

**Decision Maker:** Care Services PDS Committee

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

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

**Title:** CARE SERVICES PDS WORK PROGRAMME 2012/2013 AND MATTERS ARISING

**Contact Officer:** Angela Buchanan, Education and Care Services  
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**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 PDS Committee's work programme for 2012/13 and to consider progress on matters arising from previous meetings of the Committee, the report also provides an update on the PDS members' visits to day centres and residential homes.
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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.
- 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 5 items 2 of which have been completed following since the September PDS meeting, 3 have been scheduled as future items on the PDS work programme.
- 3.3 The draft 2012/13 Work Programme is attached as **Appendix 2**. It reflects the areas identified at the beginning of the year. 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 30<sup>th</sup> October 2012 includes key decisions related to the Care Services Portfolio and the next Forward Plan will be published on 30<sup>th</sup> December 2012.
- 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.
- 3.4 The Attendance Schedule for Council Member Visits is attached as **Appendix 3** to this report for information. All Elected Council members and Co-opted members were invited to attend the Autumn Term 2012 visits and so far this term 6 visits have taken place with a further six being scheduled for January – March 2013.

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

## Matters Arising 2011/12 progress summary

PDS Minute number/ title	Committee Request	Update	Completion Date
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	September Health, Housing & Social Care Partnership Board Complete
Report CS12030 Commissioning Strategy for Older People (day opportunities and respite)	Include the modelling of the legacy (if it fits, or as a separate report at another meeting)	Added to agenda item scheduled for Jan 2013	
Report CS12033 Allocation of Affordable Housing Payment in Lieu Funds	The report to be referred to the Housing Working Party to consider in more detail the strategic approach to the allocation of the future PIL funding in line with the council's agreed corporate housing programme.	Covered at the first meeting of the working party.	October 2012 Complete
Report CS12024 Annual Report of the Bromley Adoption Agency and the Bromley Adoption Agency Statement of Purpose 2012 - 2013	Consider and approve the arrangements outlined for the presentation of the six monthly reports to the Executive Working Party for Safeguarding and Corporate Parenting and the annual report to be presented for consideration to the Care Services PDS and Portfolio Holder.	Scheduled at a future Safeguarding and Corporate Parenting Executive Working Party.  Added to PDS work programme.	September 2013
Report CS12028 Integrated Transition Strategy	Further reports would be submitted to both this Committee and the Education PDS Committee on the latest developments. It was agreed that this be reflected in the Committee's Work Programme.	Added to PDS work programme.	April 2013

**CARE SERVICES PDS COMMITTEE  
WORK PROGRAMME 2012/13**

<b>Title</b>	<b>Report Author</b>	<b>Notes</b>
<b>Care Services PDS – 17<sup>th</sup> January 2013</b>		
Budget Savings Report	HoF	Exec Report
Budget Monitoring 2012/13	HoF	
Capital Programme Q3 monitoring	HoF	
Update on Commissioning Strategy for Older People (day opportunities and respite)	AD CS	Include the modelling of the legacy (if it fits, or as a separate report at another meeting)
Revised Charging Policy for non residential services	HoF	
Contract Award Bromley Healthwatch	AD CS	
Short Term Contracts Review	AD CS	
Quality Monitoring of Care Homes – Annual Report	AD CS	Information Item
ECS Contract Renewal 6 Monthly Update	AD CS	Information Item
<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>Report Author</b>	<b>Notes</b>
Outcome of Orpington Hospital Consultation Results	NHS Bromley	
Proposed Model for Cancer Services	NHS London	
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>		
<b>Title</b>	<b>Report Author</b>	<b>Notes</b>
Draft Portfolio Plan 2013/14 priorities/aims (inc end of year performance report)	AD SS	
Budget Monitoring 2012/13	HoF	
Capital Programme	HoF	
Report from the Housing PDS working group	DSO	
Update on the Housing Allocation Scheme and the impact of the Localism Bill	HoHS	
Annual Corporate Parenting Report 2012	ADCSC	
Fostering Service Annual Report	ADCSC	
Children's social care improvement plan update	ADCSC	
Management restructure of the In-House Learning Disability Service	AD CP	
De-registration of care homes	AD CS	
<b>Health and Wellbeing Board – 21<sup>st</sup> March 2013 (12.30pm)</b>		

**Report Author Key**

DE CS	Director Education & Care Services
AD CS	Assistant Director Care Services
AD SS	Assistant Director Strategic Support
AD CP	Assistant Director Commissioning & Partnership
ADCSC	Assistant Director Children's Social Care
HoHS	Head of Housing Services
DPH	Director of Public Health
HoF	Head of Finance
DSO	Democratic Services Officer
TBC	To be confirmed

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

<b>ITEM</b>	<b>NOTE</b>
Public Health Update from Resources Portfolio Holder	Needs to be rescheduled

## Attendance Schedule for Council Member Visits

### **Oaklands and Oakleigh Care Homes 10/10/12**

Cllr Judi Ellis (both)  
Cllr John Getgood (both)  
Cllr Roger Charsley (both)

### **Bertha James Day Centre 24/10/12**

Cllr Mrs Anne Manning  
Cllr Roger Charsley  
Cllr Peter Fookes

### **St Cecilia's Care Home 9/11/12**

Cllr Judi Ellis  
Cllr John Getgood

### **Heatherwood and Ashling Lodge Thu 22/11/12**

Cllr Judi Ellis (Ashling only)  
Cllr Roger Charsley (both)  
Cllr Peter Fookes (both)

The next schedule of visits is currently being arranged these will include a range of care homes and day centres.