

TITLE	Work Programme 2013/14
FOR CONSIDERATION BY	Health Overview and Scrutiny Committee on 11 September 2013
WARD	None Specific

HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Work Programme from June 2013

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
Monday 25 November 2013	Update from Health and Wellbeing Board	To inform HOSC of the work of the HWB		
	Update on implementation of agreed recommendations from Mental Health Task and Finish Group	To update HOSC on the implementation of agreed recommendations from the Mental Health T&FG	Various – CCG, Berkshire Healthcare NHS Foundation Trust, Adult Social Care	
	Update on Adult Social Care/ Optalis staff training	To provide assurance that the appropriate training was being carried out and was up-to-date and to identify any gaps.	Mike Wooldridge (TBC)	
	Healthwatch Update	Standing item	Healthwatch	
	Health Consultation Report	Standing item	Democratic Services	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COMMENTS
Monday 20 January 2014	Dementia Care			
	Update from Care Quality Commission		Tracey Halladay, Compliance Manager - CQC South (Central)	
	Healthwatch Update	Standing item	Healthwatch	
	Health Consultation Report	Standing item	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	Standing item	Healthwatch	
	Health Consultation Report	Standing item	Democratic Services	

Items also be considered:

- 55
- **Ambulance queuing and bed blocking**
 - **Draft Quality Accounts**
 - Berkshire Healthcare Foundation Trust – David Cahill
 - Royal Berkshire Hospital – Dr 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)

ITEMS FOR REVIEW REFERRED FROM THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE FOR 2013/14

DATE OF MEETINGS	ITEM	PURPOSE OF REVIEW	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
Task and Finish Group established 29.07.13	Meals on Wheels	It was felt that a review might look at possible ways of improving the take up of the service so that the unit cost of provision would decrease and that the quality of meals might be one issue that could be looked at as part of this.	Referred to the Committee by the OSMC	Kevin Jacob

**HEALTH OVERVIEW AND SCRUTINY COMMITTEE
TRACKING NOTE 2013/14**

ITEM NO.	ITEM/SUBJECT	OFFICER RESPONSIBLE	DATE OF MEETING	DUE DATE	COMMENTS
1.	<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	
2. 57	<p>MINUTE 78 YOUR LOCAL ACCOUNT – ANNUAL REPORT FOR ADULT SOCIAL CARE 2011/12-2012/13</p> <ul style="list-style-type: none"> The Committee was disappointed that it had not been consulted regarding the first 'Your Local Account' and requested that they be involved at the consultation stage for the next edition. The Committee questioned whether the increase in the number of Children under 18 recorded in the report was correct. Mike Wooldridge agreed to review this. 	Mike Wooldridge	26.03.13	August/September 2013 As soon as possible	Completed
3.	<p>MINUTE 79 - BERKSHIRE NON – FINANCIAL PERFORMANCE INDICATORS REPORTS</p> <ul style="list-style-type: none"> The Committee questioned what performance indicator information they would receive in the future in light of the dissolution of the Primary Care Trust. Members agreed it was important that the Committee maintained a monitoring role. Members noted that during quarter 3 Berkshire West had 1967 cardiovascular health checks completed and this was 	Madeleine Shopland	26.03.13		Completed

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58	<p>783 checks below the target of 2750. A plan was in place to ensure the number of health checks delivered by Pharmacists would also be increasing during Quarter 4. Malcolm Richards asked what was being done to improve on the target in Quarter 4. The report stated that Quarter 3 was historically a low activity quarter due to the lead up to Christmas and the festive period. Nick Ray asked whether the target reflected the seasonal trends and if not why not.</p> <ul style="list-style-type: none"> Malcolm Richards asked which body set the targets. With regards to the target regarding the percentage of stroke patients spending 90%+ of their time in hospital on a stroke unit, UllaKarin Clark asked whether this target was affected by patients spending long periods of time in Wokingham Community Hospital. 				Completed
4.	<p>MINUTE 81 - HEALTH OVERVIEW AND SCRUTINY COMMITTEE WORKING PARTY</p> <ul style="list-style-type: none"> Kate Haines questioned whether the Committee should look at the computerised appointments system at Royal Berkshire Hospital earlier than September. She commented that this was a real issue. The Committee agreed that it wished to establish a Task and Finish Group to look at this matter. 		26.03.13	Ongoing	Established
5.	<p>MINUTE 83 - UPDATE ON COURSES AND EVENTS</p> <ul style="list-style-type: none"> Philip Houldsworth updated the 	Madeleine Shopland	26.03.13	As soon as possible	Completed – response received 17.04.13

ITEM NO.	ITEM/SUBJECT	OFFICER RESPONSIBLE	DATE OF MEETING	DUE DATE	COMMENTS
	<p>Committee on the March public Board meeting of the Wokingham Clinical Commissioning Group (CCG). Members expressed disappointment that the meeting had been held in the middle of the afternoon and felt that this reduced the number of people who were able to attend. The Committee agreed to write to the Wokingham CCG asking whether some of the public Board meetings could be held later in the afternoon or early evening to enable those who worked or had to collect children school, to be able to attend.</p>				
6. 59	<p>MINUTE 1 - MINUTES</p> <ul style="list-style-type: none"> Malcolm Richards commented that car parking fees at the Royal Berkshire Hospital had increased and questioned whether the hospital received any of the parking fees. 	<p>Madeleine Shopland</p>	<p>29.07.13</p>	<p>As soon as possible</p>	<p>Completed – response received 02.08.13</p>
7.	<p>MINUTE 9 - CARE QUALITY COMMISSION</p> <ul style="list-style-type: none"> The Committee asked that it receive an update in six months [on the work of the CQC in the Wokingham Borough]. 	<p>Tracey Halladay, Compliance Manager - CQC South (Central)</p>	<p>29.07.13</p>	<p>20.01.14</p>	
8.	<p>MINUTE 11 - WOKINGHAM CLINICAL COMMISSIONING GROUP PERFORMANCE OUTCOMES REPORT JUNE 2013</p> <ul style="list-style-type: none"> The Committee asked that a representative from Wokingham Clinical Commissioning Group be invited to the September meeting to provide information on what was being done to 	<p>CCG</p>	<p>29.07.13</p>	<p>11.09.13</p>	<p>Information contained within August performance report</p>

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	improve the performance of these targets. ['Referral to Treatment (RTT) within 18 Weeks' and 'Ambulance Handover Delays']				

Glossary:

- **Bariatrics** – branch of medicine that deals with the causes, prevention, and treatment of obesity.
- **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
- **CDU** – Clinical Decisions Unit
- **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.
- **COF** - Commissioning Outcomes Framework
- **CPA - Care Programme Approach** - is a system of delivering community mental health services to individuals diagnosed with a mental illness
- **CQUIN – Commissioning for Quality and Innovation.** is an incentivised money reward scheme that has been developed to allocate payments to providers if they meet quality outcomes identified to improve local quality issues.
- **CSU** - Commissioning Support Unit
- **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
- **Monitor** - Oversees the performance of NHS Foundation Trusts
- **MSA** - Mixed sex accommodation
- **Never Events** - Never Events are serious, largely preventable patient safety incidents that should not occur if the available preventative measures have been implemented
- **NHSCB** – National Health Service Commissioning Board (now NHS England)
- **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
- **PALS** – Patient Advice and Liaison Service
- **PCT** – Primary Care Trust
- **PHE** – Public Health England
- **PPIs** - Proton Pump Inhibitors
- **PROMs** - Patient Reported Outcome measures are questions asked of patients before and after a specific treatment, to measure improvements to quality of life from the patient's point of view.
- **QIPP** - Quality, Innovation, Productivity and Prevention. The purpose of the programme is to support commissioners and providers to develop service improvement and redesign initiatives that improve productivity, eliminate waste and drive up clinical quality.
- **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.
- **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
- **TTO** – to take out
- **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