

Report of Head of Governance and Scrutiny Support

Report to Scrutiny Board (Adults, Health and Active Lifestyles)

Date: 26 June 2018

Subject: Work Schedule

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

1 Purpose of this report

- 1.1 The purpose of this report is to consider the Scrutiny Board's work schedule and working arrangements for the forthcoming municipal year.

2 Main issues

- 2.1 A draft work schedule is attached at Appendix 1 for consideration. Already included within the draft work schedule are the traditional items of Scrutiny work. These involve recommendation tracking of work previously undertaken by the Scrutiny Board (Adults, Health and Active Lifestyles) and any appropriate predecessor Scrutiny Board(s); performance monitoring reports and any Budget and Policy Framework Plans.
- 2.2 Members are also requested to reflect on all the information presented earlier in the meeting and the associated discussion to draw up a list of potential areas for Scrutiny for the forthcoming municipal year.

Developing the work schedule

- 2.3 The work schedule should not be consider to be a fixed and rigid programme, it should be recognised as something that can be adapted and changed to reflect any new and emerging issues or changing priorities throughout the year; and also reflect any timetabling issues that might occur from time to time.
- 2.4 However, when developing the work schedule, Members of the Scrutiny Board are reminded that effort should be undertaken to:

- Avoid unnecessary duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue.
- Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
- Avoid pure “information items” except where that information is being received as part of a policy/scrutiny review
- Seek advice about available resources and relevant timings taking into consideration the workload across the Scrutiny Boards and the type of Scrutiny taking place
- Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year

2.5 In addition, in order to deliver the work schedule, the Board may need to take a flexible approach and undertaken activities outside the formal schedule of meetings – such as working groups and site visits, where deemed appropriate. This flexible approach may also require additional formal meetings of the Scrutiny Board.

2.6

West Yorkshire Joint Health Overview and Scrutiny Committee

- 2.7 In 2014, the changing landscape of health service delivery within West Yorkshire, particularly in the way in which services were commissioned, identified the need for a West Yorkshire Joint Health Overview and Scrutiny Committee.
- 2.8 In November 2015, Leeds City Council agreed to join other West Yorkshire authorities in making joint arrangements; approving the terms of reference; delegating the relevant functions to the West Yorkshire Joint Health Overview and Scrutiny Committee (set out in Appendix 2); and asking the (then) Scrutiny Board (Adult Social Services, Public Health, NHS) to nominate Members to the Joint Committee.
- 2.9 The Joint Committee still exists and formally consists of Leeds, Bradford, Calderdale, Kirklees and Wakefield Councils. For some time, North Yorkshire County Council has routinely been invited to attend and actively participate in meetings of the Joint Committee – although not as a formal member.
- 2.10 The working arrangements of the Joint Committee reflect the (continuing) transformation of collaborative work across the NHS (and local government), albeit without a formal review of the terms of reference or membership of the Joint Committee.
- 2.11 The need to formally review the arrangements of the Joint Committee has been recognised and work is underway in this regard. However, it is important to recognise the need to progress the development of the scrutiny function is not a unique feature of the West Yorkshire and Harrogate Health and Care system. During the time of the review of the scrutiny function, the Joint Committee will continue to meet and function under the terms of reference set out in Appendix 2.
- 2.12 Membership of the Joint Committee current consists of two members from the relevant scrutiny committee within each constituent local authority. Leeds’ representatives on the Joint Committee have been the Chair and another member of

the Scrutiny Board (Adults, Health and Active Lifestyles) and its predecessor Boards – with Councillor Flynn fulfilling this role since the formal establishment of the Joint Committee. Future membership of the Joint Committee may change as a result of the review mentioned above.

- 2.13 The Scrutiny Board is asked to note the current Joint Committee arrangements, while recognising such arrangements are currently under review.

Health Service Developments Working Group

- 2.14 As outlined elsewhere on the agenda, historically, the Scrutiny Board (Adults, Health and Active Lifestyles) and its predecessor Boards responsible for discharging the Council's scrutiny of the NHS function, has established a working group to maintain oversight of proposed NHS service changes and/or developments and to help identify those areas where formal public consultation may be required – i.e. those proposed NHS service changes and/or developments agreed as being substantial variations.
- 2.15 The previous Terms of Reference that have governed this working group have been reviewed and updated. As such, the proposed Terms of Reference is attached at Appendix 3 for consideration and agreement by the Scrutiny Board.
- 2.16 In terms of membership of the Working Group, different arrangements have operated from time-to-time. Such arrangements have included named members of the Scrutiny Board to form the working group; and open membership, where all members of the Scrutiny Board are invited to attend and contribute to working group meetings once arranged. The open membership arrangement has operated in more recent years. The Scrutiny Board is asked to confirm the membership arrangements for the current municipal year (2018/19).

3. Recommendations

- 3.1 The Scrutiny Board (Adults, Health and Active Lifestyles) is recommended to;
- (a) Consider and comment on the draft work schedule presented at Appendix 1, including the work items already identified and reflected within the current draft.
 - (b) Reflect on all the information presented during today's meeting and the discussion with those present at the meeting to draw up a list of potential areas for Scrutiny for the forthcoming municipal year.
 - (c) Request that the Chair and the Principal Scrutiny Officer consult with the relevant Director and Executive Board Members regarding resources in line with the agreed Vision for Scrutiny and report back to the next meeting with a more detailed work programme.
 - (d) Note the current West Yorkshire Joint Health Overview and Scrutiny Committee terms of reference (presented at Appendix 2) and associated arrangements, while recognising such arrangements are currently under review and may change.

- (e) Agree the draft Terms of Reference for the Health Service Developments Working Group (presented at Appendix 3) and confirm the membership arrangements of the Working Group for the current municipal year (2018/19).

4. Background papers¹

4.1 None used

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.