

**Decision Maker:** Care Services Policy Development and Scrutiny Committee

**Date:** 4<sup>th</sup> September 2012

**Decision Type:** Non-Urgent                      Non-Executive                      Non-Key

**Title:** **ADULT AND COMMUNITY PDS WORK PROGRAMME  
2012/2013 AND MATTERS ARISING**

**Contact Officer:** Angela Buchanan, Performance Manager, ECS Strategic & Business Support  
Tel: 020 8313 4199 E-mail: angela.buchanan@bromley.gov.uk

**Chief Officer:** Mark Bowen, Director of Resources

**Ward:** N/A

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1. Reason for report

- 1.1 Members are asked to review the Committee's work programme for 2012/13 and to consider progress on matters arising from previous meetings of the Committee.
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2. **RECOMMENDATION(S)**

- 2.1 The Committee is asked to consider its work programme and matters arising and indicate any changes that it wishes to make.

### Corporate Policy

1. Policy Status: Existing policy. As part of the Excellent Council stream within Building a Better Bromley, PDS Committees should plan and prioritise their workload to achieve the most effective outcomes.
  2. BBB Priority: Excellent Council.
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### Financial

1. Cost of proposal: No cost
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £344,054
  5. Source of funding: Existing 2012/2013 budgets
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### Staff

1. Number of staff (current and additional): There are 10 posts (9.22 fte) in the Democratic Services Team .
  2. If from existing staff resources, number of staff hours: Maintaining the Committee's work programme takes less than an hour per meeting.
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### Legal

1. Legal Requirement: No statutory requirement or Government guidance.
  2. Call-in: Call-in is not applicable. This report does not involve an executive decision
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for Members of this Committee to use in controlling their on-going work.
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

### 3. COMMENTARY

- 3.1 The format of this report was changed in May 2012 to encompass both the PDS Work programme and the Matters Arising from previous meetings. This single report aims to simplify and streamline the PDS agenda by reducing the number of reports. The Work Programme also includes the dates of any partnership groups and sub committees that planned following the September Care Services PDS meeting.
- 3.2 The Committee's matters arising table is attached at **Appendix 1** this report updates Members on recommendations from previous meetings which continue to be "live". Currently there are 4 items 2 of which have been completed following the June meeting, 1 is on this agenda and 1 has been included on the work programme.
- 3.3 The 2012/13 Care Service PDS Work Programme is attached as **Appendix 2**. It reflects areas rescheduled from 2011/12. Other reports may come into the programme or there may be references from other Committees, the Portfolio Holder or the Executive.
- 3.2 The Committee is asked at each meeting to consider its Work Programme and review its workload in accordance with the process outlined at Section 7 of the Scrutiny Toolkit. All PDS Committees are also recommended to monitor the Council's Forward Plan of Key Decisions for their portfolios and to use it for identifying issues for consideration in advance of executive decisions being made. The Forward Plan issued on DATE 2012 includes key decisions related to the Adult and Community Portfolio and the next Forward Plan will be published on DATE.
- 3.3 In approving the work programme Members will need to be satisfied that priority issues are being addressed; that there is an appropriate balance between the Committee's key roles of (i) holding the Executive to account, (ii) policy development and review, and (iii) external scrutiny of local health services; and that the programme is realistic in terms of Member time and officer support capacity.

<b>Non-Applicable Sections:</b>	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous work programme reports

## Matters Arising 2012/13 progress summary

PDS Minute number/ title	Committee Request	Update	Completion Date
Report Res12109 PDS Work Programme Report	The Portfolio Holder reported that the Healthwatch item on the Health Scrutiny agenda for July would now be considered at the Policy Development and Scrutiny meeting in September.	Included on this agenda	4 <sup>th</sup> September 2012
Report CS12001 Care Services Portfolio Priorities 2012/13 (Draft)	A print friendly version of the portfolio plan document be circulated	Document circulated with agenda pack – appended to the June Care Services PDS Minutes	4 <sup>th</sup> September 2012
Report CS12016 Orpington Health Services Consultation	Suggested that all residents' associations were advised of this consultation and that a complete list of these should be supplied to the project lead.	Full list provided to project lead	21 <sup>st</sup> June 2012
Report CS12002 Update On Gateway Review: Specialist Information Advice and Guidance Services	Members asked that officers closely monitor the service provided by DWP	Update report added to the Care Service Work Programme	TBC

**CARE SERVICES PDS COMMITTEE  
FORWARD PROGRAMME FOR MEETINGS 2012/13**

<b>Health Social Care and Housing Partnership Board 10<sup>th</sup> Sept 2012 (9.30am)</b>		
<b>Children &amp; Young People Partnership Board 8<sup>th</sup> October 2012 (2.00pm)</b>		
<b>Health Social Care and Housing Partnership Board 19<sup>th</sup> October 2012 (9.30am)</b>		
<b>Health and Wellbeing Board – 15<sup>th</sup> November 2012 (12.30pm)</b>		
<b>Care Services PDS – 4<sup>th</sup> December 2012</b>		
<b>Title</b>	<b>Lead</b>	<b>Notes</b>
Outcome of Orpington Hospital Consultation	NHS Bromley	
Mid-Year Portfolio Plan Update – Action Plans	AD SS	
Housing Mid-Year Performance Report	DECS	
Review of Services for Children and Young People with Mental Health Needs	AD CP	
Substance Misuse Service Annual Report	AD CP	
Bromley Safeguarding Children Board, 2011/12: Annual Report	AD CSC	
Bromley Youth Council Manifesto Campaign Update	AD CSC	
Update on Citizen Advice Bureau Changes	AD CP	
Tenancy Strategy carried over from September 2012 PDS	DECS	carried over from September 2012 PDS
ECS Budget Monitoring 2012/13 Report	DDF	
ECS Outstanding Debtors Report 2012/13	DDF	
<b>HSCH -19<sup>th</sup> October 2012 (9.30am)</b>		
<b>Care Services PDS – 17<sup>th</sup> January 2013</b>		
<b>Title</b>	<b>Lead</b>	<b>Notes</b>
Contract monitoring of Care Homes – Annual Report	AD CP	
Draft Local Account – Adult Social Care Annual Report	AD SS	
ECS Contract Renewal 6 Monthly Update	AD CP	
Budget Monitoring	DDF	
Capital Programme	DDF	
Matters Arising and Work Programme	DSO	
<b>Health and Wellbeing Board – 17<sup>th</sup> January 2013 (12.30pm)</b>		
<b>Health Scrutiny Sub Committee – 31<sup>st</sup> January 2013</b>		
<b>Title</b>	<b>Lead</b>	<b>Notes</b>
Proposed model for Cancer Services	TBC	
JSNA Health Needs Assessments	DPH	
South London Healthcare NHS Trust	TBC	
Out of hours GP cover	NHS Bromley	PDS request
<b>Care Services PDS – 12<sup>th</sup> March 2013</b>		
Homelessness and Tenancy Strategies	AD CS	
Draft Portfolio Plan 2012/13 priorities /aims	AD SS	
Budget Monitoring	DDF	
Capital programme Monitoring	DDF	
Matters Arising and Work Programme	DSO	

Title	Lead	Notes
<b>Health and Wellbeing Board – 21<sup>st</sup> March 2013 (12.30pm)</b>		

**Report Author Key**

DECS	Director Education & Care Services
AD CS	Assistant Director Care Services
AD SS	Assistant Director Strategic Support
AD CP	Assistant Director Commissioning & Partnership
AD CSC	Assistant Director Children's Social Care
DPH	Director of Public Health
DDF	Deputy Director Finance
DSO	Democratic Services Officer
TBC	To be confirmed

**CARE SERVICES PDS COMMITTEE FUTURE ITEMS TO BE CONSIDERED:**

<b>ITEM</b>
Public Health Update from Resources Portfolio Holder
Advocacy review outcomes
Presentation form DWP – Supporting Vulnerable People (AIG changes)