012 – Formal meeting of the Forum:-

- (i) To receive the Scoping Report; and
- (ii) To consider involvement of the Neighbourhood Forums in the scrutiny process.

17 September 2012 – Formal meeting of the Forum to receive the following:-

- (i) A 'Setting the Scene' presentation on the key issues; the level of need; and who is at risk and why; and
- (ii) Evidence from the MP / Mayor / Portfolio Holder.

3 October 2012 and / or 23 January 2013 – Neighbourhood Forums meet to contribute to the scrutiny process.

29 October 2012 – Formal meeting of the Forum to receive evidence on the following areas:-

- (i) The services that are currently provided; and
- (ii) The projected level of need / service use.

3 December 2012 – Formal meeting of the Forum to receive evidence on how effective is the current intervention.

11 February 2013 – Formal meeting of the Forum to receive evidence on:-

- (i) What needs might be unmet and any additional needs assessment that maybe required; and
- (ii) Response from the Neighbourhood Forums and any other relevant stakeholders.

11 March 2013 – Fomal meeting of the Forum to:-

- (i) Formulate a view in relation to:-
 - (a) the needs of Hartlepool residents; and
 - (b) the current level and quality of service provision to meet those needs.
- (ii) To make recommendations to inform the development and delivery of the health & wellbeing and commissioning strategies.

8 April 2013 – Consideration of Draft Final Report by the Adult and Community Services Scrutiny Forum

26 April 2013 – Consideration of Final Report by the Scrutiny Coordinating Committee

13 May 2013 – Consideration of Final Report by the Cabinet (tentative date)

9. RECOMMENDATION

- 9.1 Members are recommended to agree the Adult and Community Services Scrutiny Forum's remit of the Scrutiny investigation as outlined in paragraph 4.1.

Contact Officer: - James Walsh – Scrutiny Support Officer
Chief Executives Department – Corporate Strategy
Hartlepool Borough Council
Tel: - 01429 523 647
Email:- james.walsh@hartlepool.gov.uk

BACKGROUND PAPERS

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

- (i) Report of the Scrutiny Manager entitled 'Overview and Scrutiny Work Programme 2012/13' presented at the Scrutiny Co-ordinating Committee meeting of 15 June 2012; and
- (ii) Minutes of the meeting of Scrutiny Co-ordinating Committee held on 15 June 2012.

APPENDIX A

**PRO-FORMA TO REQUEST FUNDING TO SUPPORT
CURRENT SCRUTINY INVESTIGATION**

Title of the Overview and Scrutiny Committee: ADULT AND COMMUNITY SERVICES SCRUTINY FORUM

Title of the current scrutiny investigation for which funding is requested: Older People

To clearly identify the purpose for which additional support is required:

To outline indicative costs to be incurred as a result of the additional support:

To outline any associated timescale implications:

To outline the ‘added value’ that may be achieved by utilising the additional support as part of the undertaking of the Scrutiny Investigation:

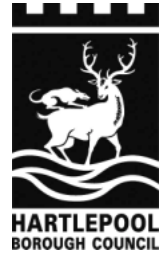
To outline any requirements / processes to be adhered to in accordance with the Council's Financial Procedure Rules / Standing Orders:

To outline the possible disadvantages of not utilising the additional support during the undertaking of the Scrutiny Investigation:

To outline any possible alternative means of additional support outside of this proposal:

**ADULT AND COMMUNITY SERVICES SCRUTINY
FORUM**

30 July 2012



Report of: Scrutiny Support Officer

Subject: THE EXECUTIVE'S FORWARD PLAN

1. PURPOSE OF REPORT

1.1 To provide the opportunity for the Adult and Community Services Scrutiny Forum to consider whether any item within the Executive's Forward Plan should be considered by this Forum.

2. BACKGROUND INFORMATION

2.1 One of the main duties of Scrutiny is to hold the Executive to account by considering the forthcoming decisions of the Executive (as outlined in the Executive's Forward Plan) and to decide whether value can be added to the decision by the Scrutiny process in advance of the decision being made.

2.2 This would not negate Non-Executive Members ability to call-in a decision after it has been made.

2.3 As you are aware, the Scrutiny Co-ordinating Committee has delegated powers to manage the work of Scrutiny, as it thinks fit, and if appropriate can exercise or delegate to individual Scrutiny Forums. Consequently, Scrutiny Co-ordinating Committee monitors the Executive's Forward Plan and delegates decisions to individual Forums where it feels appropriate.

2.4 In addition to this, the key decisions contained within the Executive's Forward Plan (August – November 2012) relating to the Adult and Community Services Scrutiny Forum are shown below for Members consideration:-

2.5 A summary of all key decisions is attached as **APPENDIX A** to this report.

DECISION REFERENCE: CAS129/12 COLLABORATION IN CHILD AND ADULT SERVICES

The Council is currently investigating options for collaboration in the provision and commissioning of services of Child and Adult Services. The potential for collaboration has considered by Cabinet as part of the Medium Term Financial Strategy and agreement has

been given for the development of business cases and options in respect of this area of service (and in respect of Corporate Services). The development of options and business cases in respect of Child and Adult Services was identified as being the first area for consideration.

Who will make the decision?

The decision will be made by Cabinet and Council

Ward(s) affected

The options and business cases are currently being developed and it is not possible at this stage to identify any effect, although the premise for the development of the options is to minimise the effect on front line services whilst maximising opportunities to enhance capacity and deliver savings.

Timing of the decision

The decision is expected to be made between August and November 2012 dependant upon work programming.

Who will be consulted and how ?

As part of the development of options and business cases it will be necessary to ensure that Corporate Management Team, Cabinet and Scrutiny are consulted. It is anticipated that in respect of Scrutiny, this will be managed as part of the work programme for the forthcoming year to enable sufficient consideration to be given.

Information to be considered by the decision makers

At this stage it is anticipated that the decision makers will consider the options available in respect of collaboration, the benefits, potential risks and mitigation of those risks and the savings which are attributable to this. The development of the business cases, which is currently ongoing, will enable this element to be expanded as the options become clearer.

How to make representation

Representations should be made to:

Jill Harrison, Assistant Director (Adult Social Care), Child and Adult Services, Level 4, Civic Centre, Hartlepool, TS24 8AY. Tel 01429 523911. E-mail jill.harrison@hartlepool.gov.uk

Sally Robinson, Assistant Director (Prevention, Safeguarding and Specialist Services), Child and Adult Services, Level 4, Civic Centre, Hartlepool, TS24 8AY. Tel 01429 523732. E-mail sally.robinson@hartlepool.gov.uk

Nicola Bailey, Acting Chief Executive, Civic Centre, Hartlepool, TS24 8AY. Tel 01429 523001. E-mail Nicola.bailey@hartlepool.gov.uk

- 2.6 Copies of the Executive's Forward Plan will be available at the meeting and are also available on request from the Scrutiny Team (01429 523647) prior to the meeting.

3. RECOMMENDATIONS

3.1 It is recommended that the Adult and Community Services Scrutiny Forum:-

- (a) considers the Executive's Forward Plan; and
- (b) decides whether there are any items where value can be added to the decision by the Adult and Community Services Scrutiny Forum in advance of the decision being made.

CONTACT OFFICER – James Walsh – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523647
Email: james.walsh@hartlepool.gov.uk

BACKGROUND PAPERS

The following background paper was used in preparation of this report:

- (a) The Forward Plan – August – November 2012

APPENDIX 2**TIMETABLE OF KEY DECISIONS**

Decisions are shown on the timetable at the earliest date at which they may be expected to be made.

1. DECISIONS EXPECTED TO BE MADE IN AUGUST 2012

CE 44/11 (page 6)	Workforce Arrangements	Cabinet
CAS 129/12 (page 15)	Collaboration in Child and Adult Services	Cabinet / Council
CAS 132/12 (page 18)	Denominational Transport – Savings Options	Cabinet
RN 13/09 (page 23)	Disposal of Surplus Assets	Cabinet
RN 74/11 (page 28)	Former Leathers Chemical Site	Cabinet
RN 89/11 (page 30)	Former Brierton School Site	Cabinet / Council
RN 98/11 (page 34)	Acquisition of Assets	Cabinet / Portfolio Holder / Council
RN 99/11 (page 36)	Community Infrastructure Levy	Cabinet
RN 10/12 (page 42)	Acquisition of the Longscar Building, Seaton Carew	Portfolio Holder
RN 11/12 (page 44)	Public Lighting Strategy	Portfolio Holder
RN 12/12 (page 46)	Coastal Communities Fund Application	Portfolio Holder
RN 14/12 (page 48)	Furniture Solutions Project	Cabinet
RN 15/12 (page 50)	Brenda Road Bridge	Portfolio Holder
RN 18/12 (page 56)	Leasing of Land to a Wind Turbine Developer for the Erection of Wind Turbines on Land at Brenda Road	Cabinet
RN 23/12 (page 64)	HCA Cluster of Empty Homes Funding Outcome	Cabinet

2. DECISIONS EXPECTED TO BE MADE IN SEPTEMBER 2012

CE 46/11 (page 8)	Review of Community Involvement & Engagement (Including LSP Review): Update on decisions taken in principle'	Cabinet / Council
CAS 106/11 (page 12)	Priority Schools Building Programme	Cabinet
CAS 127/12 (page 14)	Hartlepool School Admission Arrangements for 2014/15	Portfolio Holder
RN 68/11 (page 25)	Community Cohesion Framework	Portfolio Holder
RN 90/11 (page 32)	Mill House Site Development and Victoria Park	Cabinet / Council
RN 3/12 (page 38)	Review of Community Safety CCTV Provision	Cabinet
RN 5/12 (page 40)	Seaton Carew Development Sites – Results of Joint Working Arrangement with Preferred Developer	Cabinet
RN 16/12 (page 52)	Sub Regional Tenancy Strategy	Cabinet
RN 17/12 (page 54)	High Street Innovation Fund	Portfolio Holder
RN 20/12 (page 58)	Selective Licensing	Cabinet
RN 21/12 (page 60)	Longhill and Sandgate Business Improvement District	Council / Cabinet
RN 24/12 (page 66)	Additional Highway Maintenance Works 2012-13	Portfolio Holder

3. DECISIONS EXPECTED TO BE MADE IN OCTOBER 2012

CAS 131/12 (page 17)	Schools' Capital Works Programme 2012/13 (phase 3)	Portfolio Holder
RN 70/11 (page 27)	Innovation Fund	Cabinet
RN 22/12 (page 62)	Choice Based Lettings Policy review 2012	Cabinet

4. DECISIONS EXPECTED TO BE MADE IN NOVEMBER 2012

RN 25/12 (page 68)	Gambling Act – Statement of Licensing Principles	Council
RN 26/12 (page 69)	Review of Waste Management Services	Cabinet