

By: Overview, Scrutiny and Localism Manager

To: Adult Social Services Policy Overview Committee –  
18 November 2008

Subject: **UPDATE ON SELECT COMMITTEE WORK**

Classification: Unrestricted

---

Summary: This report updates Members on the progress of current Select Committee work, the monitoring of past work and the process for identifying future projects.

---

### **Select Committee: Autistic Spectrum Disorder (ASD)**

1. (1) This Committee started its work in June and finished its evidence gathering in October. Recommendations have been drafted and the report is currently being written. This will be finalised in December and shared with the Cabinet Member and Managing Director before Christmas. It will then be considered by the Cabinet on 12 January 2009.

### **Select Committee: Carers in Kent**

2. (1) This Select Committee will be reconvened in January 2009 to receive a report on progress against its recommendations, one year on from the publication of its report, which was in December 2007. The timing of this meeting will allow Members to have the most up-to-date account of work undertaken by the Standing Advisory Group, which has been instrumental in working with KASS officers to implement the Select Committee's recommendations. The outcome of the Select Committee's 'one-year-on' meeting will be reported to this Committee on 1 April 2009.

### **Select Committee Work Programme**

3 (1) The Work Programme for 2009/10 will be discussed by the Policy Overview Co-ordinating Committee at its meeting on 14 February 2009, so proposed work arising from the Adult Social Services subject area will need to be in preparation and ready for signing off around the time of, or shortly after, the 15 January meeting of this Committee.

(2) The form for working up a proposal is currently undergoing review and is likely to change slightly. I attach a copy of the existing form, which I hope is helpful as an indicator of the amount and type of information which is required to support a proposal.

(3) Members are reminded that there will be an inevitable gap in the programme in the new year, as no new projects can be started which cannot be completed before the County Council elections next summer. Although there will then need to be an induction period following the elections, to allow new Members to prepare before joining Select Committees, this time can be used by the Overview and Scrutiny Team for background preparation work to allow new Select Committees to start as soon as possible afterwards.

## **Recommendations**

4. Members are asked to:-
- (a) Note the progress of the Autistic Spectrum Disorder (ASD) Select Committee, and the arrangements for the 'one-year-on' monitoring of the outcomes of the Carers in Kent Select Committee, in January 2009; and
  - (b) Consider which issues they would like to propose for inclusion in the 2009/10 Select Committee Work Programme, and be ready to submit these in the new year for consideration by the Policy Overview Co-ordinating Committee at its meeting on 14 February 2009.

Theresa Grayell  
Democratic Services Officer

Tel No: 01622 694277  
e-mail: [theresa.grayell@kent.gov.uk](mailto:theresa.grayell@kent.gov.uk)

Background Information: *Nil*

## ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

(\* - sections to be filled in by the proposer of the topic)

**\*Subject of Proposed Review:-**

**\*Reason for the Review:-**  
(see note 1 below)

**\*Issues to be covered by the Terms of Reference:-**

**\*Scope of the review:-**

**\*Purpose and objectives of the Review:-**

**Proposer of the review**

.....

To be completed by the Directorate/Cabinet Member(s)

**Are there any reasons why this review should not be put forward for inclusion in the work programme for 2009/10?**  
(see note 2 below)

**How will the review contribute to corporate objectives and priorities?**

**Will the review support the achievement of PSA or LAA targets? If yes, please identify targets:-**

**Does the review need to be completed within a specific timeframe? If yes, please give details:-**

**How will this review have an impact on KCC policy development and/or help to influence national policy?**

**How will this review add value to the County Council and residents of Kent?**

**Any additional comments from the Portfolio Holder/Strategic Director:-**

**Portfolio Holder's Signature:-**

**Strategic Director's Signature:-**

**Contact Officer:-**

**Date:-**

## Notes

### Note 1 - Possible reasons for the review

1. Key public issue, identified by
  - Focus groups/citizens panels
  - Member contact with constituents/member surgeries
  - Contact with key representative bodies/forums
  - Media coverage – Public interest issue covered in local media
2. Issue highlighted via POC activities or previous reviews
3. Issue recommended to POC by another body e.g. another POC, Cabinet Scrutiny, Directorate, Cabinet or an external body.
4. Poor performing service i.e.:-
  - High level of complaints/dissatisfaction with service
  - Performance standards poor/below target – (evidence from PI's or benchmarking)
  - Identified through external review/inspection (OFSTED/Audit/ CPA etc)
  - Budgetary overspends
5. Key reports or new evidence published
6. County Council priority
7. Central Government priority/New Government guidance or legislation published

### Note 2 - Possible reasons why a review should not be put into the next years/ next two years work

1. Issue being examined by
  - Cabinet
  - Cabinet Scrutiny
  - Officer Group
  - another internal body
  - an external body
2. It has been the subject of a topic review by other Councils from which details of best practice can be obtained.
3. New legislation or guidance expected.
4. **NB:** Before suggesting that a review should not be included in the work programme the following should be considered:-

Could consideration of this issue 'add value' without causing unnecessary duplication, for instance by:

- i) Looking at this issue in conjunction with another group,
- ii) Through appropriate timing of the topic review,
- iii) Through considering another group's findings rather than duplicating the same/or similar activity.