



## SCRUTINY TOPIC REGISTRATION FORM

### PROPOSED TOPIC:

**To investigate the Councils Adult Social Services Inspection Rating and the ongoing improvements as recommended by the Inspector**

**COUNCILLOR(S) REGISTERING THE TOPIC: Cllr Tracey Simpson-Laing**

### SECTION 1: ABOUT THE TOPIC

Please complete this section as thoroughly as you can. The information provided will help Scrutiny Officers and Scrutiny Members to assess the following key elements to the success of any scrutiny review:

**How** a review should best be undertaken given the subject

**Who** needs to be involved

**What** should be looked at

**By when** it should be achieved; and

**Why we are doing it ?**

**Please describe how the proposed topic fits with 3 of the eligibility criteria attached.**

*As a general rule, topics will only proceed to review if they meet 3 of the criteria below. However, where it is adequately demonstrated that a topic is of significant public interest and fits with the first criteria but does not meet 3, Scrutiny Management Committee may still decide to allocate the topic for review. Please indicate which 3 criteria the review would meet and the relevant scrutiny roles:*

	✓	Policy Development & Review	Service Improvement & Delivery	Accountability of Executive Decisions
Public Interest (ie. in terms of both proposals being in the public interest and resident perceptions)	X	X	X	
Under Performance / Service Dissatisfaction	X	X	X	
In keeping with corporate priorities	X	X	X	X
Level of Risk				
Service Efficiency				
National/local/regional significance e.g. A central government priority area, concerns joint working arrangements at a local 'York' or wider regional context	X			

## ANNEX A

### **Further Information on how topic fits with Eligibility Criteria**

**Public Interest** – YES – residents, either themselves or as family members of those receiving care need to feel confident in the services provided by the Council.

**Under Performance / Service Dissatisfaction** – YES – Management performance was an area identified by the Inspector as problematic. There has also been some customer dissatisfaction in relation to changes in care timing and provider

**In keeping with Corporate Priorities** – YES

**Level of Risk** – NONE

### **Set out briefly the purpose of any scrutiny review of your proposed topic. What do you think it should achieve?**

*If you have not already done so above, please indicate in response to this, how any review would be in the public or Council's interest e.g. reviewing recycling options in the city would reduce the cost to the Council for landfill*

In Dec 2008 the Social Care Inspectorate Report was discussed at the HASS EMAP, but only after it was deferred from the October meeting. It was agreed, on my proposal, that reports would be brought back on progress required by the Inspector. As the EMAP has now been replaced this needs looking at as a matter of urgency through Scrutiny.

There is a growing need for Care Services in the City and it is crucial that the City provides only the best. By investigating past difficulties and ensuring that structures are in place to stop problems arising in future the Council will be fulfilling its role as the City's care provider

## ANNEX A

**Please explain briefly what you think any scrutiny review of your proposed topic should cover.**

*This information will be used to help prepare a remit for the review should Scrutiny Management Committee decide the topic meets the criteria e.g. How much recycling is presently being done and ways of increasing it*

I would request that Scrutiny investigate:

Management structures - what can be done/has been done to improve management structures

Political leadership - the Inspector questioned the involvement of political leadership in the department

Staffing levels - Are there enough staff? , does the organisation ensure best retention procedures

Provision of care - how much care is provided and what care that clients may need help with is not abled to be provided

Suitability of Care surroudings - how are home assessments carried out, and how often are they updated.

Care Plans - how often are these updated and how are they monitored both within CYC and by providers it may use

Procurement of Care - how does the Council decide on which Care to be contracted out to Private Providers and what monitoring systems are there in place - such as ensuring Care Plans are used and updates

**Please indicate which other Councils, partners or external services could, in your opinion, participate in the review, saying why.**

*Involving the right people throughout the process is crucial to any successful review e.g. CYC Commercial Services / other local councils who have reviewed best practice for recycling / other organisations who use recycled goods*

It may be useful to discuss with representatives of older residents groups such as the Older Peoples Assembly, Age Concern, etc, so practical experiences can be understood. Frontline staff are a very important part of the service and members need to understand their daily working roles do I would see the Union being a useful contributor for this. I would also hope that it would be possible to talk with representatives of the private sector providers.

Others who would be required to participate, in line with the Inspectors comments, would be the Executive Member for HASS and Senior Officers

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### **Explain briefly how, in your opinion, such a review might be most efficiently undertaken?**

*This is not about who might be involved (addressed above) but how the review might be conducted e.g. sending a questionnaire to each household to gather information on current recycling practices and gathering information on how recycling is carried out in Cities similar to York*

Councillors would need to investigate CYC working practise in relation to the monitoring of improvements through discussion, presentations and questioning. It may also be prudent to look at other Local Authority Best Practice

### **Estimate the timescale for completion.**

*Please circle below the nearest timescale group, in your estimation, based on the information you have given in this form.*

- (a) 1-3 months;
- (b) 3-6 months; or
- (c) 6-9 months                      Due to the work required I would envisage around 6 months with a 6 monthly update until the next Inspection

PLEASE ENCLOSE ANY SUPPORTING DOCUMENTS OR OTHER INFORMATION YOU FEEL MIGHT BE USEFUL BACKGROUND TO THE SUBMISSION OF THIS TOPIC FOR CONSIDERATION.

### **What will happen next?**

- a Scrutiny Officer will prepare a feasibility study based on the information you have provided above and on further information gathered. This process should take no more than six weeks;
- on completion, the feasibility study will be presented to Scrutiny Management Committee together with a recommendation whether or not to proceed with the review. If the recommendation is to proceed, the feasibility study will include a remit on how the review should be carried out

**In support of this topic, you may be required to:**

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- meet with the Scrutiny Officer to clarify information given in this submission and/or assist with developing a clear and focussed remit for a potential review;
- attend the meeting of Scrutiny Management Committee at which the topic is being considered for scrutiny review in support of your registration

### What will happen if the topic is recommended for review?

- The Scrutiny Management Committee will agree a timescale for completion of the review.
- An Ad-hoc Scrutiny Committee will be formed and a series of formal meeting dates will be agreed. These should allow for at least the following:

1<sup>st</sup> Meeting Scoping Report

2<sup>nd</sup> Meeting interim progress meeting

*Depending on the timescale of the review, a further interim progress meeting may be required*

3<sup>rd</sup> Meeting Agree final draft report for SMC

- The final draft report will be considered by SMC and a final report with recommendations will be produced for consideration by the Executive
- Any decisions taken at Executive as a result will be reviewed after six months to ensure implementation has taken place.

*A Member will be nominated to be responsible for monitoring the implementation of the recommendations - you may be asked to take on this role.*

Please return your completed registration form to Scrutiny Services or, if you want any more information about Scrutiny or submitting a new topic for consideration then please contact the Scrutiny Team.

**Email:** [Scrutiny.services@york.gov.uk](mailto:Scrutiny.services@york.gov.uk)

**Tel No.** 01904 552038

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**For Scrutiny Administration Only**

**Topic Identity Number**

**Date Received**

**Feasibility Study to be completed by:**

**Date of SMC when study will be considered:**

**SC1- date sent**