



Scrutiny Work Programme (draft)

Adults and Safer City Scrutiny Panel 2021-2022

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Scrutiny – A New Approach

1. **Roles and expectations** have been defined for the Chairs of Scrutiny Panels, Strategic Executive Board (SEB) leads and Scrutiny Officers; creating a collective understanding of scrutiny's role within the Council. These can be seen in Appendix A.
2. Effective **work planning and agenda setting** will take place to produce **jointly owned work plans**.
3. Regular briefings will be arranged with the Scrutiny Panel Chair, Vice Chair, SEB lead and scrutiny officer to enable a shared understanding of priorities and reviews of progress and recommendations.
4. **Improved communication:** 'You said we did' updates and publicity (including social media)
5. Creation of a **strong organisational culture** that supports scrutiny work that **adds real value** and **evidences impact**.

Work Programme considerations:

1. Is the issue in the public interest?
2. How can scrutiny add value by looking at it?
3. Where is the evidence to support looking at this issue?
4. Can we evidence impact?
5. Is there a change to National Policy?
6. Does it affect citizens across the City?
7. Are there performance concerns?
8. Is it a safety issue?

Adults and Safer City Scrutiny Panel

Chair: Cllr Val Evans	Vice Chair: Cllr Sohail Khan	SEB Lead: Emma Bennett	Scrutiny Lead: Earl Piggott-Smith
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Date of Meeting	Agenda Publication	Item Description	Lead Report Author	Council Plan Priority	Notes
20 July 2021	12 July 2021	<ul style="list-style-type: none"> Principal Social Worker Annual Report Mandatory Vaccinations for Social Care Homes 	Jenny Rogers Becky Wilkinson	Strong, resilient and healthy communities	outline of plans for implementing programme and timeline
19 October 2021	11 October 2021	<ul style="list-style-type: none"> Domestic Abuse Act 2021 – update on implementation Safer Wolverhampton Partnership Board – update 	Hannah Pawley Hannah Pawley		

		<ul style="list-style-type: none"> • Best practice update on CHANNEL guidance • Adult Social Care Annual Report - Wolverhampton Local Account 	<p>Hannah Pawley</p> <p>Becky Wilkinson</p>		<p>The report will detail progress made during the previous 12 months, identifying key achievements and challenges and priorities for the year ahead.</p>
15 February 2022	7 February 2022	<ul style="list-style-type: none"> • Care and Support Provider Fee Review 2021 - 2022 and Market Sustainability • Social Isolation among older people in the community and care homes 	<p>Alicia Woods</p> <p>Becky Wilkinson/Sandra Ashton-Jones and Tom Denham</p>		<p>Invite Care Providers to the meeting</p> <p>Invite Champion for Councillor Development and Information Technology - Cllr Jaspreet Jaspal to brief panel and Ian Darch WVSC</p>

Future items

1. Headlines from Self Assessment – Becky Wilkinson - date tbc
2. Briefing on Assisted Technologies Strategy - date tbc
3. Heather Clarke to share briefing paper on digital inclusion work with a focus on support for older people and care home residents with the panel when published.
4. Adult Social Work Health Check 2020 - date tbc
5. Adult Social Care Workforce Health Check 2020 - date tbc

Scrutiny Panel Remit & Functions

Adults and Safer City Scrutiny Panel

The scrutiny of services for older and vulnerable adults, local safeguarding arrangements for adults and crime and disorder in the city.

Specific responsibilities

The Panel will have responsibility for scrutiny functions as they relate to:

- Older people assessment and care management
- Financial support services
- Libraries and community hubs
- Independent living centre
- Commissioning older people
- Carers support
- All age disabilities (disabilities)
- All age disability (provision)
- Safeguarding and quality
- Community safety

General Role of the Scrutiny Board and Scrutiny Panels

Within the terms of reference set out in the Overview and Scrutiny Procedure Rules, the Scrutiny Board will:

1. Co-ordinate the work of the Scrutiny Panels and Scrutiny Review Groups.
2. Receive annual reports from the Councillor Champion and give consideration to the work undertaken and issues that the Councillor Champion wishes scrutiny to consider investigating further.
3. Maintain regular dialogue with the Cabinet on service improvement, performance management of cross-cutting issues, policy development and budgetary provision.
4. Oversee and ensure access to appropriate learning and development for scrutiny Councillors.
5. Discharge the call-in procedures relevant to its overarching role.

The Scrutiny Panels will:

1. Maintain regular dialogue with the Cabinet, Scrutiny Board and Councillor Champions.
2. Ensure that members of the public and stakeholders are informed of and involved in issues within the remit of each Panel.
3. Discharge the call-in procedure relevant to their terms of reference.

Appendix A: Roles and Responsibilities

1. Chair of Scrutiny Panel:

- To attend fortnightly meetings with the SEB lead and Scrutiny Officer
- To attend agenda setting meetings and other relevant briefings on a regular basis
- To contribute to the work planning for the panel and to bring forward relevant topics and issues for inclusion
- To chair meetings in a fair and open way and to encourage participation from panel members
- To attend Scrutiny Board (where appropriate) to provide feedback and updates on progress
- To prepare, when possible, questions in advance of a meeting to allow for healthy debate and to ensure that clear resolutions are made that add value and show impact
- To act as champion for scrutiny and to represent the best interests of the citizens of Wolverhampton

2. SEB Lead:

- Meet with the Chair, the Vice Chair and the Scrutiny Officer fortnightly to discuss upcoming issues, updates from previous meetings, workplans and any other relevant business as agreed by all parties.
- Recommend topics for inclusion on the workplan, working proactively with the Chair, Vice Chair and Scrutiny Officer to address any issues/opportunities/challenges that fit with the remit of the panel.
- To advise on the viability of any issues put forward by the panel for inclusion on the work plan.
- To attend relevant Scrutiny Panel meetings and provide an update at each meeting on any relevant issues within the remit of the panel. Also, attending Scrutiny Board (as appropriate) to provide feedback.
- To act as a champion for scrutiny in the Council and to encourage engagement with the scrutiny function and promote a healthy culture within which scrutiny can thrive

3. Scrutiny Officer:

- Provide support and guidance to the panel, its members, officers, partners and other stakeholders regarding the scrutiny function
- To ensure openness and transparency in the scrutiny function and to make sure that information is continuously shared and communicated between all relevant parties in a timely and suitable fashion
- To ensure that the appropriate persons are invited to meetings and that they are given adequate time to prepare and to provide guidance and support where appropriate
- To manage the administration of all relevant panels and meetings within statutory timescales
- To carry out research and information gathering exercises when required
- To provide advice on policy and legislation where appropriate
- To ensure that all resolutions are followed up and responses or actions fed back, monitored and recorded
- To act as liaison between the Chair and the SEB lead to ensure a shared understanding of priorities and work planning.
- To manage the agreed work plan and its outcomes to show impact and added value