Notice of a Meeting
People Overview & Scrutiny Committee
Thursday, 20 March 2025 at 10.00 am
Room 2&3 - County Hall, New Road, Oxford OX1 1ND

These proceedings are open to the public

If you wish to view proceedings, please click **on this** Live Stream Link.
However, that will not allow you to participate in the meeting.

Membership

Chair - Councillor Kieron Mallon
Deputy Chair - Councillor Imade Edosomwan

Councillors:	Kevin Bulmer	Jenny Hannaby	Michael Waine
	Trish Elphinstone	Nick Leverton	
	Andy Graham	Alison Rooke	

Notes: **Date of next meeting:** *26 June 2025*

For more information about this Committee please contact:	
Committee Officer	*Scrutiny Team* *Email: scrutiny@oxfordshire.gov.uk*

Martin Reeves
Chief Executive

March 2025

What does this Committee review or scrutinise?

- All services and preventative activities/initiatives relating to adults in potential need of social care.
- Scrutiny of the Council's statutory functions in relation to adult social care and safeguarding. Includes public health matters as they relate to adults where they are not covered by the Joint Health Overview and Scrutiny Committee.

How can I have my say?

We welcome the views of the community on any issues in relation to the responsibilities of this Committee. Members of the public may ask to speak on any item on the agenda or may suggest matters which they would like the Committee to look at. **Requests to speak must be submitted to the Committee Officer below no later than 9 am 4 working day before the date of the meeting.**

About the County Council

The Oxfordshire County Council is made up of 63 councillors who are democratically elected every four years. The Council provides a range of services to Oxfordshire's 678,000 residents. These include:

schools	social & health care	libraries and museums
the fire service	roads	trading standards
land use	transport planning	waste management

Each year the Council manages £0.9 billion of public money in providing these services. Most decisions are taken by a Cabinet of 9 Councillors, which makes decisions about service priorities and spending. Some decisions will now be delegated to individual members of the Cabinet.

About Scrutiny

Scrutiny is about:

- Providing a challenge to the Cabinet
- Examining how well the Cabinet and the Authority are performing
- Influencing the Cabinet on decisions that affect local people
- Helping the Cabinet to develop Council policies
- Representing the community in Council decision making
- Promoting joined up working across the authority's work and with partners

Scrutiny is NOT about:

- Making day to day service decisions
- Investigating individual complaints.

What does this Committee do?

The Committee meets up to 4 times a year or more. It develops a work programme, which lists the issues it plans to investigate. These investigations can include whole committee investigations undertaken during the meeting, or reviews by a panel of members doing research and talking to lots of people outside of the meeting. Once an investigation is completed the Committee provides its advice to the Cabinet, the full Council or other scrutiny committees. Meetings are open to the public and all reports are available to the public unless exempt or confidential, when the items would be considered in closed session.

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, giving as much notice as possible before the meeting

A hearing loop is available at County Hall.

AGENDA

1.   Apologies for Absence and Temporary Appointments

To receive any apologies for absence and temporary appointments.

2.   Declaration of Interests

See guidance note on the back page.

3.   Minutes (Pages 1 - 8)

The Committee is recommended to **APPROVE** the minutes of the meeting held on 4th December 2024 and to receive information arising from them.

4.   Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9.00 a.m. four working days before the meeting, i.e., 9.00 a.m. on Friday 14 March, 2025. Requests to speak should be sent to the Scrutiny Officer at scrutiny@oxfordshire.gov.uk.

If you are speaking 'virtually', you are asked to submit a written statement of your presentation to ensure that your views are taken into account. A written copy of your statement can be provided no later than 9.00 a.m. two working days before the meeting. Written submissions should be no longer than one A4 sheet.

5.   Update on Co-Production in Adult Social Care (Pages 9 - 32)

The Committee has requested an update on co-production in Adult Social Care.

Cllr Tim Bearder, Cabinet member for Adult Social Care, has been invited to present the report. Karen Fuller, the Director of Adult Social Care, has been invited to answer the Committee's questions as, too, have Fulya Markham, Strategy Lead (Age Well, Live Well); Marc Borja, Commissioning Officer – Co-production; Megan De Cruz, Commissioning Support Officer – Co-production; Carole Stow, Engagement Consultation Manager.

The Committee is asked to consider the report and raise any questions, and to **AGREE** any recommendations it wishes to make to Cabinet arising therefrom.

6.   Committee Forward Work Plan (Pages 33 - 36)

The Committee is recommended to **AGREE** its work programme for forthcoming meetings**,** having heard any changes from previous iterations, and taking account of the Cabinet Forward Plan and of the Budget Management Monitoring Report.

The Cabinet Forward Plan can be found here:
https://mycouncil.oxfordshire.gov.uk/mgListPlanItems.aspx?PlanId=433&RP=115

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The most recent BMMR, submitted to Cabinet is January 2025, can be found here:
https://mycouncil.oxfordshire.gov.uk/ieDecisionDetails.aspx?AIId=31293

7. Committee Action and Recommendation Tracker (Pages 37 - 38)

The Committee is recommended to **NOTE** the progress of previous recommendations and actions arising from previous meetings, having raised any questions on the contents.

8. Responses to Scrutiny Recommendations

The Committee is asked to **NOTE** that no responses to scrutiny recommendations are expected.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.
Other registrable interests include:
   a) Any unpaid directorships
   b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.

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c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:
Where a matter affects the financial interest or well-being:
  a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

PEOPLE OVERVIEW & SCRUTINY COMMITTEE

MINUTES of the meeting held on Wednesday, 4 December 2024 commencing at 10.00 am and finishing at 11.49 am

Present:

Voting Members: Councillor Kieron Mallon - in the Chair

Councillor Imade Edosomwan
Councillor Trish Elphinstone
Councillor Jenny Hannaby
Councillor Nick Leverton
Councillor Michael Waine

Other Members in Attendance: Cllr Tim Bearder, Cabinet Member for Adult Social Care;
Cllr Dan Leveson, Cabinet Member for Finance

Officers: Karen Fuller, Director of Adult Social Care;
Victoria Baran, Deputy Director of Adult Social Care;
Ramone Samuda, Adult Social Care Assurance Lead;
Richard Doney, Scrutiny Officer;
Ben Piper, Democratic Services Officer

The Council considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports, copies of which are attached to the signed Minutes.

26/24 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS
(Agenda No. 1)

Apologies were received from Cllrs Bulmer, Graham, and Rooke.

27/24 DECLARATION OF INTERESTS
(Agenda No. 2)

There were none.

28/24 MINUTES
(Agenda No. 3)

The Minutes for the meeting held on 19 September 2024 were **AGREED** as a true and accurate record.

29/24 PETITIONS AND PUBLIC ADDRESS
(Agenda No. 4)

There was none.

30/24 CQC ASSURANCE UPDATE
(Agenda No. 5)

Cllr Tim Bearder, Cabinet Member for Adult Social Care, was invited to present a report on the CQC Assurance Update. Karen Fuller, Director of Adult Social Care, Victoria Baran, Deputy Director of Adult Social Care, and Ramone Samuda, Adult Social Care Assurance Lead, were invited to answer the Committee's questions.

The Cabinet Member for Adult Social Care noted that the Quality Care Commission (CQC) would be assessing the County Council in January 2025, their first visit since 2010. He stressed the significance of this assessment to highlight the good work that had been done and to identify areas for improvement. The service looked forward to showcasing the Council's efforts. Emphasising the importance of prioritising individuals' voices, as highlighted by the CQC, remained key.

Officers summarised preparations for the upcoming CQC inspection, discussing the self-assessment with more than 250 pieces of evidence submitted in July. They highlighted strengths like dedicated staff, user satisfaction, strong commissioning, and an environment of constant learning, and acknowledged challenges such as reducing waiting lists, improving access to information, housing options, and data use. An improvement plan included embedding the Oxfordshire Way, enhancing co-production, improving data and transforming pathways. Progress had been made in reducing assessment wait times, safeguarding enquiry delays, Deprivation of Liberty Safeguards backlog, and improving relationships with care homes. Efforts continued to amplify the voice of individuals and to enhance plain language use.

Members asked about the impact of COVID-19 on service and assessment wait times. Officers explained that demand for assessments and services increased during the pandemic as people preferred to stay at home, creating a post-COVID backlog. The spike in demand was notable for Deprivation of Liberty Safeguards (DoLS) assessments due to more referrals and better relationships with private homes. However, it was emphasised that general assessments by locality teams did not see a significant post-COVID spike, and improvements in timeliness were due to internal process changes.

Members enquired whether the current staffing levels were adequate to maintain reliability and flexibility, ensuring that safeguarding issues were properly addressed and that waiting times did not increase.

It was stressed that safeguarding was a shared responsibility; it was Everybody's Business. This meant all social workers and areas of adult social care were expected to address safeguarding concerns, ensuring a collaborative approach to risk management.

There was close monitoring of demand and collaboration across teams to balance workloads and feedback from locality teams was provided. This ensured efficient management of enquiries and that no team was overwhelmed.

Members were keen to ensure this collaboration and adaptability was communicated to the CQC assessment team.

There was a culture of learning and sharing best practices across departments, with frontline practitioners enhancing service delivery. For example, collaboration with the Social and Health Care Team reduced the time for individuals to enter adult social care, involving project planning, audit trails, and weekly meetings. These measures were documented to present to the CQC, demonstrating effective working practices. Maintaining clear records of adapted and improved processes, like project plans and audit trails, provided evidence to the CQC of effective practices.

Members were encouraged by the reported joint work across children's and adult services in moving into adulthood transitions for young people as they became adults but explored what some of the common challenges were that service users experienced during the transition, as well as what support the council offered to overcome these challenges.

The transition involved navigating different legislative frameworks between children's and adults' services, posing challenges for service users and their families. There was often a significant change in the expectations and understanding of available services once a young person turned 18. This transition required careful management. The Council had established a dedicated Moving into Adulthood team, assigning a named link worker to young people from the age of 16. This worker conducted assessments at around 17.5 years old to ensure that services were in place by the time the young person turned 18.

The Council had collaborated with voluntary partners to create a Moving into Adulthood handbook, providing clear guidance and information to young people and their families about the transition process. Additionally, the Council had developed strong connections with colleges and other educational institutions to support young people during their transition. Feedback from families and service users was regularly collected to identify areas for improvement and enhance the transition process.

The discussion continued onto the Care Leaver offer, with a desire expressed by Members to see the offer extended to other groups, such as the district councils. Officers acknowledged that the Council recognised the need to expand this offer, and there was an ambition to work more closely with other public sector organisations and local businesses to enhance the opportunities available to care leavers.

Members noted the report's positive feedback on integrated commissioning arrangements in health and social care, providing a cohesive service. Members noted officers' confidence that the strong joint working and integrated commissioning arrangements would continue despite the recent changes to the BOB ICB's operating model. The Council and the ICB had a joint commissioning team and were committed to continuing their collaborative efforts. Examples of successful joint work included the care home framework and integrated neighbourhood teams, which demonstrated the benefits of their collaborative approach. The importance of continuing integration was emphasised, to maintain the positive impact of joint working on service delivery.

Members also enquired about how the Discharge to Assess process optimised hospital flow without compromising patients' receipt of appropriate assessments and care. The Council had a strong Transfer of Care Hub, which was a multidisciplinary setting where each case was discussed to determine the most appropriate pathway for the patient. The Council had taken feedback from Healthwatch seriously, ensuring that informal carers were involved in the discharge planning process when needed. The Council retained the ability to conduct assessments in the hospital, if necessary, particularly in cases where there were safeguarding concerns.

However, the majority of assessments were conducted at home to achieve better outcomes for patients. There were clear parameters in place to ensure that patients received appropriate assessments and care, with a focus on delivering better outcomes through home assessments.

Members explored the service's use of data and how the data had been used to tackle inequalities. Officers provided an example of using data to identify areas with a higher prevalence of falls. By analysing this data, they could implement targeted interventions to reduce falls and prevent hospital conveyances. These targeted interventions were part of the efforts to address inequalities by focusing on specific areas and improving health outcomes. The data was also used to support integrated neighbourhood teams, which worked collaboratively to address health and social care needs in specific localities.

Members raised concerns that ongoing digitalisation might diminish the personal aspect of the care provided. They sought clarification on how these concerns had been addressed and how individual personalities could be identified within the records. It was explained that the recording system had been designed to ensure that the person's voice and perspective were clearly documented. This included using the first person in assessments to reflect the individual's own words and wishes and the use of free text rather than solely drop-down options.

Officers discussed the trial of a new digital technology called Magic Notes, which allowed for app-based assessments. This technology enabled social workers to have natural conversations with individuals and then extrapolated the information into a person-centred document.

Members considered the recruitment and retention practices of adult social services, focusing on their impact on building strong patient-carer relationships. They sought to understand how these practices influenced trust and rapport between caregivers and patients, which were essential for delivering high-quality care. Concerns were raised about the effectiveness of strategies in fostering long-term relationships, especially given fluctuating and short-term care arrangements.

10 apprentice social workers had been recruited with over 300 applications received. Targeted recruitment campaigns for social workers and occupational therapists had been more successful than previous efforts, indicating a positive response to the Council's branding and recruitment strategies.

The Council's recruitment strategy focused on both candidate quality and quantity. By branding itself as an employer of choice, it attracted a diverse and talented pool

committed to community impact. Targeted campaigns helped reach specific professionals with needed skills and exit interviews provided insights into employee departures, informing retention improvements and addressing staff dissatisfaction.

The Council had implemented continuous learning and development programs to provide employees with professional growth opportunities. This approach to staff development was aimed at retaining skilled professionals and promoting a culture of excellence in adult social care services.

Officers emphasised the importance of building relationships with individuals, which sometimes required multiple visits to build trust and understand their needs fully. The home care system was organised into patch areas to ensure that care agencies could provide consistent care, with the same carers visiting individuals regularly to build long-term relationships. The Council regularly reviewed care provider relationships and sought feedback from individuals to ensure that care was delivered effectively and met service user needs.

Officers had identified some risks related to assessments, particularly in terms of timeliness. While the service had made significant improvements, it recognised that people sometimes waited longer than they should. However, there was a strong commitment to improving this area. Although intensive care provision and other peripheral services had been enhanced, ongoing improvement remained necessary.

Additionally, despite excelling in co-production and engagement strategies, there needed to be a focus on personalising individuals' journeys effectively. Despite progress, there was still work to be done in this area.

Continuing the theme of co-production, Members noted the approach developed by the Adult Social Care team. They observed how people had been brought together and how co-production influenced their work and practices. Members asked what lessons other services could learn from Adult Social Care.

The Director of Adult Social Services highlighted that the Council had maintained a dedicated co-production team for several years, collaborating with service users to enhance its offerings. For instance, having co-produced the adulthood transition team by redesigning it based on feedback from those who utilise the services. Co-production should be deeply embedded in all of the services and Councils activities, and it required engaging in meaningful dialogues to gain a comprehensive understanding of individuals' needs.

Adult Social Care had broadened their efforts to incorporate a wider array of perspectives beyond the familiar voices. For example, in developing strategies for learning disabilities and autism, they had conducted public sessions to gather input from the community. This approach, although different from our previous methods, had proven to be highly effective.

The Co-production Handbook was available on their website, and all councillors were urged to review it. Additionally, a regular Co-pro Hour was hosted in the service and presented by a dedicated team. This session was both informative and dynamic, and Members were highly recommended attend.

Members discussed the collaborative efforts with NHS partners, particularly focusing on the timeliness of assessments. This aspect was crucial for the forthcoming CQC evaluation and is considered a key indicator at the national level for such assessments. Members enquired about the measures taken by the Council to enhance the timeliness of assessments, as well as the contributions and involvement of NHS partners in this regard.

Officers highlighted the collaborative efforts with NHS partners, particularly in areas such as hospital discharge and integrated neighbourhood teams. These efforts were essential for ensuring timely assessments and effective care delivery. NHS workers worked closely with adult social care teams, often making it difficult to distinguish between NHS and social care services.

Although there may have been occasional delays, strong working relationships allowed for the prompt escalation of significant needs or risks, ensuring a response. The council's integrated working approach with NHS partners facilitated timely assessments, with effective communication and coordination between different teams.

It was important for locality teams to understand their case lists, especially when managing smaller ones. Risks were assessed as new cases came in, prioritising urgent situations through the "next to be seen" system, so that urgent cases were addressed promptly rather than waiting in line. The council had mechanisms to escalate and prioritise urgent cases, ensuring that individuals with the highest needs were assessed promptly. This approach helped manage the timeliness of assessments effectively.

The Committee **AGREED** to the following actions:

- To reduce the number of acronyms and abbreviations used in reports to ensure reports are accessible for all.

- To receive a comparison and analysis of Oxfordshire Adult Social Care staff recruitment and retention compared to national statistics.

31/24   COMMITTEE FORWARD WORK PLAN
(Agenda No. 6)

The Committee **AGREED** to the proposed work programme for the forthcoming meetings subject to the following amendments.

- Confirmation of the provisional meeting on 13th February 2025
- Clarity over what would be covered during the inequalities item
- Addition of a report about the use of technology in the service area, and how that impacts older generations without limiting their access

32/24   COMMITTEE ACTION AND RECOMMENDATION TRACKER
(Agenda No. 7)

The Committee **NOTED** the progress made on the Action and Recommendation Tracker.

33/24 **RESPONSES TO SCRUTINY RECOMMENDATIONS**
(Agenda No. 8)

There were none.

.... in the Chair

Date of signing   ....

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PEOPLE OVERVIEW AND SCRUTINY COMMITTEE
20 March 2025

Update on Co-Production in Adult Social Care

Report by Corporate Director of Adult Social Care

RECOMMENDATION

1. **The Committee is RECOMMENDED to**

   i. Note the update on co-production in Adult Social Care since the LGA Peer Review in March 2024;
   ii. Consider the report and upcoming work to embed co-production further in Adult Social Care practice;

Executive Summary

2. This report provides an update on embedding co-production in how the Council delivers adult social care in Oxfordshire following the previous updates on 22nd April 2024 following the LGA Peer Challenge and on 4th December 2024 on the preparation CQC Assurance in January 2025.

3. The feedback received from the LGA Peer Challenge highlighted the green shoots of good practice in co-producing support with people receiving support and identified the need this to be developed further.

4. The monthly Adults Performance, Practice and Pounds (PPP) Board oversees improvements in embedding co-production further as part of our Continuous Improvement Implementation Plan which addresses our areas of development and actions for improvement.

5. This report provides an update on the actions on embedding co-production further in delivering adult social care in Oxfordshire including the Co-production Team's successful work programme, Voice of the Person Workshops and signing up the Gloriously Ordinary Language Project.

Background

6. As part of our preparations for CQC assurance and to provide external challenge to our self-assessment, the Director of Adult Social Care invited the Local Government Association (LGA) to undertake a Peer Review for Adult Social Care in Oxfordshire. The Peer Review took place between 5th and 7th March 2024 and provided a valuable opportunity to check and challenge our

self-assessment ahead of a formal CQC assurance process, as well as to drive our continued focus on improvement and development.

7. The feedback from the peer review highlighted our strengths and identified areas for further developments. These were shared with the Committee on 22nd April 2024 and 4th December 2024.

8. One of the areas of focus for further development was 'further developing the green shoots of good practice in co-producing support with people receiving a service and incorporating the voice of the person in operational and strategic decisions'. This was in line with the improvement opportunities identified in Adult Social Care Continuous Improvement Plan.

Co-Production in Adult Social Care

9. The Oxfordshire Way in Adult Social Care is our strategic vision to help people in Oxfordshire live independent and healthy lives. The Oxfordshire Way is the way we work with people, their families and communities in a strengths-based way. This means we focus on what people can do, not what they cannot, and help them find solutions that work for them. Our commitment to co-production with people who draw on care and support, carers, staff and partners is central to delivering our vision.

10. Co-production has evolved over a number of years having been conceptualised by an American academic, Professor Elinor Ostrom. Co-production refers to the collaborative process where citizens and public service providers work together in the design, delivery, and evaluation of public services. This approach aims to harness the strengths, skills, and knowledge of both parties to create more effective, responsive, and sustainable solutions to community challenges.

11. By fostering an environment of mutual respect and partnership, co-production seeks to empower individuals and neighbourhoods, enhance service outcomes, and ensure that the services provided truly meet the needs and aspirations of those they are intended to serve. Rooted in principles of equality, diversity, accessibility and reciprocity, co-production is increasingly seen as a vital component in developing public services that are more democratic and service-user focused.

12. In Oxfordshire, Adult Social Care Service has been developing our approach to co-production since 2018. This aligns with the Council's consultation and engagement strategy 2022-2025 (this will be refreshed this year). This strategy outlines how the Council puts residents at the heart of decision-making to support strong, active and inclusive communities.

13. In 2022 the Co-production Team based in Adult Social Care was reorganised, and we now have one Commissioning Officer and one Commissioning Support Officer to support and embed co-production in all we do and to support the Co-production Advisory Board.

14. The Co-production Advisory Board works with people of Oxfordshire to make sure that co-production is the normal way of doing things for everyone. The Board meets every four weeks and brings together people with lived experience and senior officers from Adult Social Care, Children's Services, NHS, and Healthwatch. Its purpose is to promote and develop co-production in current and future services and resources. Please see the Board's terms of reference in Annex 1.

15. The Co-production team develop training resources and materials for staff and stakeholders, such as the Co-production handbook, the toolkit, events and promotions such as the Co-Pro Hour and the Working Together week calendar.

## Co-production training and staff development

16. In 2022 we co-designed and established the Oxfordshire definition of Co-production: "Co-production is the process where providers/professionals and stakeholding citizens equally share a whole-life responsibility for the creation and delivery of products, services, or knowledge." This is based on sound, good practice that is peer reviewed and championed by the Social Care Institute for Excellence.

17. Between 2022-2023, the Co-production team published three books as part of the development and training for co-production in Oxfordshire covering three levels of understanding and development: "getting started with co-production," "co-production in practice," and "your co-productive project," also known as the Green Book, Gold Book, and Purple Book.

18. During 2023, Level 1&2 training sessions were developed and delivered to pilot teams.

19. In January 2024, we launched regular online seminar sessions, 'Co-Pro Hour', which cover topics relating to aspects of co-production in Oxfordshire. Friday morning Co-Pro Hour sessions have regularly seen an audience of sometimes as many as 80 people, ranging from staff, citizens, partners/providers, Councillors, and senior leaders.

20. The popularity of these sessions has spread into other networking areas and have been recommended at colleague forums and, recently, the ASC & HESC (Adult Social Care & Health, Education and Social Care) Roadshow hosted by senior management.

21. Co-Pro Hour has also directly impacted on our training scheme, with more than 35% of training session bookings coming directly from Co-Pro Hour attendees.

22. Staff engagement with the Co-production team, our sessions and our training program has demonstrated Oxfordshire County Council's commitment to co-

production and continues to be praised throughout the council as a great positive influence towards our vision and the Oxfordshire Way.

23. In July 2024, we launched an intense roll out of the Level 1 training courses, offered to all Adult Social Care, Public Health, and Children's Social Care Staff. We have also run and booked training with partners such as the Oxfordshire Community & Voluntary Action (OCVA) and Homelessness Alliance Network. Our calendar of training events has a capacity for 300 staff to attend training, with a further 200 spaces to be made available in the first quarter of 2025.

24. During **Working Together Week 2024**, our Co-production team delivered seven Co-Pro Hour sessions, three hosted events and an exhibition in County Hall. Overall, 34 staff were involved in producing and presenting work to our audiences, as well as nine people from external organisations representing NHS, providers and strategic partners. We celebrated some great examples of working together, and shared reflection and learning with one another. Our colleagues highlighted that some of the key challenges for achieving co-production and working together was time available to dedicate to a great piece of work, and our ability to reach seldom heard voices and those who would not usually take the time to work with us.

Our Approach to Co-Production in Adult Social Care

25. We simplified the way we think and talk about co-production. We have described three main types or areas of co-production, illustrated below:
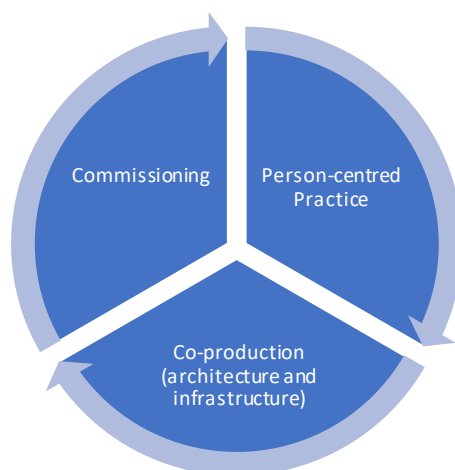
As part of **person-centred practice**, we
- Hear the voice of the person who draws on care and support in all we do, starting with every interaction with an individual and their circle of support,
- Carry out strengths-based assessments and person-centred planning,
- Capture the voice of the person and what matters to them in our record keeping,
- Act and decide with the person to make a difference.

- Participate in Social Care Futures programmes across commissioning and operations team members.

In **Commissioning services, we**

- Co-produce and co-design commissioning strategies for specific population groups, communities of interest or service areas, including but not limited to formal consultation, involvement and engagement,
- Involve people with relevant and up to date lived experience in the planning, development, design and commissioning of services – throughout the traditional commissioning cycle,
- Use a variety of feedback mechanisms to inform service evaluation and improvement,
- Develop opportunities for user-led services and more active partnerships with VCSE and community groups – promoting collaborative commissioning, particularly in our prevention programmes,
- Look beyond commissioning services towards our responsibility for creating the conditions for people to live their best life with the greatest independence possible, in connected communities. This contributes to the council's Place Shaping agenda, beyond social care.

We invest in and maintain our **Co-production – architecture and infrastructure** including

- Dedicated Co-production team to support and embed co-production in all we do and to support the Co-production Advisory Board.
- Co-Production Advisory Board, which works with people of Oxfordshire to make sure that co-production is the normal way of doing things for everyone. The Board meets every four weeks and brings together people with lived experience and senior officers from Adult Social Care, Children's Services, NHS, and Healthwatch. Its purpose is to promote and develop co-production in current and future services and resources. Please see the Board's terms of reference in Annex 1.
- Oxfordshire Association of Care Providers – formal arrangements for the engagement of the care sector, including provider forums and communications channels.
- Training resources and materials for staff and stakeholders, such as the Co-production handbook, the toolkit, events and promotions such as the Co-Pro Hour and the Working Together week calendar.
- Working closely with Oxfordshire County Council Engagement and Consultation Team and NHS Integrated Care Board communications team.

Recent Examples

26. Recommissioning our Learning Disability Short Breaks Service in 2024

In 2023, the Live Well commissioning team developed a new model for Learning Disability Short Breaks Service (known as Respite). Initially the team drew on management information and business intelligence to develop the proposals, combined with engagement activity, including individual conversations with people who had direct experience of the existing service, staff delivering the service, and a survey of stakeholder views. The aim was to offer greater flexibility and access to activities and would have offered improvements to the service, based on the feedback received.

27. However, when this model was presented to a wider group of experts by experience, their families and carers, we heard that they felt their experiences were not included in the plans fully. Based on this, the officers established a plan to co-design the future service.

28. Between January and February 2024, weekly working groups were established to redefine the service model as "Short Breaks". These working groups were attended by experts by experience, current provider Brandon Trust, self-advocacy group My Life My Choice (MLMC), and Oxfordshire Family Support Network (OxFSN), a not-for-profit organisation run by and for family carers of people with learning disabilities. OxFSN agreed to lead a face-to-face co-production and co-design workshop, where a wide range of stakeholders were invited to influence the new delivery model.

29. As a result of this feedback, there was a total reset of the approach, leading to the development of a new specification and model moving forward. The draft specification was shared with OxFSN and MLMC who reviewed and provided feedback, refining the specification to better meet people's needs. People drawing on the support have contributed to setting the questions for the tender process and there will be an Expert by Experience on the evaluation panel.

30. We are developing **Oxfordshire Learning Disability Plan** with people with lived experience. We used a variety of methods including, Sharing Your Story form, Open Focus Groups, and a World Café Style Engagement Events.

These approaches have been supported by the Councils Engagement and Consultation Team.

31. We started designing the plan by asking people with a learning disability to share their stories and experiences of living in Oxfordshire, and to also include what good looks like to them. This was shared with Community Support Services, organisations, and service providers. So far, 24 people have filled in the Sharing Your Story forms.

32. The Live Well Team visited five of the Community Support Services for Open Focus Groups and met with 49 people with a learning disability and 21 staff.

33. To help reach as many people as possible the Learning Disability Plan World Café was promoted by OxFSN and on their social media platform, the Engagement and Consultation Team's network/platform, and via leaflets sent to organisations including service providers, the Oxfordshire Association of Care Providers (OACP), Oxford Health NHSFT, and Community Support Services. OxFSN also offered to speak to people and to pass on their views if they were unable to attend the event. Oxford Family Support Network hosted the Learning Disability Plan World Café Event in Didcot on the 26 November 2024. 81 people attended the event. The Learning Disability Plan will be launched in June 2025 during the Learning Disability Week.

34. Our Age Well Commissioners and care home residents co-produced a refreshed set of care home standards for the county.

Working with Social Care Futures

35. We work in partnership with Social Care Futures which is a movement built on the belief that *'we should all be able to live in the place we call home, with the people and things that we love, in communities where we look out for one another, doing the things that matter to us'*. This is in line with our strategic vision, the Oxfordshire Way, which aims to promote independence, helping people to stay well in their community, keeping fit and healthy for as long as possible.

36. We participate in the Gloriously Ordinary Lives programme which focuses on considering care and support through a different lens and asking, *'how can we help people to lead 'gloriously' ordinary day-to day lives?'*.

37. An important part of this is using a normal language in our interactions with people and avoiding jargon and abbreviations. This is the Gloriously Ordinary Language programme, which is an eight-month collaborative programme developed with people with lived experience and other local authorities. As part of this, we examine the language embedded in Adult Social Care and will

- examine the language of our Care Act Assessment and Support Plan to determine how we can make it more 'ordinary' and inclusive.
- look at the language of our policies and practice guidance.

- review the language used in our recruitment materials and job descriptions.

Voice of the Person Programme

38. Building on the learning from the 2024 LGA Peer Review, we developed a programme to set a shared vision for co-production that prioritises creating inclusive and sustainable relationships:

    - Building genuine connection by fostering **belonging**
    - Ensuring each voice is heard through open **exchange**
    - Redefining roles through **place** and **time**

39. We worked with Dr Clenton Farquharson, who is nationally recognised as a leadership figure with subject matter expertise for this project, and has recent, relevant knowledge of Oxfordshire County Council's current position and ambitions in this field, based on his role in the LGA Peer Review in 2024.

40. The programme included developing and facilitating a series of workshops in Autumn 2024 to strengthen co-production in Oxfordshire focusing on
    - Leadership
    - Co-production mechanisms
    - Person-centred practice
    - Commissioning

41. Workshops were well attended by Council staff and people with lived experience and
    - inspired genuine culture growth in adult social care and our wider community of partners (involving a cross section of colleagues and peers)
    - started a movement for change, developing the Oxfordshire Way and shaping our social care future together
    - articulated our commitment to co-production, exploring what that means in reality
    - adopted language to support culture growth and strengths-based, person-centred practice
    - built relationships.

42. The key early messages from the workshops were:
    - Our choice of language matters – it can be a barrier to communication and to relationships.
    - We need to simplify our language, using words from home.
    - People who receive support must play a role in making change.
    - Our values are on display everywhere, but not lived deeply.
    - People need time to think and decide.
    - Pick up the phone. Have a conversation.
    - Focus on equity: we won't always get it right, but acknowledge, learn, implement. It's a journey.
    - Co-production mechanisms: conversation first, project second!

- Colleagues are proud of the human relationships they build, proud of making a positive difference, proud of improving services.

43. The findings and materials from the workshops will be collated in a report that will be shared with leadership team and will be reflected in our continuous improvement programme.

Next Steps

44. We will continue to develop the programme of activities to promote co-production, working with the Co-production Advisory Board. This includes our commitment to training, as outlined above.

45. We will review any recommendations arising from the CQC Assurance visit once their report is received. There may be specific advice about co-production or affirmation about good practice the inspection team observed in Oxfordshire.

46. We will work with all our partners to ensure co-production is central to everything we do, for example by supporting their initiatives and by including it in our contracts.

47. We will continue to evolve our co-productive practice through our participatory 'Voice of the People Workshops' and our continued engagement with external organisations such as Social Care Futures.

Corporate Policies and Priorities

48. Adult Social Care's priorities are shaped by our corporate vision and priorities, with particular focus on

- Tackling inequalities - working with partners to address inequalities focussing supporting on those in greatest need, embedding and implementing our digital inclusion strategy
- Prioritising the health and wellbeing of our residents: working with partners to implement our health and wellbeing strategy prioritising preventative initiatives, and
- Supporting carers and the social care system: deliver seamless services, explore new ways to provide services promoting self-directed support and increasing choice.

Financial Implications

49. There are no direct financial implications arising from this report.

Comments checked by:
Stephen Rowles, Strategic Finance Business Partner,
Stephen.rowles@oxfordshire.gov.uk

Legal Implications

50. The Care and Support Statutory Guidance, supporting the Care Act 2014, ,states that

   "The core purpose of adult care and support is to help people to achieve the outcomes that matter to them in their life…. Underpinning all of [the] individual 'care and support functions' (that is, any process, activity or broader responsibility that the local authority performs) is the need to ensure that doing so focuses on the needs and goals of the person concerned." (para 1.1)

51. This report provides an update of the local authority's progress in meeting that core purpose.

   Comments checked by: Janice White, Head of Law and Legal Business Partner (Adult Social Care and Litigation).

Staff Implications

52. Co-production in Adult Social Care is overseen by Deputy Director of Health, Education and Social Care (HESC). Core activities are carried out by the Co-production team supported by staff including Principal Social Worker as needed. There are no new or additional staffing implications arising from this report.

Equality & Inclusion Implications

53. Equity in experiences and outcomes is a key priority for Adult Social Care arising from our statutory duties under Care Act 2014 and CQC Assurance Framework.
54. Equality and inclusion are key pillars of co-production and are supported by activities covered in this report.

Risk Management

55. Adult Social Care Directorate Leadership Team has oversight of the risks and maintains a risk register and reports to Senior Leadership Team and Informal Cabinet through monthly updates.

NAME   Karen Fuller, Corporate Director of Adult Social Care

Background papers: Nil

Other Documents: Oxfordshire Co-production Board Terms of Reference

5c Team Up Terms of
Reference v4.pdf

Contact Officer: Pippa Corner, Deputy Director, Joint Commissioning
Pippa.corner@oxfordshire.gov.uk

March 2025

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Oxfordshire's Co-production Board

Terms of Reference

Document
This document was originally agreed by the Board in February 2018.
For review dates and changes made, see end of document.

Acronyms in this document and what they mean.

OCC - Oxfordshire County Council

Mission Statement, our aims:

Team-Up Oxfordshire works together with the people of Oxfordshire to make sure that co-production is the normal way of doing things for everyone.

We want to help everyone understand the benefits of co-production, help everyone believe they can do it, and help give everyone the knowledge and skills to co-produce, even when there are challenges to doing it.

The job of the Board:

The **job of the Board** will be to support, encourage and enable co-production to happen in Oxfordshire.

To make this happen, the Board will:

1. **Agree** what we mean by good Co-production.
2. **Decide** how we will work together as a group and write it down (this document).
3. **Help** OCC do co-production by **offering constructive and respectful challenge** to people involved in co-production work.
4. **Work** directly with some people doing Co-production in smaller groups called project groups.
5. **Give** feedback when OCC needs to write reports to show how well our work is going.
6. **Support** the Co-production Ambassadors to help

	co-production happen more across Oxfordshire by giving advice, support and training when needed.
	7. **Contribute** to other things like doing a festival or conference, to share with other people what work we are doing, and why it is important.
	Also see our workplan for how we will do our job.
	Note that our work will focus mainly on helping Health and Social Care, but we will also help other parts of the Council and groups outside of the Council when we can.

How the Board meetings will run:
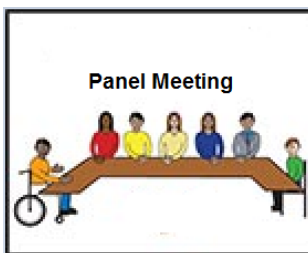
Panel Meeting on time agenda agenda	• The Co-production Board will meet every 4 weeks. • Meetings will need to start and finish on time. When meetings are in person, they will need to be in a place that is accessible. • Time will be made for a break during meetings. • Information at the meetings will be accessible for people. This means doing things like using plain English, avoiding jargon and acronyms and providing Easy Read material where possible. • Meetings will be co-chaired by a member of the group and a senior representative of OCC. • Some things will need to be done outside of meetings in small groups or by email, post or phone. • The Co-production Team and co-chairs will draft meeting plans (agendas) based on ideas suggested by Board members. • The agenda will be sent out to all members at least one week before each meeting, to give people time to read it, and the information with it. • Actions from the meeting will be sent out within one week of the meeting and full notes of the meeting will be sent within two weeks. • Members can claim expenses and payment for involvement (in line with OCC 'Expenses and payment for involvement' policy).

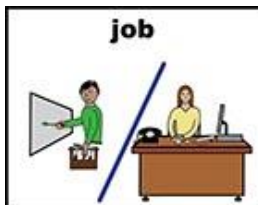| Membership	
	Members of the Board will be: A good mixture of people from across Oxfordshire, who can be the voice of a wide range of people who use OCC services, and/or carers and family members. These people we call 'experts by experience'. And - A senior staff member from Adult Social Care, OCC - A senior staff member from Children's Services, OCC - A representative from NHS - A representative from Healthwatch - The Co-production Commissioning officer and support officer Member numbers will include a maximum of 20 People with Lived Experience. A staff member from the Commissioning and Operations Teams in OCC will also come to each meeting, but they will not be members of the Board. Independent consultants might also sit on the Board to support its work for a period of time.
	The job role of members is to: - Make sure everyone is involved. - Attend meetings regularly. - Go to, or help out with, training and workshops on co-production. - Read papers and information before and after meetings. - Take part in discussions and activities, using some personal experience to help with ideas. - Focus on the job of the board – to help co-production happen, and not focus too much on our feelings about our personal experiences, if that leaves no time for co-production. - Discuss ideas in a helpful way, and not critical or aggressive, to help the board with plans and decisions, and helping other people with their commissioning projects.

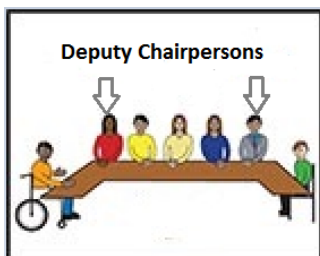|	• Help check how well the board is doing and agree plans for future work. • Keep to the agreements of the group. • Keep to the agreements in this document. • Try to help with jobs that need doing to keep the board going. • Try to be involved in co-production projects. • Help support the champions to run training and workshops on co-production.
Agreements about membership:	
	New Board members are expected to join for a minimum of a year. There is no maximum time that a Board member can be on the Board, BUT if membership numbers grow beyond 20, the Board will discuss and decide the next steps. When a member leaves, a new member can join. See the 'selection' process document for the agreements about how someone can join. **Note: By Board member in the above two paragraphs, we mean Board members who use services (not members responsible for delivering services).** The Board can ask other people to join if they decide it is needed, to have certain experience or 'experts by experience' in the group. The group shouldn't get too big, or it will be difficult to get it to work well. If a member does not attend three meetings in a row without giving their apologies, the Co-production Team or co-chairs will contact them to see if they still wish to be a member. If they do, but continue to miss meetings with no explanation, their membership can be reviewed by the Board and they might be asked to step down from being a member. The Board will always be flexible and sensitive in how it approaches this kind of situation. If members are not willing to work within the group's agreements, their membership will be reviewed by the co-chairs.

	OCC will provide Board members with support around new members joining, as required and appropriate.
catch-up meeting	**Catch-up meetings** will be offered once per year. A catch-up meeting is for each member to be invited to meet with the co-chairs, to discuss their membership, any needs or ways they can help, or things they would like to try and learn or do more of. Members can ask for an optional catch-up meeting when they feel the need to discuss any issues they may have.

Chairpersons:	
Chairpersons	**Co-Chairing** The Board will be co-chaired by a representative of OCC and a person who uses services or carer/family member. Co-chairs will need to be able to lead the meetings so that they work well and be able to talk in between meetings to help with organising. Anyone can volunteer to be a co-chair. Co-chairs agree to do the job for a minimum of 1 year, and a maximum of 3 years. The selection process is detailed in the document: "**Co-Chair Selection Process BOARD APPROVED v1**" Anything that is not clearly decided through discussion will be decided by a simple majority vote. **The co-chairs' role** The role will be to chair the meetings – keeping to time, making sure members work to the ground rules/ways of working and ensuring everyone is able to make a contribution.

	The co-chair will help to plan meetings and set the agendas with the Co-production Team.
Deputy chairpersons:	
	If we know some time before a meeting that the co-chairs are not able to attend, Board members will be contacted in advance to ask for volunteer co-chairs. Otherwise, people will be asked at the start of the meeting whether they are willing to volunteer.

The Co-production Team and OCC staff:	
	The Board will be supported by **The Co-production Team**. It is their job to make sure that the meetings are organised, produce documents and information, help with training and give support. It is also the job of The Co-production Team to help co-production happen inside OCC, and the Board has a job to help them with this, and check this is happening. **Managers** in OCC are the only people who have the authority to: a) ask for projects to be set up in the council, b) decide how they best fit in with the political work, c) to ask staff to be project leads, d) and to check those staff are doing co-production properly. The Board and Team can support projects but can't tell people what to do. People from **project groups**. Sometimes we will be working with different groups who are working on co-production work or projects. They will be **invited** to the group **temporarily** while we are helping them.

	Any member of the Board might also be a member of a project group, while they are helping them. Any member of the Board can request to raise new business by using the Team Up Hub ideas tool on Let's Talk or by emailing the Co-Production Team at coproduction@oxfordshire.gov.uk.

Reviewing the Terms of Reference document:	
	The Board will decide on the next review date, in a special meeting, to make sure it is still correct, and everyone agrees. There will be a vote on each change, and the changes will be made to the document.

Date of next review
April 2024

See following pages for previous review dates and key changes made

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Review dates	Key change(s) made	Section	Page number
January 2020	Engagement Team removed from membership list	**Membership**	**3**
	Operations and commissioning staff added to membership list	**Membership**	**3**
April 2021	References to SCIE (Social Care Institute for Excellence) removed	**Various**	**Various**
	Job of the Board **changed from** 'oversee and advise on co-production work in Oxfordshire' **to** 'support, encourage and enable co-production to happen in Oxfordshire'	**The job of the Board**	**1**
	'**Help** OCC to do co-production better by **checking and challenging** co-production– being a critical friend' **changed to** '**Help** OCC do co-production by **offering constructive and respectful challenge** to people involved in co-production work.'	**The job of the Board**	
	Focus of Board changed from Adult Social Care to Health and Social Care	**The job of the Board**	**2**
	Frequency of meetings to be every 4 weeks (not 4-8 as originally stated).	**How the Board meetings will run**	**2**
	Notes to be sent out within two weeks of meeting, not one. Actions to be sent within one week of meeting.	**How the Board meetings will run**	**2**
	'Members will be thanked for their contribution' removed, and 'Members can claim expenses for taking part' updated to 'Members can claim expenses and payment for involvement (in line with OCC 'Expenses and payment for involvement policy')'	**How the Board meetings will run**	**2**

Review date	Key change(s) made	Section	Page number
April 2021	Membership updated to include senior staff member from Children's Services and representative from Healthwatch. SCIE removed as member; Commissioning and Operations reps removed as members, but added as regular visitors. Possibility of independent consultants sitting on Board added.	**Membership**	3
	'Board members are appointed for a minimum of 1 year, to maximum of 3 years, or until they decide to leave.' **changed to** 'New Board members are expected to join for a minimum of a year. There is no maximum time that a Board member can be on the Board, BUT if membership numbers grow beyond 20, people who have been Board members for more than 3 years might be asked to step down. If they would like to re-apply, they will be able to after a period of one year.'	**Agreements about membership**	4
	Note added to show difference between type of member (member who uses services or member who delivers services) in relation to length of membership.	**Agreements about membership**	4
	'If a member doesn't attend three meetings in a row without giving apologies, they will be asked to leave the group unless there is a clear reason why they have not been able to come.' **changed to** If a member does not attend three meetings in a row without giving their apologies, the Co-production Team or co-chairs will contact them to see if they still wish to be a member. If	**Agreements about membership**	4

they do, but continue to miss meetings with no explanation, their membership can be reviewed by the Board and they might be asked to step down from being a member. The Board will always be flexible and sensitive in how it approaches this kind of situation.'

Review date	Key change(s) made	Section	Page number
April 2021	'If someone keeps behaving in an unhelpful way, or not sticking to the agreements, they will be asked to leave. ' **changed to** 'If members are not willing to work within the group's agreements, their membership will be reviewed by the co-chairs.'	**Agreements about membership**	4
	Length of co-chair role set at maximum of 3 years.	**Chairpersons**	5
	Note added about how deputy chairpersons might be selected.	**Deputy chairpersons**	6
	Point about Board checking managers are fulfilling role removed.	**The Co-production Team and OCC staff**	6
November 2023	'Members will be no more than 20 people (this is not including OCC Staff)' **changed to** 'Member numbers will include a maximum of 20 People with Lived Experience.'	**Membership**	3
	'Discuss ideas in a helpful way, and not critical or aggressive, to help the board with plans and decisions, and helping other people.' **Added (for clarity)** 'with their commissioning projects'	**Membership**	3

	'people who have been Board members for more than 3 years might be asked to step down.' **Changed to** 'the Board will discuss and decide the next steps.' And **Statement removed.** If they would like to re-apply, they will be able to after a period of one year.	**Agreements about membership**	4
	Edited: 'Members can ask for a**n optional** catch-up meeting when they feel the need to discuss any issues they may have.'	**Agreements about membership**	5
	Addition The selection process is detailed in the document: "**Co-Chair Selection Process BOARD APPROVED v1**"	**Chairpersons**	5
	'2 people will do the job of the chairpersons if the chairpersons are sometimes unable to come to the meeting and lead it. This means there will always be 2 people to lead meetings.' **Removed –** the statement after this covers the role. A decision about assigned deputies may be made at a later date.	**Deputy chairpersons**	6
	Addition 'Any member of the Board can request to raise new business by using the Team Up Hub ideas tool on Let's Talk or by emailing the Co-Production Team at coproduction@oxfordshire.gov.uk.'	**The Co-Production Team and OCC Staff**	7
	'The board will check this document once per year,' **Changed to** 'The Board will decide on the next review date,'	**Reviewing the Terms of Reference Document**	7

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Indicative Work Programme 2025/2026
People Overview and Scrutiny Committee

Cllr K Mallon, Chair | Richard Doney, Scrutiny Officer, richard.doney@oxfordshire.gov.uk

COMMITTEE BUSINESS

Topic	Relevant strategic priorities	Purpose	Type	Report Leads
26 June 2025				
CQC Feedback and Outcomes – *if available*	Prioritise the Health and Wellbeing of Residents	To consider the report of the CQC Assurance inspection.	Overview and Scrutiny	Karen Fuller
Print Service	Tackle inequalities in Oxfordshire; Prioritise the health and wellbeing of residents; Work with local businesses and partners for environmental, economic and social benefit	To consider how the Council supports employment of those with learning disabilities	Overview and Scrutiny	Karen Fuller; tbc
18 September 2025				
Supported Living	Prioritise the health and wellbeing of residents;	To consider the support provided by the Council	Overview and Scrutiny	Karen Fuller; tbc

	Work with local businesses and partners for environmental, economic and social benefit; support carers and the social care system			
Oxfordshire Safeguarding Adults Board Annual Safeguarding Report	Prioritises the health and wellbeing of residents; work with local businesses and partners for environmental, economic, and social benefit; support carers and the social care system	To understand trends in performance	Overview and Scrutiny	Karen Fuller; Steven Turner
6 November 2025				
Inequalities in a Marmot County	Prioritises the health and wellbeing of residents; work with local businesses and partners for environmental, economic, and social benefit; support carers and the social care system	To consider and review progress made on inequalities in adult social care since the launch of the Marmot County. To understand the demographics, lifestyles and social determinants across Oxfordshire driving inequalities.	Overview and Scrutiny	Karen Fuller; Ansaf Azhar

OXFORDSHIRE COUNTY COUNCIL

15 January 2026				
Community Grants report	Prioritises the health and wellbeing of residents; work with local businesses and partners for environmental, economic, and social benefit; support carers and the social care system	To consider the annual Community Grants report	Overview and Scrutiny	Karen Fuller
19 March 2026				
Communications and Customer Service	Prioritises the health and wellbeing of residents; work with local businesses and partners for environmental, economic, and social benefit; support carers and the social care system	To consider and review the Council's engagement with the public	Overview and Scrutiny	Karen Fuller

OXFORDSHIRE COUNTY COUNCIL

SUB GROUP / WORKING GROUP

SUB GROUPS / WORKING GROUPS				
Name	Relevant strategic priorities	Description	Outcomes	Members

BRIEFINGS FOR MEMBER INFORMATION

BRIEFINGS				
Name	Relevant strategic priorities	Description	Outcomes	Members

Action and Recommendation Tracker
People Overview and Scrutiny Committee

Councillor Kieron Mallon, Chair | Richard Doney, Scrutiny Officer, richard.doney@oxfordshire.gov.uk

The action and recommendation tracker enables the Committee to monitor progress against agreed actions and recommendations. The tracker is updated with the actions and recommendations agreed at each meeting. Once an action or recommendation has been completed or fully implemented, it will be shaded green and reported into the next meeting of the Committee, after which it will be removed from the tracker.

KEY	Due to Cabinet	With Cabinet	Complete

Recommendations:

Meeting date	Item	Recommendation	Lead	Update/response
There are no outstanding Recommendations.				

Actions:

Meeting date	Item	Action	Lead	Update/response

Recommendation Update Tracker
People Overview and Scrutiny Committee

Councillor Kieron Mallon, Chair | Richard Doney, Scrutiny Officer, richard.doney@oxfordshire.gov.uk

The recommendation update tracker enables the Committee to monitor progress accepted recommendations. The tracker is updated with recommendations accepted by Cabinet. Once a recommendation has been updated, it will be shaded green and reported into the next meeting of the Committee, after which it will be removed from the tracker. If the recommendation will be update in the form of a separate item, it will be shaded yellow.

KEY	Update Pending	Update in Item	Updated

Cabinet Response Date	Item	Recommendation	Lead	Update
17-Sep-24	ASC CQC Assurance Update	That the Council should publicise the successes of Adult Social Care more widely.	Karen Fuller	Update expected with CQC Report