

Leicester City Council

Scrutiny Review

'Primary Care Workforce'

Scoping document for completion by Members

October 2015

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.	Title of the proposed scrutiny review	Primary Care Workforce
2.	Proposed by	Councillor Lucy Chaplin, Chair, Health and Wellbeing Scrutiny Commission
3.	Rationale Why do you want to undertake this review?	With reports stating that a third of GPs in the UK plan to retire in the next five years it is important to consider what the impact will be at a local level and how it can be addressed. It has also been reported that there is a shortage of practice nurses. It has also come to commission's attention that the city's universities have exceptional facilities and courses for medical students and great nursing colleges, yet we have an issue in retaining these students in the city. The commission is keen to understand why this is the case and what the plans are to find solutions to this. Given the importance of having a strong primary care workforce to deliver Better Care Together, sustaining the workforce is vital.
4.	Purpose and aims of the review What question(s) do you want to answer and what do you want to achieve? (Outcomes?)	The commission aims to establish what the current situation in the city is with regards to primary care workforce and how it may look in the future. It is hoped the following outcomes will be established: • An understanding of what the issues are with the primary care workforce for the future. • An understanding of why medical students are not staying in the city once they have qualified. • An understanding of training relating to practice nurses. • Identifying how the universities and health services can work together to address issues. • Consider what future models may look like for primary care workforce planning. • Make recommendations to help achieve a plan that can be adopted locally.
5.	Links with corporate aims / priorities How does the review link to corporate aims and priorities? http://citymayor.leicester.gov.uk/delivery-plan-2014-15/	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.	Scope 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.	The review will take evidence from universities and health partners on the relationship between these agencies to retain students and ensure sustainability in the workforce. The review will also want to identify what the current situation is and whether local solutions can be found. The focus of the review will particularly look at GP's and practice nurses.
Develop a draft Project Plan to incorporate sections seven to twelve of this form		
7.	Methodology Describe the methods you will use to undertake the review. 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?	The commission would like to identify the following: • What is the current situation in the city? • What partnerships are currently in place between the universities and Health Services? • How can the city retain medical students? • What are the current plans to ensure a sustainable primary care workforce? • Is there anything else that can be done to support health services and universities?
	Witnesses Set out who you want to gather evidence from and how you will plan to do this	Potential witnesses may include: • Local universities • Local Nursing Colleges • Relevant Health Partners (CCG, LPT etc) • Adult Skills and Learning, LCC • Public Health Team • Executive Leads for Public Health and Jobs and Skills • Also happy to take written representation from members of the public.
8.	Timescales How long is the review expected to take to complete?	October Scoping document to be agreed at 29th October meeting. November - February • Take evidence from partners • Task Group meetings. • Draft findings and conclusions to be established. March The final review report to be agreed at 10th March meeting.
	Proposed start date	October 2015
	Proposed completion date	March 2016

9.	Resources / staffing requirements 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.	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.
	Do you anticipate any further resources will be required e.g. site visits or independent technical advice? If so, please provide details.	There may be site visits to areas that are identified as best practice.
10.	Review recommendations and findings To whom will the recommendations be addressed? E.g. Executive / External Partner?	It is likely the review will offer recommendations to the Council's Executive and may include some recommendations to Health Partner's such as the CCG.
11.	Likely publicity arising from the review - Is this topic likely to be of high interest to the media? Please explain.	It is hoped that this review will raise media interest.
12.	Publicising the review and its findings and recommendations How will these be published / advertised?	There will be a review report which will be published as part of the commission's papers.
13.	How will this review add value to policy development or service improvement?	It is hoped the outcomes of the review will support Health partners to determine an adequate plan for retaining medical students in the city and ensuring sustainability of the city's primary care workforce.
To be completed by the Executive Lead		
14.	Executive Lead's Comments 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.	

To be completed by the Divisional Lead Director		
15.	Divisional Comments 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.	
16.	Are there any potential risks to undertaking this scrutiny review? E.g. are there any similar reviews being undertaken, on-going work or changes in policy which would supersede the need for this review?	
17.	Are you able to assist with the proposed review? If not please explain why. In terms of agreement / supporting documentation / resource availability?	
	Name	
	Role	
	Date	
To be completed by the Scrutiny Support Manager		
18.	Will the proposed scrutiny review / timescales negatively impact on other work within the Scrutiny Team? (Conflicts with other work commitments)	With the review taking place over a number of months it will allow sufficient time to gather information in relation to this review without impacting on other areas of work.
	Do you have available staffing resources to facilitate this scrutiny review? If not, please provide details.	The review can be adequately support by the Scrutiny Team.
	Name	Kalvaran Sandhu, Scrutiny Support Manager
	Date	16 th October 2015