



Report of the Head of Scrutiny and Member Development

Scrutiny Board (Health and Well-being and Adult Social Care)

Date: 22 July 2011

Subject: Work Schedule

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1 Purpose of this report

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

2 Background information

- 2.1 The previous Agenda items outlined the amendments made to the Overview and Scrutiny function encouraging Scrutiny to be more strategic and outward looking in its operation and focus on the City Priorities.
- 2.2 Further to the discussions already held during today's meeting, Members are now requested to consider the Board's work schedule for the forthcoming municipal year.

3 Main issues

- 3.1 The terms of reference for the Scrutiny Boards now determine a number of areas of review to be undertaken by those Scrutiny Boards in the municipal year. On behalf of the Council, the Scrutiny Board (Health and Well-being and Adult Social Care) is tasked with examining and reporting on the following matters to the Executive Board, and if necessary, to the Council:
- Reducing smoking in the over 18s;
 - Service Change and Commissioning in Adult Social Care;
 - Reducing avoidable admissions to hospital and care homes;
 - The transformation of health and Social Care Services.

- 3.2 The above areas of review are focused around the City Priorities and therefore come from a strategic approach. However, in addition to the above the Scrutiny Board may also wish to undertake further pieces of Scrutiny work as considered appropriate. In doing so, the Scrutiny Board is advised to consider how such work will impact on its existing workload and the available resources required to carry out the work.
- 3.3 The Board is also 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 to assist the Board in concluding inquiries quickly, such as working groups and site visits.
- 3.4 Following the Board's discussion during the meeting, the Scrutiny Board is requested to consider the Board's work schedule for the forthcoming municipal year. Consideration will also need to be given to the timing of traditional items of Scrutiny work, including performance monitoring, recommendation tracking and relevant Budget and Policy Framework Plans.

Protocol between the Scrutiny Board and NHS Bodies in Leeds

- 3.5 The Health and Social Care Act 2001 first introduced the concept of Local Authority scrutiny of health and local NHS services. To assist in this process and to help ensure that Scrutiny remains a positive and challenging process, a draft protocol is attached at Appendix 1, which provides guidance and a common understanding on how Health Scrutiny will operate in Leeds and provide a framework for the scope and style of Scrutiny in the City.

Changes and/or developments of local health services (Health Service Developments Working Group)

- 3.6 Current legislation places a duty local NHS bodies to make arrangements to involve and consult patients and the public in planning service provision, the development of proposals for changes, and decisions about changes to the operation of services.
- 3.7 The requirement to consult on service changes and/or developments, includes a duty to consult the designated Health Overview and Scrutiny Board where the NHS body is considering any proposals relating to substantial changes and/or development of local health services.
- 3.8 In recent years, to help the Scrutiny Board maintain a focus on changes and/or developments of local health services, while maintaining the Board's capacity to undertake detailed inquiries, the Scrutiny Board has established a Working Group to:
- Consider, at an early stage, proposals for service changes and/or developments of local health services, including:
 - Whether or not the relevant Trust's plans for patient and public engagement and involvement seem satisfactory¹; and,
 - Whether the proposal is in the interests of the local health service.
 - Consider the significance of any proposed service changes and/or developments, alongside the associated levels of patient and public engagement and involvement.

¹ This early engagement with Scrutiny will help the Working Group to discuss and agree the proposed degree of variation, prior to the commencement of any patient and public engagement and involvement activity.

- Maintain an overview and on-going involvement in current service change proposals and associated patient and public engagement and involvement activity, including details of any stakeholder feedback and how this is being used to shape the proposals.
- Refer any matters of significant concern to the Scrutiny Board for detailed and specific consideration.

3.9 Within these arrangements it has always been recognised that the statutory duty to consider major (substantial) changes and/ or development of local health services remains the direct responsibility of the Scrutiny Board and not the Working Group.

3.10 In previous years, categories used to identify the significance of any proposed service changes and/or developments have been summarized as follows:

- **Category 4** – major (substantial) variation (e.g. introduction of a new service)
- **Category 3** – significant change (e.g. changing provider of existing services)
- **Category 2** – minor change (e.g. change of location within same hospital site)
- **Category 1** – ongoing improvement (e.g. proposals to extend or reduce opening hours)

3.11 In line with practice from previous years, revised draft terms of reference for the Working Group is attached at Appendix 2 for the Board's consideration. Subject to any identified and agreed amendments, the Board is asked to consider establishing a Working Group (with appropriate membership) in line with the attached draft terms of reference.

3.12 It should be noted that prior to the first meeting of the Scrutiny Board, a working group meeting was convened on 29 June 2011, primarily to consider issues associated with the proposed closure of Ward 1 at Wharfedale Hospital. A copy of the notes from that meeting will be available at the meeting for consideration.

4. Recommendations

4.1 Members are asked to consider the potential scope for each of the areas of review and any additional pieces of Scrutiny work to be undertaken in line with the Board's terms of reference.

4.2 Members are also asked to consider and agree the updated draft Protocol between the Scrutiny Board and NHS Bodies in Leeds (Appendix 1) and the draft Terms of Reference for the Health Service Developments Working Group (Appendix 2).

Background papers

None used