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<b>REPORT TO:</b>	<b>OVERVIEW &amp; SCRUTINY COMMITTEE</b>
<b>DATE:</b>	<b>19 AUGUST 2010</b>
<b>REPORT OF THE:</b>	<b>HEAD OF TRANSFORMATION CLARE SLATER</b>
<b>TITLE OF REPORT:</b>	<b>TERMS OF REFERENCE FOR SCRUTINY REVIEWS</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 To present members of the committee with a set of terms of reference for each of the two scrutiny review topics as agreed by the Committee.

### **2.0 RECOMMENDATION**

- 2.1 That members of the committee:
- a) Agree the terms of reference for each of the reviews;
  - b) Identify members for each of the review task groups;
  - c) Agree the timeframe for the first stage of the reviews.

### **3.0 REASON FOR RECOMMENDATION**

- 3.1 The key to a successful scrutiny review is agreeing a clear terms of reference before embarking on the review.
- 3.2 The task groups will undertake the work on the reviews and require a minimum of two members of the committee but are open to all.
- 3.3 The first phase of each review will inform the scope and timeframe for the subsequent phase of the reviews.

### **4.0 SIGNIFICANT RISKS**

- 4.1 There are no significant risks associated with this report but it is anticipated that the work on healthy weight will inform the work being undertaken by the Joint Commissioning Group (Active and Environment) on Sport and Leisure provision in the District, increasing the chances of improved outcomes being achieved for Ryedale communities. The risk associated with the work on post office closures is that the network is continuing to shrink in Ryedale and that without this review the Council does not have the evidence with which to respond to any future consultations.

## **REPORT**

### **5.0 BACKGROUND AND INTRODUCTION**

- 5.1 Local authorities have a key role to play in reducing health inequalities and particularly by influencing the wider determinants of health. Key service areas through which the Council can influence health outcomes in our communities include:
- planning
  - housing
  - environmental services
  - culture and sport
  - work, worklessness and the local economy.

Issues related to achieving a healthy weight present the key challenge in Ryedale in relation to health inequality. It is intended that the scrutiny review will feed into the development of the Healthy Weight Strategy being developed by the RSP. There is also the potential for the review to influence the work of the Active and Environment Joint Commissioning Group on sport and leisure. The review will address all age obesity.

- 5.2 The review proposed in to the impact of post office closures on the communities of Ryedale will feed into any future consultations on changes to post office services or potential closures. It will also link to the work the Council undertakes in improving financial inclusion, supporting local community facilities and improving access to services and efficiency of delivery, thereby potentially mitigating the risk of loss of services through future post office closures.

### **6.0 POLICY CONTEXT**

- 6.1 Impact of Post Office Closures:  
Contributes to the achievement of the Councils aim of transforming the Council and the strategic objective of understanding our communities and meeting their needs.
- 6.2 Healthy Weight:  
Contributes to the achievement of the Councils priority to help all residents to achieve a healthy weight by encouraging an active lifestyle, in communities where everyone feels welcome and safe.

### **7.0 CONSULTATION**

- 7.1 Engagement with service users, businesses and providers of services will be a key element of each of the reviews. The Council will undertake both qualitative and quantitative research and may utilise the Ryedale Citizens Panel as part of the process.
- 7.2 Partners will be consulted on any recommendations to be made as part of the reviews.

### **8.0 REPORT DETAILS**

- 8.1 The tables attached at annex A present a draft terms of reference for each review covering the following areas:
- Aim of the review
  - Why has this review been selected?
  - Who will undertake the review?
  - How will the review be undertaken?
  - What are the expected outputs?

- Timescale

## 9.0 IMPLICATIONS

9.1 The following implications have been identified:

- a) Financial  
None currently. Support to the review working groups will be provided by the Transformation Team
- b) Legal  
None
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)  
None at this stage, equality impact assessment will be undertaken as part of the review process.

**Clare Slater**  
**Head of Transformation**

**Author:** Clare Slater, Head of Transformation  
Telephone No: 01653 600666 ext: 347  
E-Mail Address: [clare.slater@ryedale.gov.uk](mailto:clare.slater@ryedale.gov.uk)

**Background Papers:**  
None

**Background Papers are available for inspection at:**  
N/A

## Healthy Weight

## Scrutiny Review – Draft Terms of Reference

<b>Aim of the Review</b>	<p>To find practical ways by which Ryedale DC and its partners can:</p> <ul style="list-style-type: none"> <li>• Improve services aimed at encouraging the prevention of obesity and achievement of a healthy weight for all residents and of all ages across the district.</li> <li>• Improve responses to existing obesity, helping people to lose weight and live healthier lives</li> <li>• Achieve improvements within the current challenging public sector funding climate</li> <li>• Anticipate the role the council can play in improving this aspect of public health and reducing health inequalities in light of changes in legislation which may follow the recent Health White Paper</li> </ul>
<b>Why has this review been selected?</b>	<p>Ryedale has had high levels of obesity in all ages but notable in children, for a number of years. The Ryedale Strategic Partnership identified the achievement of a healthy weight as a priority for action in 2006. A number of projects and initiatives have been funded through the RSP and supported by officers of a number of partner organisations. Work to help people to achieve a healthy weight is being led by the Ryedale Healthy Weight Active Lives group.</p>
<b>Who will undertake the review?</b>	<p>The review will be carried out by a task group including:</p> <ul style="list-style-type: none"> <li>• A minimum of 2 members of the O and S committee (but open to all)</li> <li>• The Head of Transformation</li> <li>• A representative of the Ryedale Healthy Weight Active Lives group</li> <li>• A representative from the Primary Care Trust.</li> <li>• Support will be provided by members of the Transformation Team</li> </ul>
<b>How will the review be undertaken?</b>	<p>The task group will consider the arrangements that have been and need to be put in place across local partnerships to maximise the prevention of and response to obesity in Ryedale. Key to this will be contributing to the development of the Ryedale Healthy Weight Strategy.</p> <p>There will be a two stage scrutiny process:</p> <ul style="list-style-type: none"> <li>• An initial desktop review of existing evidence will consider key academic and government documents, the current picture of 'healthy weight' across Ryedale, and activity on-going in Ryedale to achieve healthier lifestyles.</li> <li>• The second stage will involve an in-depth review of key issues and evidence gathering in order to inform the task group recommendations.</li> </ul> <p>Evidence gathering sessions will be open to the public.</p>
<b>What are the expected outputs?</b>	<p>It is expected that the task group will produce a report, summarising the evidence they have gathered and containing specific recommendations for the Council, the Primary Care Trust, and other partner organisations as appropriate.</p>
<b>Timescale</b>	<p>It is anticipated that the group will report the first phase of the review in November 2010. The deadline for the second stage of the review will be established at this time.</p>

## Impact of Post Office Closures

### Scrutiny Review – Draft Terms of Reference

<p><b>Aim of the Review</b></p>	<p>To find practical ways by which Ryedale DC and its partners can:</p> <ul style="list-style-type: none"> <li>• Improve the availability of services in local communities.</li> <li>• Provide an evidence base from which to influence future proposed closures or reductions in levels of service</li> <li>• To consider the options for delivering these services in future</li> </ul>
<p><b>Why has this review been selected?</b></p>	<p>Ryedale lost a significant number of post offices through the network change programme in 2008. Changes to the provision put in place at the time of the closure programme continue as do actual post office closures. The Council needs to have evidence to respond to any forthcoming consultations on further closures or changes to the network. Also the Council may be able to work with post offices and other local community facilities to provide post office type services to our communities.</p>
<p><b>Who will carry out the review?</b></p>	<p>The review will be carried out by a task group including:</p> <ul style="list-style-type: none"> <li>• A minimum of 2 members of the O and S committee (but open to all)</li> <li>• The Head of Transformation</li> <li>• The Customer Services and Benefits Manager</li> <li>• Support will be provided by members of the Transformation Team</li> </ul>
<p><b>How the review will be carried out?</b></p>	<p>The task group will consider the impact of the post office closure programme on local communities. This will involve the study of recent research documents and the engagement of local people to ascertain the impact of changes in levels of service including:</p> <ul style="list-style-type: none"> <li>• Sub-postmasters engaged in a range of delivery methods</li> <li>• Service users interviewed at a variety of locations utilising different delivery methods</li> </ul> <p>The review will also investigate options for future provision of post office services and any value the Council can add through its own service delivery.</p> <p>Evidence will be gathered on the levels of usage of post office services and the range of services available and satisfaction with and usage of these. This will include the usage and needs of businesses in relation to post office services.</p> <p>Evidence gathering sessions will be open to the public.</p>
<p><b>What are the expected outputs?</b></p>	<p>It is expected that the task group will produce a report, summarising the evidence they have gathered and containing specific recommendations for the Council and other partner organisations as appropriate.</p>
<p><b>Timescale</b></p>	<p>It is anticipated that the group will report the outcomes of the review before 31 March 2011. Progress reports will be submitted to the committee throughout the review.</p>