

**ADULTS COMMITTEE AGENDA PLAN, TRAINING PLAN AND APPOINTMENTS
TO OUTSIDE BODIES AND INTERNAL ADVISORY GROUPS AND PANELS**

To: **Adults Committee**

Meeting Date: **22 May 2019**

From: **Chief Executive**

Electoral division(s): **All**

Forward Plan ref: **Not applicable** *Key decision:* **No**

Purpose: **To review the Committee's agenda plan and training plan, and to consider appointments to outside bodies and internal advisory groups and panels.**

Recommendation: **It is recommended that the Adults Committee:**

- (i) review its agenda plan attached at Appendix 1;**
- (ii) review its training plan attached at Appendix 2;**
- (iii) agree the appointments to outside bodies as detailed in Appendix 3; and**

<i>Officer contact:</i>		<i>Member contacts:</i>	
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1. BACKGROUND

- 1.1 The Adults Committee reviews its agenda plan and training plan at every meeting.
- 1.2 The County Council's Constitution states that the General Purposes Committee has
 - Authority to nominate representatives to Outside Bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council and the Local Government Association
 - Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete or vary any of these advisory groups, or change their composition or terms of reference.
- 1.3 Appointments to Internal Advisory Groups and Panels are agreed by the relevant Policy and Service Committee.
- 1.4 On 13 June 2017, the Committee agreed to delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the General Purposes Committee, to the Chief Executive in consultation with the Chairman of General Purposes Committee.

2. APPOINTMENTS

- 2.1 The outside bodies where appointments are required are set out in **Appendix 3** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

There are no significant implications for this priority.

3.2 Thriving places for people to live

There are no significant implications for this priority.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS


4.1 There are no significant implications within these categories:

- Resource Implications
- Procurement/Contractual/Council Contract Procedure Rules Implications
- Statutory, Legal and Risk Implications
- Equality and Diversity Implications
- Engagement and Communications Implications
- Localism and Local Member Involvement
- Public Health Implications

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Not applicable
Have the procurement/contractual/Council Contract Procedure Rules implications been cleared by Finance?	Not applicable
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Not applicable
Have the equality and diversity implications been cleared by your Service Contact?	Not applicable
Have any engagement and communication implications been cleared by Communications?	Not applicable
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Not applicable
Have any Public Health implications been cleared by Public Health	Not applicable

Source Documents	Location
General Purposes Agenda and Minutes – 29 May 2018	https://cambridgeshire.cmis.uk.com/ccs_live/Committees/tabid/62/ctl/ViewCMIS_Committee_Details/mid/381/id/2/Default.aspx

Appendix 1

ADULTS POLICY AND SERVICE COMMITTEE AGENDA PLAN	Published on 1 May 2019 Updated on 13 May 2019		Cambridgeshire County Council
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Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is five clear working days before the meeting.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log;
- Finance and Performance Report;
- Agenda Plan, and Appointments to Outside Bodies.

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for reports	Agenda despatch date
22/05/19	Notification of the Appointment of the Chairman/ Chairwoman and Vice Chairman/ Chairwoman	Democratic Services	Not applicable	09/05/19	14/05/19
	Procurement of care and support services in extra care schemes – Baird Lodge, Millbrook House, Ness Court, Somers Court and Eden Place	L O'Brien	2019/026		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for reports	Agenda despatch date
	Housing Related Support – Extension of Contracts	O Hayward	2019/036		
	Re-commissioning the Direct Payment Support Service	A Thorp	2019/040		
	Deep Dive – Feedback and challenge from our Self-assessment	C Black / W Patten	Not applicable		
	Update on Adults Positive Challenge	T Hornsby	Not applicable		
	Delayed Transfers of Care (DTCOC) Progress Report (including Market Capacity)	C Black	Not applicable		
<i>13/06/19 Provisional meeting</i>				<i>31/05/19</i>	<i>05/06/19</i>
04/07/19	Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) Section 75 report	F Davies	2019/042	21/06/19	26/06/19
	Risk Register	C Black	Not applicable		
	Adults Positive Challenge Programme - Reablement	C Black / W Patten	Not applicable		
	Deep Dive – Workforce (include Brexit implications)	C Black / W Patten	Not applicable		
	Increasing Care Home Capacity – Work Stream 2	W Patten	Not applicable		
	Adults & Safeguarding Service Directors Report Update	C Black	Not applicable		
	Service Directors Report – Commissioning / Health / Financial	W Patten	Not applicable		
	Carers Recommissioning Update	L McManus	Not applicable		
<i>15/08/19 Provisional meeting</i>				<i>02/08/19</i>	<i>07/08/19</i>
12/09/19	Business Planning	Tom Kelly / W Ogle-Welbourn	Not applicable	30/08/19	04/09/19

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for reports	Agenda despatch date
	Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) Annual Report	F Davies	Not applicable		
	Annual Complaints Report	C Black / Jo Collinson	Not applicable		
	Deep Dive – Carers Update	TBC	Not applicable		
	Discharge and Transition Cars Contract Award Update	O Hayward	Not applicable		
10/10/19	Business Planning	Tom Kelly / W Ogle-Welbourn	Not applicable	27/09/19	02/10/19
07/11/19	Business Planning	Tom Kelly / W Ogle-Welbourn	Not applicable	25/10/19	30/11/19
	Deep Dive – Quality of Social Care Provision (Care Providers)				
	Update on Adults Positive Challenge	C Black / T Hornsby	Not applicable		
	Annual Safeguarding Board Report	R Waite	Not applicable		
12/12/19	Business Planning	Tom Kelly / W Ogle-Welbourn	Not applicable	29/11/19	04/12/19
	Full Evaluation of Neighbourhood Cares	L Tranham / C Black	Not applicable		
	Service Directors Report – Commissioning / Health / Financial	W Patten	Not applicable		
16/01/20	Adults Social Care - Service User Survey Feedback	H Duncan / C Black	Not applicable	03/01/20	08/01/20
	Delayed Transfers of Care (DTCOC) Progress Report	C Black	Not applicable		
	Adults & Safeguarding Service Directors Report Update (includes Self-Assessment)	C Black	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for reports	Agenda despatch date
<i>13/02/20 Provisional date</i>				<i>31/01/20</i>	<i>05/02/20</i>
12/03/20	Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) Work Programme Update	F Davies	Not applicable	28/02/20	04/03/20
	Update on Adults Positive Challenge	C Black / T Hornsby (A Chapman)	Not applicable		
	Deep Dive - TBC	C Black / W Patten	Not applicable		
<i>23/04/20 Provisional date</i>				<i>09/04/20</i>	<i>15/04/20</i>
21/05/20	Deep Dive - TBC	C Black / W Patten	Not applicable	08/05/20	13/05/20

To be programmed:

- Review of the number of people waiting for a change to their current domiciliary care service, or for a new package of domiciliary care (monitoring item identified at meeting on 8 March 2018)
- Adult Early Help / Prevention / Early Intervention (J Galwey)
- Learning Disability Partnership Section 75 and pooled budget arrangements (Will Patten)

Appendix 2

Adults Committee Training Plan 2018/19 – Updated 13 May 2019

*Note that the 2019/20 Training Programme is currently in development

Below is an outline of dates and topics for potential training committee sessions and visits. The preference would be to organise training and visits prior to Committee meetings and utilising existing Reserve Committee dates:

Date	Timings	Topic	Presenter	Location	Audience
12 April 2018	2:30 - 4:30pm	Adults Positive Challenge	Geoff Hinkins	KV Room	Completed
Friday 12 October 2018	10.30am – 12.30pm This overview will be on the agenda at this Members seminar	An overview of Mental Health	Katrina Anderson	Kreis Viersen Room, Shire Hall, Cambridge.	Completed
Friday 26 October 2018	9.00am – 5.00pm	A service-users journey Induction to early intervention and prevention: - ATT - Adults early help - Sensory - Reablement	Jackie Galwey	Various	Completed
Friday 16 November 2018 OR Wednesday	10.30am – 12.30pm This overview will be on the agenda at this Members seminar	An overview of the Adults Social Care: - Support plans - Advocacy - Assessments - Performance To include LD, MASH, DoLs	Jackie Galwey	<i>Amunsden House / Hinchingsbrooke Hospital</i>	All Adults Members Completed

Date	Timings	Topic	Presenter	Location	Audience
20 February 2019					
Tuesday 6 November 2018	11.30am -1.00pm	Commissioning Services – what services are commissioned and how our services are commissioned across P&C	Oliver Hayward / Shauna Torrance	KV Room	All Members Completed
Tuesday 4 December 2018	9.00am – 5.00pm	Introduction to Learning Disability / Physical Disability	Tracey Gurney	Various	Completed
1 February 2019	This overview will be on the agenda at the Members seminar	Positive Behavioural Support Session <i>PROACT SCIP is the Positive behavioural support approach used within LD services, and some Older Peoples services and it stands for: Positive Range of Options to Avoid Crisis and use Therapy – Strategies for Crisis Intervention and Prevention, revised for the UK.</i>	Emily Wheeler	Shire Hall	All Adults Members Completed
14 February 2019 (Utilise reserve meeting)	2.00pm - 5.00pm	Safeguarding: - Overview of Safeguarding - Visit to the Multi-agency Safeguarding Hub (MASH)	Julie Rivett	Chord Park	All Adult Members Completed
12 April 2019	Slot at Members seminar	Neighbourhood Cares	Louise Tranham	Shire Hall	All Adults Members Completed
18 April 2019	Utilise reserve date for Adult Committee Members	Neighbourhood Cares	Louise Tranham	Shire Hall	All Adults Members Completed
Friday 10 May 2019	This overview will be on the agenda at the Members	An overview of Adults Social Care Finance	Stephen Howarth	Shire Hall	All Adults Members

Date	Timings	Topic	Presenter	Location	Audience
	seminar				Completed
Dates arranged to suit	9.00am – 5.00pm	Introduction to Learning Disability / Physical Disability <i>Visit your local Learning Disability Team or Day Centre. This is an opportunity to meet service users and the teams in their own environment.</i>	Tracey Gurney	Various	All Adults Members
TBC		Site visit - Huntingdon TAG Bikes and Community Garden Project	Emily Wheeler	Huntingdon	All Adults Members
TBC		Site Visit – Ely Visit to the Community Café in Ely	Emily Wheeler	Ely	All Adults Members
As and when required		Neighbourhood cares	Louise Tranham	1 Member (tba)	Please contact Lesley Hart to arrange a visit or for further information.
		Counting Every Adult	Tom Tallon	1 Member (tba)	
		Learning Disability Provider Services	Emily Wheeler	1 Member (tba)	
		Discharge Planning Team	Social Worker	1 Member (tba)	

Appendix 3

CAMBRIDGESHIRE COUNTY COUNCIL APPOINTMENTS TO OUTSIDE BODIES: ADULTS COMMITTEE

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cam Sight Cam Sight is a charity working with blind and partially sighted people within Cambridgeshire.	4	1	TBC	Flora Raffai Chief Executive Cam Sight 167 Green End Road CAMBRIDGE CB4 1RW 01223 420033 Ext 21 flora@camsight.org.uk	Unincorporated Association Member	Adults
Isle of Ely Society for the Blind Provides advice and support to people with low vision and their families. Undertakes lunch clubs, outings and bowling events.	4	1	TBC	Janet Fisher 01354 656726 fenlansocf.t.blind@gmail.com	Unincorporated Association Member	Adults

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Learning Disabilities Partnership Board Members of the Board include people with learning disabilities and people on the autistic spectrum (Speak Out Leaders), carers, representatives from voluntary organisations, service providers and the Learning Disability Partnership (County Council and health services). The role of the Board includes: <ul style="list-style-type: none"> • Providing an opportunity for people to be involved in the decisions made about services that affect them and their carers. • Raising issues/concerns heard by the Speak Out Leaders from people with learning disabilities or on the autistic spectrum across the county. 	4	1	Councillor Adela Costello (Con)	Tracy Gurney Head of Learning Disability 01223 714692 tracy.gurney@cambridgeshire.gov.uk	Other Public Body representative	Adults

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Older People's Partnership Board The OPPB brings together Older People, their representatives, the public and third sector, to work together to ensure the highest quality and best value services for older people across Cambridgeshire.	4	1	Councillor Anna Bailey (Con)	Carol Williams Strategic Development Manager, Adults and Safeguarding 01223 706130 Partnership.Boards@cambridgeshire.gov.uk	Other Public Body representative	Adults
Physical Disability and Sensory Impairment Partnership Board Members of the Board include people with lived experience of physical disability and/or sensory impairments, representatives from voluntary organisations and representatives from statutory services such as health and social care. The role of the Board is to enable the voice of those with a physical disability and/or sensory impairments to be heard and to work together to ensure the highest quality and best value services for people locally	4	1	Councillor Mark Howell (Con)	Carol Williams Strategic Development Manager, Adults and Safeguarding 01223 706130 Partnership.Boards@cambridgeshire.gov.uk	Other Public Body representative	Adults