

# HEALTH OVERVIEW AND SCRUTINY PANEL (HOSP)

## PROPOSED WORKING METHODOLOGY 2013/14

### Background

The HOSP has three main areas of activity - overview, scrutiny review and substantial variations to NHS services.

The Portsmouth HOSP has a geographical remit which includes the city and south east Hampshire (including Gosport, Havant, Fareham and Winchester) and therefore includes co-opted members from these areas.

It is proposed that in 2013/14, HOSP activities are divided between:

- On-going overview of health and NHS provision of services in its area
- The review of a specific area/s of concern or topic/s

Substantial variations<sup>1</sup> to NHS services are subject to separate arrangements described in the document: Arrangements for Assessing Substantial Change in NHS provision and updated Framework for Assessing Change (SHIP region). Substantial variations will be referred to a special HOSP (Overview) meeting.

### HOSP (Overview) meetings

HOSP (Overview) meetings will usually take place 3 times in a municipal year and will include updates from NHS organisations, the ambulance service and other health and social care professionals at the invitation of the panel.

Scheduled HOSP (Overview) meetings will generally take place on Thursday mornings in the Guildhall or Civic Offices, Portsmouth. In 2013/14, these meetings will take place as follows:

- 13 June 2013
- 17 October 2013
- 13 January 2014

NHS and other organisations (including those listed below) will be invited to provide updates at these meetings.

- Adult Social Care (Portsmouth)
- Care UK
- Portsmouth Clinical Commissioning Group
- Portsmouth Hospitals' NHS Trust

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<sup>1</sup> SHIP area Health Overview and Scrutiny Committees (including the Portsmouth HOSP) have signed up to a local Assessment Framework for Substantial Variation. Possible substantial variations or developments should be reported immediately and may trigger a special HOSP (Overview) meeting to discuss whether to request the completion of an Assessment Framework. If so, the NHS body will be required to complete an Assessment Framework and submit it, together with supporting paperwork including an Equality Impact Assessment and Communications and Engagement Plan, to the HOSP.

- Solent Health NHS Foundation Trust
- South Central Ambulance Service
- Southern Health NHS Foundation Trust

Officers of health trusts may be required<sup>2</sup> to attend HOSP meetings to answer questions the panel considers necessary to discharge its functions. Chairs or non-executive directors of NHS Trusts are not required to attend panel meetings but there may be occasions where they may wish to accept invitations to attend to discuss issues of governance and policy relating to the NHS body.

These updates will include information on the following and, where possible, a clinician will be available to the panel to answer questions:

- Information relating to the planning, commissioning and provision of health services on behalf of the local population
- Any change or variation to services, including the involvement of patients and the public in any change or variation to services.
- Local concerns (eg. in response to Board meetings, legislation, media attention, engagement events etc)
- Performance information including clinical improvements or downturns against targets
- Quality reports

Other organisations/ officers may be asked to attend a specific meeting to provide an annual update or information on a specific topic, for example:

- A3 (Havant, Waterlooville and East Hampshire) Clinical Commissioning Group
- Care Quality Commission (CQC)
- Director of Public Health
- Fareham & Gosport Clinical Commissioning Group
- Hampshire & Isle of Wight Pharmaceutical Committee
- National Commissioning Board (Local Area Team)
- Patient Advice and Liaison Service
- Officers/ organisations responsible for the delivery of the Dementia Strategy, children's oral health, diabetes care, maternity services

In addition, it is expected that the HOSP, at its Overview meetings, will also:

- Agree the HOSP annual work programme
- Agree topics for review
- Review the effectiveness and delivery of review recommendations (annually)

In order to help inform priorities for the work programme and topics for review, the HOSP will consider strategic and policy documents such as:

- Joint Strategic Needs Assessment (JSNA) - refreshed annually
- Joint Health and Wellbeing Strategy (JHWB) - drafted annually

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<sup>2</sup> The HOSP cannot require dentists, pharmacists or those providing ophthalmic services to attend but can invite them to attend as expert witnesses.

## **HOSP (Review) meetings**

The HOSP has the power to scrutinise health planning, commissioning and provision on behalf of its local population and will prioritise its activities to concentrate on issues relating to the provision of services in the area.

Any proposal for a new scrutiny review topic should meet the agreed criteria and be seen as a priority for the use of scarce resources (including member and officer time). In deciding on review topics, members of the panel will be asked to contribute ideas. In addition, the HOSP is likely to take account of priorities in the Joint Strategic Needs Assessment (JSNA) and the Joint Health & Wellbeing Strategy (JHWS) for Portsmouth and will also seek the views of key officers and representatives from local Healthwatch (from April 2013). Key officers, NHS organisations and stakeholders such as Healthwatch are also likely to be witnesses during the course of reviews.

Scrutiny reviews should therefore drive improvements and be focussed on priorities for the Council and local residents. There should be clearly articulated objectives and expected outcomes for all items on the HOSP scrutiny review work programme.

Scrutiny reviews can be carried out in a number of ways:

- Major studies taking several months to complete with meetings being held throughout the period to agree the scope and remit of the review, call witnesses, gather evidence and draft a review report
- Shorter reviews lasting 2-3 months (structured as above)
- Conference-style 1 or 2 day event to gather evidence, hold workshops and engage with stakeholders.

Evidence and information gathering to inform the review may take various forms and NHS organisations must respond to all reasonable requests where sufficient notice has been given. A copy of the draft report will be sent to all contributors to be checked for factual accuracy. HOSP reviews should consider all views and evidence and contain clear recommendations. The HOSP can make recommendations to other bodies but these organisations are not required or obliged to accept them.

Once a topic has been identified and a scoping document agreed, review meetings will be conducted separately from HOSP (Overview) meetings. In setting meeting dates, it will be important to consider the timing of meetings to ensure input from appropriate Members, officers and health professionals but also be arranged to ensure that work is completed in a timely manner. It is likely that meetings will be in the Guildhall or Civic Offices although it is expected that panel visits may be necessary.

In 2013/14 it is recommended that the 'conference-style' model for conducting reviews is adopted (see draft work programme 2013/14).