

Version 2

# Leicester City Council Scrutiny Review

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‘Leicestershire Partnership NHS Trust – Quality monitoring  
following the Care Quality Commission Inspection’

Scoping document for completion by Members

September 2015

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## **Background to scrutiny reviews**

Determining the right topics for scrutiny reviews is the first step in making sure scrutiny provides benefits to the Council and the community.

This scoping template will assist in planning the review by defining the purpose, methodology and resources needed. It should be completed by the Member proposing the review, in liaison with the lead Director and the Scrutiny Manager. Scrutiny Officers can provide support and assistance with this.

In order to be effective, every scrutiny review must be properly project managed to ensure it achieves its aims and delivers measurable outcomes. To achieve this, it is essential that the scope of the review is well defined at the outset. This way the review is less likely to get side-tracked or become overambitious in what it hopes to tackle. The Commission's objectives should, therefore, be as SMART (Specific, Measurable, Achievable, Realistic & Time-bound) as possible.

The scoping document is also a good tool for communicating what the review is about, who is involved and how it will be undertaken to all partners and interested stakeholders.

The form also includes a section on public and media interest in the review which should be completed in conjunction with the Council's Communications Team. This will allow the Commission to be properly prepared for any media interest and to plan the release of any press statements.

Scrutiny reviews will be supported by a Scrutiny Officer.

### **Evaluation**

Reviewing changes that have been made as a result of a scrutiny review is the most common way of assessing the effectiveness. Any scrutiny review should consider whether an on-going monitoring role for the Commission is appropriate in relation to the topic under review.

**For further information please contact the Scrutiny Team on 0116 4546340**

To be completed by the Member proposing the review		
1.	<b>Title of the proposed scrutiny review</b>	Leicestershire Partnership NHS Trust (LPT) – Quality monitoring following the Care Quality Commission (CQC) Inspection
2.	<b>Proposed by</b>	Councillor Lucy Chaplin, Chair, Health and Wellbeing Scrutiny Commission  Councillor Deborah Sangster (to chair review) Member, Health and Wellbeing Scrutiny Commission
3.	<b>Rationale</b> Why do you want to undertake this review?	The commission considered the CQC report following their inspection of the LPT and heard that they were rated as requiring improvement. The commission also heard that this rating was given to them in their previous inspection too.  With the LPT supporting some of the most vulnerable people it is important that we have good services, particularly where the ratings were not as good in the inspection. Therefore it is important for the commission to monitor the progress of LPT to try and achieve these improvements.
4.	<b>Purpose and aims of the review</b> What question(s) do you want to answer and what do you want to achieve? (Outcomes?)	The commission wants to seek assurances that the LPT are making the necessary improvements to ensure their services are not putting vulnerable people at risk.  It is hoped the following outcomes will be established: <ul style="list-style-type: none"> <li>• Establish key areas that require improvement.</li> <li>• Understand why these areas need to improve and how the LPT intend to achieve this.</li> <li>• Monitor the progress of this improvement.</li> <li>• Be assured that the necessary improvements are being made.</li> </ul>
5.	<b>Links with corporate aims / priorities</b> How does the review link to corporate aims and priorities?  <a href="http://citymayor.leicester.gov.uk/delivery-plan-2014-15/">http://citymayor.leicester.gov.uk/delivery-plan-2014-15/</a>	The City Mayor's Delivery Plan has a section specifically to promote 'A Healthy and Active City'.  The aims within this include reducing health inequality and promoting good public health which will be linked to the outcomes of this review.
6.	<b>Scope</b> Set out what is included in the scope of the review and what is not. For example which services it does and does not cover.	Leicestershire Partnership Trust Clinical Commissioning Group (CCG)

Develop a draft Project Plan to incorporate sections seven to twelve of this form

<p><b>7.</b></p>	<p><b>Methodology</b> Describe the methods you will use to undertake the review.</p> <p>How will you undertake the review, what evidence will need to be gathered from members, officers and key stakeholders, including partners and external organisations and experts?</p>	<p>The commission would like to identify the following:</p> <ul style="list-style-type: none"> <li>• Which areas require improvement?</li> <li>• How are they going to improve it?</li> <li>• Are the necessary improvements being put in place?</li> <li>• What does success look like?</li> <li>• How will improvements be sustained?</li> </ul> <p>The commission will identify the indicators that they wish to look at then assess the progress of improvement to each in task group meetings.</p>
	<p><b>Witnesses</b> Set out who you want to gather evidence from and how you will plan to do this</p>	<p>Potential witnesses may include:</p> <ul style="list-style-type: none"> <li>• Relevant Council Officers</li> <li>• Relevant Health Partners (LPT, CCG, etc)</li> </ul>
<p><b>8.</b></p>	<p><b>Timescales</b> How long is the review expected to take to complete?</p>	<p><b>September</b> Scoping document to be agreed at 28<sup>th</sup> September meeting.</p> <p><b>October – December</b></p> <ul style="list-style-type: none"> <li>• Revisit the CQC report and identify key areas to look at.</li> <li>• Task Group meetings.</li> <li>• Draft findings and conclusions to be established.</li> </ul> <p><b>January</b> The final review report to be agreed at 14<sup>th</sup> January meeting.</p>
	<p>Proposed start date</p>	<p>September/October 2015</p>
	<p>Proposed completion date</p>	<p>January 2016</p>
<p><b>9.</b></p>	<p><b>Resources / staffing requirements</b> Scrutiny reviews are facilitated by Scrutiny Officers and it is important to estimate the amount of their time, in weeks, that will be required in order to manage the review Project Plan effectively.</p>	<p>It is expected the Scrutiny Officer will support the whole review process by capturing information at the meetings, facilitating the people to give evidence and writing the initial draft of the review report based on the findings from the review.</p>
	<p>Do you anticipate any further resources will be required e.g. site visits or independent technical advice? If so, please provide details.</p>	<p>May look to speak to a CQC representative to support the review.</p>

10.	<p><b>Review recommendations and findings</b></p> <p>To whom will the recommendations be addressed? E.g. Executive / External Partner?</p>	<p>It is likely the review will offer recommendations to the LPT and may include some recommendations to the CCG.</p>
11.	<p><b>Likely publicity arising from the review</b> - Is this topic likely to be of high interest to the media? Please explain.</p>	<p>This area has had local media interest following the CQC's report and therefore may again spark interest. It is not expected that the review will have high media interest.</p>
12.	<p><b>Publicising the review and its findings and recommendations</b></p> <p>How will these be published / advertised?</p>	<p>There will be a review report which will be published as part of the commission's papers.</p>
13.	<p><b>How will this review add value to policy development or service improvement?</b></p>	<p>It is hoped the outcomes of the review will ensure that the LPT's services are not putting vulnerable people at risk and that services are improving and to ensure they meet the CQC requirements.</p>
<b>To be completed by the Executive Lead</b>		
14.	<p><b>Executive Lead's Comments</b></p> <p>The Executive Lead is responsible for the portfolio so it is important to seek and understand their views and ensure they are engaged in the process so that Scrutiny's recommendations can be taken on board where appropriate.</p>	<p>As lead member for Public Health, I am keen that all services funded through the ring-fenced grant are of a high quality and are subject to effective and appropriate scrutiny. I therefore welcome this as an important way supporting quality improvement locally.</p>
<b>To be completed by the Divisional Lead Director</b>		
15.	<p><b>Divisional Comments</b></p> <p>Scrutiny's role is to influence others to take action and it is important that Scrutiny Commissions seek and understand the views of the Divisional Director.</p>	<p>A range of community services are commissioned from LPT through the public health ring-fenced budget. The quality of these is monitored through existing contract review mechanisms. The CQC report and subsequent follow-up is an important part of this.</p>

16.	<p><b>Are there any potential risks to undertaking this scrutiny review?</b></p> <p>E.g. are there any similar reviews being undertaken, on-going work or changes in policy which would supersede the need for this review?</p>	No
17.	<p><b>Are you able to assist with the proposed review? If not please explain why.</b></p> <p>In terms of agreement / supporting documentation / resource availability?</p>	Able to provide advice to Scrutiny Team on review.
	<b>Name</b>	<u>Ruth Tennant</u>
	<b>Role</b>	<u>Director of Public Health</u>
	<b>Date</b>	<u>9<sup>th</sup> September 2015</u>
<b>To be completed by the Scrutiny Support Manager</b>		
18.	<p><b>Will the proposed scrutiny review / timescales negatively impact on other work within the Scrutiny Team?</b></p> <p>(Conflicts with other work commitments)</p>	This review may require some intensive support to ensure that the commission can adequately scrutinise the LPT targets. Whilst it is anticipated that there will no adverse impact on the scrutiny team's work, it must be anticipated that there may need to be some prioritising of work done during the time of this review.
	<p><b>Do you have available staffing resources to facilitate this scrutiny review? If not, please provide details.</b></p>	The review can be adequately support by the Scrutiny Team as per my comments above.
	<b>Name</b>	Kalvaran Sandhu, Scrutiny Support Manager
	<b>Date</b>	25 <sup>th</sup> August 2015