

HAMPSHIRE, PORTSMOUTH AND ISLE OF WIGHT HEALTH SCRUTINY JOINT  
COMMITTEE

PORTSMOUTH AND SOUTH EAST HAMPSHIRE SUSTAINABILITY PLAN  
SCRUTINY REVIEW  
DRAFT TERMS OF REFERENCE

**1. Purpose**

The purpose of the Joint Committee is to scrutinise the implementation of the Portsmouth and South East Hampshire Sustainability Plan and the impact that this has on health service provision in the area affected. In undertaking this work the Joint Committee will take account of the 'Framework for Assessing Substantial Service Change' agreed by the SHIP HOSCs and local NHS (attached at Appendix One).

**2. Scope**

The Joint Committee will consider the implementation of the Portsmouth and South East Hampshire Sustainability Plan by the local NHS. The four themes covered by the Plan include;

- Productivity – doing the same but more efficiently;
- System transformation – changing the way healthcare is delivered;
- Reviewing clinical evidence – ensuring patients are offered the most clinically appropriate treatment;
- Looking at ways to use buildings and estate more effectively.

Within these themes Joint Committee may consider the following nine workstreams:

- Transforming unscheduled care
- Transforming planned care
- Commissioner (PCT) efficiency
- Hospital productivity
- Community and mental health whole systems effectiveness
- Primary care efficiency
- Estate reconfiguration
- Workforce
- Communications and engagement.

The Plan has been agreed by health service providers and commissioners to address the changing financial climate, ensuring that the NHS is making the substantial changes needed to close a funding gap of at least £230m gap over the next four years, whilst maintaining high quality of services that are equitably accessible across the region.

The Joint Committee will be guided in its deliberations by the agreed 'Framework for Assessing Substantial Service Change'.

**3. Membership**

The Joint Committee shall be made up of 7 members comprising of :-

- (1) 3 elected representatives from Hampshire County Council;
- (2) 3 elected representatives from Portsmouth City Council;
- (3) 1 elected representatives from Isle of Wight Council.

The appointment of such representatives shall be solely at the discretion of each Authority who shall also waive the requirements for the reviewing Joint Committee to be based upon political proportionality.

#### **4. Co-optees**

The Joint Committee shall be entitled to co-opt any non voting person as it thinks fit appropriate to assist in its review of the Portsmouth and South East Hampshire Sustainability Plan.

#### **5. Indicative Stakeholders**

##### ***Strategy and commissioning***

- Portsmouth and South East Hampshire Sustainability Plan Project Team
- NHS South Central
- NHS Hampshire
- NHS Portsmouth City

##### ***Providers***

- Portsmouth Hospitals Trust providers
- Hampshire Community Health Care
- Solent Healthcare
- Hampshire Partnership NHS Foundation Trust

#### **6. Meetings of the Joint Committee**

The Joint Committee shall meet as and when necessary. A meeting may be called by the Chairman of the Joint Committee, if he/she considers it necessary or appropriate after receiving advice from relevant officers.

Meetings shall be held at appropriate venues in the areas of the member authorities.

Meetings shall be open to the public and press in accordance with the Access to Information requirements

#### **7. Quorum**

The quorum for the reviewing Joint Committee shall be 4 voting members (This ensures that there will always be a minimum of two authorities represented)

#### **8. Chairman and Vice Chairman**

The Chairman and Vice Chairman of the Joint Committee shall be appointed by the reviewing Joint Committee at its initial meeting.

If the Chairman and Vice Chairman is not present, the remaining members of the Joint Committee shall elect a Chairman for that meeting.

#### **9. Appointment of Officers**

The officer support to the Joint Committee shall be agreed at the initial meeting at the same time as the appointment of the Chairman and Vice-Chairman.

**10. Deputies**

An Authority may appoint a named deputy to attend in the place of the named member on the Joint Committee provided that the support officer is notified prior to the commencement of the meeting.

**11. Reports from the Joint Committee**

Once it has formed recommendations the Joint Committee will report as appropriate.

**12. Attendance by others**

The Joint Committee may invite people to address it and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

**13. Administration of the Joint Committee**

The administrative support to the Joint Committee will be agreed at the initial meeting. Any costs associated with this shall be shared on an equal basis amongst the member authorities.

**14. Voting**

Any matter will be decided by a simple majority of those members voting and present in the room at the time the motion was put. This will be by a show of hands, or if no dissent, by the affirmation of the meeting.

If there are equal votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

**15. Public and Press**

All meetings of the Joint Committee shall be open to the public and press unless an appropriate resolution is passed in accordance with the relevant legislation.

All agendas and papers considered by the Joint Committee shall be made available for inspection at all the constituent authorities' offices, libraries and web sites.

**16. Code of Conduct**

Members of the Joint Committee must comply with the Code of Conduct applicable to Councillors under the Local Government Act 2000.