

# North Somerset Council

## REPORT TO THE HEALTH OVERVIEW AND SCRUTINY PANEL

**DATE OF MEETING: 23 JULY 2015**

**SUBJECT OF REPORT: THE PANEL'S ROLE, REMIT AND WORK PLAN**

**TOWN OR PARISH: ALL**

**OFFICER PRESENTING: HEAD OF LEGAL AND DEMOCRATIC SERVICES**

**KEY DECISION: NO**

### RECOMMENDATIONS

That the Panel:

1. Receives the contents of the report and information provided on policy and scrutiny.
2. Develops and agrees the Panel's work plan.

#### 1. SUMMARY OF REPORT

This report provides an overview of the policy and scrutiny function, confirms the remit of the Panel and invites discussion and agreement on the Panel's future work plan.

#### 2. POLICY

Policy and scrutiny contributes towards the council's corporate aims including enhancing health and wellbeing.

#### 3. DETAILS

Members are referred to **Appendix 1** for an overview of the policy and scrutiny function and how it operates at North Somerset Council.

At the panel meeting, Members will develop and agree the Panel's work plan. Effective work planning will lay the foundations for targeted, incisive and timely work on issues of local importance, where scrutiny can add value. Members are referred to **Appendix 2** for a reminder of the Panel's remit and guidance on developing the work plan. **Appendix 3** is the Panel's current work plan.

#### **4. CONSULTATION**

Members will agree the Panel's work plan, taking into account any views that local constituents have expressed to them.

#### **5. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. In undertaking future work, the Panel may make recommendations that have financial implications for the council.

#### **6. RISK MANAGEMENT**

Risk assessments would be undertaken in respect of any future work.

#### **7. EQUALITY IMPLICATIONS**

The work of the Panel is based on the Council's commitment to ensure that the consideration of equality and diversity becomes a day-to-day part of decision-making to bring about positive changes that are felt by services users and employees.

#### **8. CORPORATE IMPLICATIONS**

Corporate implications would be dependant on the outcome of individual reviews.

#### **9. OPTIONS CONSIDERED**

N/A

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### **POLICY/OVERVIEW AND SCRUTINY**

#### **WHAT IS IT?**

Policy and scrutiny is an essential part of ensuring that decision makers remain effective and accountable. It helps in ensuring that the Executive's decision-making process is clear and accessible to the public and that there are opportunities for the public and their representatives to influence and improve council policy and services.

Policy – examining the council's aims and priorities and considering whether or not they are being achieved. This provides a vital means of ensuring all councillors can take part in the development of council policy.

Scrutiny – questioning and challenging major decisions that are being made about delivering services in order to help drive improvement. This is the main democratic means of ensuring that the council and its partners are held to account for decisions made.

#### **FOUR PRINCIPLES OF GOOD SCRUTINY:**

1. Provides "critical friend" challenge to executives as well as external authorities and agencies.
2. Reflects the voice and concerns of the public and its communities.
3. Should take the lead and own the scrutiny process on behalf of the public.
4. Should make an impact on the delivery of public services.

*[CfPS Good Scrutiny Guide]*

#### **THE CURRENT STRUCTURE OF POLICY AND SCRUTINY AT NORTH SOMERSET COUNCIL:**

There are currently five Policy and Scrutiny Panels. Within their terms of reference, these panels will:

- review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions
- make reports and/or recommendations to full Council and/or the Executive and/or individual Executive Member in connection with council policy
- consider Councillor Calls for Action, Petitions and any other matter affecting the area or its inhabitants
- exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or individual Executive Member.

The functions of the panels are to:

- review and develop council policy – helping shape the way council services are delivered
- review and scrutinise decisions and performance in relation to the Council's policy objectives, performance targets and/or particular service areas – ensuring that decisions are made within policy and budget (this does not include decisions of the Planning and Regulatory Committee nor Licensing Committee)
- review finance and performance and contribute to the budget setting process
- Report to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate
- exercise overall responsibility for the work programme of the Officers employed to support their work

**How is Health Overview and Scrutiny different?** Although it shares the general functions of Policy and Scrutiny Panels in respect to the Council's own public health role, the HOSP has a number of distinct and externally-facing functions that are defined in legislation (NHS Act 2006, Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 and government guidance<sup>1</sup>). These include:

- scrutinising local health services and major health issues which are of concern or interest to North Somerset residents;
- the Panel must be consulted when the NHS is planning significant service changes and may request that the Council refer the change to the Secretary of State for Health if it is not considered to be in the interests of local health services;
- the Panel has an important and high profile role in holding the NHS and other organisations involved in health issues to account on behalf of local people;
- this role is supported by specific powers set out in legislation, including the ability to request information from NHS bodies and to require NHS managers to attend meetings to discuss issues; and
- The Panel can also make recommendations for improvement, to which the NHS must give a response.

#### **WAYS OF WORKING:**

- Panel meetings –These will take place in public to review issues and make recommendations to Council, the Executive, Executive Members and, in the case of HOSP, to the leadership of external healthcare organisations.
- Task and Finish Groups (Working Groups) – The bulk of scrutiny work will be done in these informal, member-led, non-public meetings. Meetings involve small groups of councillors (and other co-opted individuals) who have been appointed by the Panel to investigate a given issue before reporting back to the Panel with recommendations for improvement or value for money.
- Site visits / public consultation
- Workshops – Usually one-off informal sessions to receive information on a service or issue of concern to Members.
- Call-in – A formal challenge of a decision made by the Executive or Executive Member, undertaken at a panel meeting where the decision will be examined and recommendations sent back to the Executive or Executive Member.
- Informal briefings or information sent to Members – Can be done at any time in order to ensure that Members are aware of changes to services and are best placed to undertake meaningful debate and make informed recommendations to Council and the Executive.

#### **REPORTS AND RECOMMENDATIONS REFERRED TO COUNCIL AND/OR THE EXECUTIVE**

All working groups have to report back to a formal panel meeting with suggested recommendations which are ratified by the Panel and referred to the relevant body. If referred to Council, the Executive or an individual Executive Member, a formal response should be made at the first panel meeting after two months.

#### **USEFUL WEBSITES:**

<http://www.cfps.org.uk/> (Centre for Public Scrutiny)

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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/324965/Local\\_authority\\_health\\_scrutiny.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/324965/Local_authority_health_scrutiny.pdf)

## Appendix 2

### HEALTH OVERVIEW AND SCRUTINY PANEL

#### Panel remit

As defined in the Council's Constitution, this Panel deals with issues within the following areas: National Health Service Scrutiny; wider Health Issues apart from NHS – health promotion, addressing health inequalities, impact of local and national initiatives (drugs and alcohol, hospitals, mental health, primary care etc.); health issues for both adults and Children; and finance

#### The Panel's Work Plan

The work plan is a flexible document that is updated at each meeting to reflect progress and new developments.

Scrutiny is most effective when focusing on a limited number of in-depth topics, so it is important to prioritise suggestions put forward. When identifying topics to add to the work plan, the Panel should ask the following questions:

- Have Members or Officers identified the topic as a key issue for the public?
- Is it an area of poor performance?
- Has the topic been identified as a strategic risk?
- Is there new government guidance or legislation that will require a significant change to services?
- Has the external auditor or other inspection body highlighted concerns about the issue?
- Could scrutiny lead to increased value for money?
- Is there potential for policy development?
- Will the outcome make a difference?

Once topics have been chosen, brief terms of reference should be agreed at the panel meeting to address the basic questions of:

- What does the topic include?
- Why should Panel consider?
- How should Panel proceed? (such as working group, workshop, site visit, informal briefing, item for agenda)
- Who should be involved? (agree appropriate Members, Officers and witnesses)
- Timescale

## Health Overview and Scrutiny Panel Work Plan – July 2015

### 1(A).CURRENT AREAS OF WORK

Area for investigation	What does the topic include?	Why should panel consider?	How should panel proceed?	Timescale
<b>Public Health Budget/Contracts</b>	1 Review transfer of Public Health contracts from NHS to NSC; and 2 consider budget proposals	Ref from Exec & Local Concerns	Working Group review	Ongoing (To synchronise with Budget Scrutiny Round)
<b>Community Services Procurement</b>	Review procurement (inc monitoring service co-production and engagement)	To respond to local concerns	Report to Panel	Progress Rpt to Panel at <b>July 2015 Meeting</b>
<b>WAHT Procurement of Strategic Partner</b>	Review Procurement process	To respond to local concerns	Panel or working group review	<b>TBA</b>
<b>Public Health Strategy</b>	Monitor strategy and Implementation of Plan	Reference from Exec (EXE 40/13)	6 monthly reports to Panel & workshop in Feb 2015	<b>Update Autumn 2015</b>
<b>AWP action plan following CQC Inspection</b>	- review CQC findings - Assurance about AWP's response - influence AWP/HOSC response	To respond to local concerns	Joint working group (Bristol, Wilts, Swindon, S.Glos, N Somerset, B&NES)	Report summer 2015

### 1(B).FUTURE TOPICS FOR INVESTIGATION (IN PRIORITY ORDER)

Area for investigation	What does the topic include?	Why should panel consider?	How should panel proceed?	Timescale
<b>Clevedon Hospital</b>	Review NHS proposals	local concerns	Members currently engaged with current options appraisal	Awaiting outcome of CCG 5 yr plan
<b>Local Integrated Care Team Pilot</b>	Review progress on the pilot	Reference from Exec	Working Group –joint with ASH P&S Panel TBA	Further information to Panel TBA
<b>Planning Health Services</b>	Review processes for planning health services (in light of new housing req)	Local concerns	Joint Workshop (SPED)	Further information to Panel TBA

## 2. JOINT COMMITTEE WORK

Area for investigation	What does the topic include?	Why should panel consider?	How should panel proceed?	Timescale
<b>Joint Health Scrutiny Committee</b>	Joint Committee with BANES, South Glos., BCCI. To scrutinise health provision across these areas if there are substantial changes to a service provision.	To respond to local concerns.	Meetings of the Joint Committee attended by three North Somerset Councillors (membership to be confirmed earlier on this agenda).	Meeting dates: all at 10.30 a.m. at Bristol City Council Offices

## 3. FUTURE ANTICIPATED CHANGES TO SERVICE PROVISION (CONSIDERED A SUBSTANTIAL VARIATION) OR CONSULTATION

Area for investigation	What does the topic include?	Why should panel consider?	How should panel proceed?	Timescale
<b>Weston Area Health Trust</b>	Review any service changes proposed at WHAT possibly arising from current procurement process	Potential substantial change in service	Monitor procurement progress and respond to any proposed service changes	Ongoing
<b>Rehabilitation Services</b>	Review of rehabilitation services	Potential substantial change in service	To be determined	TBA
<b>Acute Services</b>	Review of Acute Services	Potential substantial change in service	To be determined	TBA
<b>Congenital heart disease</b>	Review of services	Potential substantial change in service	To be determined	Likely in new year 2015

## 4. PERFORMANCE MONITORING

Area for investigation	What does the topic include?	Why should panel consider?	How should panel proceed?	Timescale
<b>NS Clinical Commissioning Group</b>	Ongoing Panel discussion with CCG: Progress re local healthcare strategy & specific topics as requested	Community priority to improve local health services	Update reports to Panel meeting: * Non Emergency Transport	Reports to Panel – <b>July 2015</b>
<b>Weston Area Health NHS Trust</b>	<ul style="list-style-type: none"> <li>➤ Current performance and costings</li> <li>➤ Staffing Levels</li> </ul>	In response to local concerns	Regular Updates to Panel * CQC inspection update * Procurement/merger update	Reports to Panel – <b>September 2015</b>
<b>South Western Ambulance Services (NHS)Trust</b>	Monitoring provision of service: Response times; Staffing Issues; Performance Ratings	In response to local concerns	Regular Updates to Panel specific to North Somerset	Reports to Panel – <b>TBA</b>
<b>Avon &amp; Wilts Mental Health P’ship Trust</b>	Monitoring Service Provision and Performance	In response to local concerns	Regular Updates to Panel	Reports to Panel – <b>Autumn 2015</b>
<b>North Bristol Trust</b>	Monitor service Provision Including outcome of Southmead Hospital Development	In response to local concerns	6 monthly update to Panel July 2015 update to pick up issues out of January 2015 mtg	Report to Panel <b>September 2015</b>
<b>Out-of-Hours Service (BrisDoc)</b>	Review on-going performance of new service	In response to local concerns	Periodic updates to Panel	TBA
<b>Public Health Annual Report 2014-15</b>	Monitor progress – Mental Health Indicators	In response to local concerns	6 mth Update to Panel	Report to the Panel <b>TBA</b>
<b>Public Health: Public Health Strategy</b>	Monitoring delivery of the strategy	Of local concern	6 mth updates to Panel	<b>Update Autumn 2015</b>
<b>Public Health : North Somerset Health Protection Cttee</b>	Seek assurance from the Committee that there are safe, effective and well tested plans for health protection in NS	Committee is accountable to Panel	Annual reports to the Panel	<b>Report to the Panel in March 2016</b>



## 5. FEEDBACK ON RECOMMENDATIONS

Panels Recommendations	Response to Panel	Actions / imp progress
<b>Public Health Contracts Working Group</b> (HEA 41 February 2015)	Exec Member response to Panel Recommendations	26 <sup>th</sup> March HOSP meeting Completed