

TITLE	Development of the Health Overview and Scrutiny Committee for 2012/13
FOR CONSIDERATION BY	Health Overview and Scrutiny Committee – 25 January 2011
WARD	None Specific
LEAD OFFICER	Charles Yankiah, Senior Democratic Services Officer

PURPOSE OF REPORT

The purpose of this report is for HOSC Members to consider the Draft Work Programme for 2012/13 and the proposals for the Development of HOSC for 2012/13.

RECOMMENDATIONS

Members are asked to consider the following recommendations that relate to the Draft Work Programme for 2012/13 and the proposals for the Development of HOSC for 2012/13:

- a) to adopt the Draft Work Programme for 2012/13;
- b) to revise the aims of HOSC;
- c) to introduce a pre-meeting for HOSC members to discuss the agenda;
- d) to enforce that reports accompany the agenda when circulated and not tabled at meetings;
- e) to allow a public question time after each of the main items (presentations);
- f) to invite the relevant Executive Member(s) to appropriate meetings;
- g) to look into joint working with other authorities on specific issues/projects;
- h) to ensure that external organisations report back to their own organisations regarding issues or recommendations raised by HOSC;
- i) before establishing any Task and Finish Groups careful consideration be given to the issues the Task and Finish Groups seeks to address and the capacity/resources available to HOSC in any municipal year; and
- j) to receive Performance Indicators from NHS Berkshire at every meeting;

SUPPORTING INFORMATION

Background

A HOSC Development Group was established at the HOSC Meeting held on 28 September 2011, that comprised Tim Holton (Chair), Charlotte Haitham Taylor (Vice Chair), Kate Haines, Sam Rahmouni, Bev Searle (NHS Berkshire) and Charles Yankiah (Democratic Services). The Development Group met on 2 occasions (12 December and 21 December 2011 respectively).

Members of HOSC were asked to submit their comments and proposals to the HOSC Development Group regarding the format and direction of HOSC and methods to improve its development.

At the meeting held on 12 December the Chair and Vice Chair met with Sam Otorepec (NHS Berkshire) and Charles Yankiah (Democratic Services) to discuss proposed changes to the Work Programme and the potential health issues on the radar for 2012/13.

Following this meeting a Draft Work Programme for 2012/13 was completed (see Appendix 1) for HOSC to consider.

At the second meeting of the Development Group held on 21 December, the Chair and Vice Chair met with the members of the Development Group to discuss the views of the Members of HOSC as submitted, the future development of HOSC, the format of the meeting, the role of HOSC, the aims of HOSC the agenda and its items, the invited guests, the officer attendance and engaging the public.

Members are asked to consider the following proposals in relation to the Draft Work Programme 2012/13 and the future development of HOSC for 2012/13 in order that HOSC continues to operate efficiently and effectively by holding the relevant organisations, service areas and individuals to account in accordance to its Terms of Reference and Aims.

1. Work Programme 2012/13 – see Appendix 1 as attached.

- the Development Group took into account the views of members that related to being focused and not having too many items on the agenda for each meeting;
- the Development Group attempted to ‘theme’ each meeting to reflect the terms of reference of HOSC;
- the Work Programme is an evolving document and is subject to be amended through the municipal year; and
- HOSC to ensure that any progress of issues raised, proposals or recommendations be tracked.

2. Aims of HOSC – to amend the aims as follows -

- to tackle health in-equalities
- to improve the health of the local community
- to continuously improve the health services
- to ensure that it encompasses all providers, not just the NHS

3. Pre Meeting – proposal to trial for 6 months

- This is being proposed for HOSC members only, members of the public, officers and invited guests will be asked to wait in the reception area, until 5 minutes before the start of the main meeting
- HOSC members to attend a pre-meeting from 6.30pm to discuss the agenda, its items, questions and role of scrutiny relating to the invited organisations or service areas
- HOSC members will have the opportunity to submit the apologies for other members and declarations of interest to assist in the smooth running of the main meeting, but will also need to submit it during the main meeting in the public interest
- Preference will be given to members attending the pre-meeting to ask questions on the main items during the main meeting (discretion of the Chair)

4. Agenda

- To ensure the agenda is more focussed
- to manage the agenda and its items appropriately by being a bit more flexible (e.g. the LINK item can be moved further up the agenda in order that it gets the attention that it needs in scrutiny)
- no more than 2 main presentations per meeting
- each item needs to be allocated time periods (needs to be enforced by the Chair)

5. Officer Reports – internal and external

- Must be submitted by the deadline date to be included in the agenda
- All reports must be user friendly – plain English and no abbreviations (or if abbreviations are used an explanation)
- Where possible HOSC will not accept tabled items as given the importance of the nature of HOSC and its aims and objectives, Members of HOSC need to read the paperwork in advance of the meeting in order to be prepared to scrutinise the relevant organisations and reports etc.

6. Public Question Time - to improve engagement with members of the public and holding organisations to account not just by considering presentations and their reports, but also through users of those services.

- after each main presentation, members of the public would be allowed to ask questions (through the Chair)
- questions from the floor must be relevant to the item (presentation) just received, and not personal or case specific
- to be held for approximately 5 minutes per item (discretion of the Chair)

7. Executive Member - be invited to relevant meetings

- in order to fulfil the role of HOSC according to Standing Order 7.1.3 (a) – “HOSC may question members of the Executive and/or Committees and Officers of the Council, and NHS Chief Executives (or nominees) about their views, proposals and decisions on health-related issues and services in the Borough”.
- A copy of the agenda to be circulated to the relevant Executive Member
- HOSC agrees prior to the next meeting whether to invite the relevant Executive Member or not

8. HOSC Recommendations

- to ensure that external organisations report back to their own organisations regarding issues or recommendations raised by HOSC
- ensure that these issues are tracked and reported back to HOSC

9. Task and Finish Groups

- before starting a Task & Finish Group careful consideration must be given to the issues it seeks to review or address, whether or not it is achievable (is the issue/organisation or review task of a size that can be fully scrutinised)
- it is unlikely that HOSC will have the capacity/resources to conduct more than 2 T&F Groups within a single municipal year.

10. Joint Working with other Authorities – to improve the health scrutiny role

- where appropriate HOSC should consider working with other authorities where services are shared or covers more than one authority

Proposed Meeting Dates – according to the draft schedule of dates
Tuesday 29 May 2012, Tuesday 24 July 2012, Tuesday 25 September 2012,
Tuesday 27 November 2012, Tuesday 22 January 2013, Wednesday 26 March 2013

Analysis of Issues

n/a

Corporate Implications

Support to the Health Overview & Scrutiny Committee is contained within allocated budgets. Value for money is achieved through the effective planning of the Committee's work programme.

Reasons for Decision

No decision required.

Alternative Options considered, if any

That the operation and format of HOSC remains unchanged.

Reasons for considering the report in Part 2

n/a

List of Background Papers

n/a

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HEALTH OVERVIEW AND SCRUTINY COMMITTEE DRAFT WORK PROGRAMME 2012-13

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
29 May 2012	Berkshire Healthcare NHS Foundation Trust Mental Health (including Community Mental Health Teams) Community Health Services – Older People CAMHS Nursing (Adult and Children)	School Programmes – sexual health and healthy eating	David Cahill	
	Patient Advice Liaison Service (PALS)		Malcolm MacKenzie	
	Berkshire Non – Financial Performance Indicators Reports	To inform HOSC of the latest PFI's		
	LINK Update		Christine Holland/ Tony Lloyd	
	Health Consultation Report		Salma Ahmed/ Democratic Services	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
24 July 2012	<p>Wokingham Clinical Commissioning Group To invite other members of the CCG e.g. Lay-members, Nurses or Consultants</p> <p>Transfer of Public Health to Local Authorities</p> <p>Impact of the Health and Social Care Bill</p>	The development of the CCG	<p>Dr Stephen Madgewick</p> <p>Janet Maxwell</p> <p>Bev Searle/ Sam Otorepec</p>	
	Public Health – Prevention Awareness		Janet Maxwell	
	Joint Strategic Needs Assessment (JSNA) Care Homes and Public Health		Janet Maxwell	
	Berkshire Non – Financial Performance Indicators Reports	To inform HOSC of the latest PFI's		
	LINK Update/Healthwatch		Christine Holland/ Tony Lloyd	
	Health Consultation Report		Salma Ahmed/ Democratic Services	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
25 September 2012	Royal Berkshire NHS Foundation Trust Adults		Dr Margot Gosney/ Elizabeth Porter	
	Safeguarding Adults - Impact on local services in terms of primary and community services and safeguarding issues. Private Nursing Home Providers Voluntary Sector	<ul style="list-style-type: none"> • Growth in population of Older People • Impact on H&SC • Number of Nursing Homes • Privately Funded Individuals 	Linda MacEachen	
	Nursing Home Review of Services Project - tbc	Outcomes	Sam Otorepec/ Jo Greengrass	
	Berkshire Non – Financial Performance Indicators Reports	To inform HOSC of the latest PFI's		
	LINK Update/Healthwatch		Christine Holland/ Tony Lloyd	
	Health Consultation Report		Salma Ahmed/ Democratic Services	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
27 November 2012	Royal Berkshire NHS Foundation Trust Children		????	
	CAMHS Update		David Cahill Claire Bright	
	Children and Family Services		Heidi Ilsley	Locality lead for Wokingham
	Berkshire Non – Financial Performance Indicators Reports	To inform HOSC of the latest PFI's		
	LINK Update/Healthwatch		Christine Holland/ Tony Lloyd	
	Health Consultation Report		Salma Ahmed/ Democratic Services	

DATE OF MEETING		ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
22 January 2013		NHS Berkshire – PCT Cluster Annual Report		Bev Searle/ Sam Otorepec	
		Berkshire Non – Financial Performance Indicators Reports	To inform HOSC of the latest PFI's		
		LINK Update/Healthwatch		Christine Holland/ Tony Lloyd	
		Health Consultation Report		Salma Ahmed/ Democratic Services	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
26 March 2013	South Central Ambulance Service NHS Trust Annual Report		Duncan Burke	
	Berkshire Non – Financial Performance Indicators Reports	To inform HOSC of the latest PFI's		
	LINK Update/Healthwatch		Christine Holland/ Tony Lloyd	
	Health Consultation Report		Salma Ahmed/ Democratic Services	

SITE VISITS FOR MEMBERS 2012/13

TIME OF YEAR PROPOSED	SUGGESTED PLACE OF VISITS	REASON FOR SITE VISITS	DATE OF VISITS (AGREED)	LEAD MEMBER (TO REPORT BACK TO HOSC)
	<i>South Central Ambulance Service</i>			
	<i>Nursing Homes – Voluntary Sector, Private, WBC</i>			

POSSIBLE DEVELOPMENT MEETINGS – AUGUST 2012 AND DECEMBER 2012 (No other meetings are held during this period and given ample notice, members can get it in their diaries.)