

Meeting of:	<b>Healthy Living and Social Care Scrutiny Committee</b>
Date of Meeting:	<b>Tuesday, 18 June 2019</b>
Relevant Scrutiny Committee:	Healthy Living and Social Care
Report Title:	4th Quarter Scrutiny Decision Tracking of Recommendations and Proposed Work Programme Schedule 2019/20
Purpose of Report:	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2019/20
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Gareth Davies, Democratic and Scrutiny Services Officer, 01446 709249
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the WAO Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• The report advises Members of progress in relation to the Scrutiny Committee's recommendations and confirms the proposed Work Programme Schedule for 2019/20: <ul style="list-style-type: none"> <li>- 4th Quarter January to March 2019 (Appendix A)</li> <li>- 3rd Quarter October to December 2018 (Appendix B)</li> <li>- 2017-18 Uncompleted (Appendix C)</li> <li>- Proposed Work Programme Schedule for 2019/20 (Appendix D).</li> </ul> </li> </ul>	

## **Recommendations**

1. That the views of the Committee on the status of the actions listed in Appendices A to C to the report be sought.
2. That the proposed Work Programme Schedule attached at Appendix D be approved and uploaded to the Council's website.

## **Reasons for Recommendations**

1. To maintain effective tracking of the Committee's recommendations.
2. For information.

## **1. Background**

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

## **2. Key Issues for Consideration**

- 2.1 Appendices A to C attached to this report set out the recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2 It is important that decision of Scrutiny Committees are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 Members are also requested to confirm approval of the proposed Scrutiny Committee Work Programme Schedule attached at Appendix D, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 2.4 The Work Programme has been aligned to the Cabinet Forward Work Programme. The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.

With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.

- 2.5 Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group having regard to resource implications and corporate priorities.
- 2.6 The Work Programme can also be found on the Council's website at the following link: [https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx)

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1 The Scrutiny Committees have a responsibility to report annually to the Council their future work programmes.
- 3.2 Scrutiny Committee forward work programmes are published by the Council which encourages engagement / involvement by the public in the decision making process.
- 3.3 The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>
- 3.4 The Scrutiny work programme provides details of the reports / items proposed to be considered by the Committee over the coming year.

### **4. Resources and Legal Considerations**

#### **Financial**

- 4.1 None as a direct result of this report.

#### **Employment**

- 4.2 None as a direct result of this report.

#### **Legal (Including Equalities)**

- 4.3 None as a direct result of this report.

### **5. Background Papers**

Relevant Scrutiny Committee and Cabinet minutes.

# Uncompleted Recommendations

4<sup>th</sup> Quarter 2018-19

SCRUTINY DECISION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

08 January 2019				
<b>Min. No. 637 – Progress Report On Cogan Wellbeing Hub Presentation – Recommended</b>	Healthy Living & Social Care			
That an update progress in relation to the Cogan wellbeing hub be provided in a year's time.			Added to work programme schedule.	Completed
<b>Min. No. 639 – Autistic Spectrum Disorder: Adult Autism Team (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That an annual update on the work of the team be received.			Added to work programme schedule.	Completed
<b>Min. No. 640 – Update on the Cardiff and Vale of Glamorgan Regional Partnership Board (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That an annual update on the work of the Board be received.			Added to work programme schedule.	Completed
<b>Min. No. 641 – 3<sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2018/19 (MD) – Recommended</b>	Healthy Living & Social Care			
(1) That the updated work programme attached at Appendix D to the report be uploaded to the Council's website.			Work programme uploaded to the Council's website.	Completed
05 February 2019				
<b>Min. No. 718 - Corporate Safeguarding Mid-Year Report (REF) – Recommended</b>	Healthy Living & Social Care			
(2) That congratulations be sent to those staff nominated at the Safeguarding Awards evening held on 16 <sup>th</sup> November, 2018.				
<b>Min. No. 719 – An Overview of Meals Provision for Adult Residents within the Vale of Glamorgan (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That a further report detailing costs per meal and options around outsourcing be provided at the Committee meeting set for June 2019.			Added to the Committee's work programme schedule for June 2019.	Completed

# Uncompleted Recommendations

4<sup>th</sup> Quarter 2018-19

SCRUTINY DECISION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

<b>Min. No. 720 – Telecare Services Update (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That the Scrutiny Committee receive an annual update on the work of the Telecare Service.			Added to the Committee's work programme schedule for February 2020.	Completed
<b>05 March 2019</b>				
<b>Min. No. 806 – Internal Day Services and Telecare - Proposed Fees and Charges for 2019/2020 (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That the comments of the Healthy Living and Social Care Scrutiny Committee be appended to the Cabinet report to be presented at its meeting to be held on 18 <sup>th</sup> March, 2019.			Cabinet, at its meeting on 18 <sup>th</sup> March, 2019 resolved (1) That the fee proposals for Internal Day Services be approved. (2) That the reasons for charging in respect of Telecare Services as set out in the report and the associated appendices be noted. (Min. No. C618 refers)	Completed
<b>Min. No. 807 – Vale of Glamorgan Wellbeing / Improvement Objectives and Improvement Plan Part One 2019/20 (DSS) – Recommended</b>	Healthy Living & Social Care			
(1) That the comments as set out above (to highlight the recommendation section) regarding the formatting of the new report template be forwarded to the Performance and Development Team.		}	The Committee's views have been forwarded to the Improvement and Development Team for incorporation into an updated report to be presented to Cabinet.	Completed
(2) That the statistical evidence provided in the Improvement Plan be reviewed.				
<b>Min. No. 808 – Quarter 3 (2018-19) Performance Report - An Active and Healthy Vale (DSS) – Recommended</b>	Healthy Living & Social Care			
(3) That an update report on Corporate Plan Action AH16 - Undertake an Annual Programme of Targeted Inspections at Premises Undertaking Commercial Activities that Affect Vulnerable People be provided.			Added to work programme schedule.	Completed

# Uncompleted Recommendations

4<sup>th</sup> Quarter 2018-19

Appendix A  
Jan - Mar 2019

SCRUTINY DECISION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

<p>(4) That Cabinet be advised of the Committee's view that performance in relation to delivering Wellbeing Outcome 4 - An Active and Healthy Vale, is likely to be affected by budgetary pressures within Social Services.</p>			<p>The Committee's views have been forwarded to the Improvement and Development Team for incorporation into an updated report to be presented to Cabinet.</p> <p>Cabinet, on 1<sup>st</sup> April, 2019, resolved</p> <p>[1] That progress to date in achieving outcomes in line with Well-being Outcomes and Corporate Health priorities as outlined in the Corporate Plan 2016-20 be noted and endorsed.</p> <p>[2] That the performance results and remedial actions to be taken to address areas of underperformance and to tackle the key challenges identified be noted and endorsed.</p> <p>(Min No C636 refers)</p>	<p>Completed</p>
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Uncompleted Recommendations

3<sup>rd</sup> Quarter 2018-19

SCRUTINY DECISION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

<b>06 November 2018</b>				
<b>Min. No. 466 – The Vale of Glamorgan Leisure Strategy (REF) – Recommended</b>	Healthy Living & Social Care			
(2) That the revised and amended Strategy be reported back to the Scrutiny Committee prior to formal adoption by Cabinet.			Cabinet, at its meeting on 17 <sup>th</sup> December, 2018, resolved [2] That once amended, the strategy be referred to the Healthy Living and Social Care Scrutiny Committee prior to formal adoption by Cabinet. (Min. No. C508 refers) (Due July 2019)	Ongoing
<b>04 December 2018</b>				
<b>Min. No. 532 – Initial Revenue Budget Proposals 2019/20 and Revised Budget 2018/19 (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That the Corporate Performance and Resources Scrutiny Committee pass on to Cabinet the Committee's comments regarding acknowledgement of the increase in demand for services for Adults and Children and the pressures on the service's budgets, and a call for an easing of the cost pressures that needed to be fully considered and applied.			Corporate Performance and Resources Scrutiny Committee, on 13 <sup>th</sup> December, 2018 recommended [1] That Cabinet be advised of the Committee's comments regarding acknowledgement of the increase in demand for services for Adults and Children and the pressures on the service's budgets, with a call for an easing of the cost pressures that needed to be fully considered and applied. [2] That the Initial Revenue Budget Proposals for 2019/20 and the comments raised by the Committee, including those relating to cost pressures as set out Recommendation [1] above, be forwarded to Cabinet. (Min. No. 601 refers) Cabinet, on 21 <sup>st</sup> January, 2019 resolved – that the contents of the report be noted and passed to the Budget Working Group for consideration in concluding the budget proposals for 2019/20. (Min. No. C552 refers)	Completed

## Uncompleted Recommendations

2017-18

SCRUTINY DECISION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

15 January 2018				
<b>Min. No. 600 – Quarter 2 Performance: An Active and Healthy Vale (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That a programme of site visits to Council run residential care homes be devised.			<p>The Healthy Living &amp; Social Care Scrutiny Committee visit to Ty Dyfan Care Home scheduled for 2:00pm on Wednesday, 14<sup>th</sup> March, 2018. Further visits would be arranged over the next few weeks. (22 May Min No 22 refers)</p> <p>At the meeting on 8<sup>th</sup> January, 2019 Committee was advised that arrangements had been made to visit Hen Goleg and Rondel House on 8<sup>th</sup> February, 2019. Rondel House would commence at 10.00 a.m. and Hen Goleg later the same day at 1.00 p.m. Arrangements would also be made for a further visit to Barry Hospital. (Min No 641 refers)</p> <p>Visit to Barry Hospital (Mental Health Team) held on 12<sup>th</sup> April, 2019.</p>	Completed



**HEALTHY LIVING AND SOCIAL CARE SCRUTINY COMMITTEE**  
**FORWARD WORK PROGRAMME 2019/20**

<b>MONTH</b>	<b>REPORT TITLE</b>
18 <sup>th</sup> June, 2019	<ul style="list-style-type: none"> <li>• Director of Social Services Annual Report</li> <li>• Support for Carers in the Vale of Glamorgan</li> <li>• Overview of Meals Provision for Adult Residents within the Vale of Glamorgan detailing costs per meal and options around outsourcing</li> <li>• 4<sup>th</sup> Quarter Decision Tracking and Forward Work Programme</li> </ul>
15 <sup>th</sup> July, 2019	<ul style="list-style-type: none"> <li>• *CFWP – Revenue and Capital Monitoring</li> <li>• *CFWP – Closure of Accounts 2018/19</li> <li>• Presentation - the Cardiff and Vale Dementia Strategy 2017-2027 – Dr. Suzanne Wood, Consultant in Public Health Medicine. <b>TO BE CONFIRMED</b></li> <li>• Leisure Management Contract - Renewal</li> <li>• Children and Young People Services Annual Placement Review</li> <li>• Families First Annual Update report</li> <li>• Vale Family Information Service annual update</li> <li>• Forward Work Programme and 1<sup>st</sup> Quarter Decision Tracking</li> </ul>
17 <sup>th</sup> September, 2019	<ul style="list-style-type: none"> <li>• *CFWP – Improvement Plan (Part One)</li> <li>• *CFWP – Vale of Glamorgan Annual Report 2018/19 (Part 2 Improvement Plan)</li> <li>• Cogan Wellbeing Hub annual update – Mr Geoff Walsh UHB</li> <li>• Development of a Locality Model of Community Mental Health Provision across the Vale of Glamorgan</li> <li>• Report on Membership of Leisure Management Contract – Members Working Group.</li> </ul>
15 <sup>th</sup> October, 2019	<ul style="list-style-type: none"> <li>• Presentation - 6 Monthly Progress Update: Child and Adolescent Mental Health Service (CAMHS) – Ross Whittle, Directorate Manager, Community Child Health</li> <li>• *CFWP – Revenue and Capital Monitoring</li> <li>• *CFWP – Q1 2019/20 Performance Report</li> <li>• Scrutiny Committees' Draft Annual Report</li> <li>• Annual Report on Complaints and Compliments received by Social Services</li> <li>• Forward Work Programme and 2<sup>nd</sup> Quarter Decision Tracking</li> </ul>

\*\* CFWP – Cabinet Forward Work Programme

12 <sup>th</sup> November, 2019	<ul style="list-style-type: none"> <li>• Annual Report of The Vale, Valleys and Cardiff Regional Adoption Collaborative</li> </ul>
9 <sup>th</sup> December, 2019	<ul style="list-style-type: none"> <li>• *CFWP – Initial Capital Programme Budget Proposals</li> <li>• *CFWP – Initial Revenue Programme Budget Proposals</li> <li>• Q2 2019/20 Performance Report</li> <li>• Leisure Management Contract Year 7 Report</li> <li>• Corporate Safeguarding Mid-Year Report (reference from Cabinet)</li> </ul>
14 <sup>th</sup> January, 2020	<ul style="list-style-type: none"> <li>• *CFWP – Revenue and Capital Monitoring</li> <li>• Improvement Objectives Part 1 / Corporate Plan</li> <li>• Cogan Wellbeing Hub annual update</li> <li>• Autistic Spectrum Disorder: Adult Autism Team annual update</li> <li>• Cardiff and Vale of Glamorgan Regional Partnership Board annual update</li> <li>• Forward Work Programme and 3<sup>rd</sup> Quarter Decision Tracking</li> </ul>
11 <sup>th</sup> February, 2020	<ul style="list-style-type: none"> <li>• *CFWP – Corporate Safeguarding</li> <li>• Telecare Services Annual Update</li> </ul>
17 <sup>th</sup> March, 2020	<ul style="list-style-type: none"> <li>• *CFWP – Revenue and Capital Monitoring</li> <li>• *CFWP – Council Annual Self-Assessment</li> <li>• *CFWP – Vale of Glamorgan Wellbeing Objectives and Improvement Plan (Part 1)</li> </ul>
21 <sup>st</sup> April, 2020	<ul style="list-style-type: none"> <li>• *CFWP – Q3 2019/20 Performance Reporting 2018/19</li> <li>• Forward Work Programme and 4<sup>th</sup> Quarter Decision Tracking</li> </ul>
May 2020	

SCH – Scrutiny Committee (Social Care and Health)

HL&SC – Healthy Living and Social Care Scrutiny Committee

- Corporate Parenting Panel Minutes (as and when, distributed outside formal committee arrangements)
- Update on how the Council is managing increased demand for Family Support Services (22 Nov 16: Min No 553)
- Vale of Glamorgan Fostering Service (22 Nov 16: Min No 553)
- Regular updates in relation to the performance of the Food Service (08 Dec 16: Min No 593)
- Telecare Service Update (04 Dec 17: Min No 504)

\*\* CFWP – Cabinet Forward Work Programme

- Update report on the “Your Choice” pilot to be presented six months after roll out (15 May 18: Min No 21)
- Reshaping Services: Sustainable approach to a single user outdoor sports facilities update report (10 Jul 18: Min No 135)
- Vale of Glamorgan Leisure Strategy – Amended version (06 Nov 18: Min No 466)
- Leisure Management Contract Year 7 Report (04 Dec 18: Min No 536)
- Legacy Leisure’s Marketing Strategy (04 Dec 18: Min No 536)
- Update report on Corporate Plan Action AH16 - Undertake an Annual Programme of Targeted Inspections at Premises Undertaking Commercial Activities that Affect Vulnerable People be provided (05 Mar 19: Min No )

### **Annual**

- Corporate Safeguarding Annual Report (Jun)
- The Vale Family Information Service further update be provided on an annual basis (Initial report 13 Apr 15: SCH Min No 1078, last report 12 June 18: Min No 77)
- Closure of Accounts (Jul)
- Families First Annual Update report (10 Jul 18: Min. No. 131)
- Vale of Glamorgan Annual Report (Sep)
- Scrutiny Committee’s Draft Annual Report (Sep)
- Children and Young People Services Annual Placement Review – July 2019 (last received 11 Sep 18: Min No 266)
- Annual Report on Complaints and Compliments received by Social Services (9 Oct 18: Min No 394)
- Annual Report of The Vale, Valleys and Cardiff Regional Adoption Collaborative (06 Nov 18: Min No 468)
- Initial Capital Programme Budget Proposals (Dec)
- Initial Revenue Budget Proposals (Dec)
- Autistic Spectrum Disorder annual report of the Adult Autism Team (06 Nov 17: Min No 437, last reported 08 Jan 19: Min No 639)
- Cardiff and Vale of Glamorgan Regional Partnership Board annual update (15 Jan 18: Min No 599 last reported 08 Jan 19: Min No 640)
- Cogan Wellbeing Hub annual update (08 Jan 19: Min No 637)
- Vale of Glamorgan Wellbeing Objectives / Improvement Plan (Part One) (Including target setting and service plans) (Mar)
- Cardiff and Vale Suicide and Self-Harm Prevention Strategy 2017-2020 12 monthly update (12 June 17: Min No 24, last reported 05 Mar 19)

### **Biannual**

- Corporate Safeguarding Mid-Year Report (Dec)
- 6 Monthly Progress Update: Mrs. R. Whittle, Clinical Lead – Child and Adolescent Mental Health Service (CAMHS) (06 Nov 18: Min No 465)

\*\* CFWP – Cabinet Forward Work Programme

**Quarterly**

- 1<sup>st</sup> Quarter (Apr – Jun) Decision Tracking and Proposed Work Programme (Jul)
- 2<sup>nd</sup> Quarter (Jul – Sep) Decision Tracking and Work Programme (Oct)
- 3<sup>rd</sup> Quarter (Oct – Dec) Decision Tracking and Work Programme (Jan)
- 4<sup>th</sup> Quarter (Jan – Mar) Decision Tracking and Work Programme (May)
- Quarter 1 (Apr – Jun) Performance Report (Oct)
- Quarter 2 (Jul – Sep) Performance Report (Dec)
- Quarter 3 (Oct – Dec) Performance Report (Mar)

**Requests for Consideration**

**NB The schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.**

**\*\* CFWP – Cabinet Forward Work Programme**