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**REPORT TO:** OVERVIEW AND SCRUTINY COMMITTEE

**DATE:** 7 JULY 2011

**REPORT OF THE:** HEAD OF TRANSFORMATION  
CLARE SLATER

**TITLE OF REPORT:** SCRUTINY REVIEWS PROGRESS REPORT – HEALTHY  
WEIGHT AND POST OFFICES

**WARDS AFFECTED:** ALL

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 To present the progress achieved to date with the scrutiny reviews currently being undertaken, and to open the discussion on the next topic for review.

### **2.0 RECOMMENDATIONS**

- 2.1 That members of the two task groups are appointed.
- 2.2 That members note the progress and confirm the dates of future meetings of the task groups.
- 2.3 That members agree a shortlist of topics for which initial scoping reports will be submitted to the next meeting of the committee.

### **3.0 SIGNIFICANT RISKS**

- 3.1 Any risks associated with the reviews are detailed in the report below.

### **4.0 BACKGROUND AND INTRODUCTION**

- 4.1 The Overview and Scrutiny Committee has commissioned two scrutiny reviews and the terms of reference have previously been agreed by this committee for each of these, one is on the topic of Healthy Weight and the other Post Offices. The terms of reference for each review is attached at Annex A. The committee is required to appoint at least two of its members to each task group.
- 4.2 The Healthy Weight Review Task Group has agreed to focus on young adults aged between 16 and 25 and the reasons participation in sport and leisure activities amongst this age group can lapse. The Post Office Review is focussing on preparing the Council for any future changes to the post office network so that it can support communities through any future change programme.

4.3 Action Plans are in place for each of the reviews and progress is reported at the Task Group meetings.

## **5.0 CONSULTATION**

5.1 A survey of the citizens panel and of sports clubs has been undertaken with results informing both the scrutiny review and the development of the sports strategy by the commissioning board

5.2 A range of surveys have been prepared for the Post Office review, with specific surveys developed for users of Post Office branches, Mobile and Outreach services, and a survey for the citizens panel.

## **6.0 REPORT DETAILS**

### **Health Weight Review:**

6.1 It has been agreed to focus the scope of the review on levels of activity undertaken by adults in particular 16 – 25 year olds.

6.2 The Commissioning Board is developing a sport and recreation strategy and action plan, which will be presented in Autumn 2011. As part of the development of the strategy, consultation work has been undertaken with the citizen's panel and the wider community. The analysis of the results will be presented to the next task group meeting in July. Recommendations from the review will then be able to feed into the development of the Sport and Recreation strategy through the commissioning board.

### **Post Office Review:**

6.3 Officers have recently met with the Post Office Programmes Stakeholder Manager, a local sub-postmaster and the sub-postmaster who operates the mobile services in Ryedale. Officers had drafted the range of surveys and these were discussed with the various representatives and agreement reached that they would be happy to circulate the surveys to their customers.

6.4 Actions include:

- Meeting held in May with the provider of the mobile service in Ryedale, a local sub-postmaster and the Post Office Programmes Stakeholder Manager
- Questionnaires have been drafted
- Study the use of Council Tax payment cards
- Mapping of rural businesses where alternative Post Office services are available including Paypoint and parcel delivery services.

### **Future Scrutiny Reviews**

6.5 It is anticipated that following the next meeting of the Healthy Weight Review Task Group, Members may be in a position to present some final recommendations to this committee for their approval, with these recommendations then being made to the Commissioning Board with the aim of influencing the development of the Sport and Recreation Strategy.

6.6 The Post Office Review is about to enter the community engagement phase, the results of which should be presented by the task group to the Committee in October. Following this and depending on the position of the Post Office Ltd in relation to plans for the development of the network, a final report with recommendations could be presented to the December meeting of the committee.

6.7 Officers would like to use the window provided by the consultation phase of the Post

office review to prepare the next topic for review.

6.8 The table below details the timings proposed in relation to the committee cycle:

<b>Meeting Date</b>	<b>Review Topic</b>	<b>Review Stage</b>
6 October 2011	Healthy Weight	Draft report and recommendations to Overview and Scrutiny for approval
24 November 2011	Healthy Weight	Recommendations made to Commissioning Board
6 October 2011	Post Offices	Report of the task group with findings from the consultation
15 December 2011	Post Offices	Draft report and recommendations to Overview and Scrutiny for approval
6 October 2011	Short Listed Topics	Initials scoping for short listed topics for consideration at Overview and Scrutiny
15 December 2011	Agreed Topic	Terms of Reference for the Review presented to the Overview and Scrutiny Committee for approval. Task group appointed in line with these.

6.9 Members of the Committee are therefore requested to suggest some possible topics for future scrutiny reviews and agree a shortlist of three topics for some initial scoping work.

## **7.0 DATES OF NEXT MEETINGS**

**Post Office Review** – Tuesday 12th July 6.30-7.30

**Healthy Weight Review** – Tuesday 12th July 7.30 – 8.30

**Clare Slater**  
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### **Background Papers:**

#### **Post Offices:**

Draft Surveys – Justine Coates, Transformation Team

#### **Healthy Weight:**

Consultation responses – available from Justine Coates, Transformation Team