

TITLE	Work Programme 2012/13
FOR CONSIDERATION BY	Health Overview and Scrutiny Committee on 27 November 2012
WARD	None Specific

HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Work Programme from July 2012

Please note that the work programme is a 'live' document and subject to change at short notice.

The order in which items are listed at this stage may not reflect the order they subsequently appear on the agenda / are dealt with at the scrutiny meeting.

All Meetings start at 7pm in the Civic Offices, Shute End, Wokingham, unless otherwise stated.

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
27 November 2012	South Central Ambulance Service – update on impact of closure of Wokingham call centre	<ul style="list-style-type: none"> • Provide data on the number of complaints and complements regarding the service received, response times and the volume of calls received currently and after six months. • If available, the results of a customer satisfaction survey also to be provided 	Duncan Burke	
	Royal Berkshire NHS Foundation Trust Children		Patricia Pease	
	CAMHS Update		David Cahill Claire Bright	
	Safeguarding and Care Governance processes in Adult Social Care		Mike Wooldridge	
	Berkshire Non – Financial Performance Indicators Reports	To inform HOSC of the latest PFI's	Bev Searle/ Sam Otorepec	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
	LINK Update/Healthwatch		Christine Holland/ Tony Lloyd	
	Update on response to Mental Health Task and Finish Group		Kate Haines	
	Health Consultation Report		Democratic Services	

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22 January 2013	Draft PCT Quality Handover document	To explain the context of the handover document, the main content and to initiate discussions about whether the all the key quality data has been captured	Sara Whittaker, Assistant Director of Quality, NHS Berkshire	
	Prevention – Adult Social Care		Linda MacEachen/ Karen Jackson	
	Children and Family Services		Sara Wise, Head of Children & Families, Wokingham	
	Transfer of Public Health to Local Authorities	To receive an update on the transfer of Public Health to Local Authorities		
	Berkshire Non – Financial Performance Indicators Reports	To inform HOSC of the latest PFI's	Janet Meek	
	LINK Update/Healthwatch		Christine	

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			Holland/ Tony Lloyd	
	Health Consultation Report		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	
	NHS Berkshire – PCT Cluster Annual Report		Sam Otorespec	
	Berkshire Non – Financial Performance Indicators Reports	To inform HOSC of the latest PFI's	Janet Meek	
	LINK Update/Healthwatch		Christine Holland/ Tony Lloyd	
	Health Consultation Report		Democratic Services	
	Draft Quality Accounts <ul style="list-style-type: none"> • Berkshire Healthcare Foundation Trust • Royal Berkshire Hospital • South Central Ambulance Trust 	To consider the Quality Accounts	David Cahill Hester Wain Duncan Burke	

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)
	South Central Ambulance Service		24.07.12 and 30.07.12	02.08.12
	Nursing Homes – Voluntary Sector, Private, WBC			

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.

**HEALTH OVERVIEW AND SCRUTINY COMMITTEE
TRACKING NOTE 2012/13**

ITEM NO.	ITEM/SUBJECT	OFFICER RESPONSIBLE	DATE OF MEETING	DUE DATE	COMMENTS
1.	MINUTE 6 HEALTHWATCH – NATIONAL POLICY AND LOCAL IMPLEMENTATION <ul style="list-style-type: none"> Members asked for further clarification of the commissioning role 	MIKE WOOLDRIDGE	29.05.12		COMPLETED
2.	MINUTE 7 - SOUTH CENTRAL AMBULANCE CENTRE - OPERATIONAL SERVICE REVIEW OF SCAS EMERGENCY OPERATIONS CENTRES <ul style="list-style-type: none"> Duncan Burke be invited to the November 2012 Health Overview and Scrutiny Committee meeting and be asked to provide data on the number of complaints and complements regarding the service received, response times and the volume of calls received currently and after six months. If available, the results of a customer satisfaction survey also to be provided. Site visit to South Central Ambulance Service call centre site in Bicester. 	DUNCAN BURKE	29.05.12	27.11.12	
		MADELEINE SHOPLAND	29.05.12	24.07.12 & 30.07.12	COMPLETED
3.	MINUTE 8 - BERKSHIRE HEALTHCARE NHS FOUNDATION TRUST - SCHOOL PROGRAMMES – SEXUAL HEALTH PROGRAMME <ul style="list-style-type: none"> Nationally approximately 25% of girls under 16 were sexually active. In response to a Member question regarding the statistics for boys the Young People's Health Workers indicated that the last reported figure was approximately 33%. However, it was possible that there was some over reporting amongst boys. Members questioned whether the percentage for Wokingham was above or below the national average and were 	DAVID CAHILL	29.05.12		COMPLETED

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	<p><i>informed that it was likely to be below average.</i></p> <ul style="list-style-type: none"> Voluntary drop in health zone sessions - It was noted that some schools were more open to the service and that there was also limited staff resources. The Locality Director Wokingham indicated that they could look at the Service Level Agreement and report back regarding service provision. 	DAVID CAHILL	29.05.12		
4.	<p>MINUTE 9 NHS BERKSHIRE WEST ANNUAL PERFORMANCE AND FINANCE UPDATE</p> <ul style="list-style-type: none"> Members questioned why the stroke target was lower than previous years. Janet Meek indicated that the targets were nationally set but agreed to investigate why this target had been reduced. 	JANET MEEK	29.05.12		
5.	<p>MINUTE 21 PUBLIC HEALTH – PREVENTION AWARENESS</p> <ul style="list-style-type: none"> The Chairman referred to a graph detailing life expectancy at birth by ward and questioned why life expectancy for the Hawkedon ward was much lower than that for the neighbouring Hillside ward. Janet Maxwell agreed to look into this 	JANET MAXWELL	25.07.12		COMPLETED
6.	<p>MINUTE 23 BERKSHIRE NON – FINANCIAL PERFORMANCE INDICATORS REPORT</p> <ul style="list-style-type: none"> Write to South Central Ambulance Service indicating that the target regarding Category A response time within 8 minutes had not been met in May 2012 Produce glossary of terms to facilitate understanding of report 	<p>COUNCILLOR HOLTON</p> <p>MADELEINE SHOPLAND</p>	<p>24.07.12</p> <p>25.07.12</p>	Ongoing	COMPLETED
7.	<p>MINUTE 30 MENTAL HEALTH TASK AND FINISH GROUP REPORT</p> <ul style="list-style-type: none"> Send amended Mental Health Task and Finish Group report to outside agencies and NHS bodies for comment 	MADELEINE SHOPLAND	02.08.12		COMPLETED

ITEM NO.	ITEM/SUBJECT	OFFICER RESPONSIBLE	DATE OF MEETING	DUE DATE	COMMENTS
8.	MINUTE 31 UPDATE ON SITE VISITS AND SEMINARS <ul style="list-style-type: none"> • Write to South Central Ambulance Service thanking them for the Members' site visits on 24 and 30 July 	TIM HOLTON			COMPLETED
9.	MINUTE 42 BERKSHIRE NON – FINANCIAL PERFORMANCE INDICATORS REPORT <ul style="list-style-type: none"> • The Committee expressed concern that South Central Ambulance Service had been issued with Contract Query Notices re Cat A response within 8 minutes and Ambulance Handovers completed within 15 mins – Members wished to know what action would be taken if the specific action set out in the Contract Query Notice was not achieved within the set timescale. • Members questioned why cancer wait targets were not being met in Berkshire West and had been highlighted as red whilst Berkshire East had achieved all of the cancer wait targets for Month 3. A Member also questioned whether there were any financial implications involved in increased cancer wait times. • Members asked how the number of those quitting smoking was recorded accurately. • Members expressed concern that the target for the number of people aged 40-74 who have received a health check was not being met in either Berkshire East or Berkshire West and had been highlighted as red. 	SAM OTOREPEC	25.09.12	NOVEMBER MEETING	COMPLETED

Glossary:

- **BETT** – Berkshire East Talking Therapies – free and confidential counselling service with a team of advisors and therapists which covers the Berkshire East area.
- **CCG** – Clinical Commissioning Group
- **Contract Query Notice** - A specific action taken by the PCT against the Provider as per the contract. It is a notice served when a contractual target is not being met. As a result of such a notice, an action must be agreed that results in recovery of performance within a set timescale.
- **CPA** - Care Programme Approach - is a system of delivering community mental health services to individuals diagnosed with a mental illness
- **Cytology** – the study of cells
- **EPR** – Electronic Patient Record – means of viewing a patient’s medical record via a computerised interface.
- **FFCE** - First Finished Consultant Episode - first completed episode of a patient's stay in hospital.
- **HASU** - Hyper-Acute Stroke Unit
- **HWPFT** - Heatherwood and Wexham Park Hospitals NHS Foundation Trust
- **LES** – Local Enhanced Service
- **LTC** – long term conditions
- **MH** – Mental Health
- **MSA** - Mixed sex accommodation
- **PCT** – Primary Care Trust
- **PPIs** - Proton Pump Inhibitors
- **RBFT** - Royal Berkshire NHS Foundation Trust
- **RCA** – Root Cause Analysis - When incidents happen, Roots Cause Analysis Investigation is a means of ensuring that lessons are learned across the NHS to prevent the same incident occurring elsewhere.
- **RTT** - referral to treatment time – waiting time between being referred and beginning treatment.
- **SCAS** – South Central Ambulance Service

- **SCR** – Summary Care Record - electronic record which contains information about the medicines you take, allergies you suffer from and any bad reactions to medicines you have had in the past.
- **SIRI** – Serious incidents that require investigation
- **SLA** – Service Level Agreement
- **STAR-PU** - Specific Therapeutic group Age-sex Related Prescribing Units - a way of weighting patients to account for differences in demography when distributing resources or comparing prescribing.
- **TIA** - transient ischemic attack – mini stroke
- **TVPCA** – Thames Valley Primary Care Agency
- **VTE** - venous thrombosis -blood clot that forms within a vein
- **WTE** - whole-time equivalents (in context of staff)
- **YTD** – Year to date