

## **Adult Services Scrutiny Performance Panel 8 August 2017**

### **ROLE OF THE ADULT SERVICES SCRUTINY PERFORMANCE PANEL**

#### **1. Introduction**

- 1.1 The main aim of scrutiny is to act as a 'critical friend' to the Cabinet and other decision makers in order to promote better services, policies and decisions. Councillors involved in scrutiny will hold the Council's executive to account and examine the work of Council departments, as well as other public services.

#### **2. Role of the Adult Services Scrutiny Performance Panel**

- 2.1 The role of this Panel in general is to receive and request relevant performance reports to monitor and challenge assessments on service performance and quality in respect of adult social services.

On behalf of the Panel, the convener will write to the relevant Cabinet Member raising issues of concern, comments and recommendations as appropriate following Panel meetings.

Terms of Reference are attached in ***Appendix 1***.

#### **3. Membership**

- 3.1 8 Councillors sit on this Panel. They are:

Peter Black	Gloria Tanner
Paxton Hood Williams	Alyson Pugh
Mandy Evans	Susan Jones
Jeff Jones	Chris Holley

- 3.2 One co-optee sits on this Panel: Tony Beddow.

#### **4. Adult Services Scrutiny Performance Panel Convener**

- 4.1 Scrutiny Conveners are appointed by the Scrutiny Programme Committee to lead specific activities. Peter Black will convene the Adult Services Scrutiny Performance Panel.

- 4.3 Councillors who are appointed as conveners will be responsible for ensuring that Panels are operating effectively. A role description for conveners is attached in ***Appendix 2*** (taken from 'New Scrutiny Arrangements' Council Report 18 October 2012)

#### **5. The Work Programme for 2017/18**

- 5.1 The Adult Services Scrutiny Performance Panel Work Programme has been developed based upon core annual items, topic suggestions received and input from the Head of Adult Services. This draft work programme is a basic framework that allows for further items to be added or removed based on your discussions today. It also allows for flexibility throughout the year for key items that may arise.
- 5.2 All meetings will be at 3.30pm (apart from 20 September which will be at 3.00pm) and will be held in a committee room in the Guildhall unless otherwise stated.

<b>Meeting Date</b>	<b>Items to be discussed</b>
<b>Meeting 1</b> Tues 8 August 2017  3.30pm	<b>Overview of key priorities and challenges for Adult Services in Swansea</b> <i>Presentation by Alex Williams, Head of Adult Services</i>  <b>Role of the Adult Services Scrutiny Performance Panel</b> including Terms of Reference and Draft Work Programme  <b>Letters to / from Convener</b>
<b>Meeting 2</b> Wed 20 September 2017  <b>3.00pm</b>	<b>Prevention</b> including (i) Update on Local Area Coordination (LAC) and (ii) Supporting People <i>Alex Williams, Head of Adult Services and Mark Wade, Housing</i>  <b>Overview of Western Bay Programme</b> <i>Sara Harvey, Programme Director</i>
<b>Meeting 3</b> Tues 10 October 2017  3.30pm	<b>Performance Monitoring</b>
<b>Meeting 4</b> Tues 21 November 2017  3.30pm	<b>Demand Management</b> including Deprivation of Liberty Safeguards (DoLS)
<b>Meeting 5</b> Tues 19 December 2017  3.30pm	<b>Workforce Development</b>  <b>Systems Support</b>
<b>Meeting 6</b> Tues 16 January 2018  3.30pm	<b>Performance Monitoring</b>

<b>Additional meeting</b> (Feb 17?)	Draft budget proposals for Adult Services
<b>Meeting 7</b> Tues 13 February 2018  3.30pm	<b>Intermediate Care</b> including DFGs  <b>DoLS Update</b>
<b>Meeting 8</b> Tues 20 March 2018  3.30pm	<b>Commissioning Reviews - Domiciliary Care and Procurement Update</b>  <b>Cabinet Member presentation and Q and A Session</b>
<b>Meeting 9</b> Tues 17 April 2018  3.30pm	<b>Performance Monitoring</b>

## 6. Finding Effective Ways of Working

6.1 The panel should take the opportunity to discuss how it can work most effectively, for example in its preparation for meetings:

- Developing Questions and Questioning Strategy
- Use of short Pre-meetings / Post meetings / summing up
- Team / Inclusive Working and Communication
- Decorum at meetings
- Any other practical considerations.

## **Adult Services Scrutiny Performance Panel**

### **Terms of Reference**

**1. Why this topic is important?**

- The service is undergoing major change and it is vital that performance is maintained and that further improvements are made across all areas of the service
- It is an area of high demand from an ageing population and high spend - there are significant financial pressures in this service area
- Safeguarding is a corporate priority area.

**2. What is the purpose of the Panel?**

The Panel will:

- Receive and request relevant performance reports to monitor and challenge assessments on, and outcomes of service performance and quality in respect of adult social services
- Assist the Executive in containing departmental spend in this high spend, demand led service area
- Consider best practice in other organisations
- Engage the third sector and other providers involved in the delivery of adult services
- Hold the Executive to account
- Consider the performance of Western Bay, regionally provided services and the impact of the integrated health and social care fund
- On behalf of the Panel, the convener will write to the relevant Cabinet Member raising issues of concern, comments and recommendations as appropriate following Panel meetings
- Report on progress to the Scrutiny Programme Committee on a regular basis throughout the year. The Panel may also raise issues, as appropriate, with the Committee.

**3. Meetings:**

The Panel will meet on a monthly basis.

**4. Support**

Lead Scrutiny Officer: Liz Jordan ([Liz.jordan@swansea.gov.uk](mailto:Liz.jordan@swansea.gov.uk))  
Tel: 01792 637314

**Scrutiny Convener Role Description**

**1. General**

- 1.1 The Scrutiny Convener will be responsible for a portfolio of scrutiny topics that they will manage and deliver. These topics, allocated by the Council's Scrutiny Programme Committee, will not be confined to a single subject or department. The scrutiny work led by these conveners will be done through informal task and finish groups / panels and the conveners will chair the meetings of these groups. Conveners will be accountable to the Scrutiny Programme Committee.

**2. Providing leadership**

- 2.1 To provide confident and effective management of the topics for which they are responsible.
- 2.2 To promote the role of scrutiny within and outside the council, liaising effectively both internally within the Council and externally with the Council's partners.
- 2.3 To contribute to the development of a balanced scrutiny work programme.
- 2.4 To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues.
- 2.5 To demonstrate an objective and evidence based approach to scrutiny and to facilitate the identification of conclusions and recommendations accordingly.
- 2.6 To evaluate the impact and added value of scrutiny activity and identify areas for improvement.
- 2.7 To promote cross party working.
- 2.8 To keep any relevant deputies fully involved and informed to ensure they are able to cover the conveners' role as required

**3. Managing the work programme**

- 3.1 To ensure that the work programme is delivered.
- 3.2 To report on progress against the work programme to Council, and others as appropriate.
- 3.3 To liaise with officers, other members and community representatives to resource and deliver the work programme.

## **4 Effective meeting management**

- 4.1 To set agendas containing clear objectives and outcomes for meetings.
- 4.2 To manage the progress of business at meetings, ensuring that meeting objectives are met.
- 4.3 To ensure that the necessary preparation is done beforehand.
- 4.4 To ensure that all participants have an opportunity to make an appropriate contribution

## **5 Community leadership**

- 5.1 Where necessary to act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function.
- 5.2 To build understanding and ownership of the scrutiny function within the community.
- 5.3 To involve fully external stakeholders for example, service users, expert witnesses and partners in scrutiny activity.
- 5.4 To support the involvement and development of scrutiny members
- 5.5 To encourage high performance from all scrutiny councillors in task and finish groups.
- 5.6 To assess individual and collective performance within task and finish groups and facilitate appropriate development.

## **6 Values**

### **6.1 To be committed to the values of the Council and the following values in public office:**

- a. Openness and transparency;
- b. Honesty and integrity;
- c. Tolerance and respect;
- d. Equality and fairness;
- e. Appreciation of cultural difference;
- f. Sustainability.