

DRAFT WORK PROGRAMME 2013/14

HOSP (OVERVIEW) MEETINGS

13 JUNE 2013

Regular updates, annual reports and reports of possible changes to services:

- Adult Social Care
- Portsmouth Clinical Commissioning Group (CCG)
- Portsmouth Hospitals' NHS Trust
- Solent Health NHS Foundation Trust
- South Central Ambulance Service

Updates from other organisations:

- Care Quality Commission (CQC)

Service updates:

- Maternity services (see Minute no 2012/ 32)
- Right Place Right Time community lounge trial (joint report from Portsmouth Hospitals' NHS Trust, Solent Health NHS Foundation Trust and Southern Health NHS Foundation Trust (see Minute no 2013/ 09)

General matters:

- Proposed HOSP working methodology 2013/14
- Proposed HOSP work programme 2013/14 including possible review topics
- Proposed HOSP terms of reference 2013/14
- Arrangements for Assessing Substantial Change in NHS provision and updated Framework for Assessing Change (SHIP region)
- Proposed protocol - HOSP/ Health & Wellbeing Board/ local Healthwatch/ Housing & Social Care Scrutiny Panel

17 OCTOBER 2013

Regular updates, annual reports and reports of possible changes to services:

- National Commissioning Board (Local Area Team) (requested at 29/11/12 meeting).
- Portsmouth Clinical Commissioning Group (CCG)
- Portsmouth Hospitals' NHS Trust
- Solent Health NHS Foundation Trust
- South Central Ambulance Service
- Southern Health NHS Foundation Trust

Updates from other organisations:

- Director of Public Health (update on the Joint Health & Wellbeing Strategy)
- Hampshire and Isle of Wight Pharmaceutical Committee (community pharmacies) (see Minute no 2012/ 33)
- Portsmouth Healthwatch (see Minute no 2013/ 23)

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Service updates:

- Children's Oral Health (see Minute no 2012/ 56)
- Continuing Healthcare – Section 75 agreements (see Minute nos 2012/ 54 and 2012/ 78)
- Future of Guildhall Walk in medical centre (reports by Portsmouth CCG and the National Commissioning Board LAT)

13 JANUARY 2014

Regular updates, annual reports and reports of possible changes to services:

- Adult Social Care
- Portsmouth Clinical Commissioning Group (CCG)
- Portsmouth Hospitals' NHS Trust
- Solent Health NHS Foundation Trust
- South Central Ambulance Service
- Southern Health NHS Foundation Trust

Updates from other organisations:

- A3 (Havant, Waterlooville and East Hampshire) Clinical Commissioning Group
- Director of Public Health (outcomes of the annual review of the Joint Strategic Needs Assessment)
- Fareham & Gosport Clinical Commissioning Group

Service updates:

- Diabetes and lower limb amputations (see Minute no 2012/ 65)
- Dementia Strategy (see Minute no 2013/ 05)

Review of recommendations from previous reviews

- Alcohol related hospital admissions (see Minute no's 2011/ 7, 2011/ 32, 2011/ 50, 2011/ 95, 2012/ 30 and 2012/ 70)

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HOSP (REVIEW) MEETINGS 2013/14

EARLY SUMMER 2013

- Set appropriately challenging but achievable review topic
- Suggested topic for 2013/14: **Out of hours care in Portsmouth**

SUMMER 2013 - Planning and scoping

Meeting/s to:

- Identify the strategic issues that require investigation and discussion
- Undertake background research and source contextual information
- Draft a scoping document to determine:
 - The scope of the project - what will be included and excluded
 - Purpose and objectives
 - Identify visits which may be necessary
 - Identify possible witnesses
 - Issues and questions to be addressed
 - Planned outcomes
 - Proposed deadlines and timetable
- Provide witnesses with details of information required (for the conference event to be held in the Autumn)

AUTMUM 2013 - Gathering information

- Undertake visits
- Event (1-2 days) to:
 - Receive information from organisations/ stakeholders/ invited members of the public
 - Hold workshops (if appropriate)

WINTER 2013/14 - Reflect, learn and draw conclusions

- When the Panel has gathered all the evidence it needs, it will assess it and reflect on what it has learned. A draft report is written to help this process. This helps the Panel to draw conclusions from what they have learned.
- Meeting/s to consider draft review document and recommendations ensuring that:
 - All recommendations are arrived at through robust, logical argument based on evidence received
 - Recommendations are 'SMART' (specific, measurable, achievable, realistic, timely)
 - Identify who would have responsibility for ensuring that recommendations are acted upon and that timings are provided when possible

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- Organisations that have participated in the review will be sent a draft copy; this will enable them to comment on the factual accuracy of the evidence relating to their organisation.

SPRING 2014 - Report findings and recommendations

- The report will outline the information gathered and will be based on facts collected and give a full picture of the issues under scrutiny.
- It will reflect the range of views presented to the HOSP and will contain conclusions (key findings) and clear recommendations.
- The HOSP will review implementation of the recommendations on an annual basis (unless otherwise agreed by the panel).