



DERBY CITY COUNCIL

ADULT SERVICES AND HEALTH COMMISSION

18 July 2007

Report of the Director of Corporate and Adult Social Services

Overview and Scrutiny Commissions – Work Planning and Resources 2007/08

RECOMMENDATION

- 1.1 To consider and agree a work programme of the Commission for the municipal year 2007/08.

SUPPORTING INFORMATION

- 2.1 A structured work programme will enable members to take a much broader look at the issue for scrutiny. The work programme could cover the issues of local concern. These could be considered at the regular scheduled meetings or at especially organised sessions. Members may wish to receive evidence from variety of sources for some topics as part of their scrutiny
- 2.2 All Commissions are expected to set their annual work programme based on items contained in their respective portfolios at the beginning of each municipal year. The remit of the Adult Services and Health Commission wide range of areas such as Health and Social Care, Adult Education, Youth Services and Community Centres and Grants. The full list of items covered in this year's portfolio is shown in Appendix 2.
- 2.3 The constitution allows each Commission to conduct policy reviews and submit up to two reports to the Council Cabinet each year. Although this has been largely achieved in the past, it is suggested that during this year Commissions focus more on conducting detailed scrutiny rather than conduct policy reviews as these can often have financial implications which the Council may find difficult to address. It is envisaged that conducting focused scrutiny is also likely to support the corporate assessment due to be carried out in autumn.
- 2.4 In developing its work programme the Commission may wish to take account of the corporate and local priorities as well as issues of concern to local residents. By taking this approach it should not only help the Council to make improvements to local services but could also

generate greater public interest in overview and scrutiny. The work programme should also take account of the need to conduct Annual Budget Scrutiny by end of January 2008 and compile comments for Healthcare Commission's Annual Health Check whilst retaining some capacity to respond to other issues that may arise during the year.

- 2.5 At this year's annual meeting the Council created an additional Commission on Climate Change and adopted a timetable that retained the same overall number of scheduled meetings for Overview and Scrutiny Commissions. This means that ASH Commission will have five meetings in the year. To make the best use of the time it is suggested that the Commission identify and agree topics they wish to see covered within the Commission's annual work programme.
- 2.6 To enable the Commission to carry out its work plan it can draw on the Overview and Scrutiny budget which, for 2007/08 amounts to £24,000. This sum will need to be shared between all the Commissions.
- 2.7 A topic selection matrix (Appendix 4) has been used in the past to assist members with identifying topics for review. Members are asked to comment on the items listed in appendix 3.
- 2.8 Members will also be aware that Overview and Scrutiny is a member led process with Commissions supported by the Overview and Scrutiny Co-ordination Team which comprises the Scrutiny and Complaints Manager, three Co-ordination Officers and a Team Administrator. Previously the three Co-ordination Officers and the Scrutiny and Complaints Manager have worked in pairs with each pair covering several Commissions. This arrangement has worked well and has provided the flexibility needed to cope with unexpected work load peaks and absence due to holiday or sickness. It is therefore proposed to continue the arrangement in 2007/08.

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Background papers:	None
List of appendices:	Appendix 1 - Implications Appendix 2 - Terms of Reference Appendix 3 - Topic Selection Matrix Appendix 4 – Suggested items for work programme

IMPLICATIONS

Financial

1. Integrated services will pool health and social care budgets.

Legal

2. The Health Act 1999 provides the framework for partnership working.

Personnel

3. None arising from this report.

Equalities impact

4. Effective scrutiny will benefit all Derby people.

Corporate Priorities

5. This report links with Council's priority for 2007-10 to help us all to be healthy and active.
 - support everyone in learning and achieving
 - help us all to be healthy and active
 - give you excellent services and value for money.

Terms of Reference for the Adult Services and Health Commission

Cabinet Member: Hussain

Adult Services

- Adult Social Services**
- Assessment and Care Planning**
- Health Improvement Planning**
- Health Services Partnerships - Adults**
- Mandatory and Discretionary Awards (Excluding Education Awards)**
- Community Centres**
- Community Grants**
- Supporting People**
- Youth Service**
- Adult Learning**

Health

- All Health Scrutiny**

Topic Selection Matrix

The Commissions are solely responsible for selecting the subjects on which they will carry overview 'topic' reviews.

Although the Commissions are able to exert considerable control over the subjects they select for review, the amount of time that Commission members can devote to the overview and scrutiny process is usually quite limited. This means that it is important for the Commissions to select for detailed review only those subjects that are likely to justify the time and effort that will be needed to carry out the review

One way of doing this is by making sure the Commissions concentrate on reviewing 'significant' subjects.

Significant subjects are topics and issues that are:

- a) important and/or of interest to the Council and/or to local people, and where:
- b) the Commission will add or gain value by doing the review

The simple decision matrix shown below can be used to assess the significance of subjects for review.

	HIGH Score 4-5	MEDIUM Score 3	LOW Score 1-2	Total
IMPORTANT – is it				
a) Interesting				
b) Controversial				
ADDS VALUE				
URGENT				
Specific				
Measurable				
Attainable				
Relevant				
Trackable				
TOTAL				

By using the matrix, the significance of each potential review subject can be assessed by attributing numerical scores according to:

- **How important the subject is, either to the public or to the Council.** There is little point in spending time reviewing a subject that is not important. To some extent importance will depend on:
 - a) **How interesting the subject will be.** The public are more likely to want to participate in reviews of subjects they consider to be interesting
 - b) **How controversial the subject is considered to be.** Reviewing a controversial topic may present some difficulties but it is likely to generate a lot of interest and public involvement
- **How much value the Commission will add or gain by doing the review.** If no real value will be added or gained by the Commission, there is little point reviewing the subject.
- **Is it Urgent that the Commission carries out the review?** Urgency can in some cases override Importance and Value.
- **Whether the review will be SMART.** Does it have a specific aim, measurable outputs, achievable and realistic objectives and can it be completed in the available time.

The decision matrix can be used to choose which subjects to review. The maximum score is 40 and as a general rule, unless they are very urgent, subjects that score less than 25 are unlikely to justify the time and effort of a review.

The decision matrix was created to assist in the selection of relatively complex subjects for overview 'topic' reviews, and can be used to 'sort' a number of review topics into an order of importance.

Draft Work Programme for Adult Services and Health Commission

Potential items for review/ scrutiny

Title	Description	Potential Witnesses
Can Patients Access to GP Services within 48 hours	There is concern nationally about patients being able to get a GP appointment within 48 hours. The Commission may wish to examine access to GP's in Derby. Since PCT's are responsible for managing GP contracts the Commission could ask Derby PCT to explain the position in city. Members may also wish to have an independent assessment through a patient survey. The Derby City PPI Forum is also examining this issue and therefore the Commission may wish to consider PPI Forums report when it is available	PCT's, GP's Patients, PPPI forum
Examine the Joint Commissioning process in Derby	Health and social care authorities are required by the government to commission services jointly wherever possible. Members may wish to examine the process for joint commissioning, consider the statistics and other data used to identify needs and contracting procedures to deliver local services and asses whether local needs are being addressed.	Social Care Officers, PCT, patients and the public
Diabetes	People from south Asia are more than five times more likely to have diabetes than rest of the city. Members may wish to examine the reasons for such differences, understand the nature and scale of the problem in the city and examine the practices for preventing and supporting people diagnosed with diabetes.	Patients, PCT, GP's, groups at risk
Consider the level of Malnutrition amongst older people	Examine the level of Malnutrition amongst older people in the city and assess whether they get the appropriate food during their stay at the hospital. The hospital provides meals to patients through an independent catering	Patients and carers, nurses, catering staff

	company that has freed up nurses time to look after patients. The Commission may wish to examine whether older people receive support to eat at the hospital.	
Prevention of Falls for older people – what is being done in the city	The Commission may wish to consider the policies and actions plans on prevention of falls amongst older people.	Older People, PCT, Carers, Adult Social services
Examine access to GP service by people with learning disabilities	PCT's have a duty to ensure everyone within their respective areas has access to GP services including people with learning disabilities. It has been questioned whether GP's have the facilities or the capacity to provide appropriate services to people with learning disabilities in the city. The Commission may wish to examine the type and level of services received by people with learning disabilities and whether these meet their needs.	People with Learning Disabilities, Carer, GP's, PCT
Dementia services for people over 60	There is a growing older people's population and many people get dementia in old age. The Commission may wish to examine the access to dementia services in the city and whether patients receive the treatment they need.	Patients, carers, DMHT, PCT
Access to and provision of Adult Mental Health Services	To examine the waiting times for people seeking to access to mental health services in the city	Patients, carers, DMHT, PCT
Hospital acquired diseases	To understand the nature and extent of hospital acquired infectious diseases and how these are being addressed by the Foundation Trust	Patients, carers, hospital staff, GP's
Stroke	Examine the prevention and treatment of strokes Patient length of stay following stroke	Patients, carers, Foundation Trust, PCT
Effectiveness of the Ambulance Service to meet the diverse needs of Derby	Examine the effectiveness of the Ambulance Service to meet the needs of Derby. The review may examine response times to routine and emergency calls, how older people are transported to and from hospital	Ambulance Service, patients, public, hospital staff, Commissioners
Transitional arrangements for children moving from children services to adult social services	There are a significant number of children who are not Children Looked After but have been receiving social services who are required reapply when they reach the age of eighteen. The Commission may examine whether transition arrangements to consider whether this is a seamless	Children looked after, adult services, housing services, carers

	<p>service for these young people. It has been mentioned in the past that disabled children and pregnant women have had to re-apply for social services on reaching 18. This has created difficulties for them to acquire accommodation and benefits. The Commission may wish to look at this issue in more detail to understand the nature and extent of the problem and consider whether it wants to undertake a detailed topic review or a light touch scrutiny to consider this further</p>	
Smoke Free Derby	How the no smoking policy legislation coming into effect on 1 July is being implemented across the city –	Environmental Health, public, PCTs,
Visit Care Homes	Conduct visits to care homes in the city to assess the type and quality of provision the city	
Reducing Health Inequalities	Review the progress against the Former Commission's recommendations on reducing health inequalities	
Budget Scrutiny	All Commission are required to scrutinise the element of budget that falls within their respective remit.	
Annual Health Check	The Healthcare Commission annually asks for comments on the performance of health bodies. The ASH commission is expected to give its comments on East Midlands Ambulance Service, Derby PCT, Derbyshire Mental Health Trust and Derby Hospitals Foundation Trust	