

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 4 NOVEMBER 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Peter Edge, Cllr Alan Hill (Vice Chairman), Cllr Jon Hubbard, Cllr David Jenkins (Substitute), Cllr Simon Killane (Chairman), Cllr Jacqui Lay, Cllr John Noeken, Cllr Jeff Osborn, Cllr Pip Ridout, Cllr John Walsh, Cllr Bridget Wayman and Cllr Philip Whalley

Also Present:

Cllr Glenis Ansell, Cllr Allison Bucknell, Cllr John Thomson, Cllr Dick Tonge and Cllr Philip Whitehead

86 **Apologies**

Apologies were received from Councillor Gordon King, who was substituted by Councillor David Jenkins.

87 **Minutes of the Previous Meeting**

The minutes of the meeting held on 11 September 2014 were presented for consideration and it was,

Resolved:

To APPROVE as a true and correct record and sign the minutes.

88 **Declarations of Interest**

There were no declarations.

89 **Chairman's Announcements**

There were no announcements.

90 **Public Participation**

There were no public statements or questions submitted.

91 **Forward Work Programme**

As a result of staffing changes, some members expressed concerns at the level of resources available to service the work of the Select Committees. The Head of Corporate Support acknowledged the level of support available to Overview and Scrutiny and clarified that other officers across the Corporate Office would where appropriate assist with the work of Task Groups and Rapid Scrutiny Exercises, including a wider focused Business Support Team to work more flexibly across the service. The Management Committee was mindful of the limited dedicated resources for the Scrutiny function, and emphasised the need for work to be outcome driven and focused as the Forward Work Plan was amended and considered.

Updates from Chairs/Vice-Chairs

Health Select Committee

Updates were received from the active Task Groups of the Health Select Committee, including details of the Review of AWP - Dementia Services Task Group's visit to great Western Hospital and specialist dementia wards and the lessons learned from this.

Following the meeting of the South West Overview and Scrutiny Network on 24 October, hosted by Wiltshire Council, many delegates had expressed support for greater cooperation in scrutiny across authorities on issues which overlapped authority boundaries. Scrutiny of the Avon and Wiltshire Mental Health Partnership NHS Trust was raised as a potential issue for such joint working, as attached to these minutes, and endorsement was sought for initial work to establish the viability of such an arrangement, which would have representatives from each relevant council and be administered by one scrutiny team at a nominated authority, which would ensure joined up thinking and avoid duplicating work across a wider geographic area, though it was noted it might not be possible if all authorities were not able to come to agreement. Making use of resources from other authorities to identify good and poor practice for Wiltshire Scrutiny functions was also encouraged.

Resolved:

To investigate the viability of establishing a Joint Scrutiny Working Group on the Avon and Wiltshire Mental Health Partnership.

Environment Select Committee

Updates were received from the active Task Groups of the Environment Select Committee, including that it was scheduled that the final reports of the Community Infrastructure Levy (CIL) and 20MPH Policy Task Groups would be considered at the December meeting of the Committee, and it was hoped the Adoptable Estates Task Group would also soon be concluded. Dr Carlton Brand (Corporate Director) in particular complimented the work of the BBLP Task Group which had been of considerable help to the service. The Car Parking Review was stated would conclude shortly, although it was questioned whether this could be pushed back slightly to coincide with the end of the consultation period on the proposals recently communicated by the Cabinet Member.

Members of the Committee then made comments and suggestions to the Chair of Environment Select on potential topics for consideration, such as a recent plan for a waste energy plant in the county and its integration with other facilities.

It was also requested the Committee endorse the extension of the Waste Task Group to consider the new Waste contract.

Resolved:

To endorse the reconvening of the Waste Task Group.

Children's Select Committee

Updates were received on the active Task Groups of the Children's Select Committee. The Safeguarding Children and Young People Task Group would look at the work of Multi-Agency Forums at its next meeting. The Corporate Parenting Panel had formed a working group to look at care leaver transitions and out of county placements at the request of the Executive and the task group would also be considering the results of this work.

A correction was made to the Forward Work Programme to clarify that an executive response to the Final Report of the Early Help Strategy Task Group was expected at a future meeting, not the 14 October meeting.

Endorsement was sought on the establishment of a Task Group on Child Sexual Exploitation, which it was anticipated would be a substantial piece of work lasting 12-18 months. It was stated the SEND Task Group, Schools and the Local Authority Task Group and Education for 16-19s Task Group, had either concluded or were scheduled to be concluded in January 2015, which would enable support resources to focus on new activities. A potential Task group on Children's Centres was also discussed, although this would be proposed at some point in the future.

Resolved:

To endorse the establishment of a Child Sexual Exploitation Task Group.

92 **Management Committee Task Group Update**

Financial Planning Task Group

The Committee welcomed the new Chairman of the Financial Planning Task Group, Councillor Glenis Ansell, and noted the written update as detailed in the agenda, along with requests from Committee members for specific topics to be looked at when appropriate, such as the capital programme and disposal of assets.

Local Enterprise Partnership (LEP) Joint Task Group

The written update as detailed in the agenda was noted, and it was stated that the scrutiny work would begin in the new year, and that while the Task Group

was to be administered by Swindon Borough Council, it was anticipated that this would change when the Chairmanship of the Joint Strategic Economic Committee (JSEC) was held by the Leader of Swindon Borough Council, which would take place in May 2015.

93 **Procurement Arrangements Update**

The Cabinet Member for Finance, Performance and Risk, Procurement and Welfare Reform, presented a report on the intended changes to the Procurement Service, as requested by the Committee at its meeting in September 2014, in order to implement a sound corporate approach to the service and meeting the necessary savings targets, with the revised arrangements to be concluded by April 2015.

The Cabinet Member outlined several of the changes that had already taken place within the service as detailed in paragraph five of the report, including a reduction in the number of purchase cards in use across the council and strengthening the Corporate Procurement Board, and detailed the intention to implement a strong corporate approach for all procurement activity and produce greater consistency in commissioning and contract management, as detailed in paragraph twelve of the report.

The Committee discussed the proposed changes, in particular the risk in not meeting efficiency targets should the revised approach not be implemented as intended or not being as effective as desired, with some members raising concerns as to the feasibility and deliverability of the proposals and the cost to the council of past reviews of the service which had not led to substantive change, as well as potential staff capacity issues in the service

In response to queries, it was stated that reducing the number of authorized Buyers among staff would not be through a reduction in staffing levels, but reallocation of duties so that fewer staff were so authorized but that activity was a more central focus of their responsibilities. It was also stated that although similar proposals to review the Procurement Service had been considered before, progress was now being made and the need for efficiency savings ensured they would be implemented for the current review.

The removal of opportunities for duplication of existing system roles to reduce the risk of unauthorized buying or fraud was discussed, and the Committee and the Cabinet Member encouraged any public or staff aware of such opportunities or examples of fraud to make this known, referencing the Council's Policy on Whistleblowing.

The Committee then discussed the most appropriate way for Scrutiny to examine the continuing implementation of the revised arrangements for the Procurement Service.

At the end of debate, it was,

Resolved:

For the Financial Planning Task Group to consider the savings targets and registered risks of the revised arrangements for the Procurement Service and report any conclusions to the Committee.

94 **Scrutiny of the Military Civilian Integration Partnership (MCIP)**

In September 2014 the Committee considered the purpose, governance and delivery of the various programmes and projects that form the Military Civilian Integration Partnership (MCIP) due to the significant economic and social impact on the County from the planned military reorganisation and resolved that the Vice-Chairman, Councillor Alan Hill would investigate where Overview and Scrutiny could best add value to the current work of the partnership.

Councillor Hill reported on his investigations into the MCIP, noting that as the Board which administered the MCIP was not a statutory body, in order to maintain effective relationships with the partners voluntarily involved in the Partnership, the Committee and any Scrutiny work should focus on aspects of Army Rebasing which were within the remit of or most impacted by the work of Wiltshire Council and other civilian partners, such as Early Help provision and the additional impact on youth services. It was proposed that a small Task and Finish Group perform an assessment of viability for various workstreams in order to scope a framework for a deeper scrutiny exercise to be approved by the Committee.

The Committee discussed the update and proposal, commenting on the high level of cooperation with the military that had been obtained to date, and that it was important to retain that relationship moving forward, as well as suggestions for areas for any Task Group to consider investigating further. Some concerns were raised that Committee Chairs had not been involved in the scoping of any proposals, but it was stated that the proposed Task Group would consider all relevant views ahead of consideration at the next meeting of the Committee.

At the end of discussion, it was,

Resolved:

- 1) To endorse a Task and Finish Group be formed to investigate issues to scrutinise in respect of public service and infrastructure implications of Army Rebasing, to be approved by the Committee at its meeting on 6 January 2015.**
- 2) That the Chairman and Vice-Chairman to make the necessary appointments following invitations of expressions of interest to all**

non-executive councillors in accordance with the current convention.

95 **Engagement in Major Projects**

As detailed in the agenda, in July 2014 the Committee agreed a scheme to provide for Overview and Scrutiny engagement in forthcoming major projects, formalising the existing arrangements where two non-executive members sit on project boards. In accordance with the approved scheme, the Head of the Programme Office in consultation with the Chairman and Vice-Chairman identified three appropriate projects which could benefit from some form of member engagement, and the Committee's views were sought.

The Committee considered the proposed projects, noting their outcomes and in what way Overview and Scrutiny could add value to their development and implementations. In response to concerns about scrutiny resources being able to support members appointed to any such project, it was stated the Programme Office would provide support including assisting with reporting back to the relevant Committee, with a draft template provided.

At the end of discussion, it was,

Resolved:

1) To approve the engagement of Overview and Scrutiny in the following three projects:

- **Single View of the Customer**
- **Paper'Less**
- **Wiltshire Institute of Social Care**

through the appointment of individual representatives to serve on the respective project boards in accordance with the agreed scheme.

2) The Chairman and Vice-Chairman to make the necessary appointments following invitations of expressions of interest to all non-executive councillors in accordance with the current convention.

3) To approve the template for reporting back on project progress as appended to this report

- 4) To include with future agendas for the Management Committee or relevant Select Committee an item for updates from Project Boards as appropriate.**

96 South West Overview and Scrutiny Network

The Committee noted the comments already raised under Minute 91, as well as a request for the regional network to consider ways to strengthen the links between Schools and Local Authorities.

97 Date of Next Meeting

The date of the next meeting was confirmed as 6 January 2015.

98 Urgent Items

There were no urgent items.

(Duration of meeting: 10.30 am - 1.15 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line (01225) 718504, e-mail kieran.elliott@wiltshire.gov.uk

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Joint Scrutiny Working Group – Avon and Wiltshire Mental Health Partnership NHS Trust (AWP)

Business Plan Reference:	<p>To protect those who are most vulnerable</p> <p>Outcome 5: people have healthy, active and high-quality lives</p> <p>Outcome 6: People are as protected from harm as possible and feel safe</p>
Background:	<p>In September 2014 the Care Quality Commission published a quality <u>report</u> on AWP as part of their mental health inspection programme. This followed an inspection in June when a team inspected 39 wards and 27 community services, as well as other specialist services.</p> <p>The CQC found that AWP must take significant steps to improve the quality of their services and has issued four warning notices requiring the trust to take urgent action to improve.</p> <p>Inspectors noted positive examples of staff providing emotional support to people in challenging conditions. However, the inspection team had a number of concerns about safety; particularly on the mental health admission wards and forensic mental health wards. The design of some wards made it difficult for staff to observe vulnerable patients and some wards had ligature points that could endanger people at risk of suicide. There were also wards where male and female accommodation was not fully segregated.</p> <p>These problems were compounded by significant staff shortages on some wards that the inspection team concluded may have affected patients' care and safety.</p> <p>There were times when beds were not available. This meant that adults of all ages who needed inpatient care were sometimes admitted to a ward a long way from their home. It also meant that people were sometimes moved from one ward to another or discharged early.</p> <p>At the time of the inspection, CQC pointed out its immediate concerns to the trust. Subsequently, the Care Quality Commission has issued four warning notices requiring the trust to take urgent action to improve.</p> <p>The following local authorities in the South West region are known to commission services from AWP: Bristol, Wiltshire, Swindon, South Gloucestershire, North Somerset, and Bath and North East Somerset.</p>
Objectives and Outcomes:	<ul style="list-style-type: none"> • Participating LAs having greater: <ul style="list-style-type: none"> - understanding of the CQC's findings - understanding and assurance about AWP's current and planned response - opportunity to influence AWP's and relevant LAs response to the CQC report - ability to judge appropriate further scrutiny/monitoring • An agreed report is produced by the Joint Working Group including findings, any recommendations for AWP and local authorities, and recommendations for parent Health O&S committees on further work or monitoring required • An efficient use of participants time (including AWP) and resources and reduction of duplication through undertaking a cross-LA exercise.

<p>Scope:</p>	<p>All findings and required/suggested actions included in the CQC's Avon and Wiltshire Mental Health Partnership NHS Trust (AWP) report (September 2014) relevant to participating LAs.</p> <p>AWP's historic, current and planned response to the issues raised in the CQC report.</p> <p>Appropriate further scrutiny/monitoring by participating LAs' Health O&S committees.</p>
<p>Details and timescale:</p>	<p>Options:</p> <ol style="list-style-type: none"> 1. Full day workshop 2. Two half day workshops <p>Needs to include</p> <ol style="list-style-type: none"> a) Working group discussion and agreement of key areas for focus (questions, requests for further info) – to be submitted to AWP in advance b) Meeting with AWP representatives c) Working group discussion and agreement of findings, recommendations and final report.
<p>Monitoring and implementation arrangements:</p>	<p>Joint working group's final report to be submitted to:</p> <p>AWP Participating LA's Health O&S Committees Participating LA's executive and directors</p>