

**Report to:** People Scrutiny Committee

**Date of meeting:** 7 March 2019

**By:** Assistant Chief Executive

**Title:** People Scrutiny Committee Work Programme

**Purpose:** To review and agree items for the People Scrutiny Committee's future work programme.

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**RECOMMENDATIONS:** The Committee is recommended to:

- 1) review and agree any amendments to the work programme set out in Appendix 1, including agreeing agenda items for future Committee meetings and any changes or additions to the Committee's other scrutiny work;
  - 2) approve the proposed terms of reference for the 'Adult Social Care Workforce' scrutiny review set out in Appendix 2 and to appoint a Chair and Board Members; and
  - 3) review upcoming items on the County Council's Forward Plan (Appendix 3) to identify any issues that may require more detailed scrutiny.
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## 1 Background

1.1 The work programme is an important tool in ensuring the correct focus and best use of the Committee's time in scrutinising topics that are of importance to the residents of East Sussex, and the efficient and effective working of the Council. It also provides clarity for those who may be requested to give evidence to the Committee on the issues under review, and the questions the Committee requires answers to.

1.2 All reports and activities on the work programme should have a clear objective and purpose. Reports should not be "to note" or simply to provide information to the Committee, which could be provided as briefings outside of the formal Committee meetings.

1.3 Discussion of the work programme provides the Committee with the opportunity to consider topics that it may be of value to scrutinise, and to decide whether further scoping work is required. This provides a basis for deciding the best way of scrutinising a topic, the timescale, and who from the Committee will be involved in carrying out the review work. If there are a number of potential topics for review, Members can determine the priority of the work within the resources available to the Committee.

## 2 Supporting information

### ***Work programme***

2.1 The Committee is asked to review and agree any amendments to the items set out in its work programme (attached at Appendix 1). This includes reviewing and agreeing the Committee's future agenda items, its list of potential future Scrutiny Reviews, the work of its Reference Groups and the subject matter for any reports for information.

2.2 When considering potential topics for inclusion in the work programme, the Committee is asked to consider a range of questions. These include:

- Is the topic relevant to the Council's Corporate Priorities?

- Is the issue of concern or of relevance to East Sussex residents?
- Can Scrutiny have an impact and add value by scrutinising this issue, service or policy?
- Is the issue one that the Committee can realistically influence?
- Are the resources needed to undertake the review available?

2.3 Any suggestions for potential Scrutiny Review topics should be discussed with the Chair, or the relevant Senior Democratic Services Adviser, in advance of the Committee meetings.

### ***Adult social care workforce***

2.4 In June 2018 the People Scrutiny Committee established a Scoping Board to look into the range of challenges facing the local care market. The Changing Care Market Scoping Board identified Adult Social Care workforce as one area which could benefit from further scrutiny. The proposed terms of reference for a Scrutiny Review into this topic are set out in Appendix 2. It is proposed that this review takes place between March and June 2019. The People Scrutiny Committee will need to appoint a Chair and Members onto this Review Board.

### ***Forward Plan***

2.5 A copy of the Council's Forward Plan of executive decisions for the period 1 February 2019 to 31 May 2019 is included at Appendix 3. The Committee is requested to review the forthcoming items on the Forward Plan to identify any issues within the remit of this Committee that may require more detailed scrutiny. The Forward Plan is revised and published on a monthly basis and Committee members should regularly review the Forward Plan.

## **3. Conclusion and reasons for recommendations**

3.1 An important part of managing the work of the People Scrutiny Committee is to have an agreed future work programme. This involves the Committee assessing its priorities, ensuring its ongoing reviews are completed in a timely fashion and identifying new areas for scrutiny.

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### **BACKGROUND DOCUMENTS**

None