



---

## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Adult Social Care)

Date: 24 June 2008

Subject: Input to the Work Programme 2008/09 – Sources of Work and  
Establishing the Board's Priorities

---

#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

---

### 1.0 Purpose of Report

1.1 This report provides information and guidance to assist the Board develop a work programme for 2008/09 that is focused on strategic issues.

### 2.0 Introduction

2.1 Members will aware that the most recent Comprehensive Performance Assessment (CPA) for the Council identified the following area for improvement.

#### CPA Area for Improvement

*“While scrutiny has improved with the introduction of seven new Scrutiny Committees these still remain inconsistent in their approach to challenging policy development. As a consequence effective challenge to the Council through overview and Scrutiny remains inconsistent. Further development is required to ensure a robust approach for all Scrutiny Boards.”*

### 3.0 Background Information

3.1 It is important for Scrutiny Boards in developing their work programme for 2008/09 to have regard to the concerns raised through the CPA and focus more on strategic priorities.

3.2 To assist Members in this process, relevant core information appropriate to this Board's responsibilities has been extracted and attached to this paper:

- Local Area Agreement (**Document A**)
- Leeds Strategic Plan (**Document B1**) & Council Business Plan 2008 -11 (**Document B2**)
- Corporate Assessment Actions 2008 (**Document C**)
- Corporate Performance Management Information (**Document D**)
- Outcomes from external and/or internal audit reviews
- Details of any forthcoming external and/or internal audit reviews (**Document E**)
- Details of any planned review of key policies and strategies (including those items which make up the Council's Policy framework)
- Details of any key service changes and developments over the coming months
- (**Documents E**)

3.3 To assist Members discussion on the above information, The Board's terms of reference is attached at **Document xx**. In addition, the Director of Adult Social Care and the Executive Member with portfolio responsibility for Health and Adult Social Care, have been invited to attend the meeting.

3.4 Other key sources of information to help develop the work programme will continue to be 'requests for scrutiny' and corporate referrals. A schedule of outstanding issues from the previous Board and/or potential areas for the work programme is attached for Members attention (**Appendix 11**).

#### **4.0 Guidance**

4.1 Over recent years of Scrutiny Board work, experience has shown that the process is more effective if the Board seeks to minimise the number of substantial inquiries running at any one time.

4.2 The Board is advised to consider the benefits of single item agendas (excluding miscellaneous information and minutes) in order to focus on all the relevant evidence and complete an inquiry in a shorter period of time. There are various mechanisms available, such as working groups and site visits, that may assist the Board to conclude inquiries quickly whilst the issues are pertinent.

4.3 The agreed Memorandum of Understanding between Executive Board and Overview and Scrutiny which now sits within the Council's Constitution states;

*"The responsibility of those setting scrutiny work programmes is, therefore, to ensure that items of work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.*

*It is recognised that Scrutiny Boards have a 'watching brief' role. In addition information is required for members' own development process, particularly as membership of the Boards is changed annually.*

*However, it is also recognised that agendas are often filled up with reports for this purpose, which takes up time for both officers and Members. Where Scrutiny Boards wish to ask questions at a general or more strategic level and/or be updated on issues already considered in detail, the facility of Members' Questions – where a verbal exchange replaces written reports - should be used.*

*It is expected that where ever possible prior notification is given of the likely questions to be asked".*

4.4 Over recent years the Children's Services Board in particular has developed the approach of devoting one meeting per quarter to overview and performance management. This includes receiving reports and scrutinising Executive Members and officers on relevant issues.

## **5.0 Recommendation**

5.1 Members are requested to use the information presented in this report, along with the arising discussion, to inform the development of an outline work programme that prioritises the issues to be investigated under the next agenda item.

**Scrutiny Board (Adult Social Care)**  
**Terms of Reference**

1. In relation to **Adult Services**<sup>1</sup> to exercise the functions of a Scrutiny Board including the following:
  - a) to review or scrutinise the exercise of any council or executive function, or any other related matter<sup>2</sup>;
  - b) to make reports or recommendations to Council or the Executive in connection with the exercise of any functions of the Council or the Executive;
  - c) to receive and review external audit and inspection reports;
  - d) to act as the appropriate Scrutiny Board<sup>3</sup> in relation to the Executive's initial proposals for a plan or strategy within the Budget and Policy Framework;
  - e) to review corporate performance indicators and to make such reports and recommendations as it considers appropriate;
  - f) to review outcomes, targets and priorities within the Leeds Strategic Plan and to make such reports and recommendations as it considers appropriate; and
  - g) to review or scrutinise executive decisions made but not implemented.<sup>4</sup>
  
2. To receive and monitor formal responses to any reports or recommendations made by the Board.

---

<sup>1</sup> These are the functions delegated to the Director of Adult Social Services under the officer delegation scheme (council functions) and the officer delegation scheme (executive functions). including matters pertaining to outside bodies and partnerships to which appointments have been made by the authority.

<sup>2</sup> including matters pertaining to outside bodies and partnerships to which appointments have been made by the authority.

<sup>3</sup> under the Budget and Policy Framework Procedure Rules.

<sup>4</sup> which have been called-in under Rule 22 of the Scrutiny Board Procedure Rules.