

**Manchester City Council
Report for Resolution**

Report to: Health Scrutiny Committee – 28 May 2015

Subject: Draft Terms of Reference and Work Programme for the Learning Disability Services Task and Finish Group

Report of: Governance and Scrutiny Support Unit

Summary

This report sets out the proposed terms of reference and work programme for the Learning Disability Services Task and Finish group.

Recommendations

1. The Committee is asked to approve the membership of the Task and Finish Group.
 2. That the Committee agree the Terms of Reference.
 3. That the Committee agree the Work Programme which will be reviewed and amended by the group at each meeting.
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Wards Affected: All

Contact Officers:

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Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

Minutes of the Health Scrutiny Committee meeting 12 February 2015 and 12 March 2015.

1.0 Introduction

- 1.1 At its meeting of February 2015, following consideration of the Budget Reports and Business Planning the Health Scrutiny Committee agreed to establish a task and finish group to undertake a detailed investigation into Learning Disability Services (see minutes HSC/15/14). The proposed name for the group is the 'Learning Disability Services Task and Finish Group'. The term 'Task and Finish Group' is used to refer to subgroups which carry out an investigation and report their findings.
- 1.2 This report sets out a programme of work to investigate the areas identified by Committee members. The Committee is asked to discuss and make any necessary revisions to the Terms of Reference and Work Programme for the investigation.

2.0 Membership

- 2.1 Members who have expressed an interest in being appointed to the Task and Finish Group are Councillors Hitchen, E.Newman and Paul. The Committee is invited to consider if they wish to extend the membership of the Task and Finish Group to include members not currently serving on the Health Scrutiny Committee.

3.0 Recommendations

- 3.1 Recommendations to the Committee are listed on the first page of this report.

Title	Learning Disability Services Task and Finish Group
Membership	Councillors E. Newman, Hitchen and Paul. Additional membership to be agreed at the meeting on 28 May 2015
Lead Executive Members	Councillor Andrews
Strategic Directors	Hazel Summers - Interim Strategic Director, Families, Health and Wellbeing, Children and Families
Lead Officers	Caroline Byrt Interim Head of Adult Social Work and Care Act Implementation Childrens and Families
Contact officer	Lee Walker – Scrutiny Support Officer
Objectives	<ol style="list-style-type: none"> 1. To understand the proposed offer provided for Learning Disability Service Users and their Carers. 2. To monitor and review the impact of these changes to the Learning Disability Services. 3. 4. 5.
Key Lines of Enquiry	<ol style="list-style-type: none"> 1. The group will consider evidence from invited Carers Groups 2. The Group will conduct site visits to witness services provided for Learning Disability Service Users and their Carers. 3. 4. 5.
Operation	This subgroup will report its findings to the Health Scrutiny Committee by submitting minutes to the Committee. The Committee will be asked to endorse any recommendations from the Subgroup.
Access to Information	<p>Meetings of the Subgroup will be open to members of the media and public except where information that is confidential or exempt from publication is being considered.</p> <p>Papers for the Subgroup will be made available to members of the media and public on the Council's website and the main entrance to the Town Hall except where information which is confidential or exempt from publication is being considered.</p>
Schedule of Meetings	To hold a number of substantive meetings (to be determined) with one additional meeting to agree the final report.
Commissioned	May 2015

**Health Scrutiny Committee – Learning Disability Services Task and Finish Group
Work Programme – May 2015**

Meeting 1 – 11 June 2015, 2pm, Committee Room 4, Level 1, Town Hall				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Learning Disability Services	To receive a report which provides members with – <ul style="list-style-type: none"> - An update on the current services provided for people with Learning Disabilities and their Carers. - To provide information regarding the proposed changes to services. - To provided information regarding the proposed operational changes within Learning Disability Services. - To update members of the review of Learning Disability Services undertaken by Ernest and Young. 	Councillor Andrews	Caroline Byrt	Invitations to be sent to Ernest and Young.
Terms of Reference and Work Programme	To review and agree the Subgroup’s work programme, and consider any changes or additions that are necessary.	Councillor Andrews	Caroline Byrt	

Meeting 2 – 16 July 2015, 2pm, Scrutiny Committee Room				
Item	Purpose	Lead Executive Member	Lead Officer	Comments

		Councillor Andrews	Caroline Byrt	
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Meeting 3 – 10 September 2015, 2pm, Scrutiny Committee Room

Item	Purpose	Lead Executive Member	Lead Officer	Comments
		Councillor Andrews	Caroline Byrt	

Meeting 4 – Date / time and venue to be confirmed

Item	Purpose	Lead Executive Member	Lead Officer	Comments
		Councillor Andrews	Caroline Byrt	

Meeting 5 – Date / time and venue to be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
		Councillor Andrews	Caroline Byrt	

Meeting 6 – Date / time and venue to be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Final Report	To agree the final report and recommendations of the Task and Finish Group.	Councillor Andrews	Caroline Byrt	