

Scrutiny Task and Finish Panel Agenda



Services for Older People and Disabled People Task and Finish Panel Thursday, 22nd June, 2006

Place: Committee Room 2, Civic Offices, High Street, Epping

Time: 7.00 pm

**Democratic Services
Officer:** Simon Hill Ext 4249 - Senior Research and Democratic
Services Officer
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Members:

Councillors Mrs S Perry (Chairman), Mrs J H Whitehouse (Vice-Chairman), D Bateman,
Mrs A Cooper, Mrs A Grigg, P House, D Kelly, P Turpin and K Wright

PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Head of Research and Democratic Services) To report the appointment of any substitute members for the meeting.

3. DECLARATIONS OF INTEREST

(Head of Research and Democratic Services). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting

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purely for the purpose of answering questions or providing information on such a matter.

4. SCOPE OF THE REVIEW (Pages 5 - 16)

Attached to this agenda is a copy of the proposal presented to the Overview and Scrutiny Committee, which led to the setting up of this Panel. However, Members now need to determine the scope of the study and produce a set of Terms of Reference, which reflect those objectives for approval by the Overview and Scrutiny Committee. To this end a Task and Finish Planning Form is attached.

In order to help the Panel, a set of 'Notes for Guidance' for the operating of a Task and Finish Panel is also attached. This sets out how a Task and Finish Panel should ideally go about scoping its programme of work, gathering information and evidence and finally reporting back to the main Overview and Scrutiny Committee and the larger Council. A draft layout for a final report is also attached. *Please note that these are still in draft and may alter over the next few weeks, until endorsed by the July Overview and Scrutiny Committee meeting.*

5. WORK PROGRAMME

Having agreed the scope of the study and the aims and objectives that the Panel hopes to achieve, it is necessary to agree a work programme to achieve the outcomes. A draft timetable should also be agreed.

Information is currently being gathered about the services the District Council provides for older people and disabled people and will be presented to the Panel in due course. It will most likely be available towards the end of July.

At the same time there exists a Joint Management Team for Older People's Services, which comprises of representatives from Epping Forest Primary Care Trust, Essex Social Services, Epping Forest District Council and Voluntary Action Epping Forest. The team exists to co-ordinate the services available to the elderly, to identify gaps in service and explore ways to fill those gaps and to meet the requirements of the NHS National Service Framework for Old People. The Panel may wish to consider a meeting with the Joint Management Team and whether there may be benefit in co-opting a Member of that Team to join the Panel.

There are various other groups that exist locally to serve the needs of older people and or disabled people and the Panel needs to identify those organisations and how they are to be involved in the study. The Joint Management Team will be able to assist in relation to those groups serving older people.

The Panel needs to consider the most effective way in which to engage in order to get the maximum benefit out of the interaction. This could be meetings of the full Panel in some cases or appointment of a smaller group to carry out visits/interviews in others.

Outcomes and timescale:

The Panel needs to give consideration to the outcomes it would like to achieve. The study area is potentially massive and consideration must be given to the resources available, both to take forward the study but also to secure the implementation of any

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recommendations. To that end the Panel should be aiming to put forward at least an interim report with recommendations by the date of the Overview and Scrutiny Committee on 5 October 2006 if it wants to make a bid to fund any recommendation in the financial year 2007/08.

6. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

7. DATES OF FUTURE MEETINGS

To be agreed.