



HILLINGDON  
LONDON



# Social Care, Housing and Public Health Policy Overview Committee

**Date:** WEDNESDAY 13 JUNE  
2018

**Time:** 7.00 PM

**Venue:** COMMITTEE ROOM 5 -  
CIVIC CENTRE, HIGH  
STREET, UXBRIDGE

**Meeting  
Details:** Members of the Public and  
Press are welcome to attend  
this meeting

## Councillors on the Committee

Jane Palmer (Chairman)  
Duncan Flynn (Vice-Chairman)  
Judith Cooper  
Alan Deville  
Ian Edwards  
Tony Eginton  
Janet Gardner  
Becky Haggar  
Paula Rodrigues

## Co-Opted Member (Education items only)

Anthony Little, Roman Catholic Diocesan

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<https://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=324&Year=0>

***Putting our residents first***

Lloyd White  
Head of Democratic Services  
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## Terms of Reference

The Following Terms of Reference are common to all Policy Overview Committees (referred to as “The overview role”):

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);
5. To review or scrutinise decisions made or actions taken by the Cabinet, a Cabinet Member, a Council Committee or an officer.
6. To make reports and recommendations to the Council, the Leader, the Cabinet, a Policy Overview Committee or any other Council Committee arising from the exercise of the preceding terms of reference.
7. In accordance with the Local Government and Public Involvement in Health Act 2007, to consider ‘Councillor Calls For Action’ (CCfA) submissions.

To perform the overview role outlined above in relation to the following matters:

1. Social care services for children, young persons and children with special needs
2. Oversee the Council’s Corporate Parenting responsibilities
3. Adoption and Fostering
4. Family Services
5. Adult Social Care
6. Older People’s Services
7. Care and support for people with physical disabilities, mental health problems and learning difficulties
8. Asylum Seekers
9. Local Authority Public Health services
10. Encouraging a fit and healthy lifestyle
11. Health Control Unit, Heathrow
12. Encouraging home ownership
13. Social and supported housing provision for local residents
14. Homelessness and housing needs
15. Home energy conservation
16. National Welfare and Benefits changes

# Agenda

- 1** Apologies for Absence and to report the presence of any substitute Members
- 2** Declarations of Interest in matters coming before this meeting
- 3** To receive the minutes of the previous meeting 1 - 2
- 4** To agree the minutes from Policy Overview Committees in 2017/18 3 - 12
- 5** To confirm that the items of business marked as Part I will be considered in Public and that the items marked as Part II will be considered in Private
- 6** The Role of Policy Overview Committees 13 - 20
- 7** Update Report on Current Housing Policy To Follow
- 8** Information Report on Council's Corporate Parenting Role To Follow
- 9** Forward Plan 21 - 24
- 10** Work Programme 25 - 28

## Minutes

### SOCIAL CARE, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE

10 May 2018

Meeting held at Council Chamber - Civic Centre,  
High Street, Uxbridge



	<p><b>Committee Members Present:</b> Councillors Jane Palmer (Chairman) Duncan Flynn (Vice-Chairman) Judith Cooper Alan Deville Ian Edwards Janet Gardner Becky Haggar Paula Rodrigues</p>
1.	<p><b>ELECTION OF CHAIRMAN</b> (<i>Agenda Item 1</i>)</p> <p><b>RESOLVED:</b> That Councillor Jane Palmer be appointed as Chairman of the Social Care, Housing and Public Health Policy Overview Committee for the 2018/19 municipal year.</p>
2.	<p><b>ELECTION OF VICE-CHAIRMAN</b> (<i>Agenda Item 2</i>)</p> <p><b>RESOLVED:</b> That Councillor Duncan Flynn be appointed as Vice-Chairman of the Social Care, Housing and Public Health Policy Overview Committee for the 2018/19 municipal year.</p>
	<p>The meeting, which commenced at 9.10 pm, closed at 9.15 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Nikki O'Halloran on 01895 250472. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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## Minutes

### CHILDREN, YOUNG PEOPLE AND LEARNING POLICY OVERVIEW COMMITTEE

19 March 2018



Meeting held at Committee Room 6 - Civic Centre,  
High Street, Uxbridge

	<p><b>Committee Members Present:</b> Councillors Jane Palmer (Chairman), Nick Denys (Vice-Chairman), Judith Cooper, Becky Haggar, Brian Stead (in place of Allan Kauffman), Jan Sweeting, Tony Eginton and Peter Money (in place of John Oswell and Kanwal Dheer) and Tony Little.</p> <p><b>LBH Officers Present:</b> Dan Kennedy (Deputy Director, Housing, Environment, Education, Health and Wellbeing) and Anisha Teji (Democratic Services Officer)</p>
73.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies received from Cllr Dominic Gilham and Cllr Allan Kauffman with Cllr Brian Stead substituting.</p> <p>Apologies received from Cllr John Oswell and Cllr Kanwal Dheer, with Cllr Peter Money and Cllr Tony Eginton substituting.</p>
74.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THE MEETING</b> (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
75.	<p><b>MATTERS NOTIFIED IN ADVANCE OR URGENT</b> (<i>Agenda Item 3</i>)</p> <p>None.</p>
76.	<p><b>TO CONFIRM THAT ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items were in Part I and would be heard in public.</p>
77.	<p><b>TO AGREE THE MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2018</b> (<i>Agenda Item 5</i>)</p> <p>Members requested further information on bulge classes. It was confirmed that this information would be provided to the Committee at the next meeting.</p> <p><b>RESOLVED - That the minutes from the 8 February 2018 be approved as an accurate record.</b></p>

78. **CHILD SEXUAL EXPLOITATION - UPDATE REPORT - TO FOLLOW** (*Agenda Item 6*)

Prior to the meeting, the Chairman agreed to defer this item to allow a full and proper report to be prepared.

79. **SCHOOL PLANNING UPDATE** (*Agenda Item 7*)

Officers introduced the report and updated the Committee on the demand for school places in the Borough. In summary, the following key points were noted:

- School places was monitored throughout the year. A number of factors including birth rates, residential developments and families moving into the Borough affected demand for school places.
- Overall, there was an appropriate level of capacity in the system to manage demand for September 2018.
- There were variations in capacity between place planning areas and that capacity was not evenly spread. In part this reflected the relative popularity of individual schools.
- The demand for secondary school places was rising in line with forecasts.
- Fair Access mechanisms were effective in ensuring that pupils were offered school places for in year admissions.
- The School Placement and Admissions Team worked collaboratively with schools, especially where pupil numbers were lower than anticipated, taking into account the needs of the child and those of the school.
- Work on the expansions of Vyners and Ruislip High School was proceeding. However, delivery dates for new free school provisions were still subject to confirmation - sites had not yet been confirmed by the Education and Skills Funding Agency.

During Member discussions, it was reported that spare capacity is required in the system to allow for the provision of school places for late applications and in year admissions. Also, it was explained that when considering secondary school admissions, some parents held on to state funded places awaiting confirmation from independent schools.

It was noted that school capacity was affected by decisions made by schools. Four schools (Bishop Winnington Ingram, Pinkwell Primary, Uxbridge High and Haydon) had now determined reduced admission numbers for September 2019. Officers confirmed that this was currently being evaluated and the impact being determined. The local authority would be seeking further advice regarding these changes.

Members noted that the matter of 'churn' (pupils starting / leaving in a school year) was a significant issue. Other matters such as families moving in and out of the Borough and temporary accommodation measures were reasons for pupil changes.

Members requested further information on the exact pressure on primary school places, information on special schools and bulge classes.

**RESOLVED –**

1. **That officers be thanked for their attendance;**
2. **that the report be noted; and**
3. **that the further information be presented to Committee.**



80.	<p><b>CABINET FORWARD PLAN - REVIEW FORTHCOMING DECISIONS</b> (<i>Agenda Item 8</i>)</p> <p><b>RESOLVED – That the Cabinet Forward Plan be noted.</b></p>
81.	<p><b>WORK PROGRAMME - REVIEW THE WORK PROGRAMME FOR THE COMING YEAR</b> (<i>Agenda Item 9</i>)</p> <p><b>RESOLVED – That the work programme be noted.</b></p>
	<p>The meeting, which commenced at 7.00 pm, closed at 7.31 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Anisha Teji on 01895 277655. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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## Minutes

### SOCIAL SERVICES, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE

22 March 2018



Meeting held at Committee Room 6 - Civic Centre,  
High Street, Uxbridge

	<p><b>MEMBERS PRESENT:</b> Councillors: Wayne Bridges (Chairman) Jane Palmer (Vice-Chairman) Teji Barnes Becky Haggart Shehryar Ahmad-Wallana Tony Eginton June Nelson John Morse</p> <p>Mary )'Connor (Co-opted member)</p>
	<p><b>OFFICERS PRESENT:</b> Kate Kelly-Talbot (Assistant Director – Adult Social Care), Andrea Nixon (LSCB and SAB Business Manager), Steve Ashley (LSCB and SAB Independent Chair) and Neil Fraser (Democratic Services Officer)</p>
61.	<p><b>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS</b> (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillors Peter Davis and Peter Money. Councillor Morse was present as Councillor Money's substitute.</p> <p>Apologies were also received from Dan Kennedy.</p>
62.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>None.</p>
63.	<p><b>TO RECEIVE THE MINUTES OF THE MEETING HELD ON 27 FEBRUARY 2018</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 27 February 2018 be approved as a correct record.</p>
64.	<p><b>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED IN PART I WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED PART II WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 4</i>)</p> <p>It was confirmed that there were no Part II items, and that all business would therefore be conducted in public.</p>

65. **DRAFT SAB ANNUAL REPORT** (*Agenda Item 5*)

Steve Ashley, Independent Chairman of Hillingdon's Safeguarding Adults Board, introduced the draft SAB Annual Report. It was confirmed that the draft report had been brought to the Committee to provide Members with the opportunity to review the content and request any changes or additions ahead of the final report, which was to be published later in the year.

An updated version of the draft report was tabled at the meeting. The Committee was informed that the draft report was still awaiting the inclusion of certain information, including details around domestic abuse and the year-end performance figures.

Mr Ashley provided the Committee with a general presentation on the topic of safeguarding adults.

It was confirmed that Safeguarding Adults Boards have three core duties:

1. Develop and publish an Annual Strategic Plan setting out how they will meet their strategic objectives and how their members and partner agencies will contribute.
2. Publish an Annual report detailing how effective their work has been.
3. Arrange Safeguarding Reviews for any cases which meet the criteria, detailing the findings and subsequent action.

It was highlighted that adult boards were still relatively new, and Hillingdon's board was still growing. However, feedback from recent meetings had shown that the Hillingdon Board's development was ahead of other London Boards.

The six principles of safeguarding adults were confirmed as:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

The differences between safeguarding children and safeguarding adults were highlighted, with adults having the right to reject safeguarding and put themselves at risk, should they wish. There was, therefore, a balance to be found between ensuring the safety of adults while respecting their choices.

Developments in Multi Agency working were set out, and included:

- Business plan 2015-2019.
- Launch of Making Safeguarding Personal
- SAB Executive Board.
- Community Safety Partnership.
- Local Safeguarding Children Board.
- Masterclass Sepsis Event

Sepsis was recognised as a serious issue, with the number of instances of

Sepsis related deaths increasing. It was highlighted that deaths could be prevented if sepsis was identified early, and relevant training sessions had been run to ensure relevant staff were trained to recognise its symptoms. More training was planned for future months.

Ethnicity statistics were set out, though there were issues with the accuracy of this data. It was agreed that Mr Ashley would forward updated data to the Committee via the clerk.

In 2016-17, investigations conducted by social care teams found that the most common forms of abuse were:

- Neglect - 186 cases.
- Physical abuse - 83 cases.
- Financial / material abuse - 89 cases.

Abuse occurred in:

- Own home - 20%
- Care homes - 28%

It was recognised that the remaining 52% could occur in a wide variety of locations.

Regarding Deprivation of Liberty Safeguards (DoLS), the Committee was informed that DoLS remained controversial, due to the amount of work and cost inherent to it. In many cases, costs resulted from court cases, which were seen to be increasing. Work was being undertaken to further review DoLS.

Further areas for development included:

- Performance data across partner agencies - improving data analysis and challenge
- Hoarding, Self neglect, Modern Day Slavery, Human Trafficking.
- Continual developmental of SAB webpage.
- Learning from Safeguarding Adult Reviews.
- Homelessness.

Details of Safeguarding Adults Reviews (SARs) would be published later in the year, once the Executive Board had reviewed and officially signed-off on the information.

Priorities for 2017/18 included:

- Professionals to take a person centred and holistic approach to safeguarding.
- Advocacy for individuals who lack mental capacity or difficulty in decision making.
- Minimise repeat safeguarding issues.
- Robust risk assessment and management arrangements involving adults, their families and carers.
- Improving data analysis to measure outcomes.
- Increase engagement of the SAB with vulnerable adults.
- Ensure effective holding of agencies to account.

Members asked a number of questions, including:

Was the board confident that residents were aware of who to contact and how to raise safeguarding concerns?

Yes, there was confidence that issues were being raised to the appropriate points of contact. All issues are recorded, regardless of 'threshold'. From there, an overview of issues is maintained by the Council, who is able to conduct internal reviews of services and partners, should those be deemed necessary. However, it was recognised that more work remained to be done in order to further raise the profile of safeguarding across the Borough.

Was receiving timely data from partners still an issue?

Receiving data from partners was, at times, challenging. Efforts had been made to simplify the process in order to make it as easy as possible for partners, and there had been a marked improvement in responses for this year versus previous years. However, there were still improvements that could be made.

How confident was the Board that care workers were supporting their clients properly?

There was no evidence that companies were not fulfilling their duties properly. However, it had been accepted that the analysis of complaints had not been good enough in the past. Moving forward, analysis would be improved by reviewing individual companies and the type of complaints being received. The Board now included representation from Care Homes, which would help in this regard.

Regarding deaths caused by a lack of safeguarding, was the Board able to work more closely with coroners to receive their reports more quickly? The successful work of Barnet Council was highlighted.

It had been recognised that the delays in receiving coroner reports was not acceptable, and staff changes at the coroner's office had occurred as a result. It was agreed that Mr Ashley would speak with Barnet Council to review best practice and how they successfully work with their coroners.

Would suicide be included within the safeguarding strategy moving forward?

Yes, this was not present in the draft report but would be included in the final report later in the year.

How was fraud dealt with as a safeguarding issue?

Fraud was difficult to manage by way of safeguarding, as instances of fraud would include involvement from a variety of partners, including the Police. In many cases, if the 'victim' was deemed to have mental capacity, no action could be taken.

What training had been offered, and which partner agencies had attended?

Training sessions on a variety of subjects had been offered, including

domestic abuse, FGM, and forced marriages. A trainer had been commissioned for level 1-3 training on safeguarding for adults, from April 2018 onwards. It was agreed that details of which agencies had attended the training would be forwarded to the Committee via the clerk.

Concerns were raised over the accuracy of the draft report in respect of references to data that could be found on the Board's website. The Committee was advised that priorities for the year included updating the website and that the references to the data on the website contained within the report would be accurate by the time of the final report publication.

**RESOLVED:**

1. That the draft report be noted;
2. That updated ethnicity data be forwarded to the Committee via the clerk;
3. That details of attendance at training events be forwarded to the Committee via the clerk;
4. That the Board's Independent Chairman speak with Barnet Council with a view to understanding how they successfully worked with their coroner offices; and
5. That the Committee be invited to the Board's next Sepsis event.

66. **CABINET FORWARD PLAN** (*Agenda Item 6*)

**RESOLVED:** That the Cabinet Forward Plan be noted.

67. **DRAFT WORK PROGRAMME 2018/19** (*Agenda Item 7*)

**RESOLVED:** That the draft Work Programme 2018/19 be noted.

The meeting, which commenced at 7.00 pm, closed at 8.08 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Neil Fraser - Democratic Services Officer on 01895 250692. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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## THE ROLE OF POLICY OVERVIEW COMMITTEES

<b>Committee name</b>	Social Care, Housing and Public Health Policy Overview Committee
<b>Officer reporting</b>	Anisha Teji, Chief Executive's Office
<b>Papers with report</b>	Appendix A - Review topic selection scorecard
<b>Ward</b>	All

### HEADLINES

To provide Committee Members with information about:

1. The general purpose and role of the Council's policy overview and scrutiny arrangements;
2. The Committee's updated remit, i.e. Terms of Reference agreed by Council on 10 May 2018 and;
3. How reviews are undertaken and ways in which Members can add value to their findings.
4. Consider potential next review topic ideas.

### RECOMMENDATIONS

**That the Committee:**

- 1. Note the information within the report;**
- 2. Consider potential next review topic ideas and;**
- 3. Provide any comments or feedback to Democratic Services.**

### SUPPORTING INFORMATION

Larger local councils are required to have more than one overview and scrutiny committee as part of their core governance arrangements. The structure is local choice and most unitary councils have a number of such committees usually structured around cross-cutting service areas, engaging Councillors not in the Cabinet in a variety of activity. Their role is similar to that of Select Committees in Parliament, broadly to:

1. To assist in the development of Council policy;
2. To question and evaluate the actions of the Executive, both before and after decisions are taken; and
3. Have the power to make reports and recommendations on such matters.

In Hillingdon, our policy overview, scrutiny and select committees undertakes a wide range of work in support of the above role, including:

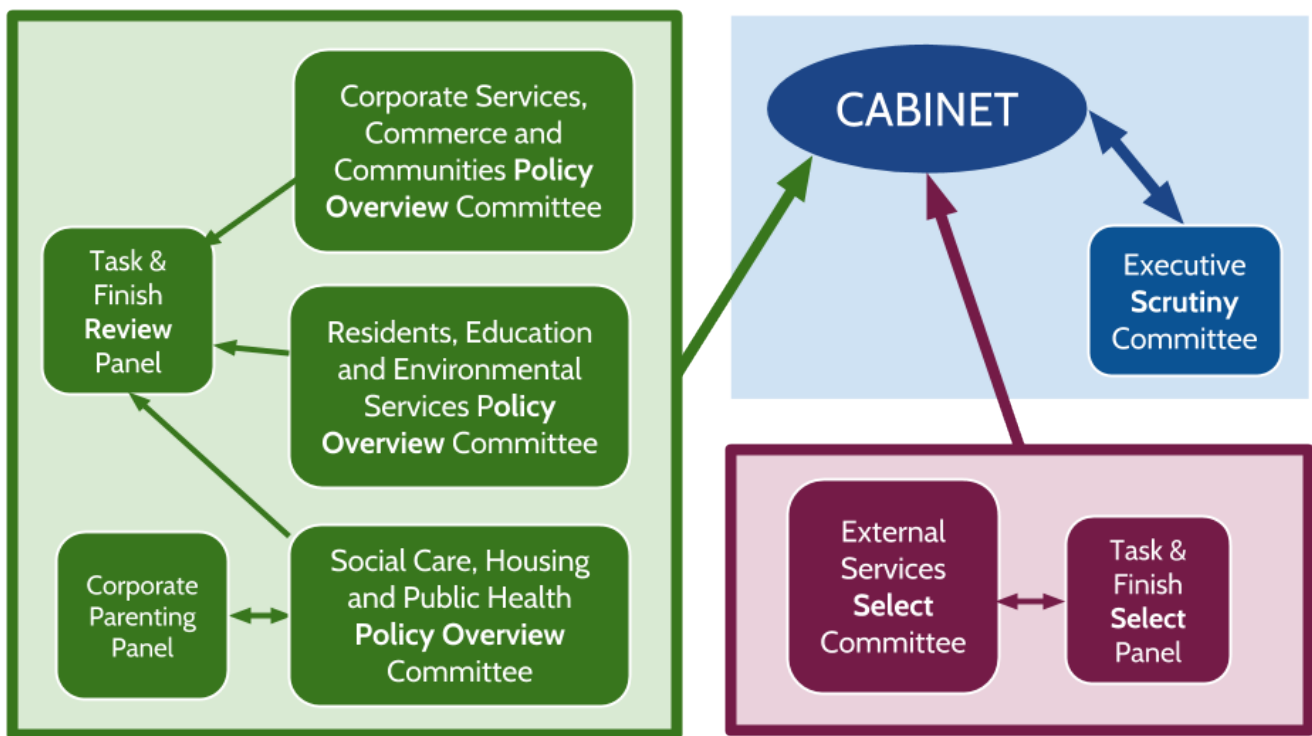
- Monitoring the Forward Plan / pre-decision input on the Cabinet's upcoming business
- Formal post-Cabinet decision scrutiny (call-in option undertaken by the Executive Scrutiny Committee only)
- Undertakes statutory Health / Police scrutiny activity (this is by the External Services Select

Committee only)

- Can review past decisions / Council actions
- Undertake policy reviews on topics within their remit
- Review implementation of previous reviews
- Comment on the annual budget before it's approval
- Provide comments on key policy framework documents before approval, e.g. Local Plan
- Monitors budget / performance / services / complaints twice a year
- Receives information reports on areas within their remit
- Oversees the statutory "Councillor Call for Action" (mechanism of last resort) which has not yet been used in Hillingdon.

### Changes agreed by Council on 10 May 2018

Full Council recently agreed structural changes to the way the Council's overview and scrutiny arrangements operate, streamlining the number of Policy Overview Committees and refreshing and consolidating their terms of reference as shown below:



### Multi-year work programmes

Fundamentally, and this will be outlined in a later report on the agenda, Council agreed that individual Policy Overview Committee work programmes will span across multiple municipal years to provide more flexibility in undertaking in-depth reviews, timetabling and reporting of findings to Cabinet [or reporting to full Council should the Government introduce anticipated changes in guidance as set out in the Council report]. Also, as the conventional 'deadline' of completing reviews within a traditional municipal year will no longer exist, this opens up greater opportunities to engage with witnesses and residents, increasing the value of the Committee's findings. Multi-year work programmes also enable the Committee to better plan ahead for monitoring purposes, e.g. past reviews and update reports on matters.

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Classification: Public

Social Care, Housing and Public Health Policy Overview Committee - 13 June 2018

A report later on this agenda sets out the initial “draft” multi-year work programme, that the Committee will update and refine as the months and years progress.

### **Task and finish review activity**

Council also enabled [only should it be decided] that the Chairmen of the three new Policy Overview Committees may jointly agree to establish a single Task and Finish Review Panel at any one time to undertake either a focussed review within a particular committee’s remit, or a cross-cutting review that covers the remit of more than one committee.

### **New responsibilities**

In respect of this Committee, Council also transferred to it oversight of the Council’s corporate parenting responsibilities at Member level. Council considered that integration with the established Policy Overview Committee structure will strengthen this important responsibility going forward and place it at the heart of the Council’s governance arrangements, particularly as the Committee has the power to report directly to decision-makers.

To help discharge this, the Committee will also have the ability [as it may determine] to establish a Corporate Parenting Panel of 3 Members (any non-Cabinet Member) along with membership of external representatives and relevant council officers as required.

It is important to note that this Committee’s oversight of corporate parenting does not replace the wider duty of all Councillors as ‘corporate parents’. Members of all committees have a responsibility to consider how reports before them impact upon children in care and care leavers.

### **New Terms of References**

All Policy Overview Committees have generic Terms of Reference as set out below:

- To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
- To monitor the performance of the Council services within their remit (including the management of finances and risk);
- To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
- To consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);
- To review or scrutinise decisions made or actions taken by the Cabinet, a Cabinet Member, a Council Committee or an officer.
- To make reports and recommendations to the Council, the Leader, the Cabinet, a Policy Overview Committee or any other Council Committee arising from the exercise of the preceding terms of reference.
- In accordance with the Local Government and Public Involvement in Health Act 2007, to consider ‘Councillor Calls For Action’ (CCfA) submissions.

## **The Committee's direct remit of activity**

This Committee's specific Terms of Reference are set out below. This sets the parameters (or service areas) in which the Committee can undertake reviews, present findings, request reports and provide direct input on matters. It is important and Committee remains wholly within their Terms of Reference and Democratic Services can advise further on this if required at meetings:

1. Social care services for children, young persons and children with special needs
2. Oversee the Council's Corporate Parenting responsibilities
3. Adoption and Fostering
4. Family Services
5. Adult Social Care
6. Older People's Services
7. Care and support for people with physical disabilities, mental health problems and learning difficulties
8. Asylum Seekers
9. Local Authority Public Health services
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## **Undertaking policy reviews**

Over the years, Policy Overview Committees have undertaken successful in-depth reviews of Council services and policies. This has resulted in a number of positive changes locally, with some also affecting policy at a national level. Such committees engage Councillors in a wide range of Council activity and build a greater understanding about service provision to residents.

### **Review phases**

The typical phases of a review are as follows:

1. Selection of topic
2. Scoping the review / setting out objectives
3. Witness & evidence stage (this is the main activity)
4. Draft recommendations considered / early draft of review report
5. Final report approved by Committee
6. Referred to Cabinet for consideration
7. Monitoring the implementation of recommendations once approved / amended by Cabinet at meetings, i.e. in six months

### **Selecting review topics**

It is always best to sound out potential review topics early on. In respect ideas of areas to review these can come from a variety of sources e.g: Committee Members; Council officers; External

partners / residents and Cabinet Members. When a Committee considers a potential review topic, we recommend running it past the following criteria as part of our scorecard (see Appendix A); i.e. topics that are:

- Resident-focused
- Under the correct remit of the Committee
- Matters the Council has influence over
- New issues
- Achievable for the Council
- Can gain wider organisational buy-in and support
- Drive improvement / efficiency
- Provide early warning or resilience for national changes
- Investigate the 'big issues' locally or nationally within Hillingdon

### **Witness and evidence stage**

Ultimately, any Policy Overview Committee's efforts are at their best when external witnesses and residents participate, adding value to intelligence gathering and findings. In support of this, Committees have undertaken a variety of both formal and informal activity "in meetings" and "outside meetings". It is important to pull together a broad evidence base for any potential findings later on. Additionally, the ability for Councillors to bring their 'local' insight is highly valuable. Activities the Committee can undertake include:

- Surveys / social media
- Promotion of review to seek views
- Invite the relevant Cabinet Member to attend for their views
- Question key council officers
- Hold informal workshops
- Networking events, e.g. with partners
- Have closed meetings, i.e. confidential, such as social care clients
- Commission reports from council officers / externally
- Request data and intelligence on the topic
- Visits to other local authorities
- Undertake site visits within the Borough or council facilities
- Appoint experts or advisors to join the Committee throughout its review
- Selecting the best range of witnesses to get a real user / resident perspectives
- Invite national experts in their field

Whilst information will be provided to Councillors, it may be helpful when preparing for this stage of a review, that Councillors:

- Prepare their draft questions for each witness in advance;
- Read a witness bio or find out more about their organisation;
- Do their own additional research on the topic - you may find something officers don't!
- Use their network of councillors in other local authorities to seek views;
- Tell residents at Surgeries / Ward Walks about your review, get their thoughts.

### **Drafting recommendations**

After hearing from witnesses and receiving evidence, the Committee then will meet to pull

together all the information and shape its collective findings. Any final recommendations that come to Cabinet ideally should:

- Meet the initial aims / objectives of the review
- SMART, Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Affordable or can be aligned neatly with the MTFP process
- Based on a broad evidence base as possible
- Seek to review or amend existing approved policies (as opposed to new ones)
- If publicity or wider engagement or education is recommended, to target such communications as best as possible
- Consider 'conclusions' as well as specific recommendations

Nearer this time, Democratic Services staff supporting the Committee will advise further on drafting recommendations. Throughout this process, their role is critical to the Committee, to guide Members and secure the information and witness activity that Members wish to undertake. They also draft alongside the Chairman, the final report for the Committee to consider.

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## **Possible next review topic ideas**

Below is a list of recent review topics over the last 3 years (within the Committee's revised remit) to give an example of what has already been done:

### **2015/16**

- Raising Standards in Private Sector Rented Accommodation
- Stroke Prevention in Hillingdon

### **2016/17**

- Hospital Discharges
- The Impact of Changes to Housing Benefits on Residents and the Council

### **2017/18**

- Loneliness and Isolation in Older Residents

## **Implications on related Council policies**

Policy Overview Committees are at the heart of how the Council shapes policy at Member level.

## **How this report benefits Hillingdon residents**

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

## **Financial Implications**

None at this stage.

## **Legal Implications**

None at this stage.

## **BACKGROUND PAPERS**

Council Constitution

## Appendix A - Review topic selection scorecard

<p><b>Resident-focused</b> - High impact on residents and the community, with public interest and scope for making a positive difference (whether universal or a targeted group or area, e.g. young people or a particular town centre)</p>	
<p><b>Correct remit</b> - is it covered in the Committee's Terms of Reference and does it cut across into the domain of other Committees? If it does, narrow the topic or consider suggesting the Corporate Services POC considers it, or perhaps a joint Committee working group review if the respective Chairmen and Committees agree.</p>	
<p><b>Influence</b> - A topic that affects residents, groups, businesses and other key stakeholders in Hillingdon and relates to a service, event or issue in which the Council is in control of, has a significant stake in or has influence over, e.g. with partners.</p>	
<p><b>New</b> - A new and fresh topic preferably. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally.</p>	
<p><b>Achievable</b> - A good level of expertise, best practice and information is available to draw on to complete this review. Committee resources, departmental plans and organisational timings permit a successful review with positive recommendations, during the current municipal year. Is the review ToR too wide and need to be narrowed to be achievable? Will the Committee's work programme accommodate the review?</p>	
<p><b>Wider organisational support</b> - A topic that is likely to receive organisational buy-in from the Committee and wider Council. Possibly support from partner organisations to add value to existing work.</p>	
<p><b>Drives improvement</b> - a service or area of partnership that has been identified internally or externally that requires improvement in the medium-long term and would benefit from Members' insight. Performance risks or areas of consistent under-performance.</p>	
<p><b>Drives transformation and efficiency</b> - in support of the Council's objectives, any areas where service re-modelling is under consideration in the longer-term, that with Members' insight can help to deliver future savings, efficiencies and VFM.</p>	
<p><b>National and local</b> - a topic that will assist the Council in the implementation or awareness of external challenges, new legislation, national policy or the changing role of the public sector. A topic relevant to Hillingdon's residents that seeks to lobby change in national legislation, policy or practice.</p>	



## SOCIAL CARE, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE - FORWARD PLAN

<b>Committee name</b>	Social Care, Housing and Public Health Policy Overview Committee
<b>Officer reporting</b>	Anisha Teji, Chief Executive's Office
<b>Papers with report</b>	Appendix A – Forward Plan
<b>Ward</b>	All

### HEADLINES

The Committee is required by its Terms of Reference to consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within its remit (before they are taken by the Cabinet or by the Cabinet Member).

### RECOMMENDATIONS

**That the Social Care, Housing and Public Health Policy Overview Committee notes and comments on items going to Cabinet.**

### SUPPORTING INFORMATION

The latest published Forward Plan is attached.

#### Implications on related Council policies

Policy Overview Committees are at the heart of how the Council shapes policy at Member level.

#### How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

#### Financial Implications

None at this stage.

#### Legal Implications

None at this stage.

### BACKGROUND PAPERS

None at this stage.

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Classification: Public

Social Care, Housing and Public Health Policy Overview Committee – 13 June 2018

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Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public / Private Decision & reasons
SI = Standard Item each month		Council Departments: RS = Residents Services SC = Social Care CEO = Chief Executive's Office FD= Finance							
<b>Cabinet - 21 June 2018</b>									
253	<b>New contract for the Advocacy, Independent Visitor and Return Interview Services within Children's Services</b>	Cabinet will consider the award of a new two year contract for Advocacy Services for Looked After Children, Young People and Care Leavers in Hillingdon; the provision of an Independent Visitor Scheme and Return Interviews for Children and Young People within Hillingdon's Children's Services.	All		Cllr David Simmonds CBE	SC/FD - Janice Altenor / Sally Offin		NEW	Private (3)
223	<b>Support to youth football in the Borough</b>	To meet the need for the demand in youth football, Cabinet will consider the relocation of the former Yiewsley Bowls Club House (not in use) to Sipson Recreation Ground to provide changing rooms and facilities for the West Drayton Explorers FC.	Yiewsley / Heathrow Villages		Cllr Jonathan Bianco	RS - Neena Singh / Michael Naughton	Petition Hearing with residents		Private (3)
240	<b>Older People's Plan update</b>	Cabinet will receive it's twice yearly update on progress on the Older People's Plan (May and November annually).	All		Cllr Ray Puddifoot MBE / Cllr Philip Corthorne	RS - Kevin Byrne	Older People, Leader's Initiative	Def	Public
249	<b>Domestic Abuse Strategy for Hillingdon</b>	Cabinet will receive for approval, the 2018-2021 strategy, which includes plans to prevent violence against Women and Girls. It has been prepared in conjunction with the Safer Hillingdon Partnership and the Domestic Violence Executive Steering Group.	All		Cllr Philip Corthorne	RS - Dan Kennedy	Safer Hillingdon Partnership / DV Executive Steering Group / Borough Advocate		Public

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## SOCIAL CARE, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE - WORK PROGRAMME

<b>Committee name</b>	Social Care, Housing and Public Health Policy Overview Committee
<b>Officer reporting</b>	Anisha Teji, Chief Executive's Office
<b>Papers with report</b>	Appendix A – Work Programme
<b>Ward</b>	All

### HEADLINES

To enable the Committee to track the progress of its work in 2018/2019 and forward plan its work for the current municipal year.

### RECOMMENDATIONS

**That the Social Care, Housing and Public Health Policy Overview Committee considers the report and agrees any amendments.**

### SUPPORTING INFORMATION

- The Committee's meetings tend to start at 7pm and the witnesses attending each of the meetings are generally representatives from external organisations, some of whom travel from outside of the Borough. The meeting dates for this municipal year are as follows:

Meetings	Room
13 June 2018, 7pm	CR 5
30 July 2018, 7pm	CR 4
17 September 2018, 7pm	CR 4
17 October 2018, 7pm	CR 4
28 November 2018, 7pm	CR 4
9 January 2019, 7pm TBC	CR 4
6 February 2019, 7pm TBC	CR 4
20 March 2019, 7pm TBC	CR 4
11 April 2018, 7pm	CR 4
June 19 meeting, 7pm	TBC
July 19 meeting, 7pm	TBC
September 19 meeting, 7pm	TBC
October 19 meeting, 7pm	TBC
November 19 meeting, 7pm	TBC
December 19 meeting, 7pm	TBC

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Classification: Public

Social Care, Housing and Public Health Policy Overview Committee – 13 June 2018

### **Implications on related Council policies**

Policy Overview Committees are at the heart of how the Council shapes policy at Member level.

### **How this report benefits Hillingdon residents**

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

### **Financial Implications**

None at this stage.

### **Legal Implications**

None at this stage.

### **BACKGROUND PAPERS**

None at this stage.

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Classification: Public

Social Care, Housing and Public Health Policy Overview Committee – 13 June 2018

# Social Care, Housing and Public Health Policy Overview Committee

## Overview of multi-year work programme (DRAFT)

	2018					2019							
Meeting Month	June	July	September	October	November	January	February	March	April	June	July	September	October
Date	13	30	17	17	28	9 (TBC)	6 (TBC)	20 (TBC)	11	TBC	TBC	TBC	TBC
Reports Deadline	4 June 2018	19 July 2018	6 Sept 2018	8 October 2018	19 November 2018	28 December 2018	28 February 2019	11 March 2019	28 March 2019	TBC	TBC	TBC	TBC
<b>Title of Review A</b>	Proposed												
Topic/Scoping	█												
Witness			█										
Recommendations						█							
Final review							█						
Target Cabinet reporting								█					
Post monitoring													█
<b>Title of Review B</b>	TBC												
Topic/Scoping													
Witness													
Recommendations													
Final review													
Target Cabinet reporting													
Post monitoring													
<b>Standard business items</b>													
Budget Proposals Report for Social Services Housing and Public Health Services 2018/19		█											
Looked After Children Performance Data		█											
Annual Complaint report			█								█		
Quality and Capacity of the Community Mental Health Services in Hillingdon, covering Adult Mental Health Services provided by LBH & CNWL			█							█			
Annual Report: Adult and Children Safeguarding Board				█							█		

