

**CAMBRIDGESHIRE COUNTY COUNCIL
ADULTS, WELLBEING AND HEALTH (AWH) OVERVIEW AND SCRUTINY
COMMITTEE**

GUIDELINES FOR DISTRICT COUNCIL MEMBERS AND OFFICERS

1. INTRODUCTION

1.1. Cambridgeshire County Council's AWH Overview and Scrutiny Committee consists of twelve County Councillors, reflecting the County Council's overall political balance, and five District Council co-optees, one from each District Council. District Councils nominate one member and one substitute to the Committee, who should belong to a District Council scrutiny committee. This enables those members to be co-opted with voting rights.

1.2. The District members are strongly encouraged to play an active role on the Committee, both in Committee meetings, and as members of review groups and working groups.

1.3. These guidelines set out the role and expectations of the District Council members, the role of the District Council scrutiny link officers, and the County Council's AWH Scrutiny and Improvement Officer

1.4. Each District Council will have its own internal arrangements for member and officer liaison and support, which will affect how these roles are carried out.

2. ROLE OF THE AWH OVERVIEW AND SCRUTINY COMMITTEE

2.1. The role of the Committee is to co-ordinate the scrutiny of adult social care services, health services and other services related to health and wellbeing, and to make reports and recommendations to local NHS bodies, local authorities, and other agencies.

2.2. It is intended that health scrutiny should be integrated as fully as possible with the overview and scrutiny of adult social care, and of other services provided by local authorities. This reflects the increasing integration of service provision. Scrutiny should involve partners in the health service, other local authorities, the voluntary sector and other agencies.

Overview and Scrutiny of Adult Social Care

2.3. This covers scrutiny of the planning and provision of all adult social care services that the County Council is responsible for, in relation to older people, people with physical sensory or learning disabilities, people with mental health needs, carers, and other vulnerable adults. Many of these services are provided in partnership with the health service and other agencies.

Health Scrutiny

2.4. Under current legislation, overview and scrutiny committees of local authorities with social services responsibility have the power to scrutinise health services. This covers any matter related to the planning, provision, or operation of the health service in its area. It includes services which promote health or prevent ill-health as well as those

providing treatment for individual patients. It also includes arrangements made by the NHS for consulting and involving patients and the public.

2.5. The purpose of health scrutiny is to improve the health of local people, and to reduce inequalities in health. The involvement of elected councillors is aimed at contributing to the public accountability of the health service.

Committee Activity

2.6. Examples of recent activity include:

- review of home care services for older people
- review of support for people who have a diagnosis of dementia and for their carers
- response to NHS Cambridgeshire and Peterborough's proposals for changes to mental health services in Cambridgeshire and Peterborough. This was done through a joint Overview and Scrutiny Committee with Peterborough City Council
- response to proposals for acute stroke services for Huntingdonshire residents
- Establishing dialogue with Circle, who have the franchise to operate Hinchingsbrooke Hospital
- Examining the implications of the County Council's budget plans for adult social care services, and monitoring its outcomes. .

2.7 The Committee meets in public at least 6 times a year. Meetings are generally held at Cambridgeshire County Council, Shire Hall, Cambridge, though occasional meetings may be held elsewhere in the County where the main topic is of particular local interest. Additional meetings may also be called if required.

2.8 Much of the Committee's work is done outside the formal meetings. They include:

- Member-led review groups that examine a topic in depth and draw up recommendations, which once agreed by the Committee are sent to the County Council Cabinet and/or to the NHS.
- short-term working groups, set up for a specific task, such as examining a consultation proposal in depth in order to identify issues for the Committee to consider.
- Ongoing member liaison with health service partners.

Information seminars on specific topics are also held. These are generally lunchtime on the same day as the Committee meeting.

The 2012//13 meeting schedule is below

3. DISTRICT COUNCIL MEMBERS: ROLE AND EXPECTATIONS

3.1. The role of the District Council member is to:

- Take a full part in the work of the Committee, including Committee meetings, reviews, working groups, and visits
- Feed issues from their District into Committee discussions
- Highlight the concerns of residents of their District on issues arising from scrutiny

- Feed issues from the Committee back to the relevant District Council scrutiny panel/committee
- Contribute to developing the Committee work programme, and with officers, ensure that the Committee and District Council scrutiny work programmes are informed by each other.
- With their District Council link officer, act as a link between the Committee, local partnerships, and the District Council as a whole.
- Share information on the Committee's activity with other District Council members

District Council Member Contributions to the AWH Overview and Scrutiny Committee: Examples

In addition to participating in Committee meetings, District Council members have recently brought their experience and local perspectives to the following

- A member led review of home care services for older people. This included visits to service providers and service users. .
- An ongoing health reforms working group which has developed the Committee's relationship with the Shadow Health and Wellbeing Board, is establishing links with GP commissioners, and contributed views to the Department of Health on what should be included in the forthcoming scrutiny regulations and guidance.
- A liaison group which regularly brings together NHS Cambridgeshire, representatives of the AWH Scrutiny Committee and Cambridgeshire Local Involvement Network to share information and discuss current and emerging issues.
- An ongoing working group examining issues relating to the franchising of the operation of Hinchingbrooke Hospital and services at the hospital.

3.2. The member is expected to:

- Comply with the County Council's codes of conduct in their capacity as a AWH Overview and Scrutiny Committee member.
- Communicate/liaise with their District Council link officer according to the District Council's arrangements
- Attend Committee meetings or give adequate advance notice of apologies to the District Council link officer and the substitute member.
- Participate in training and development that enables them to be more effective in their scrutiny role.
- Ensure that communication to other members in their role as Committee member is consistent with the view of the Committee. Members should seek advice from officers where required, particularly where the issue is complex or controversial.
- Members should not issue any press releases or talk to the media on Committee business without prior agreement with the County Council.

Substitute members

3.3. Substitute members are strongly encouraged to play an active role in the work of the Committee, particularly in areas where they have relevant knowledge or skills. Members and substitutes are encouraged to work together to share the workload and to make the best use of their respective contributions.

3.4. In agreement with the member, the Committee may invite the substitute to take part in specific pieces of work, such as a review group, working party, meeting or visit, where they have particular interest or expertise

3.5. The County Council will:

- Send all the Committee papers to substitute members
- Invite substitute members to Committee seminars, training, and other events

Expenses

3.6. The District Council will meet members and substitutes travel and subsistence, and any fees for attending events, in line with the District Council's arrangements and criteria.

4. DISTRICT COUNCIL OFFICER ROLE

4.1. Each District Council will have a named link officer responsible for:

- supporting the District's Committee member and substitute member in carrying out their role on the Committee in relation to the District Council, working with other officers as appropriate.
- Liaison with the County Council's AWH Scrutiny and Improvement Officer

4.2. The District Council officer will:

- Ensure the member and substitute are appointed annually and that the County Council is informed of the appointments.
- Ensure that potential members are clear in advance of nomination what the role entails, including the level and nature of commitment, where and how meetings are held, arrangements for claiming expenses and other costs.
- Ensure that there is a budget for member expenses to enable them to carry out their role, and that members are informed of the Council's arrangements and criteria for making claims.
- Support the member and substitute in carrying out their role in relation to the District Council through:
 - Briefing the member on relevant District Council issues and activities
 - Supporting the member in contributing their views to the Committee's work programme, and in making links between the Committee's and the District Council's scrutiny work programmes.

- Facilitating communication between the member and relevant District Council officers
 - Supporting liaison and communication between the member and other District Council members, including relevant District Council scrutiny members. .
 - Supporting the member in communicating with the Committee.
- Facilitate communication between the County Council AWH Scrutiny and Improvement Officer and District Council officers on specific issues/pieces of scrutiny work.
 - Ensure communication from the member to other members, officers or the public is accurate, reflects the views of the Committee, and has been agreed with the AWH Scrutiny and Improvement Officer as appropriate.

4.3. District Council link officers are encouraged to:

- Seek to raise the profile of the scrutiny member within the District Council, by making use of existing internal communication arrangements, for example including their achievements in annual report; via member newsletter, via intranet.
- Seek to raise the profile of health scrutiny with District Council officers, both generally, and in relation to specific issues. This could include, as appropriate, awareness raising to all staff, and targeted communication to specific strategic level officers.

5. LINKS WITHIN THE DISTRICT COUNCIL

5.1. The District Council will:

- Have regular feedback arrangements between the member and the relevant District Council scrutiny panel/committee
- Have member and officer arrangements for linking the work of the AWH Scrutiny Committee to the health related work of the Local Strategic Partnership.

6. COUNTY COUNCIL AWH SCRUTINY & IMPROVEMENT OFFICER ROLE

6.1. The officer is responsible for providing support to and liaising with the member in relation to the work of the AWH Overview and Scrutiny Committee, working with the District Council link officer as required.

6.2. The officer will:

- Invite the District Council member and substitute to all AWH Overview and Scrutiny Committee training events and seminars, and inform them of relevant external events.
- Invite District Council link officers to AWH Overview and Scrutiny Committee training and events
- Make sure the timing of the Committee's annual work programme/prioritisation seminar enables new District Council members to take part.

- Communicate the Committee work programme to link officers
- Inform link officers regularly of forthcoming issues, e.g. by email, so that they can alert relevant district council officers well in advance of possible recommendations.
- With the District Council link officer, provide tailored induction sessions for new District Council members and substitutes, for example on a one to one basis.
- Work with the link officers to identify and meet any joint officer training needs.

**Adults Wellbeing and Health Overview and Scrutiny Committee Meeting Dates
2012/13**

Meetings are generally held at Cambridgeshire County Council, Shire Hall, Castle Hill, Cambridge. There is a pre-meeting before each Committee meeting – these generally start 45 minutes before the formal meeting

Tues 29 th May 2012	2.30 p.m.
Thurs 19 th July 2012	2.30 p.m.
Wed 12 th Sept. 2012	2.30 p.m.
Thurs 13 th Dec. 2012	2.30 p.m.
Tues 5 th Feb. 2013	2.30 p.m.
Tues 19 th Mar 2013	2.30 p.m.
Tues 11 th June 2013	2.30 p.m.

Jane Belman, AWH Scrutiny and improvement Officer, Cambridgeshire County Council

April 2012