

Scrutiny Review Terms of Reference Document

Scrutiny Review	Scrutiny Review of the Changing Care Market: Adult Social Care Workforce
Responsible Committee	People Scrutiny Committee
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1 Background

1.1 Members of the People Scrutiny Committee are aware of a range of challenges facing the local care market. Some of these were highlighted in the 2018 Care Quality Commission Local Area Review of East Sussex; others are well known locally and nationally and are linked to increased demand for services and resources which are declining in relative terms.

1.2 The Committee established a Scoping Board in June 2018 to explore these challenges, with the aim of identifying specific areas which would benefit from additional scrutiny. The Scoping Board found that the Adult Social Care department (ASC) has a range of initiatives in place to manage the immediate and short-term issues, particularly in terms of engagement with providers and the NHS to support the market and deliver appropriate and more integrated care. Work is also underway to address longer term challenges and it was agreed that this should be the focus for scrutiny.

1.3 It was apparent to the Scoping Board that the care market will need to change significantly in the coming years to adapt to increasing demand, changing public expectations and the reduced resources available for statutory services. These challenges are particularly acute in East Sussex given the county's demographics. The level of anticipated future demand due to an ageing population requires a forward looking, innovative approach to how care is provided and a partnership with individuals and communities to increase resilience.

1.4 The Scoping Board identified four key areas for scrutiny:

- Public understanding and expectations of social care
- Social care workforce challenges
- Developing care markets – to be informed by a markets review due to be complete by mid-2019
- Increasing community resilience, in particular addressing loneliness.

1.5 The Committee agreed to undertake a series of reviews into these areas. The first review, looking at information and signposting and how this relates to public understanding and expectations, is complete and reports to the Committee in March 2019.

1.6 This Terms of Reference relates to the second area – social care workforce challenges.

2 Scope of the Review

2.1 The review will focus on the following lines of enquiry:

- Could the Council do more to support recruitment and retention in the independent sector?
- Is the Council working effectively in partnership with others (e.g. schools, colleges) with regard to future workforce needs?

2.2 The Review will be based on the following **principles**:

- It will be forward looking and exploratory
- It will focus on what can be done locally in East Sussex (as opposed to changes requiring national action)
- It will focus on the specific role of the Council, what is within the Council's sphere of influence and what can be achieved within available resources

2.3 The Review will focus on the care market in relation to **older people** (rather than specialist learning disability or working age adult services). This is because older people's services are the biggest area of demand and the fastest growing area of demand for Adult Social Care.

3 Review methods

3.1 It is anticipated that the Review Board will consider documentary evidence, question witnesses and undertake research in order to gather evidence to inform its recommendations. The review will draw on information already gathered at the scoping stage.

3.2 The following list is not exhaustive and will change and develop as the review progresses. As part of the review the Board members will:

- Speak to a range of witnesses, for example:
 - Adult Social Care workforce planning, education and training representatives
 - Representatives of care providers – e.g. nursing, residential, EMI, homecare, personal assistant, telehealth
 - Representatives of the education sector
- Review a range of documentary evidence, for example:
 - National and regional evidence with regard to workforce needs
 - National research with regard to workforce challenges
 - Findings from local engagement with the providers

4 Review Organisation and Responsibilities

4.1 Initial Scoping Board

The initial scoping for this review was undertaken by Cllrs Davies (Chair), Ensor, Galley, Ungar and Webb.

4.2 Review Board

- The Review Board is: *to be appointed by the Committee*
- The Chair of the Review Board is: *to be appointed by the Committee*

4.3 The Review Board is responsible for:

- Making decisions regarding the scope and direction of the review;
- Monitoring and control of the overall progress of the review;
- Agreeing where Board members will undertake evidence gathering activities as required by the review;
- Considering and providing challenge to all evidence presented to it; and
- Developing and agreeing the final report, including the findings and recommendations of the review.

4.4 Scrutiny Review Support

Support for the review will be provided by the Member Services Team to:

- Manage the review process;
- Undertake research as agreed by the Board;
- Draft the final report

The Lead Officer who will support the review from the Member Services Team is Stuart McKeown, Senior Democratic Services Adviser. Their role is to manage the review, ensuring its aims and objectives are met and that the final report is delivered to the People Scrutiny Committee within the agreed timescales.

5 Scrutiny Review Completion

5.1 When the review has been completed the Lead Officer will co-ordinate the production of a final report outlining the findings and recommendations for agreement by the Review Board. Once agreed, the Review Board will present this to the People Scrutiny Committee for it to agree the recommendations.

5.2 The report will then be presented to Cabinet for comment and County Council for approval. Progress updates on how the recommendations are being implemented by the department will be presented to the People Scrutiny Committee in due course (usually six and twelve months after the review has been approved by County Council).

6 Review Timetable

Based on the initial scoping of the review, the Review Board aims to submit the final report to the People Scrutiny Committee at the meeting to be held on 20 June 2019.

An initial timetable of the meetings and activities required to complete the review is outlined below. [*The number of review board meetings is not fixed and there can be more or less depending on the nature of the review. The Review Board will agree the number and content of the meetings and review activity*].

Activity	Timescale/Date
<u>Initial Review Board Meeting</u> <ul style="list-style-type: none"> • Consider lines of enquiry/terms of reference • Review evidence gathered at scoping stage • Agree further evidence gathering requirements 	Late March/early April 2019
<u>Review Board Activity/Meeting</u> <ul style="list-style-type: none"> • Evidence gathering 	April 2019
<u>Review Board Activity/Meeting</u> <ul style="list-style-type: none"> • Evidence gathering 	May 2019
Draft scrutiny review report and findings and recommendations of the review	Late May 2019
<u>Final Review Board Meeting to agree Report</u> Review Board meeting to agree draft report, findings and recommendations with input from key officers.	Early June 2019
Deadline for Report Dispatch	12 June 2019
<u>Report to People Scrutiny Committee for agreement</u>	20 June 2019
Report to Cabinet	20 Sept 2019
Report to Council	15 October 2019