

Decision Maker: **CARE SERVICES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Date: **Tuesday 12 March 2013**

Decision Type: Non Urgent Non-Executive Non-Key

Title: **Care Service PDS Committee Matters Arising and Work Programme**

Contact Officer: Helen Long, Democratic Services Officer
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Chief Officer: Director of Resources

Ward: (All Wards);

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.

2. **RECOMMENDATION(S)**

2.2 **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:
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Staff

1. Number of staff (current and additional):
 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:: This report does not require 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

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 6 items 1 will have been completed following this meeting and 5 have been scheduled as future items on the PDS 2013/14 work programme.
- 3.3 The draft 2013/14 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.
- 3.4 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 5th March 2013 includes key decisions related to the Care Services Portfolio and the next Forward Plan will be published on 23rd April 2013.
- 3.5 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.
- 3.6 Four visits were arranged for Council Member between January – March 2013, one had to be cancelled due to bad weather conditions (this will be rescheduled) see **Appendix 3** for full details of visits. In total there have been ten visits scheduled, six members of this committee undertook nine visits between September and March 2013.

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| Non-Applicable Sections: | 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 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. | June 2013 |
| Report CS12048 Citizens Advice Bureaux-Changes | A further report on CAB services and the provision of information and advice at a future meeting. | Added to PDS work programme. | June 2013 |
| Report CS 12064 Draft 2013/14 Budget | A further report on the impact of the Welfare reform changes and the policy for using discretionary [payments to mitigate the impact for key groups of people affected by the changes. | Included on the agenda for 12 th March 2012 | March 2013 |
| Report CS 12065 Budget Monitoring 2012/13 | Detailed arrangements with regard to legacy payments be worked up and reported as part of the future budget monitoring . | Added to PDS work programme. | June 2013 |
| | Implementation of Day Centre changes. Officers would submit a further report later in the year. | Added to PDS work programme | October 2013 |

**CARE SERVICES PDS COMMITTEE
WORK PROGRAMME 2013/14**

| Title | Report Author | Notes |
|---|---------------|------------------|
| Care Services/Education PDS– 7th May 2013 JOINT MEETING | | |
| Bromley Safeguarding Children's Board Annual Report 20012/13 | ADCSC | |
| Annual Corporate Parenting Report | ADCSC | |
| Care Services PDS–18th June 2013 | | |
| Care Services Portfolio Priorities Plan June 2013 – May 2014 (with final outturn of 2012/13 plan) | AD SS | |
| Housing Services 2013/14 Priorities (final outturn of 2012/13 plan) | HOHS | |
| Annual Complaints Report 2012/13 | AD SS | |
| Contract Activity 6 Monthly Update July – December 2013 | AD CP | Information Item |
| Citizens Advice Bureaux Changes – Update | AD CP | Matter Arising |
| Update on the Transition Strategy | AD CP | Matter Arising |
| Tackling Trouble Families Update | ADCSC | Matter Arising |
| Final Budget Outturn Report 2012/13 | HoF | |
| Capital Monitoring Q4 | HoF | |
| Work Programme and Matters Arising | DSO | |
| Health Scrutiny Sub-Committee- 10th July 2013 | | |
| Care Services PDS– 3rd September 2013 | | |
| Annual Report Bromley Adoption Agency (inc Statement of Purpose) | ADCSC | |
| Care Services Portfolio Budget Monitoring Q1 2013/14 | HoF | |
| Capital Monitoring Q1 2013/14 | HoF | |
| Bromley Safeguarding Adults Board Annual Report 2012/13 | ADCSC | |
| Annual Report YOT Partnership 2012/13 | ADCSC | Information Item |
| ECS Contract Activity Report | AD CP | Information Item |
| Work Programme and Matters Arising | DSO | |
| Health and Wellbeing Board – 26th September 2013 (12.30pm) | | |
| Care Services PDS–29th October 2013 | | |
| Update on the SEN Pathfinder Project | AD CP | Matter Arising |
| Update on the changes to Older People's Day Services | AD CP | Matter Arising |
| Substance Misuse Annual Report | AD CP | Information Item |
| Quality Monitoring of Domiciliary Care Services 2013 | AD CP | Information Item |
| Annual ECS Debt Status Report | HoF | |
| Work Programme and Matters Arising | DSO | |
| Health and Wellbeing Board – 28th November 2013 (12.30pm) | | |

Health and Wellbeing Board – 16th January 2014 (12.30pm)**Care Services PDS–22nd January 2014**

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| Draft 2014/15 Budget | HoF | |
| Care Services Portfolio Budget Monitoring Q2 2013/14 | HoF | |
| Capital Monitoring Q2 2013/14 | HoF | |
| Care Services Portfolio Priorities Plan June 2013 – May 2014 Progress Update | ADSS | |
| Housing Services 2013/14 Priorities Progress Update | HOHS | |
| ECS Contract Activity Report October – March 2014 | ADCP | Information Item |
| Quality Monitoring of Care Homes 2013 | ADCP | Information Item |
| Work Programme and Matters Arising | DSO | |

Health Scrutiny Sub-Committee- 30th January 2014**Care Services PDS–11th March 2014**

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| PDS Chairman’s Annual Report 2013/14 | PDS | |
| Final 2014/15 Budget | HoF | |
| Care Services Portfolio Budget Monitoring Q3 2013/14 | HoF | |
| Capital Monitoring Q3 2013/14 | HoF | |
| Annual Report of Fostering Service 2014 | ADCSC | Information Item |
| Children’s Social Care Performance Improvement Plan | ADCSC | |
| ECS Contract Activity Report January – June 2014 | ADCP | |
| Work Programme and Matters Arising | DSO | |

Health and Wellbeing Board – 27th March 2014 (12.30pm)**Health and Wellbeing Board – 22nd May 2014 (12.30pm)****Report Author Key**

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| DECS | Director Education & Care Services |
| ADCS | Assistant Director Care Services |
| ADSS | Assistant Director Strategic Support |
| ADCP | 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 |

Attendance Schedule for Council Member Visits

Visits Undertaken between January – March 2013

Fairmount (10:30-12) 7/2/13

Cllr Mrs Anne Manning

Cllr Judi Ellis

Cllr Peter Fookes

Cllr John Getgood

Whitehouse Res Care Home (3-4pm) 11/2/13

CANCELLED – BAD WEATHER

Rachel Notley Day Centre (2-3pm) 20/2/13

Cllr Judi Ellis

Cllr Peter Fookes

Angela Harris (Co-Opted)

Park Avenue Care Centre (10:30-12) 5/3/13

Cllr Mrs Anne Manning

Cllr Judi Ellis

Cllr Peter Fookes

Cllr John Getgood

Cllr Julian Benington

Angela Clayton-Turner

Forthcoming Visits:

The next round of visits are currently being arranged.