



# Rutland County Council

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## **OAKHAM TOWN TASK AND FINISH GROUP 6 MARCH 2018 – 6PM COUNCIL CHAMBER**

### **A G E N D A**

#### **1) APOLOGIES**

#### **2) WELCOME AND INTRODUCTIONS**

#### **3) TERMS OF REFERENCE**

Discussion to establish overarching terms of reference which will govern the review:

- Membership
- Objectives/outcomes
- Purpose
- Timetable (including timing, frequency and format of meetings)
- Sources of Evidence/consultation

The attached Oakham Town Task and Finish Group Terms of Reference Template is provided as a guide to direct discussion and debate.

A recent example of a Task and Finish Group Terms of Reference is attached for information – these Terms of Reference were drafted by the Mental Health Task and Finish Group.  
(Pages 3 - 6)

#### **4) NEXT STEPS**

Chair to clarify and confirm next steps.

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## OAKHAM TOWN TASK AND FINISH GROUP TERMS OF REFERENCE (TEMPLATE)

### 1. Objectives

What do members hope to achieve, what is aspirational outcome?

### 2. Background

See below for discussion at scoping meeting:

*RCC Full Council resolved to set up a Task and Finish Group to consider the future regeneration of Oakham Town at its meeting on 15 January 2018. A link to this meeting can be found below:*

<http://rutlandcounty.moderngov.co.uk/ie/ListDocuments.aspx?CId=145&MId=1652>

*RCC Members expressed that the Task and Finish Group should include co-opted members from stakeholder organisations, along with elected members from Rutland County Council. The Growth, Infrastructure and Resources (GIR) Scrutiny Panel will approve the membership of the Group.*

*The group was to be established to look at the options for improving Oakham Town in order to formulate a set of recommendations for consideration by RCC Cabinet/Council.*

### 3. Scope/Purpose

Brief Description of topic, purpose of review, rationale.  
Methodology, Evidence sources etc...

### 4. Roles and Responsibilities

4.1 The membership of the Task and Finish Group will be

- Mr Nick Woodley (Oakham Town Council Representative)
- Mrs Juliana White (Oakham Town Partnership Representative)
- Mr Paul Dowse (Oakham Neighbourhood Plan Steering Group Representative)
- Mr T Norton (Business Representative/Representative of OK2Way)
- Mr Ben Callaghan (Ward Member – Oakham South East)
- Mr Richard Clifton (Ward Member – Oakham South West)
- Mr Jeffrey Dale (Ward Member – Oakham North East)

- Mrs June Fox (Ward Member – Exton)
- Mr Richard Gale (Ward Member – Oakham North West)
- Mr Alastair Mann (Ward Member – Oakham North West)

4.2 The Chair of the Task and Finish Group will be Mr Chris Wade.

4.3 Corporate Support and Scrutiny Officer will provide administration support when required.

4.4 RCC officer support as required.

## 5. Key Milestones/Timetetable

6 March 2018 – 6pm	<b><u>Preliminary scoping meeting</u></b> to agree the Terms of Reference
By 13 March 2018	<b><u>Independent Chair to draft terms of reference</u></b> ToR to be drafted from feedback from members of the group provided at the meeting. Will be circulated electronically for final amends and agreement of the group.  ToR must be finalised by 13 March 2018 as the publication date for GIR Scrutiny Panel 14 March 2018.
Additional GIR Scrutiny Panel Meeting 22 March 2018	<b><u>Growth, Infrastructure and Resources (GIR) Scrutiny Panel agree Terms of Reference</u></b>
April 2018 – September 2018 (6 meetings – dates and times to be agreed at scoping meeting)	<b><u>Monthly meetings of the Task and Finish Group</u></b> to be scheduled Standing item on GIR Scrutiny Panel and other panels (as appropriate)
October 2018	<b><u>Task and Finish Group Meet to agree final report</u></b>
Further details to be added following scoping meeting regarding information and evidence gathering, objectives and Purpose/desired outcome	
November 2018	<b><u>Final Report to Scrutiny Panel(s)</u></b>
November/December 2018	<b><u>Final Report to Cabinet/Council</u></b>

## **MENTAL HEALTH TASK AND FINISH GROUP TERMS OF REFERENCE**

### **1. Objectives**

- 1.1 To review access to mental health services in order to identify ways in which the patient experience may be improved in terms of early identification; timely and appropriate treatment; success of outcomes; costs and availability of information.
- 1.2 To make recommendations to appropriate organisations and partners in order to improve support for those with mental health conditions.

### **2. Background**

Adults and Health and Children's Scrutiny panels have noted that mental health has become a focus at both a national and a local level. It has frequently been a topic of discussion for both our panels and as a result of this it was decided to form a task and finish group to explore access to mental health services.

The 2017 Primary Care Survey report carried out by Healthwatch Rutland made the following conclusion in relation to Mental Health Services in Rutland *"A theme of considerable concern on the part of those experiencing the service runs through replies to questions about mental health services. These concerns need to be addressed."*

### **3. Scope/Purpose**

- 3.1 Review of the existing provision of Mental Health Services in Rutland, access to these services and outcomes for users including:
  - Demand for mental health services
  - Availability of information
  - Thresholds for service
  - Waiting times
  - Assessment
  - Length of time for treatment to start
  - Success of treatment in each service
  - Rutland specific needs assessments
- 3.2 Consultation with commissioners; providers; relevant organisations and service users in order to collate relevant evidence;
- 3.3 To collate a body of research evidence and data to inform the outcomes of the review. This will be facilitated by the provisions of

Regulation 26 Local Authority (Public Health, Health and wellbeing boards and Health Scrutiny) Regulations 2013 requiring ‘responsible persons’ to provide a local authority with such information about the planning, provision and operation of health services in the area of the authority as it may reasonably require to discharge its health scrutiny functions.

- 3.4 Investigation into models which may be effective in prevention, timely identification and early intervention;
- 3.5 Evaluation of costs in relation to outcomes; and
- 3.6 Monitoring provision of service for those patients that choose to go outside of the Rutland area for geographical reasons.

#### **4. Roles and Responsibilities**

- 4.1 The membership of the Task and Finish Group will be Councillors’ Lucy Stephenson, Nick Begy, June Fox, Rachel Burkitt, Gary Conde, William Cross and Gale Waller.
- 4.2 The Chair of the Task and Finish Group will be Councillor Lucy Stephenson (Chair of Adults and Health Scrutiny Panel).
- 4.3 Corporate Support and Scrutiny Officer will provide administration support when required.
- 4.4 Mark Andrews (Deputy Director for People) will be kept informed on the process of the Groups progress and will coordinate with the Chair the officer support and information the Group will require.

#### **5. Key Milestones**

<b>Activity</b>	<b>Provisional Dates</b>
Agreement of Terms of Reference	8 February 2018 (Adults and Health Scrutiny Panel)
Information gathering	January to July 2018
Consultation	TBC
Development of Recommendations	July 2018 – September 2018
Report to Scrutiny	October/November 2018
Report to Council (If applicable)	January 2019