

CULTURE AND LEISURE REVIEW COMMITTEE

AGENDA

Meeting to be held in the Civic Centre (Committee Room No. 2) on Tuesday, 20th June, 2006 at 2.00 p.m.

N.B. Please note change of time

ITEM	PAGE
1. Apologies for Absence	
2. Minutes of the last meeting of the Committee held on 26th April, 2006 (Copy herewith).	1
3. Declarations of Interest (including Whipping Declarations)	
4. Priorities and Key Issues for the Year Ahead Report of the City Solicitor and Director of Community and Cultural Services (copy herewith).	8
5. Policy Development and Review 2006/07: Topics for Consideration Report of the Director of Community and Cultural Services and the City Solicitor (copy herewith).	10

**This information can be made available on request in other languages.
If you require this, please telephone 0191 553 1008**

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| 6. | Draft Annual Work Programme 2006/07 | 14 |
| | Report of the City Solicitor and the Director of
Community and Cultural Services (copy herewith). | |
| 7. | Overview and Scrutiny in Sunderland – Draft
Handbook 2006/07 | 18 |
| | Report of the City Solicitor (copy herewith). | |

R.C. RAYNER,
City Solicitor.

Civic Centre,
SUNDERLAND.

9th June, 2006.

At a meeting of the Culture and Leisure Review Committee held in the Civic Centre on Wednesday, 26th April, 2006 at 5.30 p.m.

Present:

Councillor J.B. Scott in the Chair

Councillors Ambrose, Foster, P. Gibson, Grey, G. Hall, Mann, P. Walker, L. Walton and Wares

Apologies for Absence

Apologies for absence were submitted to the meeting on behalf of Councillors Sidaway and B. Williams.

Minutes of the last Meeting

1. RESOLVED that the minutes of the last meeting of the Committee held on 22nd March, 2006 be confirmed and signed as a correct record.

Declarations of Interest (including Whipping Declarations)

Item 5 - Cultural Programming and Activity

Councillors P. Gibson, Mann and P. Walker declared personal interests as Members of the Sunderland Empire Theatre Trust.

Item 7 - Young People Engaging and Delivering Services

Councillor P. Walker declared a personal interest as a Member of Washington Millennium Centre.

The Registration Service

The City Solicitor submitted a report (copy circulated) to provide Members with an introduction to the work of the Registration Service.

(For copy report – see original minutes)

Martin Lancaster, Registration Services Manager, provided an introduction and background to the Registration Service in Sunderland.

In response to a question from Councillor Wares concerning malicious telephone calls, Mr. Lancaster advised that there was a very robust mechanism in place for verifying a caller's details.

Councillor Gibson commended the Registration Service in Sunderland for leading the field in service delivery and modernisation. Referring to the volume of enquiries received, Councillor Gibson asked how staff managed this workload. Mr. Lancaster advised that this proved to be very challenging for employees and the current system is made to work by the very dedicated registration staff. Effective management and the establishment of a contact centre had helped to ease the burden on staff and provided extended access to the service for members of the public.

In response to a question from Councillor Gibson regarding the reception seating area, Mr. Lancaster confirmed that this facility had been improved and made much more comfortable.

In response to a question from Councillor Hall regarding vetting procedure for people requesting copy certificates, Mr. Lancaster confirmed that statute does not require the production of documentary evidence to support the request for a duplicate certificate. Moreover, requests for copy certificates have increased due to popularity of undertaking genealogical searches. Councillor Hall commented that the ability for various agencies to swap information was worrying given the fact that identity theft and fraud is an important and growing problem. Mr Lancaster informed the Committee that The National Association of Funeral Directors (NAFD) has been addressing the problem of identity fraud to ensure a better understanding of the scale of the problem and to help determine what steps can be taken to combat it.

In response to a question from Councillor Gibson regarding the retention of records of marriage that were not performed in the Civic Centre, Mr. Lancaster advised that civil records should be available at the Civic Centre post 1837. However, Mr. Lancaster explained that some marriage registers used by the Church of England or other places of worship would remain at the Church. It was also apparent that some Church records had unfortunately been misplaced. Further, the change of district boundaries in 1968 may result in some records being held at Stanley Registry Office.

The Chairman proposed a visit to the registration service to witness a citizenship ceremony.

2. RESOLVED that:-

- (i) the report be received and noted;
- (ii) Members visit the service to witness a citizenship ceremony.

Cultural Programming and Activity

The Director of Community and Cultural Services submitted a report (copy circulated) to provide Members with an update regarding the Cultural Strategy that was launched in August 2003.

(For copy report – see original minutes)

The Chairman invited Ms. Jane Hall, Assistant Head of Culture and Tourism, to present the report. Ms. Hall highlighted specific issues of note.

3. RESOLVED that the report be received and noted.

Coastline as a Cultural Resource – Progress Report of Implementation of Recommendations

The Director of Community and Cultural Services submitted a report (copy circulated) to receive an update on progress with the implementation of recommendations in relation to the Sunderland coastline.

(For copy report – see original minutes)

The Chairman invited Peter Mooney, Resorts Development Manager, to present the report. Mr. Mooney explained that the recommendations fell into two categories, longer term proposals that would involve significant redevelopment of existing infrastructure, and those initiatives that can be progressed on an operational level within the various Directorates of the City Council. Mr. Mooney proposed to present the report in this way.

Councillor Wares raised concerns about the “No dogs allowed” signage opposite the Seaburn Centre. He commented that anyone walking down the stairs might not be able to see the signs. Mr. Mooney agreed that dog free designated zones should have clear signage from all approaches.

In response to a question from Councillor Wares regarding eligibility for ‘Friends of the Sea Front’, Mr. Mooney explained there had been no attendees to a meeting advertised in the Sunderland Echo. It was acknowledged that specific groups such as fishermen and anglers would need to be targeted. Councillor Ambrose commented that it would be very important to include local retailers and guesthouse properties too.

Councillor Foster queried the ownership of the two uninhabited cottages at the end of Roker Pier. Councillor Hall advised the Committee that the buildings were Grade II listed, were owned by the Diving Association and currently being refurbished. It was the intention to convert the houses into a diving school and shop.

Councillor Walker raised concerns about the bottles and glass that littered the seafront. Councillor Walker felt that the consumption of alcohol and bottle litter should be specifically mentioned in 'The Coastal Code' leaflet. Mr. Mooney advised that he would take back Members' comments.

In response to a question from Councillor Hall regarding wind propelled vehicles on the beach. Mr. Mooney confirmed that lifeguards would be keeping a close eye on this problem and new signage would be erected this year.

Councillor Hall queried whether a diary of events, a suggestion which had been raised by the Culture and Leisure Review Committee was in place Mr. Mooney confirmed that sign cases are being placed on the promenade detailing a calendar of forthcoming events.

4. RESOLVED that the report be received and noted.

Young People Engaging and Delivering Services

The Deputy Chief Executive and Director of Children's Services submitted a report providing an overview of progress made on the provision of services and implementation of the Improvement Plan following the Performance Improvement Review of Young People : Engaging and Delivering Services undertaken in 2003/04.

(For copy report – see original minutes)

The Chairman invited Ms. Caryl Hinds, Service Improvement Manager, to present the report. Ms. Hinds advised that the report was the third update of the plan.

Ms. Hinds informed Members that the recommendation asked the Committee to approve this as being the last separate Progress Report of the Improvement Plan and that future monitoring be undertaken as part of the wider performance management arrangements for the CYPP. This will therefore take the form of progress reports on the CYPP as a whole to Children's Services Review Committee.

Councillor Gibson commented that many pupils/schools do not realise that they have a Councillor Representative. He felt that schools should have a mechanism whereby they can have much greater contact with elected Members in order for better links to be built and give both schools and Councillors the opportunity to share any relevant issues they might have. Schools often visited the Civic Centre and it would therefore be appropriate for the relevant Member to be involved in this. Mr. John Britton, School Improvement Team informed the Committee that he would make a recommendation to local schools that the School Council contact their local councillor/governor. Michael Elsy, Youth Strategy Officer, agreed there was

great potential in linking youths with local councillors to discuss such matters as the anti-bullying strategy and was happy to take the suggestion on board.

5. RESOLVED that:-

- (i) the positive progress made in implementing the Improvement Plan from the review be received and noted.
- (ii) future progress reports will be submitted to Children's Services Review Committee.

Policy Review : Volunteering Final Report

The City Solicitor submitted a report (copy circulated) to consider the draft final report following evaluation of partnership working with the Voluntary and Community Sector, specifically in delivering cultural, social and recreational activities within the community.

Karen Brown, Review Co-ordinator, advised that the Committee had identified a small number of recommendations based around key areas of strategic oversight, clarity of responsibility, compact principles and communication.

6. RESOLVED that the Committee endorse the draft final report for submission to Cabinet.

Annual Report of the Review Committee

The City Solicitor submitted a report (copy circulated) to receive a summary of the work of the Review Committee during 2005-2006,

(For copy report – see original minutes)

Councillor Mann took the opportunity to ask if there was any progress on resolving the acoustic difficulties in Committee Room 1. Karen Brown, Review Co-ordinator, informed the Committee that the problems of poor sound projection in the room had been addressed and extra speakers were to be fitted. Rhiannon Hood, Principal Solicitor, stated that a roving microphone was to be used in the room and she would ensure priority was given to providing this.

Councillor Ambrose, Vice-Chairman to the Committee, reflected on a successful year for the Committee. The Vice-Chairman also expressed thanks for the support received by the team of Officers led by Karen Brown, Review Co-ordinator, and Rhiannon Hood, Principal Lawyer, who had played a key role in assisting Members.

7. RESOLVED that the operation, achievements and impact of the Committee during 2005/06 be noted and future operation be considered.

LGA Annual Cultural Conference

The City Solicitor submitted a report (copy circulated) to provide the Committee with a report of the LGA Annual Cultural Services Conference : Cultural Services – Working Together to Develop a Vision for the Future.

(For copy report – see original minutes)

Councillor Ambrose reported on a very worthwhile event. The conference looked at the changing local government environment and how it is likely to impact on culture over the next decade. Cultural services are a valuable resource for local communities and cut across a range of services that Councils provide; yet there is no statutory obligation for local authorities to provide cultural services, this has a significant impact on the funding available in this sphere.

Councillor Ambrose attended a 'Preparing for 2012' Workshop. The London Olympic Games will have an effect on many communities in the United Kingdom. This will be a valuable time to exploit tourism and economic development opportunities. Councillor Ambrose felt this prospect should be embraced by Sunderland by extolling the City's unique selling points (The Seafront, Venerable Bede, The Glass Centre). Councillor Ambrose also felt that accommodation in the area needed to be improved if the City is to make the most of the 2012 Olympics.

Ms. Jane Hall, Assistant Head of Culture and Tourism, commented on the changing landscape of local government. Alongside 2012, the current Comprehensive Performance Assessment will change in 2009 to encompass culture and changes to European funding are some issues that could effect service provision within the sector.

Norwich was used as an example of a City that has made the most of its cultural services. Jude Kelly, Chair of the Arts, Culture and Education Committee at London 2012 had emphasised that at the root of the Olympic Movement was a partnership between culture, education, health and the environment with sport at the heart.

Councillor Walker commented that he hoped the Games in London would have an impact on the rest of the UK as envisaged. If this was the case he expressed concern that these new opportunities would terminate when the Olympics finished

Members were informed that many of the nations taking part in the games would need training camps across the U.K. In addition the early rounds of the Olympic football tournament would move all over the country.

The Chairman emphasised what a great opportunity 2012 posed for the City to sell itself. He reiterated that Sunderland needed to recognise the benefits it can gain from the Games and build on its successes.

8. RESOLVED that the report be received and noted.

The Chairman thanked everyone for their attendance and closed the meeting.

(Signed J.B. SCOTT,
Chairman.

CULTURE AND LEISURE REVIEW COMMITTEE

20 JUNE 2006

PRIORITIES AND KEY ISSUES FOR THE YEAR AHEAD

LINK TO WORK PROGRAMME – MONITORING AND EVALUATION

Report of the City Solicitor and Director of Community and Cultural Services

1. Purpose

- 1.1 To provide members with an outline of the key issues and priorities for the year ahead for services contained within the remit of the Committee.

2. Background

- 2.1 Review Committees have a number of key roles:-

- ☐ Policy Review and Development
- ☐ Scrutiny of Cabinet Decisions
- ☐ Performance Management and Improvement

- 2.2 In order to help provide a context for the work of the Committee for the year ahead, representatives from service areas have been invited to the meeting to set out their priorities and key challenges for the year ahead.

- 2.2 The remit of the Review Committee includes the following services: -

Libraries, Arts Development, Museums, Community Associations, Sports development, Marketing and Tourism, Culture, Leisure (including facilities), Recreation and Play, Registrars, Allotments, Licensing Policy, Local History and Heritage.

- 2.3 The relevant Heads of Service have been invited to the meeting to provide a brief presentation on the key priorities and challenges facing services for the year ahead.

3. Recommendation

- 3.1 The Committee is asked to consider the issues raised by the presentation.

4. Background Papers

Agenda and Minutes – Culture and Leisure Review Committee
Sunderland Strategy 2004-7

Contact Officer: Jim Diamond
james.diamond@sunderland.gov.uk

CULTURE & LEISURE REVIEW COMMITTEE

20 June 2006

Priorities and key issues for the year ahead

COMMUNITY SERVICES

Sport and Leisure

Strategic Overview

- Delivery of the Sport and Physical Activity Strategy



Sport and Physical Activity Strategy

- ‘In Sunderland everyone will have affordable access to quality sport and physical activity opportunities to improve their health and well-being at first class, community based facilities throughout the City’.
- Achieve an increase of ‘1% people per annum in the participation of sport and physical activity’
(NE Regional plan for Sport)
- The vision relies upon;
 - Improving facilities, spaces and buildings
 - Providing opportunities

Our Priorities

- **Our Aims**

- Provide opportunities for participation
- To improve sports, leisure and play facilities
- Develop new facilities

- **How are we going to deliver Our Aims?**

- Facilities and Buildings
- Sports Intervention
- Partnerships and Strategic Planning

Facilities and Buildings

- **50m Pool at Stadium Park**
- **Wellness Centres**
 - Delivering wider Wellness agenda
- **Play and Urban Games**
 - Lottery Funding
 - New Developments
- **Other Facility Developments**

Sports Intervention

- **Community Wellness Activities**
 - Training Health Trainers
 - Childhood Obesity
- **Community Capacity Building**
 - CPD Programme
- **Positive Futures & Drug Intervention Programme**
- **Beacon Status (Hard to Reach Groups)**

Partnerships & Strategic Planning

- CPA
- LPSA 2 Targets
- Sunderland Teaching Primary Care Trust
- Joint Area Review for Children's Services
- Tyne & Wear County Sports Partnership

COMMUNITY DEVELOPMENT – Key priorities for the year ahead

- **Commission and complete strategy work**
- **Recruit to vacant assistant Assistant Head of Service post**
- **Continue to develop the bureau of support for voluntary and community sector organisations**

CULTURE & TOURISM

CULTURE IN SUNDERLAND – 2006/07

- Focus
- Communication
- Action

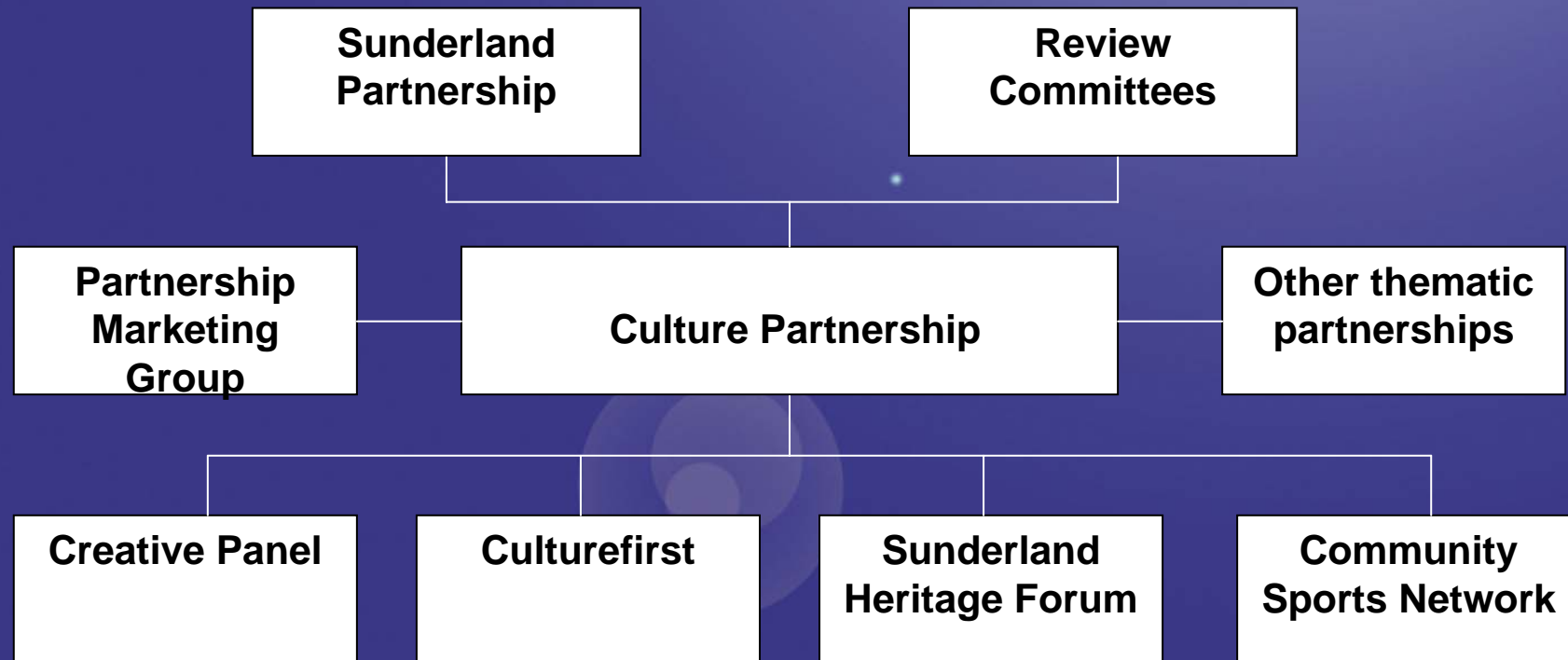
CULTURE IN SUNDERLAND - FOCUS

1. Economic regeneration
2. Cohesive and inclusive communities
3. Build cultural capacity and increase participation
4. Physical regeneration
5. Raise aspirations of young people and excluded groups
6. Develop and enhance existing cultural activities and facilities

CULTURE IN SUNDERLAND – FOCUS (continued)

7. Create new cultural activities and facilities
8. Develop the sub-regional tourism economy
9. Enhance reputation as an events destination
10. Conserve and protect the environment and heritage
11. Promotion and communication

CULTURE IN SUNDERLAND – COMMUNICATION



CULTURE IN SUNDERLAND – KEY ACTIONS 2006/07

- Landmark Art Feature
- Arc / Sunnyside – cultural developments
- National Glass Centre
- Area Tourism Partnership
- Image Strategy roll-out
- Review of libraries

CULTURE IN SUNDERLAND – KEY ACTIONS 2006/07 (continued)

- Library service transformation
- World Heritage Site status
- Events strategy roll-out
- Christmas 2006
- Sunderland Empire centenary (1907 – 2007)
- Cultural Leadership

ENVIRONMENTAL SERVICES

ENVIRONMENTAL SERVICES

1. Develop a bidding strategy based on agreed priorities for Big Lottery funding applications to facilitate improvements to Parks.
2. Commission an assessment of all Council owned allotment sites to identify requirements and costs.
3. Review allotment self-management conditions and implement new standard agreements

Item No.5

**CULTURE AND LEISURE REVIEW COMMITTEE
20 JUNE 2006**

**POLICY DEVELOPMENT AND REVIEW 2006/07: TOPICS FOR
CONSIDERATION**

Report of the Director of Community and Cultural Services and City Solicitor

1. Purpose

- 1.1 This report sets out a number of possible topics for policy development and review as part of the Committee's work programme.

2. Background

- 2.1 Policy development and review is a central component of the work of the Council's Review Committees.
- 2.2 Policy development and review studies provide an opportunity for the Review Committee to assist the Council and Cabinet in the development of future service policy. It also provides an opportunity for examining issues of direct concern to the local community, encouraging public and service user engagement and building on existing partnership arrangements.
- 2.3 This report seeks the guidance of the Committee on the study areas it wishes to examine in the current municipal year. In order to help identify potential study areas for review during 2006/7, use can be made of the criteria set out in Appendix A.
- 2.4 Section 3 of the report outlines a number of possible topic areas that the Review Committee may wish to consider: -

3 Possible Topic Areas for Review 2006/07

PLANNING FOR 2012

- 3.1 On 6 July 2005, the UK won the right to host the 2012 Olympic Games. The Government considers that the Games should have a broad beneficial effect on many communities in the United Kingdom.
- 3.2 While the Games are some years away, the Committee may wish to look at the initial arrangements currently being made at a regional level and the potential implications and benefits for the city.
- 3.3 The Review Committee may wish to consider the present position with regards to the planning for 2012 and receive a presentation from representatives from organisations involved in the planning process including Sport England and One North East.

ACCESS TO COUNTRYSIDE AND GREEN SPACES

- 3.4 The Council has a central role in ensuring that people of all ages and from all walks of life have an equal opportunity to enjoy the benefits of outdoor activities and recreational spaces. Such activities play a key role in promoting health and improving quality of life.
- 3.5 The Review Committee may wish to examine the options available for encouraging more people to make use of outdoor recreational activities, the countryside and local urban green spaces. The Committee could seek to identify the main barriers to access and use, particularly in relation to young people, disabled people, and minority groups.
- 3.6 The Council's Community Strategy 2004/07 identifies as a priority the need to improve health and reduce inequality between groups of communities through better access to services, by promoting healthier lifestyles and addressing the causes of ill health.

IMPROVING USAGE OF PUBLIC LIBRARIES

- 3.7 Public Libraries continue to play an integral part in the life of citizens, acting as community centres for learning, helping to create a culture of continuous learning and allowing people access to a wealth of material in both book form and on the internet.
- 3.8 Libraries have potential to play an even greater role in the future in a society in which knowledge, skills and information are becoming increasingly important. Libraries can help to promote greater equality of access to information and act as gateways to knowledge held in other institutions, such as universities and colleges, museums and archives.
- 3.9 However, a major challenge for public libraries will be increasing usage and reaching non-users, particularly among young people.
- 3.10 The study could look at the measures currently being taken to increase usage of libraries and potential options for the future taking evidence from both within and outside of the Council and identifying best practice in service development.
- 3.11 The Council's Community Strategy 2004/07 sets as a priority area the need to develop lifelong learning in order to enable every individual, whatever their age or abilities, to realise their potential in learning, work and citizenship. It also prioritises the need to ensure young people achieve their potential by helping them to gain the skill, knowledge and responsibilities needed to pursue their rights as individuals and as part of the wider community. The need to ensure that library services reflect the needs of young people is also included as a priority in the Council's CPA Road Map.

EVENTS AND TOURISM IN SUNDERLAND

- 3.12 Major events in Sunderland are estimated to have attracted over 1.2 million visitors to Sunderland during 2005/06 and brought an estimated £9 million to the city economy.
- 3.13 Such events clearly have a major impact on the local economy and on levels of tourism within the city. The Review Committee may therefore wish to review the Events Programme for 2005/06 and assess its impact on the city.
- 3.14 The Committee could then go on to consider the major events for the year ahead and their potential impact in terms of promoting tourism within the city and consider any barriers to growth and expansion.
- 3.15 The Council's Community Strategy 2004/07 identifies as a priority the need to significantly increase the number of people visiting Sunderland for leisure and cultural purposes.

4. Next Steps

- 4.1 Following the selection of a policy development review topic, a report will be brought to the next meeting of the Committee setting out a possible approach to review. This will include aspects such as proposed terms of reference/the area of study, definitions, the importance of the service to corporate goals and partnerships, background to the national picture, a profile of local services and a process of review.

5. Recommendation

- 5.1 Members are asked to consider the appropriateness of the study areas set out above and consider the inclusion of any further potential topics for in-depth review.

6. Background Papers

Culture and Leisure Review Committee Agendas 2002/3, 2003/4 and 2004/5, 2005/6.

Contact Officer: Jim Diamond (tel: 553 1396)
james.diamond@sunderland.gov.uk

APPENDIX A

COUNCIL CRITERIA FOR SELECTION OF REVIEWS

Given the need to prioritise items the Environment and Community Services Review Committee will need to focus on those areas where it can have most impact in an area that is of priority to local residents. The criteria for identifying the committee's policy review for 2006/07 gives priority to topics which:

Assists in meeting Council's Strategic Priorities.

Addresses the Council's role as Community Leader.

Provides Members with better ownership and understanding of key service issues.

Addresses equal opportunities and particularly access to the Council.

Avoids replicating recent Council Performance Improvement and Best Value reviews or themes in the programme for forthcoming reviews but builds on opportunities to assist in meeting Action Plans.

Refers to all aspects of the Terms of Reference for the Review Committee.

Demonstrates corporate benefits arising out of a review of a particular area; i.e. thinking as one-organisation.

Has an external focus and is a matter of concern for the City and its inhabitants.

Explores options for future direction where there are no existing or alternative arrangements.

Provide a wider cross-cutting perspective avoiding day to day operational issues.

Meets the interests of local people for collaborative working with external organisations particularly where there exists expertise or resources.

CULURE AND LEISURE REVIEW COMMITTEE

20 JUNE 2006

DRAFT ANNUAL WORK PROGRAMME 2006/07

LINK TO WORK PROGRAMME – MONITORING AND EVALUATION

Report of the City Solicitor and Director of Community and Cultural Services

1. Purpose

- 1.1 To consider and agree a work programme for the Review Committee for the municipal year 2006/07.

2. Background

- 2.1 The work programme of the Committee sets out the key issues to be addressed during the year and a timetable of work. To be effective, the work programme should provide a basis and framework for the year ahead, while retaining sufficient flexibility to respond to any important issues that may emerge.
- 2.2 The draft Work Programme seeks to reflect the remit of the Review Committee and balance its responsibility for undertaking scrutiny, performance management and policy review and development. The content of the programme also reflects the priorities of the Council contained in the Sunderland Strategy, issues raised by the CPA Assessment and raised in MORI polls and Community Spirit Surveys.
- 2.3 Also, in order to ensure that the Committee is able to undertake all of its business and respond to emerging issues, there will be scope for additional meetings not detailed in the annual work programme and Council diary. These may need to be held to consider, for example, further evidence as part of a policy development review or to respond to a new issue.

3. Scope of the Committee

- 3.1 Based on its remit, the Environmental and Planning Review Committee is responsible for setting its own work programme, subject to the co-ordinating role of the Policy & Co-ordination Review Committee.
- 3.2 The work programme for each of the Review Committees covers the following seven broad themes:

Policy Review: The Committee may make proposals to Cabinet in relation to matters within its terms of reference. Up to two reports a year may be submitted.

Monitoring & Evaluation: This aspect of the work programme provides monitoring and evaluation of services within the terms of reference of the committee, including the adoption of protocols and an end of year evaluation of the work of the committee;

Consultation: As the year progresses, members will be consulted by Cabinet on a number of issues including a range of Article 4 and proposals for other key Plans and Strategies;

Performance Review: The Review Committee will receive a number of Best Value reports and Improvement Plans, Updates and Inspection Reports (including external inspection) falling within the scope of this Committee;

Information and Awareness Raising: This theme allows the Committee to receive reports to inform on current issues and on services within its terms of reference. There will also be flexibility, in this section, as new issues emerge during the year;

Members Items: This area allows flexibility for the addition of items such as requests from Members of the Committee or members of Council.

Call-In: the Committee has the power to call in executive decisions made but not yet implemented in accordance with the constitution of the Council.

4. Recommendation

- 4.1 That the work programme for 2006/7 be approved and submitted to the Policy & Co-ordination Review Committee.

5. Background Papers

- 5.1 Agendas and Minutes of the Culture and Leisure Review Committee

Contact Officer: Jim Diamond (Tel 553 1396)
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CULTURE & LEISURE REVIEW COMMITTEE – DRAFT WORK PROGRAMME 2006-07

REASON FOR INCLUSION	JUNE 20.06.06	JULY 18.06.06	SEPTEMBER 19.06.06	OCTOBER 17.10.06	NOVEMBER 14.11.06	DECEMBER 12.12.06	JANUARY 23.01.07	FEBRUARY 20.02.07	MARCH 20.03.07	APRIL 24.04.07
Policy Review & Development	Proposals for policy review (Jim Diamond) eg: - Planning for 2012 - Events and Tourism - Access to Countryside and Green Spaces - Library Service Usage	Scope of review (Jim Diamond)	Evidence Gathering (JD)	Evidence Gathering (JD)	Evidence Gathering (JD)	Evidence Gathering (JD)	Evidence Gathering (JD)	Evidence Gathering (JD)	Draft Final Report (JD)	Final Report (JD)
Monitoring & Evaluation	Annual work programme (Jim Diamond) Priorities for the Year Ahead (Directorate) Scrutiny Handbook (Review Coordinators)		Sport and Physical Activity Strategy (John Rostrom) Arts Strategy (Chris Alexander) Community Associations and SLAs (Julie Gray)	Community Development Strategy & Revised Compact (Julie Gray) Heritage Development (Chris Alexander) Progress with 50 Metre Pool	Resorts Service End of Season (Peter Mooney) Roker/Seaburn Developments (Peter Mooney) Tourism/Tourism Marketing (Lane Hall)	Cultural Programming and Activity (Chris Alexander) Revised Statement of Licensing Policy (Jim Motherspoon) Play & Urban Games Strategy update (Julie Russell)	Playing Pitch Plan – Outcome of Review (John Rostrom) Smartcards (Conn Crawford)	Cultural Pathfinders – Work With North Tyneside/ South Tyneside (Lane Hall) Museums Update (Chris Alexander)	Allotment Management – Update (Peter High) Arts Strategy (Chris Alexander) Heritage Development (Chris Alexander)	Cultural Programming and Activity (Chris Alexander) Annual Report (Jim Diamond)
Policy Framework		Library Management Systems – Meeting in Library (Jane Hall)	Public Library Standards/Library Service (Jane Hall)							
Performance Improvement		Community Spirit Findings – Priority Issues Survey (Sai Buckler)	Year End Performance Report for 05/06 (Sarah Reed)	Greener Spaces Review (Peter High)		Performance Report April/Sept (Sarah Reed)			Performance Report Oct/Dec 06 (Sarah Reed)	MORI 2007 (Sai Buckler)

Consultation		Access to Countryside and Green Spaces – Consultation (Peter High)								
Awareness Raising		Glass Centre – Access (Chris Alexander)	Planning for 2012 (Sports England/One North East)				Community Sports Network/Sports Forum (Alison O'Neil)	Arrangements for Twinning (Gordon Bell)		
Members' Items										
Call-in										

CULTURE AND LEISURE REVIEW COMMITTEE 20 JUNE 2006

OVERVIEW AND SCRUTINY IN SUNDERLAND – DRAFT HANDBOOK 2006/07

LINK TO WORK PROGRAMME: MONITORING & EVALUATION

REPORT OF THE CITY SOLICITOR

1. Purpose of Report

To seek Members endorsement for publication of a revised and updated version of the Council's Handbook for Overview and Scrutiny.

2. Background

Since 2003/04, an Overview and Scrutiny Handbook has been produced to further enhance and promote the scrutiny function. The Handbook is intended to highlight the value of overview and scrutiny, recognise its potential for service improvement and provide general advice on the Council's Review Committees to the public and expert witnesses. It also includes protocols providing unambiguous procedure for the operation of scrutiny within the Council.

3. 2006/07 Handbook

The draft revised and updated Handbook for 2006/07 is attached.

Last year's Handbook was circulated widely including to all Members, external partners, Directors and Heads of Service and other stakeholders. Feedback has been positive. Minor revisions have been made to reflect feedback received and membership changes. It will be amended further, if necessary, based on Member feedback with comments collated by the Policy & Co-ordination Review Committee.

4. Recommendation

The Review Committee is recommended to:

- i. Consider (and if agreeable) support the 2006/07 Scrutiny Handbook; and
- ii. Support use of all six Review Committees' budgets - in equal portion - to publish the Handbook for circulation.

5. Background Papers

2005/06 Overview and Scrutiny Handbook

Contact Officer: James Diamond (0191 553 1006)
james.diamond@sunderland.gov.uk

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Operation of Review Committees	5
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2006/07

Introduction

The Overview and Scrutiny Handbook provides practical guidance to everyone involved with Overview and Scrutiny in Sunderland, including members of the public, elected members, Council officers, co-opted Committee members and witnesses.

The Handbook should be read in conjunction with the Council's Constitution, in particular the Overview and Scrutiny Procedure Rules.

The Handbook includes a number of protocols setting out the procedures and processes of the Review Committees. However, the rules and procedures set out in the Council's Constitution (available on the Council's website at www.sunderland.gov.uk) will always take precedence over the Handbook.

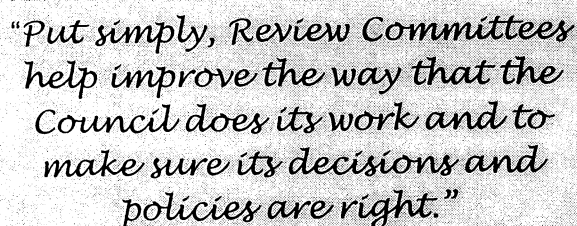
Background to Review Committees

In 2002, Sunderland City Council established a Cabinet system to manage the Council's business.

Six Overview and Scrutiny Committees, called "Review Committees", were set up to consider issues of public concern and make recommendations to improve service delivery. The Committees also consider and, where necessary, "call-in" decisions made by the Executive (known as the Cabinet). The Cabinet is made up of the Leader, who is elected by the Council and 9 councillors also elected by the Council.

In 2005, the terms of reference for each Review Committee were revised to take account of changes to the structure of service delivery, particularly for children and young people. A Children's Services Review Committee was established to replace the Education Review Committee and other Review Committee remits were amended to provide a 'best-fit' for shadowing service provision.

Review Committees can make a positive contribution to policy review and development. At the heart of the Review Committees' work is considering what impact the Cabinet's policies and plans will have on the community and ensuring that the decisions taken are best for the community.



"Put simply, Review Committees help improve the way that the Council does its work and to make sure its decisions and policies are right."

Put simply, Review Committees help to improve the way that the Council does its work and to make sure its decisions and policies are right.

The Role of the Review Committee

Review Committees have a vital role to play within Sunderland City Council. They ensure that the Cabinet is publicly held to account for its actions and seek to promote open and transparent decision-making and democratic accountability. Review Committees also have a role in researching and providing innovative thinking on particular issues. Scrutiny reviews are a 'critical friend' focusing on strategic issues from a community perspective and providing advice to Cabinet on proposals to improve services.

Review Committees have the following key roles:

- ☐ Scrutiny of Cabinet decisions
- ☐ Policy review and development
- ☐ Performance management and improvement, including monitoring efficiency savings and value for money

Scrutiny of Cabinet Decisions

Review Committees can act as the final check that decisions are made correctly. There is also an opportunity for Cabinet, Council and the Directorates to consult with Review Committees and take advice before taking a decision.

Plans and Strategies looked at in Review Committees include:

- *The Sunderland Strategy*
- *Children's & Young Peoples Plan*
- *Housing Strategy*
- *Youth Justice Plan*
- *Crime & Disorder Reduction Strategy*
- *Cultural Strategy*
- *Local Transport Plan*

There are a number of plans and strategies that are of such significance to the running of the Council's business that they are taken to the Council's Review Committees by Cabinet for advice and consideration before being implemented.

Review Committees also have the power to 'call-in' decisions taken but not yet implemented to have another look at them before action is taken.

Policy Review

At the start of each Council year, Members of each Committee can choose a policy topic to look at in detail, maybe taking up to a year to evaluate service delivery and make recommendations. Policy review is one of the overarching purposes of scrutiny - to examine, to question and to evaluate in order to lead to improvement.

The in-depth investigation of particular areas of service delivery and talking to service users has been central to the role of members involved in scrutiny in Sunderland.

Policy review is one of the overarching purposes of scrutiny - to examine, to question and to evaluate in order to lead to improvement.

Policy Review of Community Use of School Buildings

This review was in direct response to Members' concerns that local facilities were not being made the most of, particularly in school holiday times. The Review Committee was able to research the levels of community involvement in schools to find out what is already available to young people and local communities. The report was our attempt to show a snapshot in time of what Sunderland has achieved in serving local communities from school sites, and in this way offered a unique perspective on the issue.

Councillor Paul Stewart
Chairman, Children's Services Review Committee

Copies of all previous policy reviews are available on the Council's website at www.sunderland.gov.uk

Performance Management, Improvement & Value for Money

The annual Comprehensive Performance Assessment (CPA) carried out by the Audit Commission has again recognised Sunderland as an excellent, high performing Council. Against this background, the Council is able to set challenging new targets of innovative practice on behalf of its residents.

All of the Review Committees are involved in performance management and take responsibility for assessing the Council's performance improvement framework and statutory Best Value obligations.

The Review Committees monitor and evaluate Performance Improvement Reviews. These are strategic, cross-cutting reviews carried out by the Council's Performance Improvement Team intended to drive improvement in local services which impact upon quality of life for the people of Sunderland. This ensures the involvement of elected members in how the performance reviews are addressing community needs.

Review Committees are also responsible for keeping track of how the Council is actually doing in delivery of services through Performance Indicators. Statutory and local performance indicators act not only as measures but also as drivers for continuous improvement. Regular monitoring of statutory and local performance indicators and monitoring of improvement plans are therefore crucial tasks for Members.

In addition to these key functions, Review Committees assist the Council by carrying out external scrutiny of local organisations, working with partners and monitoring the implementation of Council policy, including the Sunderland Strategy. The Health & Well-Being Review Committee is also able to comment on performance in the National Health Service.

Operation of Review Committees

The Review Committees should operate in a way that is:

- ☐ Inclusive
- ☐ Transparent
- ☐ Non-partisan
- ☐ Democratic
- ☐ Deliberative

This approach will provide clarity and purpose to the role of Review Committees in providing accountability, seeking efficiency and improving service delivery.

The Health and Well - Being Review Committee heard from the Director of Public Health for Sunderland at our first meeting. This enabled us to construct a work programme based on where we could add most value.

Councillor Ronnie Bainbridge
Chairman, Health and Well Being Review Committee

Work Programme

Each Review Committee produces an annual programme at its first meeting of the municipal year showing the work it intends to carry out. This forward planning enables Members to organise their work and ensure that it is carried out in a systematic and effective way. In particular, this forward planning allows for a major policy review to be undertaken in addition to all the other key functions of the Review Committee.

The Committees involvement in policy review and development can represent a major part of its work. A separate Protocol has been developed to guide the project planning of major policy reviews (see Protocol 4).

It is recognised that Review Committees need to remain responsive and flexible and scope is also built into the work programme to allow for new and emerging issues to be included throughout the year.

Conduct of meetings

Review Committee meetings are open to the public (including the media) unless confidential or exempt matters need to be discussed. Meetings are held in the late afternoon to allow those with daytime commitments to come along. The format of the meetings encourages discussion and debate between members and witnesses.

Both officers and members should see the process as a partnership. Members are expected to ask probing questions in order to get the information they need. Officers are expected to respond openly and should not just limit themselves to answering

questions but also be proactive in providing information that they feel it would be useful for members to know.

Because of the evidence gathering nature of much of the discussion, chairing a Review Committee meeting involves different skills from those required for traditional committee meetings. The Chairman needs to be sure that all members are clear about the purpose of the meeting, are given the opportunity to follow a line of questioning (via a number of supplementary questions if necessary), and have the opportunity to evaluate what they have heard and agree the next steps. Review Committees are non-partisan and the Chairman has a role in ensuring meetings are free of party political debate.

The Review Committees may require the attendance of any member of the Cabinet, the Head of Service or any senior officer at a committee meeting to provide oral evidence and it is the duty of those persons to attend if so required. The relevant Chief Officer and Chairman shall liaise to agree the officer best able to assist the Committee.

The work of the Committees is extremely varied and may involve decisions taken or witnesses known to Members. Members are expected to make a declaration of any interest that is known to them at the start of the meeting in the usual way, indicating whether it is a personal, or a prejudicial interest and how the interest arises¹. It may also be necessary for Members to make an interest known during the course of the meeting.

¹ Members should regard an interest as personal and prejudicial if it relates to a decision made by a Committee of which they are a member.

Membership and Support for Scrutiny

At the heart of Overview and Scrutiny is the principle that the process is member-led. Members of Review Committees have an important role in identifying issues of concern to the residents of Sunderland and, where the Committee agrees, instigate a scrutiny investigation.

Each Review Committee is made up of 12 members appointed to reflect the overall political make up of the Council. The Children's Services Review Committee also includes in its membership 17 co-opted members representing schools, health service, diocesan authorities, community organisations and other educational organisations.

Review Committee Membership 2006-07		
Policy and Coordination	David Tate (Chairman, pictured), Peter Walker (Vice Chairman), Florence Anderson, David Forbes, Bob Heron, George Howe, Stuart Porthouse, James Walker, Denis Whalen, Linda Williams, Peter Young, Peter Wood.	Insert picture of David Tate
Health and Well-Being	Ronnie Bainbridge (Chairman, pictured), Dennis Richardson (Vice-Chairman), George Blyth, Paul Dixon, Juliana Heron, Shirley Leadbitter, Paul Maddison, Mary Smith, Bill Stephenson, Susan Watson, Amy Wilson, Norma Wright.	Insert picture of Ron Bainbridge
Children's Services	Paul Stewart (Chairman, pictured), Tom Wright (Vice-Chairman), Richard Bell, Jill Fletcher, Cecilia Gofton, Aileen Handy, Bob Heron, Graeme Miller, Anthony Morrissey, Robert Oliver, Bill Stephenson, Linda Williams.	Insert picture of Paul Stewart
Culture and Leisure	Jim Scott (Chairman, pictured), Maureen Ambrose (Vice-Chairman), Tom Foster, Peter Gibson, Joan Grey, Norman Bohill, Leslie Mann, Bryn Sidaway, Peter Walker, Lilian Walton, Ross Wares, Bryan Williams.	Insert picture of Jim Scott
Regeneration & Community	Joan Carthy (Chairman, pictured), John Scott (Vice-Chairman), Florence Anderson, Michael Arnott, Patricia Bates, Margaret Forbes, Elizabeth Gibson, Anne Hall, Peter Maddison, Leslie Mann, Thomas Martin, Derek Sleightholme.	Insert picture of Joan Carthy
Environmental and Planning	Jim Blackburn (Chairman, pictured), Denis Whalen (Vice Chairman), Colin Anderson, Paul Dixon, Jill Fletcher, Margaret Higgins, Neil MacKnight, Paul Maddison, Les Scott, Phillip Tye, Ross Wares, Peter Wood.	Insert picture of Jim Blackburn

Review Committees are supported by a team of officers including Bob Rayner, the City Solicitor and Monitoring Officer, Rhiannon Hood, Principal Solicitor, for operational management and three Review Coordinators who work for the Review Committees exclusively, each having responsibility for two Committees.

Bob Rayner, City Solicitor 0191 553 1001 bob.rayner@sunderland.gov.uk	Rhiannon Hood, Principal Solicitor 0191 553 1005 rhiannon.hood@sunderland.gov.uk
Karen Brown, Review Coordinator Tel: 0191 553 1004 karen.brown@sunderland.gov.uk	Policy and Coordination Children's Services
Jim Diamond, Review Coordinator Tel: 0191 553 1396 james.diamond@sunderland.gov.uk	Culture and Leisure Environment and Planning
Paul Staines, Review Coordinator Tel: 0191 553 1006 paul.staines@sunderland.gov.uk	Health and Well-Being Regeneration and Community

The Review Coordinators support members in their scrutiny role by:

- ☐ Ensuring delivery of the work programme
- ☐ Project planning for policy review and development
- ☐ Identification of potential witnesses
- ☐ Provision of briefings and background information
- ☐ Guidance to expert witnesses
- ☐ Research
- ☐ Consultation
- ☐ Regular liaison and establishing links with partner organisations
- ☐ Identifying opportunities for training and development
- ☐ Assisting in raising the profile of overview and scrutiny locally, regionally and nationally

As well as the dedicated support to Review Committees, Members may also request help and advice from other Council officers. All Members of the Council are entitled to expect the same level of assistance from officers. Such assistance might include information about specific issues or about particular Council services or policies.

Each service should nominate a Link Officer to support the delivery of the work programme.

"One of the best aspects of working through Review Committees is the opportunity to try new ways of working - particularly in engaging with the public. We can try different approaches to reach, sometimes quite isolated parts of the community."

**Councillor Joan Carthy
Chairman of Regeneration and
Community Review Committee**

Review Committee Coordination meetings and liaison with the Review Coordinators.

The role of a Directorate Link Officer includes:-

1. To maintain regular attendance at the Review Committee Coordination meetings and make arrangements for a substitute to be adequately briefed on current Directorate issues and attend on the link officer's behalf at any meeting the link officer is unable to attend in person.
2. To assist in the coordination of information to be brought to the Committee from the Directorate and relevant community and other partners on cross-cutting issues where this is to be incorporated in a report from another section of the Council.
3. To ensure that reports requested by the Committee from the Directorate are prepared by the officer with the most appropriate knowledge and experience of the topic, to ensure all relevant personnel, including the Review Coordinator, are consulted on the draft report and that the report is provided to the relevant Democratic Services Officer in corporate format and in good time to meet deadlines for agenda publication.
4. To explain and promote the role of the Review Committee system to colleagues within their Directorate, including the principle that all officers serve the Council as a whole.
5. To monitor developments and consult within the Link Officer's Directorate generally, and to exercise judgement to ensure the relevant Review Coordinator is informed on developments relevant to the work of the Committee.

Protocols

The protocols appended to this Handbook are intended to provide clear procedures and processes on a number of functions to allow those involved to understand and operate within the overview and scrutiny function.

They are intended to assist members, officers and those outside the Council to have a clear understanding of the role and function of overview and scrutiny in Sunderland.

They are complementary to the rules of procedure as set out in the Council's constitution with provisions in the constitution taking precedence.

ISSUES RAISED BY MEMBERS

Any Member of the Review Committee can add an item of business to a Review Committee agenda.² Additionally, any five Members of the Council, not sitting on the Review Committee, can also submit an item. Requests should be made in writing to the City Solicitor and will be submitted to the next relevant Review Committee, in consultation with the Chairman of the Committee. Review Committee Chairmen retain the discretion to orally request items to be considered by the Review Committee. In the case of urgent items, Members should therefore approach the Chairman of the Committee for consideration of urgent business.

Issues raised may be in relation to Council services, policies, performance or any matter related to the Council. Questions about local issues may be more appropriately dealt with by an Area Committee or by providing information outside of Committee. It is therefore important that a Member makes clear when submitting a request whether the request should be dealt with in accordance with paragraphs a) and b) below or requiring an item to be included on the agenda for consideration at the next available Review Committee meeting to be dealt with in accordance with c) below.

- a) **Request for general information:** Requests for general information in relation to matters falling within the scope of the Review Committee (including topics under policy review) to be made to the Review Coordinator. The Member to receive a prompt acknowledgement of the request and a substantive response within 15 days, if possible.
- b) **Request for information on specific issues raised by constituents:** It is not appropriate to refer individual casework to the Review Committee, however, there may be circumstances when a constituency case gives rise to an issue of principle affecting a significant number of local people, and in that case a Member may wish to refer the item to an Area Committee or request an item to be included on the agenda of the Review Committee in accordance with c), below.
- c) **Items requested by Members to be included on the agenda:** On receipt of a written request, the Review Coordinator will acknowledge the request in writing advising the Member of the earliest agenda for inclusion. The Member making the request should attend that Committee meeting to present the item. For the avoidance of doubt the member making the request shall have a full opportunity of explaining the background to the issue which is the subject of their request and how they consider the Council should respond.

It is for the Review Committee as a whole to determine the appropriate response based on the following framework:

² Protocol 1 guidance relates to Part 4 Section 5 Rules of Procedure Paragraph 9 of the constitution

1. The Review Committee may determine that the item is not relevant to the functions of that particular Committee. In these circumstances the Committee can resolve to take no action or may refer the item to another Review Committee, or to the Policy and Coordination Review Committee to determine responsibility.
2. If the issue is linked to an existing work programme item (within the next two cycles) then it should be discussed as part of that item and included in any officer report.
3. If the issue is a new item of business within the remit of the Committee, the Review Committee may:
 - a. Request a response in writing (with copies to all Members of the Review Committee), or
 - b. Request a presentation to a future Review Committee meeting, or
 - c. Request a report to a future Review Committee meeting, or
 - d. Decide that the issue raised does not merit any response beyond noting the matter.
 - e. Decide to express a view or make a recommendation, by resolving accordingly, if the Committee considers it has sufficient information to make a fully informed decision.

EXPERT WITNESS EVIDENCE³

Written Evidence

1. Any witness, including a person whom the Committee expects to invite to give oral evidence, will be invited to submit written evidence. This not only makes the Committee at which oral evidence is given more productive, as Members have the witness statements in advance, but also means that if the witness is not ultimately called or declines an invitation to give oral evidence, the Committee still has the benefit of their views.
2. Meetings of the Review Committee are open to the public, and the public have access to the agenda, reports and background papers, unless they contain exempt or confidential information. If a witness requests that the whole, or part, of their evidence is considered confidential/exempt and/or should only be heard by the Council they should state this at the outset with their reasons, and discuss the matter with the Review Coordinator. If the evidence does not fall within the definition of confidential information or within one or more of the categories or exempt information, it will be for the witness to decide if they wish to continue to be involved.
3. Written evidence should contain, if appropriate, a brief introduction to the person or organisation submitting it (perhaps stating their area of expertise, etc.) and any factual information upon the particular subject area which they have to offer from which the Committee might be able to draw conclusions (or which could be put to other witnesses for their reactions). Inclusion of any recommendations which the witnesses would like the Committee to consider for inclusion in its final recommendations could also be helpful.
4. There are no rules about the form written evidence should take; what follows is simply guidance. If written evidence is very brief, it can be sent as a letter, but otherwise it is helpful for the evidence to be in the form of a self-contained report, with numbered paragraphs. If a report is lengthy, it should include a one-page summary of the main points, and a table of contents.
5. Where interested parties wish to contribute their views as part of the review, but have not been specifically invited to do so by the Committee, they should submit written evidence in accordance with these guidelines.

Oral evidence:

1. In order to assist a witness to prepare for the session, the Review Coordinator may be able to give, in advance, some informal indication of possible lines of inquiry, but a witness should not expect Members to restrict themselves to these.
2. Committees meet in public and representatives of the press may also be present. If there are particular reasons why a witness wants to give some or all of the

³ Council Officers called as witnesses should refer to Part 4 Section 5 of the Constitution.

evidence in private, the Review Coordinator should be approached about this at an early stage.

3. The Review Committee will ask for a brief opening statement and such a statement should, if desired, be included in the written evidence. If appropriate a short presentation may be given⁴.
4. Whilst Review Committees are formal meetings, questioning of witnesses will be conducted with a degree of informality. If a witness does not have immediately available the information to answer a question, the Review Committee may ask for further information to be submitted in writing afterwards. If a witness refuses to answer a particular question, or they would like time to consider the answer or to seek advice, the question will not be put again, and the Chairman will proceed to the next question.
5. Witnesses will be sent the minutes of the meeting for their record and to identify any supplementary information asked for by Members of the Committee.
6. When the Review Committee has concluded its review and agreed a report it will be circulated to all those involved with the review, including those who gave evidence.

⁴ Powerpoint and overhead facilities are available if requested. To ensure visibility it is recommended to use a plain background with clear typeface such as Arial with a font size of at least 30.

ALLOCATION OF WORK TO REVIEW COMMITTEES

1. Policy Review

Review Committees will identify topics for policy review that fall within the terms of reference of the relevant Review Committee in accordance with Protocol 4.

At the start of the new Council year Members, Directorates and other key stakeholders will be asked to identify areas of particular interest and details will be brought to the Review Committees for consideration and selection of topic.

Items from Cabinet which are of direct relevance to a specific Review Committees policy review topic will be identified and referred to that committee

2. Items From Cabinet

The Forward Plan and Cabinet agenda will be considered on a monthly basis to identify items of work to be placed on the agenda of the Review Committees.

Items referred for advice and consideration will be placed on the agenda of the Review Committee whose terms of reference are most closely related to the primary subject matter of the item.

Reports on cross-cutting themes may fall within the terms of reference of more than one of the Review Committees. Where this is the case the item may be referred to only one of the relevant Committees, where the Chair of each agrees, or, as the Chair of Policy and Coordination Review Committee directs.

It is recognised that the majority of Cabinet decisions will have an element of financial impact. Where this is significant the item should be considered by the Review Committee for the policy area in addition to the Policy and Coordination Review Committee.

Reports requesting virement of budget will be referred to Policy and Coordination Committee as Audit Committee, and also, where the proposal will have a significant (key decision level) impact on service coming under the terms of reference of another Review Committee to that Committee.

3. Terms Of Reference

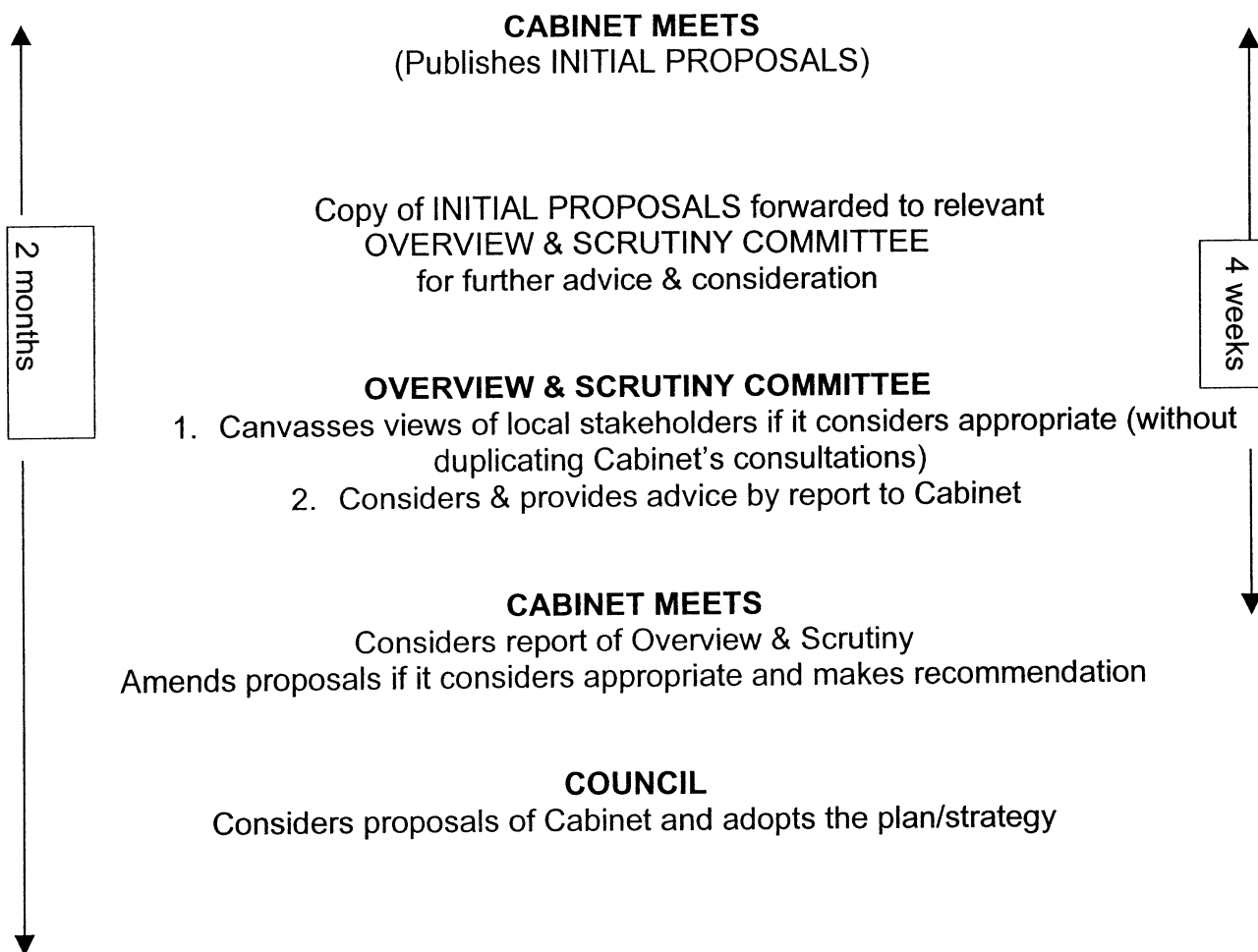
The terms of reference of the Review Committees are as set out in Article 6 of the Constitution.

<p>Policy and Coordination Review Committee</p> <ul style="list-style-type: none"> • Strategic Policy • Inward Investment and Business Support • Corporate Services • Partnerships (including relations with external bodies) • External Affairs • Coordination of Review Committees • To act as the Council's Audit Committee • Port (Operational) • Asset Management & Building Maintenance • Corporate Communications • Property Services • European Affairs • Comprehensive Performance Assessment • To review any matter not falling within the scope of the following Review Committees 	<p>Children's Services</p> <p>Schools Special Educational Support School Governors Special Units Youth Service Citizenship (Children & young people) Youth Parliament Dewant Hill Social Care (children) Youth Offending Sure Start Progress against actions arising from external inspections of Council's Children's Services</p>	<p>Health & Well-Being</p> <p>Social Care (Adults) Welfare Rights NHS Interface Scrutiny of Health Services Health & Well-Being (Children & Adults) Public Health Citizenship (Adults)</p>	<p>Culture and Leisure</p> <p>Libraries Arts Development Museum Community Associations Sports Development Marketing & Tourism Culture Leisure (including facilities) Recreation and play (including parks) Registrars Allotments Licensing Policy Local History and Heritage</p>	<p>Regeneration & Community</p> <p>Regeneration Area Frameworks Social Inclusion Housing Strategy Relations with Sunderland Housing Group Private Housing Housing Associations Public Protection Community Safety (including domestic violence) Community Cohesion Anti-Social Behaviour Equalities</p>	<p>Environment & Planning</p> <p>Building Control Planning Policy/Strategic Planning Transport Land Use Coast Protection Emergency Planning City Centre Grounds Maintenance Management & Highways Services Cemeteries & Crematorium Port (Non-Operational) Facilities Management (excluding leisure centres)</p>
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ARTICLE 4 PLANS/STRATEGIES

BUDGET & POLICY FRAMEWORK PROCEDURE RULES : RULE 2 See Rule 2 for full detail

Cabinet canvasses views of local stakeholders as appropriate & takes account of any representations made in formulating INITIAL PROPOSALS



POLICY REVIEW AND DEVELOPMENT

Policy review is the process of maintaining an overview of Council policies and those of key partners. Policy review can take a number of different forms from wide-ranging, cross-cutting reviews, for example, achieving community cohesion, to more focused reviews, such as how the Council performs as a corporate parent or the role of the Council in supporting the contact centre industry. In this way, policy reviews assist the Council in its role as community leader.

Policy development involves shaping the formulation of key plans and policies through examining alternatives against needs, resources and other issues. For example a review into the provision of outdoor play facilities focused on development of future policy reflecting the changing needs of children and young people.

Policy development and policy review are necessarily part of the same process, since undertaking policy review will usually lead to making recommendations for developing policy.

Policy reviews will usually examine whether the Council's intended policy outcomes have been achieved, but they will also explore other issues such as the service user's perspective, awareness of services, the processes involved in accessing services etc.

A report by the ODPM in October 2002 stated, "Policy development and review work has been the most impressive we have seen undertaken by overview and scrutiny committees. In a number of the authorities this has involved a wide range of investigative methods and the production of well honed and targeted reports. They have been carefully project managed, extremely well led by members and well supported by officers." The same report set out 10 steps to good practice in overview and scrutiny in-depth reviews:

The 10 steps to undertaking a successful in-depth scrutiny investigation	
Step 1	Be sure that the subject is significant
Step 2	Project plan the investigation
Step 3	Determine the nature of member involvement
Step 4	Engage partners, public and local media

Policy Review – Road Safety and Child Pedestrian Accidents

The policy review made a number of suggestions for improving road safety and reducing the number of child pedestrian accidents in the city. I feel the report will make an important contribution to promoting road safety in the city. I would like to thank everyone who contributed to the review.

Councillor David Tate
Chairman of the Environmental and Planning Review Committee

Step 5	Gather secondary evidence and primary written evidence
Step 6	Get the witness package right
Step 7	Gather oral evidence
Step 8	Adopt other methods
Step 9	Prepare draft report, disseminate and route the report
Step 10	Follow-up

Selection of Topics

Topics should be checked against the criteria set out below to ensure that subjects to be reviewed align with existing corporate goals and priorities. Criteria will be shared with key partners to ensure fairness and to avoid duplication with ongoing policy development work.

Criteria for Selection of Topic for Policy Review	
1.	Assist in meeting the Council's Strategic Priorities as set out in the Sunderland Strategy
2.	Address the Council's role as Community Leader
3.	Reflect issues identified by Members as key (through constituency activities)
4.	Address equal opportunities aspirations and accessibility to Council services
5.	Avoid replicating recent Best Value and Performance Improvement reviews or themes in the programme for forthcoming reviews but builds on opportunities to assist in meeting Improvement Plans
6.	Have an external focus and be a matter of concern for the City and its inhabitants e.g. identified in the Council's annual residents survey
7.	Explore options for future direction where dissatisfaction or poor performance has been identified
8.	Provide a wider cross-cutting perspective avoiding day to day operational issues
9.	Meet the interests of local people for collaborative working with external organisations particularly where expertise or resources can be utilised

Project Planning

While each review may be approached in a different way as appropriate, generally they will follow this framework:

- ☐ Identify the key reasons for selecting the review
- ☐ Set the terms of reference including clear aims and objectives
- ☐ Methods to be adopted to carry out the review
- ☐ Identify timescales, resources and constraints

Methodology

Methods to be used to gather evidence can be determined once the topic has been selected. For example:

- ☐ Officers/Members/external contributors/ “experts” etc to be invited to the Committee
- ☐ Invite written evidence from stakeholders
- ☐ Meetings with stakeholders
- ☐ Site visits
- ☐ Questionnaires
- ☐ Workshops
- ☐ Public meetings
- ☐ Comparisons may be made with other local authorities
- ☐ Documentary research

At the outset of a review it should be determined whether and how to engage partners, members of the public and media as participants, observers and/or witnesses.

Gathering written and oral evidence are not the only methods available to the Review Committee. The investigation should be matched to the appropriate methods such as site visits to allow Members to see at first hand what is happening and to talk to the people who are actually using the service.

Other methods may include visiting other local authorities, commissioning research, joint working with partner organisations, public meetings, workshops and seminars.

Prepare, disseminate and route the report

Good practice from a variety of authorities suggests that the most effective reports are evidence-based, written in plain English, use photographs, graphs and charts to illustrate points made in the text, include a summary, and include SMART (specific, measurable, achievable, realistic and timely) recommendations.

Once all the evidence has been collected the Committee should identify and agree recommendations. At the draft report stage the Review Coordinator will consult with stakeholders to draw the main themes and emerging conclusions to their attention. This may include the appropriate Head of Service, Director, Portfolio Holder, service users and other stakeholders internally and externally. This is to agree facts and to ensure adequate consultation for the Directorate to prepare their response once the report is presented to the Cabinet. The report can be changed by agreement of the Committee up to and including the final draft.

The final report is presented to Cabinet under arrangements agreed by the Chairman with the Leader. Cabinet decides which recommendations it will accept and explains why some may not be acceptable. Where the policy review recommends departure from an Article 4 plan the report will also be presented to Council under the policy framework procedure as set out in the constitution. It is the Cabinet’s responsibility to

ensure that a resource assessment is undertaken and an implementation plan produced. The Review Committee should ensure that a timetable for monitoring progress on implementation is built into its recommendations. Following this, copies of the report should be sent to all contributors and any other interested bodies.

Monitoring Implementation

Once the recommendations have been approved by Cabinet, the Review Committee will take responsibility for monitoring the delivery by the Directorate of the recommendations.

Progress reports on actions are expected six months after the initial investigation has been completed and will be scheduled in each work programme.

Members of the Review Committee will determine when a report can be signed-off as delivered.

TRAINING AND CONFERENCES

Background

One key way in which Review Committee Members will be able to inform their deliberations and also to ensure a contribution from Members in Sunderland to regional and national debate is to attend training events and conferences.

Part 4 of the Council's Constitution (10. (c)) provides that Review Committees may '... go on site visits, hold public meetings, ... and do all other things that they reasonably consider necessary to inform their deliberations'. To assist each Review Committee a delegated budget of £10,000 a year has been agreed. This protocol provides a process whereby training and development opportunities and conferences may be funded from within the Review Committees dedicated budget.

Corporate Member Training

A detailed Member Training Programme and associated budget has previously been established for all Members. This provides a consistent approach to corporate needs and reflects opportunities to address issues around ICT skills, awareness raising on current topics and training generally. In addition there is a list of standing conferences across each of the Council's service areas. Attendance at conferences outside this list are subject to approval, within the limits of a discrete budget, by the Chief Executive or the City Solicitor in consultation with the Leader or Deputy Leader of the Council.

Process

Where the Review Committee wishes to propose attendance at a conference/training opportunity outside of the above areas, and fund all costs associated with the conference/training from its own budget the following process will apply.

- A report will be prepared for the relevant Review Committee. The report will set out details of the costs of the event, benefits that attendance will bring to overview and scrutiny and clearly identify delegates to attend, or
- Where notice or invitation to a conference or training event does not provide sufficient opportunity to take an advance report to Committee, in those circumstances, the Chairman's approval will be sought for a delegate/s to attend the event funded by the Committee budget.

In either of the above circumstances the following will apply:

- The Leader will be notified of the training/conference opportunity
- The Chairman will authorise use of the budget by signing the appropriate authorisation form
- Following the conference/training opportunity a full report will be brought back to the relevant Committee by delegates.

SCRUTINY OF HEALTH SERVICES PROTOCOL

1. Introduction
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1. Introduction:

1.1 In accordance with the Health and Social Care Act 2001 and The Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002, local authorities with responsibility for Social Services have the power to scrutinise the planning, provision and operation of health services in their area and make reports and recommendations to local NHS organisations. In Sunderland this is undertaken by the Health & Well-Being Review Committee (see paragraph 3. below).

1.2 For all concerned including Councillors and the NHS, it is important that all parties to the scrutiny of health clearly understand and are committed to their part in the scrutiny process. Also there is no duplication of effort and importantly the public and service users have access to local processes.

1.3 This Protocol had been produced by Sunderland City Council, Sunderland Teaching Primary Care Trust, City Hospitals Foundation Trust, the Northumberland, Tyne and Wear Trust and the North East Ambulance Service. It seeks to provide a framework for scrutiny to take place. The publication of national Regulations, establishment of regional protocols and good working practices have also helped shape this Protocol.

1.4 The Protocol will be reviewed on an annual basis by the Health Scrutiny Officer Group (see paragraph 6. below) and may be revised by agreement between all interested parties in order to continually focus and enhance health scrutiny.

2. Principles of Scrutiny:

2.1 These protocols recognise the shared community vision of continuous improvement in health and well-being for the people of Sunderland and the growing importance of service integration. This is clearly expressed through the Sunderland Strategy 2004 - 2007: 'To ensure that everyone living and working in Sunderland is able to enjoy a healthy life and access to excellent health and social care facilities when needed'. Health includes services that promote well-being and prevent ill health and not just those delivered through the NHS.

2.2 All scrutiny in Sunderland is a positive, objective and constructive process. It acknowledges good practice and recommends improvements where it feels there would be of benefit. Specifically the health scrutiny function will:

- strengthen public and patient involvement in the NHS by bringing together evidence and experience from all key stakeholder to drive improvement
- balance expert and user perspectives and learn from best practice
- take a constructive and challenging approach to health scrutiny with a focus on strategic, cross-cutting service integration and health inequality issues
- develop a clearer understanding of local health service provision, pressures and developments
- be inclusive and evidence-based with transparent and open debates
- concentrates on service outcomes
- seeks to add value to each service that it considers
- provide an opportunity to enhance working relationships and communication

Scrutiny is not another way to performance manage the NHS but will act as 'a lever to improve the health of local people, ensuring needs are considered as an integral part of delivery and development'.

2.3 The health and well being of local people is dependant upon many factors. The Council itself has a range of services that impact on health and well-being and there is an active voluntary sector who support a range of important services. There is, therefore, a shared responsibility for health and this will be acknowledged by scrutiny and feature in scrutiny reviews – together with the ambitious local agenda of seeking to integrate services. A range of social and economic factors also impacts on people's health and these also to be considered. Substantial joint working and integration of social care services to tackle health issues and inequalities is a pleasing feature of local arrangements, principally through the Modernisation and Reform Groups, and this approach will be recognised in how health scrutiny addresses key issues.

2.4 Health scrutiny will only be truly successful if key organisations work and co-operate together in an atmosphere of mutual respect and trust with an understanding and commitment to this aim. Key organisations involved in health scrutiny must be willing to share information, knowledge and reports which relate to the delivery and success of health services and carry out duties that would be reasonably expected of them to enable health scrutiny to be successfully undertaken.

2.5 At all times both officers and members of organisations involved, patient representatives and members of the public will be treated with respect and courtesy. Matters of confidentiality will also be respected at all times.

2.6 Health Scrutiny will be open and transparent. Any person involved in health scrutiny will always declare personal or other pecuniary interest they have either in a scrutiny exercise or during a meeting of the Review Committee in accordance with the Code of Conduct relating to standards of conduct and ethics.

2.7 The Health & Well-Being Review Committee, whilst working in partnership, will be independent of the NHS, the Council's Executive (Cabinet) and the voluntary sector.

2.8 Health Scrutiny will try to maximise the involvement of patients and the public and will work with Patient and Public Involvement Forums (see paragraph 4. below).

2.9 The Health & Well-Being Review Committee will not act as an advocate for any individual complaints or begin a detailed scrutiny review based on individual representations. These issues are rightly for the individual Trust, their Patient Advice and Liaison Service and sometimes the Independent Complaints and Advisory Service.

2.10 Health Scrutiny will be focused on improving services and provision and concentrating on outputs intended to help improve health and well-being.

3. The Health & Well-Being Review Committee:

3.1 Meetings of the Health & Well-Being Review Committee will be open to the public; who are welcome to attend.

3.2 All dates and times of meetings, agendas, minutes and reports will be circulated to Members of the committee and social care and health colleagues in accordance with the Local Government (Access to Information) (Variation) Order 2006 . This will also apply to any Sub-Committees or Joint Committees established by the Council.

3.3 The Committee will operate, at all times, within the context of the Council's Constitution and protocols established for all six of the Council's thematic Review Committees. Currently Protocols are in place relating to: Issues raised by Members, Expert Witness Evidence, Allocation of Business between Review Committees, Policy Review and Development, Training and Conferences and Joint Scrutiny of Health (see paragraph 8.3 below).

3.4 The Committee will operate to an Annual Work Programme that will form the basis of activity across not only the interface and scrutiny of health but also other areas of responsibility including social care (adults), Welfare Rights, NHS Interface, scrutiny of health services, health and well-being (children and adults), Public Health, Citizenship (Adults) and actions from inspection of adult services. The production of an Annual Work Programme will not prevent the committee scrutinising any other issues that may arise through the normal Constitutional processes. The Committee may also consider its role in relation to other Overview and Scrutiny Committees; particularly in the Strategic Health Authority area, in services covered by consortia arrangements and for services planned across a wider area. It is also hoped that the Work Programme can be developed to provide a three year overview of local health scrutiny issues although this is not likely without a period of stability in the structure of organisations providing social care and health services. There will also be a commitment to consulting voluntary sector partners and other interested parties. This will use, as a first step, events organised to support the 'Compact' agreement between the voluntary sector and social care/NHS organisations.

3.5 Key areas for the Review Committee to consider will be:

- Policy Review and Development (focussing on the pillars of 'health inequalities' and 'service integration')
- Monitoring and evaluation of services within its remit

- An overview of developing plans and strategies
- Consultation including on NHS substantial development & variations in service
- Performance assessment (including the Annual Health Check of NHS Trusts by the Healthcare Commission)
- Information raising and awareness; and
- Items from local Councillors.

3.6 Social care and health partners will be consulted, on at least a monthly basis, about the Work Programme and emerging issues at a national, regional and local level through a joint Health Scrutiny Officer Group (see paragraph 6.).

3.7 NHS Trusts and social care services will be consulted on all draft reports before they are published. The Review Co-ordinator will ensure this takes place. Final reports will be published on the Council's web site by Democratic Services Officers as soon as is possible.

3.8 The:

- Head of Corporate Affairs at City Hospitals Sunderland
- The Head of Corporate Affairs at the Teaching Primary Care Trust and
- The Locality Director for Sunderland from the Northumberland, Tyne and Wear Mental Health Trust
- Head of Partnership Development (MACOG link)
- Head of Performance and Development (Adults), Social Services
- Director of Corporate Services, NEAS

(or their representatives)

will attend all meetings of the Review Committee as Advisers and will respond to Member questions, if possible in the meeting, or by correspondence within 14 working days. They will also act as principal point of contact within their respective organisations for the Review Committee Members and support officers.

3.9 Invitations for NHS colleagues to attend the Review Committee will be made following discussion by the Review Co-ordinator with the appropriate Trust Advisor. If at all possible a minimum of 21 days notice will be provided by the Review Co-ordinator. In all cases it will be made clear the relevance of the information required and the way in which the information is to be presented. NHS colleagues attending will be required to provide the information requested and provide explanations about the planning, provision and operation of local health services.

3.10 The Health & Well-Being Review Committee will analyse the outcomes from any scrutiny exercise and evaluate whether its recommendations have been accepted. Depending on the nature of any recommendations for change or improvement monitoring will be undertaken for two full municipal years. The precise period of monitoring will be considered at the Health Scrutiny Officer Group and referred for discussion to the Multi-Agency Chief Officer Group. Members of the Review Committee will have the final say.

3.11 The Review Committee may determine that it wishes to delegate its scrutiny function to another authority(ies). It is expected this will only be in exceptional circumstances. However, if a delegation does occur clear Terms of Reference will be developed setting out how local NHS Trusts will be expected to support the arrangements proposed.

4. Patient & Public Involvement Forums:

4.1 This Protocol had been jointly produced by the Health & Well-Being Review Committee ('the Committee') and the Patient & Public Involvement ('PPI') Forums for: Sunderland Teaching Primary Care Trust, City Hospitals Foundation Trust, the Northumberland, Tyne and Wear Trust and the North East Ambulance Service. It seeks to provide a framework by which referrals between the Committee and PPI Forums can take place and also to develop a shared understanding of effective overview and scrutiny of local health services.

4.2 The Protocol will be reviewed on an annual basis, at the beginning of each Council year, by the Committee and PPI Forums. It may also be revised, by agreement between all parties, in order to continually focus and enhance local health scrutiny. It is also appreciated that national changes to the role and boundaries of PPI Forums may be prescribed nationally introducing mid-year changes.

4.3 The Protocol has been developed to compliment protocols already in place at PPI Forums in the City and those agreed between the Council's Health & Well-Being Review Committee and local NHS Trusts.

a) Information Sharing -

4.4 The Health & Well-Being Review Committee and PPI Forums will share agenda and minutes of their meetings (subject to the statutory need to respect confidential information).

4.5 The Committee will forward to PPI Forums in Sunderland its annual report to Council (reported in April). This advises on work undertaken over the past year. Reports will be included on the first available PPI Forum agenda (for information and comment).

4.6 PPI Forums will provide copies of their annual reports as soon as possible after they are finalised. Reports will be included on the first available Committee agenda for information and comment. If possible projected issues for the following year will be included.

4.7 The Committee will also consider, at the beginning of the Council year, the role PPI Forums might play in delivering the Committees work programme. This might include PPI Forums monitoring and evaluating services or in detailed policy development and review work.

4.8 On at least an annual basis the Chairman of the Committee will host a meeting with the nominated representatives of the PPI Forums. The meeting will be held as soon as

practicable after the first meeting of the Council year. The meeting will focus principally on sharing agreed agendas and work programmes and any other issues that the Committee or PPI Forums wish to raise. An agenda for the meeting will be prepared by the City Council. Notes will be produced within 8 working days and shared (as appropriate) within each PPI Forum and the Committee.

b) Work Programme -

4.9 The Health & Well-Being Review Committee will operate to an annual work programme agreed at the beginning of each Council year. In time PPI Forums will also develop a programme of work.

4.10 The approved work programme of the Review Committee will be shared with the PPI Forums by way of letter to the Forum Support Organisations as soon as is reasonably practicable (and no later than 20 working days after the meeting of the Committee determining its work programme). This will be prepared by the Review Co-ordinator.

4.11 Observations from PPI Forums on the Committees work programme (if any) will be reported to the Health Well-Being Review Committee. Comments will be made in writing. The Committee will be asked to respond. Comments from PPI Forums might usefully relate to volume of work and opportunities for joint working.

c) Referrals from Review Committee to PPI Forums -

4.12 It is recognised that from time to time the Committee may wish to refer an item to a PPI Forum(s). This is likely when an issue has arisen that might:

- a) Best be dealt with closer to patients and their carers
- b) Is an issue that needs development closer to patients and carers
- c) Is an issue already being considered by the PPI Forum

4.13 Following a decision of the Committee (for which a formal minute is taken) the Review Co-ordinator will write to the relevant PPI Forum(s) within 5 working days with the request of the Committee. The letter will state clearly the reasons for referral and any considerations the Committee may have had/consultations undertaken. Copies of any reports or other supporting information considered by the Committee will also be submitted.

4.14 The Review Committee, in making any referral, will also consider if it wishes to utilise any of its budget to formally commission the PPI Forum to report back on progress made.

4.15 It will be for the PPI Forum to determine if it wishes to consider the issue or refer the matter to another Forum or organisation. The decision of the PPI Forum will be communicated to the Chairman of the Committee stating clearly reasons for the decision. A response within 20 working days is preferred.

d) Referrals from PPI Forums to Review Committee -

4.16 It is recognised that from time to time PPI Forums may wish to refer an item to the Committee. This is likely when an issue has arisen that might:

- a) Already an item on the Committees work programme and identified through processes at paragraph 3.4 and 4.10 above
- b) Is an issue that requires referral under the Patients Forum (Function) Regulations, 2003

4.17 Following a decision of the PPI Forum (for which a formal minute is taken) the Forum Support Organisation will write to the Chairman of the Committee within 5 working days with the request of the Forum. The letter will state clearly the reasons for referral and any considerations the Forum may have had/consultations undertaken. Copies of any reports or other supporting information considered by the Forum will also be submitted.

4.18 By Regulation PPI Forums for Sunderland may refer an issue to the Committee if they consider the NHS has not consulted the community on proposals in a 'satisfactory manner' and their own 'efforts have failed'.

4.19 It will be for the PPI Forum only to determine if it wishes to refer such issues. The decision of the PPI Forum will be communicated to the Chairman of the Committee. The Committee will then consider the issue at their first available meeting and determine an appropriate response. This will be:

- a) A detailed review of its own that might lead to:
 - i A referral to the Secretary of State for Health supporting the concerns of the PPI Forum
 - ii A response to the PPI Forum that the Review Committee can not support the PPI Forum's conclusions
- b) The issue is referred back to the PPI Forum with a reason why the Committee is not minded to consider the referral
- c) The issue is referred back to the PPI Forum as it appears it is better addressed by the appropriate Patient Advice and Liaison service in each Trust or the Independent Complaints Advocacy service

4.20 It is also recognised that, from time to time, there may be exceptional circumstances that require a PPI Forum to forward an item as a matter of urgency. In those circumstances the Chairman of the Committee may, in accordance with the Council's Constitutional guidance, request that an extra-ordinary meeting is held. At that meeting the Committee may determine its response based on the options at paragraph 5.4 above

5. Local NHS Trusts:

5.1 The Sunderland Teaching Primary Care Trust, City Hospitals Foundation Trust, the South of Tyne and Wearside Mental Health Trust and North East Ambulance Service will work in partnership with the Health & Well-Being Review Committee to provide objective and effective scrutiny of health services and the well-being of local people.

5.2 NHS Trusts will provide information relating to the planning and operation of health services required by the Review Committee so that it can undertake health scrutiny. Requests about information relating to work in the Committees Work Programme will be discussed, if possible, at the Health Scrutiny Officer Group. Where appropriate information will also be required from the Strategic Health Authority or via the Teaching Primary Care Trust for services provided on a consortia or other pooled basis. This includes responses to NHS plans, proposals, consultations and undertaking health scrutiny reviews. NHS Trusts will not be required to provide confidential patient information unless it is agreed, by the Trust, that it will be useful for the investigations and the individual patient consents.

5.3 In addition to the requirements on formal consultation with Overview and Scrutiny Committees, NHS bodies have a duty under Section 11. of the Health and Social Care Act 2001 to involve patients and the public in planning and development of local health services. This Protocol recognises that this is a significant area for NHS Trusts and the Review Committee may require NHS Trusts to demonstrate public and patient involvement from an early stage as well as the merits of any proposal.

5.4 In recognition of the wider role of members of the Review Committee as community advocates, requests for information about health/well-being services, linked to the formal remit of the committee, will be submitted to NHS Trusts through the Review Co-ordinator. The relevant NHS organisation will respond to the request within 14 working days and copies of responses will be sent for information, to all members of the committee via the Review Co-ordinator.

5.5 Following recommendations from the Health & Well-Being Review Committee, on any issue, it will be an expectation that NHS Trusts (and other service providers for integrated services) will respond to the committee within 28 working days of receipt of a letter from the City Solicitor; as appropriate Head of Service for the Council's health scrutiny arrangements. The NHS Trust may wish to consider recommendations with the appropriate Modernisation and Reform Group or local consortia for services and therefore may request further time by writing to the Chairman of the Review Committee via the Review Co-ordinator. Following consideration by the Review Committee of the detailed response a copy of the comments - and the Committees response - will be provided to the appropriate PPI Forum(s), the relevant Council Cabinet Portfolio Holder(s), individuals who have contributed to reviews/reports, local MPs and appropriate voluntary organisations. Copies will also be made available through libraries and at the Civic Centre.

5.6 NHS Trusts will carry out consultations with the Review Committee on plans for substantial developments in services, or substantial variations in service provision in accordance with paragraph 8. of this protocol.

6. Health Scrutiny Officer Group:

6.1 To support the Chairman of the Health & Well-Being Review Committee in delivering the Committees annual Work Programme - and to provide an opportunity to inform the Committees business of current health/well-being issues - a monthly meeting will be held between NHS Advisers (as outlined at paragraph 3.8 above) and the Review Co-ordinator. The meeting will be serviced by the Review Co-ordinator who will produce agendas 5 working days before the meeting and notes no later than 5 working days after the meeting. Written update reports will be made to the Chief Executives' Multi-Agency Chief Officer Group (MACOG) by the MACOG lead as necessary. The Officer Group may include, from time to time, other representatives as necessary to deliver the Work Programme. In time this may also include representation from the PPI Forums.

6.2 The Officer Group will work within the principles set out above at paragraph 2. above.

6.3 The Officer Group will consider as standard items of business: developing regional protocols/understandings from local authorities (to be reported on by the Review Co-ordinator), links to other parts of patient and public involvement in the local health services (specifically ICAS, PALs and PPI Forums) and the agenda for future meetings of the Review Committee.

6.4 All protocols relating to the way in which the committee considers its business will be subject to discussion with MACOG through reports of the MACOG lead. Final agreement will be for members of the Health & Well-Being Review Committee in consultation with other Review Committees as appropriate.

7. Health and Social Care Foundation:

7.1 The HSOG (see paragraph 6) will co-ordinate work with the new Health and Social Care Foundation for Sunderland and will bring back proposals on linkages between overview and scrutiny and the Foundation.

8. Substantial Development and Variation in Service:

a) Definition -

8.1 The NHS has a duty to consult with local Overview and Scrutiny Committees on issues of 'substantial development' and 'substantial variation' in service. No definition of 'substantial' was however provided by Regulations or subsequent guidance. The City Council, working with colleagues across region, has therefore agreed the following definition of when a change to services is 'substantial': The definition has been adopted by all of the Councils with the statutory health scrutiny function in Northumberland, Tyne and Wear.

'The primary focus for identifying whether a change should be considered as substantial is the impact upon patients, carers and the public who use or have the potential to use a service. It is envisaged that an informal discussion about a potential substantial variation or development will precede any submission to the Review Committee.'

Changes in accessibility of service: - any proposal which involves the change of patient or diagnostic facilities for one or more specialty from the same location (other than to any part of same operational site)

Impact of proposal on the wider community and other services: - including economic impact, transport, regeneration (eg: where re-provision of a hospital could involve a new road or substantial house building, the Review Committee would need to consider how to consider these aspects)

Patients affected: - changes may affect the whole population (such as changes to A&E), or a small group (patients accessing a specialised service). If changes affect a small group it may still be regarded as substantial, particularly if patients need to continue accessing that service for many years (for example renal services)

Methods of service delivery: - altering the way a service is delivered may be a substantial change, for example moving a particular service into community settings rather than being entirely hospital based

Issues to be considered as controversial to local people: - (eg where historically services have been provided in a particular way or at a particular location)

Changes in governance: - which affect NHS bodies' relationships with the public or the Review Committee

The requirement to consult will not apply if an NHS Trust genuinely believes a decision must be taken immediately because of risk to safety/welfare of patients/staff (e.g. ward closure due to contagious infection). The Trust will, however, notify the OSC immediately of any decision taken and the reasons why there was no consultation. As good practice the Trust will also say how patients and carers have been kept informed and what alternative arrangements have been made.'

8.2 When considering an item of substantial development or variation in service the Review Committee will focus its considerations on :

- Whether there has been adequate consultation by the NHS Trust; and/or
- The merits of the Proposal

b) Regional Scrutiny -

8.3 The Council has adopted a protocol by which the City will establish joint committees with other Councils for cross-boundary scrutiny of 'substantial development' or 'substantial variation' in NHS services. The following framework will apply:

Scope:	Strategic Health Authority boundaries
Structure:	New committee for each consultation, using the following framework:
Lead Authority:	<p>To be determined by: likely impact on the community, geographical location of substantial/variation/ development, location of lead health body/focus of their consultation.</p> <p>Lead authority Constitution to apply and to service/administer scrutiny and liaise with affected authorities.</p> <p>Lead authority to Chair scrutiny exercise.</p> <p>Timetable for scrutiny to be drawn up by lead authority in consultation with Chairman and approval of joint committee at first meeting.</p>
Membership:	<p>3 Members per authority (= max of 18 Councillors for SHA-wide scrutiny).</p> <p>Member representation to be determined by each Council based on own political balance.</p> <p>All authorities concerned to be involved.</p> <p>Membership will not be open to members of Cabinet.</p>
Funding:	Costs to be apportioned between relevant authorities on a population basis at the end of the joint review.
Report:	<p>To be agreed by majority. Minority reports to be accommodated.</p> <p>Copy to be sent to all authorities in SHA area, relevant health agencies, SHA.</p>

c) North East Ambulance Service -

8.4 Due to the North East Ambulance Service's geographical spread, the Trust will soon be moving to boundaries covering all of the North East. A protocol has been developed that will aid communication of Trust activities with overview and scrutiny committee's. It has been agreed by the Council and the Trust, that the Ambulance Service will follow the Sunderland model of an annual report (see paragraphs 8.6 below) in May each year to coincide with the Trust's Business Planning Cycle. The report, prepared by the Director of Corporate Services, will be shared with overview and scrutiny officers across the North East by the Review Co-ordinator at Sunderland City Council. Sunderland will take the lead role in sharing the list of substantial developments and variations with colleagues. From the list of possible service proposals highlighted each Council's overview and scrutiny committee will consider which local issues it wishes to look at in more detail and will contact the Director of Corporate Services at the North East Ambulance Service direct. Regional officers will discuss and make proposals to Councillors, as necessary, on any joint scrutiny in accordance with paragraph 8.3 above.

d) Local Scrutiny -

8.5 The Strategic Health Authority-wide definition of 'substantial' will apply to local changes in service affecting the City.

e) Annual Report to Committee -

8.6 To provide a detailed focus on local issues of substantial development and variation, the Teaching Primary Care Trust, City Hospitals Foundation Trust, the Northumberland, Tyne and Wear Trust and North East Ambulance Service will submit a joint report to the June meeting of the Health & Well-Being Review Committee. This will set out 'substantial' changes/developments' that might occur over the following twelve months. The report will also set out background to the initiatives, consultations to be undertaken/already undergone and a likely timetable for formal consideration by the relevant Trust Board. In preparing the report local NHS Trusts will also take account of any proposals being developed jointly with/by the Strategic Health Authority or through regional/national consortia; providing a local focus. At its meeting in July the committee will consider whether it wishes clarification on any of the proposals set out and further information will be provided by the relevant NHS Trust in writing to Members within 10 working days of the committee meeting. A standard format for the report will be used and this is attached at Appendix A.

8.7 In accordance with the timetable provided in June the principal point of contact at the relevant NHS Trust (see 3.8 paragraph above) will notify the Review Co-ordinator that the Health & Well-Being Review Committee will need to consider an item of substantial development/change. Notification will be 14 working days before the relevant committee. A report/report and presentation will be made to the Review Committee. This may be supported by further information/visits as deemed necessary by the NHS Trust.

f) Mid Year Report to Committee -

8.8 A report will also be prepared by the Teaching Primary Care Trust, City Hospitals Foundation Trust, the Northumberland, Tyne and Wear Trust and North East Ambulance Service for the following December meeting giving an update on 'substantial changes/developments' and these will be considered by the Review Committee against its existing commitments and resources. Again, the committee will consider whether it wishes clarification on any of the proposals set out and further information will be provided by the relevant NHS Trust in writing to Members within 10 working days of the committee meeting.

g) Consideration of Substantial Development and Variation -

8.9 At the relevant committee meeting, when considering an item referred by a Trust, the Review Committee will consider if it wishes to pursue one of the following courses of action. Members' role will be to consider the robustness of consultations and the merits of the proposal. The Committee may then:

- a) Note the proposals outlined and make no further investigations
- b) Request written up-dates to the committee for information

- c) Refer the issue:
 - a. To the relevant Patient and Public Forum with the views of the Health & Well-Being Review Committee
 - b. For consideration as part of another item of business already on the Committees own Work Programme
 - c. For regional overview and scrutiny
- d) Request written updates to enable comments to be made at a later date (with reference to the timetable outlined)
- e) Determine that close scrutiny should be undertaken. If this is to take place a report will be brought to the following meeting of the committee with possible Terms of Reference and details of the scrutiny for Member agreement. The review will then be undertaken within the resources of the Review Committee and may consider the views of patients and carers, expert witnesses and assess arrangements elsewhere

Appendix A

Substantial Development & Variation in Service: Standard Template for Report to Councillors (Sunderland Definition)

Name of Trust

Ref No.	Possible Change	Lead	Impact	Reason for Change	Timescale for Change	Consultation	OSC Role	Possible Roles for OSC
Eg TPCT 1	Initiative: Broad Outline thinking back to definition of 'substantial'	Lead Trust and Contact Name (recognising some services are provided regional/by consortia)	Set out sufficient detail the impact on patients, carers and the public who use or have the potential to use a service	Set out reason for change. Possibly to reflect national guidance, clinical excellence model	Timetable including likely report date to Trust & start date for revised arrangements. 'Window' in which OSC can be expected to comment'	For the Trust to set out work undertaken to advise patients, carers, users of proposals. This may also include clinical support/other related issues, MARGs, etc	Previous comment by the Review Committee	Set out scope of possible OSC involvement
TPCT 2								
TPCT 3, etc								