

Six-Monthly Progress Updates on Previously Agreed Recommendations

Summary

Members are asked to consider the assessments of progress contained within the attached Progress Updates on the implementation of previously agreed recommendations. There are outstanding recommendations from the following reviews:

Appendix 1 – Defibrillators (Initial Progress Report)

Appendix 2 - Home Care

Appendix 3 - Licensing and Public Health

Appendix 4 - Access to Services for People with Learning Disabilities and/or Autism (to follow)

Progress Updates

1. Following the Cabinet consideration of scrutiny reports, accepted recommendations are then subject to a monitoring process to track their implementation.
2. Two main types of report are used. Initially this is by means of Action Plans detailing how services will be taking forward agreed recommendations. This is then followed by a Progress Report at a future agreed date. Evidence is submitted by the relevant department together with an assessment of progress against all recommendations. Should members of the Select Committee agree, those recommendations which have reached an assessment of '1' are then signed off as having been completed.
3. In order to track those recommendations which are not signed off following the first round of Progress Reports, a series of progress updates are submitted for all Select Committees on a 6-monthly basis.
4. The assessment of progress for each recommendation should be categorised as follows:

1 Achieved (Fully)	The evidence provided shows that the recommendation has been fully implemented within the timescale specified
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2 On Track but not yet due for completion	The evidence provided shows that implementation of the recommendation is on track but the timescale specified has not expired.
3 Slipped	<p>The evidence shows that progress on implementation has slipped.</p> <p>An anticipated date by which the recommendation is expected to become achieved should be advised and the reasons for the delay.</p>
4 Not Achieved	<p>The evidence provided shows that the recommendation has not been fully achieved.</p> <p>An explanation for non achievement of the recommendation would be provided</p>

5. Link officers will not normally be in attendance for future six-monthly progress updates, but Member comments will be communicated to the services concerned by the Scrutiny Team.
6. **Appendices 1-3** set out the outstanding recommendations for this Committee. Members are asked to review the update and indicate whether they agree with the assessment of progress.

Name of Contact Officer: Peter Mennear
Post Title: Scrutiny Officer
Telephone No. 01642 528957
Email Address: peter.mennear@stockton.gov.uk