

TITLE	Health Overview and Scrutiny Committee Working Party
FOR CONSIDERATION BY	Health Overview and Scrutiny Committee on 26 March 2013
WARD	None Specific
STRATEGIC DIRECTOR	Muir Laurie, Director of Business Assurance and Democratic Services

OUTCOME / BENEFITS TO THE COMMUNITY

The Committee considers the draft Work Programme 2013/14 for the Health Overview and Scrutiny Committee and the proposals for the development of HOSC for 2013/14.

RECOMMENDATION

That the Health Overview and Scrutiny Committee:

- 1) note the report;
- 2) agree the draft Health Overview and Scrutiny Committee Work Programme 2013/14;
- 3) explore joint working with other local authorities where appropriate;
- 4) consider issuing press releases where appropriate prior to Committee meetings to improve public engagement;
- 5) agrees to continue the use of pre-meetings prior to Committee meetings.

SUMMARY OF REPORT

A Health Overview and Scrutiny Committee (HOSC) Working Party was formed to consider possible issues for the Health Overview and Scrutiny Committee's work programme for the forthcoming municipal year, whether there were any additional improvements that could be made to the way in which HOSC meetings were conducted and what the Committee should be focusing on in future in light of the changes to the health structure brought about by the Health and Social Care Act 2012.

Background

The HOSC Working Party comprising of Councillors Holton, Houldsworth, Pittock, Richards and Rahmouni met on 13 February. The Working Party discussed items for the HOSC's 2013/14 work programme. It also looked at whether there were any further improvements that could be made to the HOSC meeting process and what the Committee should be focusing on in light of the changes to the health structure brought about by the Health and Social Care Act 2012 such as the introduction of the Health and Wellbeing Board.

Prior to the meeting members of HOSC were asked to submit any suggestions for work programme items. The Working Party invited Dr Madgwick of the Wokingham Clinical Commissioning Group, Stuart Rowbotham, Strategic Director of Health and Wellbeing and Councillor McGhee Sumner, Executive Member Health and Wellbeing to give their views on what they felt the Committee might wish to look at in the new municipal year.

The creation of the Health and Wellbeing Board may have an impact on the Council's current scrutiny structure as the Board will have a wide remit which includes areas such as housing, employment and community safety and how they relate to the health and wellbeing of the Borough. Whilst the priorities and programmes of the Health and Wellbeing Board will be subject to scrutiny primarily by the Health Overview and Scrutiny Committee some areas may be appropriate for scrutiny by one or more of the other scrutiny committees and panels.

Members are asked to agree the Draft Work Programme 2013/14 and the future development of HOSC for 2013/14 in order that HOSC continues to operate efficiently and effectively by holding the relevant bodies, service areas and individuals to account.

1. Draft Work Programme 2013/14 – see Appendix A as attached.

- It was suggested that a workshop be held between HOSC, the Health and Wellbeing Board and Healthwatch to discuss how they would work together in future and their roles.
- Healthwatch would replace LINK from 1 April 2013. The Committee received updates on LINK's activities at each meeting and it was thought that it would be helpful if Healthwatch were also able to provide an update at each meeting.
- The Work Programme is an evolving document and is therefore subject to amendment throughout the municipal year.
- The Committee will ensure that any progress of issues raised, proposals or recommendations is tracked via a tracking note included as part of the work programme.

2. Substitutes

- The use of substitutes for when Committee members were unavailable has worked well. Substitutes should receive the same training as full time Committee members.

3. Joint Working

- The Working Party felt that where appropriate HOSC should consider working with other authorities where services are shared or covers more than one authority. Members felt that it would be helpful to write to the Chairmen of the Health Scrutiny Committees at neighbouring authorities, in the new municipal year, to arrange a meeting to discuss the possibility of joint working in the future.

4. Pre meeting

- At the 25 January 2011 HOSC meeting the Committee agreed to introduce pre meetings 30 minutes for Committee members prior to each meeting on a trial basis. Agenda items and possible questions would be discussed during the pre-meeting. The Working Party agreed that pre meetings helped to structure the committee meetings and suggested that they be continued.

5. Raising the profile of Health Overview and Scrutiny Committee

- Consider issuing press releases where appropriate prior to Committee meetings to improve public engagement.

Following the meeting a Draft Work Programme for 2013/14 was produced (Appendix A) for HOSC to consider.

List of Background Papers	
N/A	
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Date 12.03.13	Version No. 1

HOSC WORK PROGRAMME 2031/14

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
Wednesday 5 June 2013	Possible workshop between Health Overview and Scrutiny Committee, Health and Wellbeing Board and Healthwatch	To discuss working together		

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
Monday 29 July 2013	Update from Health and Wellbeing Board	To inform HOSC of the work of the HWB		
	RBH transport service and ambulance queuing			
	NHS Commissioning Board update	To inform HOSC of way in which commissions services for Wokingham and to discuss being held to account	NHS Commissioning Board	
	Healthwatch Update		Healthwatch	
	Health Consultation Report		Democratic Services	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
Wednesday 11 September 2013	Joint Strategic Needs Assessment			
	'7 day working' (stroke care in particular)	To discuss 7 day working		
	Healthwatch Update		Healthwatch	
	Health Consultation Report		Democratic Services	

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Monday 25 November 2013	Update from Health and Wellbeing Board	To inform HOSC of the work of the HWB		
	Impact of issues with computerised appointments system at Royal Berkshire Hospital			
	Healthwatch Update		Healthwatch	
	Health Consultation Report		Democratic Services	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
Monday 20 January 2014	Update from Care Quality Commission			
	Dementia Care			
	Healthwatch Update		Healthwatch	
	Health Consultation Report		Democratic Services	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
Monday 24 March 2014	Update from Health and Wellbeing Board	To inform HOSC of the work of the HWB		
	Healthwatch Update		Healthwatch	
	Health Consultation Report		Democratic Services	

Items also be considered during 2013/14:

Draft Quality Accounts

- Berkshire Healthcare Foundation Trust – David Cahill
- Royal Berkshire Hospital – Hester Wain
- South Central Ambulance Trust – Duncan Burke

SITE VISITS FOR MEMBERS 2013/14

TIME OF YEAR PROPOSED	SUGGESTED PLACE OF VISITS	REASON FOR SITE VISITS	DATE OF VISITS (AGREED)	LEAD MEMBER (TO REPORT BACK TO HOSC)

**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
157	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>informed that it was likely to be below average.</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. 158	<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 	MADELEINE SHOPLAND	02.08.12		COMPLETED

ITEM NO.	ITEM/SUBJECT	OFFICER RESPONSIBLE	DATE OF MEETING	DUE DATE	COMMENTS
	outside agencies and NHS bodies for comment				
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
10.	MINUTE 55 BERKSHIRE NON – FINANCIAL PERFORMANCE INDICATORS REPORT <ul style="list-style-type: none"> Members noted that a notice of contract fines has been issued to RBFT with regards to Diagnostics % waiting 6 weeks or more. Members asked how many fines had been issued in total this year and what affect fines had on services. Members noted that the target relating to the % of ambulance 	MADELEINE SHOPLAND	27.11.12	JANUARY MEETING	COMPLETED

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	<p>handovers completed within 15 minutes was underperforming in both Berkshire East and Berkshire West. The Committee asked what was being done to improve.</p> <ul style="list-style-type: none"> Members asked what was being done to improve the target relating to the % of patients who spent 4 hours less in A&E. Members asked what was being done to improve the target regarding the number of people aged 40-74 who have been offered a health check. 				
11. 160	<p>MINUTE 64 MAINTAINING AND IMPROVING QUALITY DURING TRANSITION BERKSHIRE PCT CLUSTER QUALITY HANDOVER DOCUMENT VERSION 3 JANUARY 2013</p> <ul style="list-style-type: none"> That Members attend the West Berkshire Health Scrutiny Panel meeting on 19 March to hear their views on the Maintaining and Improving Quality During Transition Berkshire PCT Cluster Quality Handover Document Version 3 January 2013 document. 	COUNCILLORS HOLTON, HAINES, RAHMOUNI AND RAY	22.03.13	19.03.13	
12.	<p>MINUTE 65 PUBLIC HEALTH TRANSITION – PROGRESS REPORT</p> <ul style="list-style-type: none"> In reason to a Member question Helen Raison indicated that the contract values and the intangible costs relating to one off activities had been looked at. The Strategic Director of Public Health would hopefully have a spreadsheet of costs finalised by February which could then be with the unitary authorities. Members asked that they receive a copy of this spreadsheet when it was available. 	HELEN RAISON	22.03.13	When document available	
13.	<p>MINUTE 68 LINK UPDATE</p> <ul style="list-style-type: none"> That the Dental Patient Information project report be circulated to Members once it had been approved by the Dental Commissioning Group. 	TONY LLOYD	22.01.13	When document available	

ITEM NO.	ITEM/SUBJECT	OFFICER RESPONSIBLE	DATE OF MEETING	DUE DATE	COMMENTS
14.	MINUTE 69 WORK PROGRAMME 2012/13 <ul style="list-style-type: none"> • That Members receive a report on the transition from LINK to Healthwatch. 	HEALTHWATCH	22.01.13	26.03.13	
15.	MINUTE 70 CEDAR HOUSE AND FINCHAMPSTEAD GP SURGERIES – PROPOSED MERGER <ul style="list-style-type: none"> • HOSC to respond to NHS Berkshire by 31.01.13 regarding whether they thought that the plans for engagement were adequate and whether the proposed merger represented a substantial variation to services. 	HOSC	22.01.13	31.01.13	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.
- **C&B – (Choose and Book)** is a national electronic referral service which gives patients a choice of place, date and time for their first outpatient appointment in a hospital or clinic.
- **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
- **DPH** – Director of Public Health
- **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.
- **FPH** – Frimley Park Hospital
- **GRACe** - General Referral Assessment Centre
- **GSCC** – General Social Care Council
- **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
- **NHSCB** – National Health Service Commissioning Board
- **NICE** – National Institute of Health and Care Excellence

- **OHPA** – Office of the Health Professions Regulator
- **ONS** – Office for National Statistics
- **Ophthalmology** – branch of medicine that deals with diseases of the eye
- **Orthopaedics** - branch of surgery concerned with conditions involving the musculoskeletal system
- **PCT** – Primary Care Trust
- **PHE** – Public Health England
- **PPIs** - Proton Pump Inhibitors
- **RBFT** - Royal Berkshire NHS Foundation Trust
- **RCA** – Root Cause Analysis - When incidents happen, Root 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.
- **SHA** – Strategic Health Authority
- **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