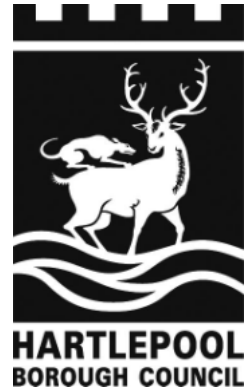


HEALTH SCRUTINY FORUM AGENDA



Tuesday, 3 August 2010

at 3.00 pm

in Committee Room B, Civic Centre, Hartlepool

MEMBERS: HEALTH SCRUTINY FORUM:

Councillors S Akers-Belcher, Barker, Cook, Fleet, Griffin, A Lilley, G Lilley, McKenna and Simmons

Resident Representatives:

Elizabeth Carroll, Mary Green and Linda Shields

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 22 June 2010 (*to follow*)
4. **RESPONSES FROM LOCAL NHS BODIES, THE COUNCIL, EXECUTIVE OR COMMITTEES OF THE COUNCIL TO FINAL REPORTS OF THIS FORUM**

No items.

5. CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS REFERRED VIA SCRUTINY CO-ORDINATING COMMITTEE

No items.

6. CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS

No items.

7. ITEMS FOR DISCUSSION

7.1 Hartlepool Dental Practice

- (a) Covering Report – *Scrutiny Support Officer*; and
- (b) Presentation – *NHS Tees*

7.2 Service Transformation Project: Long Term Conditions

- (a) Covering Report – *Scrutiny Support Officer*; and
- (b) Presentation – *North Tees and Hartlepool NHS Foundation Trust*.

7.3 Health of ex-Service Community: Joint Project Board – *Scrutiny Support Officer*

8. ISSUES IDENTIFIED FROM FORWARD PLAN

9. FEEDBACK FROM RECENT MEETING OF TEES VALLEY HEALTH SCRUTINY JOINT COMMITTEE

9.1 Tees Valley Health Scrutiny Joint Committee Update – *Scrutiny Support Officer*

10. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

Date of Next Meeting :- Tuesday, 14 September 2010 at 3.00 pm in Committee Room B, Civic Centre, Hartlepool

HEALTH SCRUTINY FORUM

MINUTES

22 June 2010

The meeting commenced at 3.00 p.m. in the Civic Centre, Hartlepool

Present:

Councillor Stephen Akers-Belcher (In the Chair);

Councillors: Rob Cook, Mary Fleet, Sheila Griffin, Alison Lilley, and Geoff Lilley.

Also Present: In accordance with Council Procedure Rule 4.2;
Councillor Christopher Akers-Belcher as substitute for
Councillor Chris Simmons.

Resident Representatives: Liz Carroll and Linda Shields.

Officers: Elaine Hind, Scrutiny Support Officer
James Walsh, Scrutiny Support Officer
David Cosgrove, Democratic Services Team

Also Present: Helen Skinner, Consultant Elderly Care Physician, North Tees
and Hartlepool NHS Foundation Trust
Sue Piggott, General Manager – Medicine and Elderly Care,
North Tees and Hartlepool NHS Foundation Trust
Julie Gillon, Director of Clinical Services and Compliance, North
Tees and Hartlepool NHS Foundation Trust
Alex Zielinski, Associate Director of Strategic Planning, North
Tees and Hartlepool NHS Foundation Trust
Joanne Dobson, Assistant Director of Health Systems
Development/Estates NHS Hartlepool.

1. Apologies for Absence

Councillors Barker and Simmons and Resident Representative Mary Green.

2. Declarations of Interest by Members

None.

3. Minutes

The minutes of the meeting held on 13 April 2010 were confirmed.

4. Responses from Local NHS Bodies, the Council, Executive or Committees of the Council to Final Reports of this Forum

No items.

5. Consideration of request for scrutiny reviews referred via Scrutiny Co-ordinating Committee

No items.

6. Consideration of progress reports/budget and policy framework documents

No items.

7. The Role of the Health Scrutiny Forum (*Scrutiny Support Officer*)

The Scrutiny Support Officer presented a report giving an overview of the role and functions of the Health Scrutiny Forum. The report set out in general terms the role and function of the Overview and Scrutiny Committee and the forums and the specific role of this forum 'to exercise the powers of the Health and Social Care Act 2001 in considering the provision of health services at both local and regional level'. The report also outlined the scheduled meeting dates of the forum for 2010/11.

Councillor Christopher Akers-Belcher commented that in his role as LINK Coordinator, he would liaise with the Scrutiny Support Officer to ensure that there wasn't any duplication on investigations between LINKs and the Health Scrutiny Forum. The Chair welcomed this and indicated that it would be appropriate to invite a representative from LINK to future meetings.

Recommended

That the report be noted.

8. National Stroke Strategy (*Scrutiny Support Officer*)

The Scrutiny Support reported that as part of continuing the development of strong working / communication links between North Tees and Hartlepool NHS Foundation Trust (NTHFT) and the Health Scrutiny Forum, a request had been received from the Director of Clinical Services and Compliance (NTHFT), to provide the Forum with details of developments in relation to

the delivery of Stroke Services.

Helen Skinner, Consultant Elderly Care Physician, North Tees and Hartlepool NHS Foundation Trust, gave the forum a presentation outlining the improvements that had been made in the care of stroke patients in the North Tees and Hartlepool NHS Foundation Trust which had taken the Trust from the bottom to top quartile nationally for stroke care. The Forum commended the Trust on the improved performance but was concerned that the national strategy would make it more difficult to recruit specialist consultants. Dr Skinner commented that while there was pressure on staff in was manageable; vacancies in this area were not as bad as other areas of the country. Most specialists in stroke care had other areas of specialism as well, so there were four consultants with a specialism in stroke care that could be called upon. There were other staff being trained and mentored as well. There were also Nurse Stroke Coordinators who assessed and treated patients.

Members questioned that with all the effort being made in reducing the number of smokers and generally improving people's health was there a subsequent reduction in the numbers of stroke patients presenting themselves at hospitals? Dr Skinner stated that regionally the numbers had been noted as falling. Smoking Cessation schemes had had an impact. The NHS was also looking towards a coordinated regional approach for secondary care for those patients that had already suffered a stroke. Local Authorities could assist through maintaining the services to stroke patients when the current ring-fenced funding ended.

Recommended

That Helen Skinner be thanked for her very informative presentation to the forum.

9. Momentum: Pathways to Healthcare – Service Transformation *(Scrutiny Support Officer)*

The Scrutiny Support Officer reported that that during the summer of 2008 this Forum was involved in a joint consultation under Section 244 of the NHS Act 2006 relating to the development of the Momentum: Pathways to Healthcare Programme, which “aimed to deliver services closer to home; local clinics, where much of what is provided in hospital can take place and a new hospital within easy reach of everyone in the area”. The joint consultation was presented to the NHS Joint Committee on the 29 September 2008.

Alex Zielinski, Associate Director of Strategic Planning, North Tees and Hartlepool NHS Foundation Trust and Joanne Dobson, Assistant Director of Health Systems Development/Estates NHS Hartlepool gave a presentation to the forum giving an overview of the Momentum programme, updating the forum on the current situation following the recent announcement by the government to withdrawal the funding for the proposed new Hartlepool/North Tees Hospital at Wynyard. The new development of the One Life Centre on Park Road was also highlighted and

it was indicated that funding had been identified to implement an X-Ray facility in the centre.

Members expressed their concern about the hospital decision and indicated to the Health representatives present that there were many rumours taking hold as to what this decision meant for Hartlepool. There was concern that there didn't appear to be a "plan B" and that some people considered that this meant that Hartlepool Hospital was 'saved' and investment would restart there. In the intervening years since the Darzi Report, there was still no coherent way forward for the North Tees and Hartlepool hospitals.

Alex Zielinski commented that the Trust was examining all options. The Trust considered that the hospital scheme was still in place, it was only the funding that had been withdrawn. The Department for Health had indicated that it would discuss all the potential options for funding with the Trust. There was in reality no 'Plan B', the new hospital was the plan as so many other service deliveries had been designed around it; the One Life Centre on Park Road being one such scheme. Mr Zielinski indicated that at this time there was no set timetable for any further decisions by the Trust, but that this forum would be updated once there was information to pass on.

Members questioned the slippage that had occurred on the Joint Needs Assessment (JNA) and the Corporate Area Review and asked when that would be picked up. Joanne Dobson indicated that the JNA would be refreshed later this year.

Recommended

That the report be noted and that Alex Zielinski and Joanne Dobson be thanked for their informative presentation.

10. Determining the Scrutiny Forum's Work Programme for 2010/11 *(Scrutiny Support Officer)*

The Scrutiny Support Officer reported to Members that the Health Scrutiny Forum needed to develop a Work Programme for the 2010/11 Municipal Year, together with a timeframe for each review, for consideration by the Scrutiny Coordinating Committee on 23 July 2010. Identified in the report were the topics that had been identified as potential investigations through discussions with the Cabinet member, the Director of Child and Adult Services, the Health Trust, NHS Consultation, individual Members and members of the public/resident representatives. For each of the subject identified an appendix to the report also set out the aim of the potential investigation and some brief background information for the forum's consideration. The Health and Wellbeing section of the Corporate Plan 2010/11 was also appended for information.

The issues that had been identified were: -

- Service Transformation Project,
- Hartlepool Power Station,
- Car Parking Charging Policy,
- Tertiary Referrals,

Teenage Pregnancy rates,
Breastfeeding.

There were also four issues identified from the rolling Health Scrutiny Work Programme for years 2 and 3. These were; Smoking, Healthy Eating/Obesity, Drug Rehabilitation and Cancer Clusters. Further items were also highlighted to the Forum that would be considered during the year which the forum should be mindful of in setting its workload. These were: - the National Stroke Strategy, Dust Deposits on the Headland, Connected Care Pilot, Health Inequalities and Quality Accounts.

In light of the already busy workload for the forum, it was suggested that the forum choose a maximum of one or two items for investigation in the coming year.

The forum discussed the issues it wished to consider during the year from the subjects set out in the report. Following this discussion the Forum agreed to undertake investigations into the Service Transformation Project and Connected Care with specific reference to the Carers Strategy. The forum also agreed that update reports be submitted to the forum on Teenage Pregnancies, Breast Feeding and Health Inequalities, with the latter item relating to the Life Expectancy of Women.

Recommended

1. That Scrutiny Coordinating Committee be informed that the Health Scrutiny Forum will be investigating the Service Transformation Project and Connected Care during 2010/11.
2. That the forum receives update reports on Teenage Pregnancies, Breast Feeding and the Life Expectancy of Women.

11. Appointments to Outside Bodies – Health Scrutiny Nominations to the Tees Valley Joint Health Scrutiny Committee *(Assistant Chief Executive)*

The Assistant Chief Executive submitted a report seeking the nomination of Members of the Health Scrutiny Forum to the Tees Valley Health Scrutiny Joint Committee (TVHSJC) for 2010/11. The Chair of the Health Scrutiny Forum, Councillor Stephen Akers-Belcher (Labour) is automatically included within the membership of the TVHSJC and the Scrutiny Forum was requested to nominate a further two members from within the membership of the Health Scrutiny Forum to take part in the Joint Committee. The current proportionality for a membership of three provides for two labour nominations and one Association of Independent Councillors nomination. The Forum was also requested to note that due to the rotation of the Chair and Vice-Chair positions of TVHSJC, this year the position of Vice-Chair will be taken by the Chair of this Forum.

Recommended

That in addition to the Chair of the Health Scrutiny Forum, Councillor Stephen Akers-Belcher, Councillors Rob Cook and Geoff Lilley be nominated as this Council's representatives to the Tees Valley Health

Scrutiny Joint Committee, subject to the approval of the Executive.

12. Health of the Ex-Service Community (*Scrutiny Support Officer*)

The Scrutiny Support Officer reported that at the meeting on 2 February 2010 the Chair of the Health Scrutiny Forum had confirmed that the twelve North East Local Authorities had been successful in a bid for funding from the Centre for Public Scrutiny (CfPS) through their Health Inequalities Initiative to carry out an investigation into the Health of the ex-Service Community. Appendix A to the report detailed the bid made by the twelve North East Local Authorities to the CfPS.

Initially, an 'Overview Day' had been organised on 28 June 2010 at the Gala Theatre, Durham to give an opportunity for Members to hear the background to the project and what is happening nationally and locally in terms of the health of the ex-Service Community. There would be a series of further working groups on Physical Health; Socioeconomic; and Mental Health, organised between July and November 2010.

The Scrutiny Support Officer sought up to three nominations from the Health Scrutiny Forum in Hartlepool to be involved in the regional scrutiny inquiry.

Recommended

That the Chair, Councillor Stephen Akers-Belcher and Councillors Mary Fleet and Sheila Griffin be nominated as this forum's representatives to the regional scrutiny inquiry.

13. Issues Identified From Forward Plan (*Author*)

No items.

14. Feedback from Recent Meetings of Tees Valley Health Scrutiny Joint Committee (*Author*)

No items.

The meeting concluded at 4.40 p.m.

CHAIR

HEALTH SCRUTINY FORUM

3 August 2010



Report of: Scrutiny Support Officer

Subject: HARTLEPOOL DENTAL PRACTICE – COVERING REPORT

1. PURPOSE OF THE REPORT

- 1.1 To introduce the representatives from NHS Tees who will present at today's meeting to provide details of developments in relation to the relocation of Hartlepool Dental Practice's York Road branch.

2. BACKGROUND INFORMATION

- 2.1 Continuing the development of strong working / communication between NHS Tees and the Health Scrutiny Forum, a request has been received from the Associate Director of Communication and Engagement at NHS Tees, to provide the Forum with details of developments in relation to the relocation of Hartlepool Dental Practice's York Road branch. Attached at **Appendix A** is the briefing note received by the Chair of the Health Scrutiny Forum.
- 2.2 Consequently the Contract Manager at NHS Tees will be in attendance at today's meeting to provide Members with details of developments in relation to the relocation of Hartlepool Dental Practice's York Road branch.

3. RECOMMENDATION

- 3.1 That Members note the content of this report, the briefing note attached as **Appendix A** to this report and the presentation from the Contract Manager at NHS Tees seeking clarification on any relevant issues where felt appropriate.

Contact Officer:- James Walsh – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523647
Email: james.walsh@hartlepool.gov.uk

BACKGROUND PAPERS

No background papers were used in the preparation of this report.

**Relocation of NHS Dental Services
115a York Road, Hartlepool, TS26 9DL**

Overview and Scrutiny (OSC) Briefing

June – August 2010

Introduction

Hartlepool Dental Practice is proposing to move its York Road branch to its existing Victoria Road Surgery. The Victoria Road Surgery is approximately 300 metres away from the York Road site. The relocation is proposed to commence from the 16th August 2010.

Current Position

Hartlepool York Road Dental Practice is a town centre practice, located on a main road. The practice is accessible on foot, by car (with Town Centre Parking nearby) and is on a main bus route (served by bus numbers 3, 6 and 7).

Hartlepool York Road Dentist accommodates a lone-working dentist and provides for 1,609 patients from Hartlepool, Middlesbrough and Stockton-on-Tees in the main, although some patients travel from further away.

We believe that patients have the right to expect that their local dental practice is fit for purpose. This means that the practice needs enough space to provide modern dentistry and enhanced services in an accessible building. The current practice does not meet those standards due to lack of space, including restricted clinical, training and future expansion accommodation and a lack of staff accommodation.

In addition, the current building does not comply with the Disability Discrimination Act and will not be able to meet the new decontamination standard (HTM 01-05).

Proposal

The proposed relocation would see all services provided by this single dentist (and their nurse) at York Road to a modern multi surgery practice on Victoria Road. This modern premises includes disabled access and houses facilities for other clinicians and support staff.

The Practices are 300 metres from one another. Patients will be able to either, walk, drive (using Town Centre Parking nearby) or get a bus (Victoria Road is also serviced by the same bus stop and bus numbers as York Road) to the new Victoria Road Practice.

7.1(a) Appendix A

All patients currently undergoing a course of treatment at York Road Practice will complete that course of treatment.

Engagement Activity

All patients registered with the practice will be contacted with details of the proposed relocation. In addition a letter will also be sent updating and informing the Local Dental Committee, MP and Ward Councillors.

Patients and the public will be invited to share their thoughts and comments on the proposal and in particular what else should be considered to improve patient experience at the proposed relocation.

Comments can be submitted directly to the dental practice via post, email or telephone. In addition, a comments box will be placed in the waiting area for any further suggestions.

Additional communication activity will include a press release, articles in newsletters and updates on the NHS Hartlepool Website. (A copy of the Communication plan is included in appendix 1)

For further information regarding this briefing please contact the Communication and Engagement Team:

Peter Moody, Communication and Engagement Officer, 01642 352506 or e-mail peter.moody@middlesbroughpct.nhs.uk

Action for Overview and Scrutiny Committee

Overview and Scrutiny are asked to consider the content of this briefing and highlight any additional issues that they feel may need addressing during the engagement activity and how they wish to be involved.

7.1 Appendix A

Appendix 1 Communication and Engagement Plan (York Road Dentist June – August 2010)

Date	Purpose	Audience	Action	Location	Lead	Progress / Completion
Wk Comm 14/06/10	Informing & Involving	Client Relations	Briefing sent to Client Relations / PALS	N/A	PM	
Wk Comm 14/06/10	Informing & Involving	OSC	Briefing sent to OSC with cover letter Paper and Email	N/A	PM	
Wk Comm 14/06/10	Informing & Involving	Local Involvement Network (LINK)	Briefing sent to LINK with cover letter	N/A	MW	
Wk Comm 21/06/10	Informing & Involving	Registered Patients	Information letter to all registered patients updating & informing	N/A	Practice	
Wk Comm 21/06/10	Informing & Involving	Key local stakeholders: ➤ Dentist LMC ➤ MPs ➤ Ward Councillors	Information letter updating & informing	N/A	Practice	
Ongoing	Informing & Involving	Practice Staff	Updates at Staff Meetings	York Road, Victoria Road Practices	Practice	
Wk Comm 21/06/10	Informing	NHS Hartlepool staff	Updates in staff newsletter <i>Up2Speed</i>	N/A	NE	
Ongoing						
Wk Comm 21/06/10	Informing	Independent Contractors and Staff	Updates in independent contractor's newsletter <i>Contractors Chronicle</i>	N/A	NE	
Ongoing						
Wk Comm 21/06/10	Informing & Involving	Patients, Carers and Public	Information on www.hartlepool.nhs.uk	N/A	LC	
Wk Comm 21/06/10	Informing & Involving	Patients, Carers and Public	Press Release to local media contacts	N/A	ML	

7.1 Appendix A

Wk Comm 21/06/10	Informing & Involving	Patients, Carers and Public	Display of plans, information and suggestion box in Surgery waiting area	York Road, Victoria Road	Practice	
Wk Comm 02/08/10	Informing	NHS Hartlepool	Report of involvement activity to inform decision-making process & development progress	N/A	Practice	
Wk Comm 02/08/10	Informing & Involving	Client Relations	Briefing sent to Client Relations / PALS	N/A	PM	
Wk Comm 02/08/10	Informing & Involving	OSC	Briefing sent to OSC with cover letter	N/A	PM	
Wk Comm 02/08/10	Informing & Involving	Local Involvement Network (LiNK)	Briefing sent to LiNK with cover letter	N/A	MW	
Wk Comm 02/08/10	Informing	All identified stakeholders	Update letter including (definitive move dates etc)	N/A	Practice	
Wk Comm 02/08/10	Informing	Patients, Carers and Public	Display of information outlining outcome next steps in Surgery waiting area	York Road, Victoria Road	Practice	
Wk Comm 02/08/10	Informing & Involving	Patients, Carers and Public	Press Release outlining outcome of involvement and next steps	N/A	ML	
Wk Comm 02/08/10	Informing & Involving	Patients, Carers and Public	Updates on www.hartlepool.nhs.uk	N/A	LC	

Key

PM – Pete Moody (Communication and Engagement Officer)
 NE – Nicky Easby (Internal Communications Officer)
 ML – Marie Levy (Press and Public Relations Officer)

MW – Mark Welford (Communication and Engagement Officer)
 LC – Lindsay Cooke (E-Engagement Officer)
 Practice – Dentist Practice

HEALTH SCRUTINY FORUM

3 August 2010



Report of: Scrutiny Support Officer

Subject: SERVICE TRANSFORMATION PROJECT: LONG TERM CONDITIONS – COVERING REPORT

1. PURPOSE OF THE REPORT

- 1.1 To inform Members that representatives from North Tees and Hartlepool NHS Foundation Trust will be in attendance at today's meeting to provide a presentation in terms of Service Transformation Project relating to Long Term Conditions, including the Respiratory Pathway.

2. BACKGROUND INFORMATION

- 2.1 Members will recall that during their meeting of 22 June 2010 the Forum agreed to receive regular updates in relation to the Service Transformation Project which emanates from the Momentum: Pathways to Healthcare Programme.
- 2.2 Subsequently the Associate Director of Strategic Planning, the Assistant Director of Community Services and the Manager for Community Respiratory from North Tees and Hartlepool NHS Foundation Trust will be in attendance at today's meeting to provide a presentation which will cover the following areas:-
- (i) Long Term Conditions – how regionally the pathways under this project stream are being delivered;
 - (ii) Respiratory Pathway; and
 - (iii) End of Life Pathway.

2.3 During this evidence gathering session with representatives from North Tees and Hartlepool NHS Foundation Trust, it is suggested that responses should be sought to the key questions below:-

- (a) Does the current delivery of long term conditions differ between Hartlepool and Stockton and if so is either delivery method preferable?
- (b) What will the proposed changes to the long term condition pathways actually mean to those service users accessing the pathway appropriate to them?
- (c) NHS North East (the Strategic Health Authority for the North East); as part of their 'Our Vision, Our Future' strategic vision to improve health in the North East; are currently examining eight clinical themes, including long term conditions and end of life care. In what way and to what extent does the development of the Service Transformation Project compliment or link into the work of NHS North East?

3. RECOMMENDATION

3.1 That Members note the content of this report and the presentation from the representatives from North Tees and Hartlepool NHS Foundation Trust seeking clarification on any relevant issues where felt appropriate.

Contact Officer:- James Walsh – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523647
Email: james.walsh@hartlepool.gov.uk

BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- (i) Minutes of the meeting of the Health Scrutiny Forum held on 22 June 2010.
- (ii) NHS North East (2009) *Our Vision, Our Future: Clinical Innovation Teams*, Available from <http://www.northeast.nhs.uk/vision/95CA82FA1112408293A27B7C10673DDC.aspx> (Accessed 20 July 2010)

HEALTH SCRUTINY FORUM

3 August 2010



Report of: Scrutiny Support Officer

Subject: Health of ex-Service Community: Joint Project Board

1. PURPOSE OF THE REPORT

- 1.1 To seek a maximum of one nomination from the Forum to participate in the Joint Project Board, to be formed as part of the Regional Health Scrutiny investigation into the Health of the ex-Service Community.

2. BACKGROUND INFORMATION

- 2.1 Members may recall at their meeting of 22 June 2010 that three nominations were sought to be involved in the Regional Health Scrutiny investigation into the Health of the ex-Service Community.
- 2.2 Members agreed at their meeting of 22 June 2010, that Councillors Stephen Akers-Belcher, Mary Fleet and Sheila Griffin would represent the Forum during this investigation and subsequently a Memorandum of Understanding was produced, which is attached as **Appendix A** to this report.
- 2.3 Members will note that under section 5.3 of **Appendix A** nominations are sought for one Member from the Forum to participate in Joint Project Board meetings as part of the investigation into the Health of the ex-Service Community.

3. RECOMMENDATION

- 3.1 That Members agree a maximum of one nomination from the Health Scrutiny Forum in Hartlepool to participate in the Joint Project Board as part of the regional scrutiny inquiry into the 'Health of the ex-Service Community'.

Contact Officer:- James Walsh – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523647

Email: james.walsh@hartlepool.gov.uk

BACKGROUND PAPERS

The following background papers were used in the preparation of this report

- (a) Minutes of the Health Scrutiny Forum held on 22 June 2010.
- (b) Report of the Scrutiny Support Officer entitled 'Health of ex-Service Community' presented at the meeting of the Health Scrutiny Forum of 22 June 2010.

**MEMORANDUM OF UNDERSTANDING
FOR THE NORTH EAST JOINT REGIONAL SCRUTINY OF THE HEALTH OF THE
EX-SERVICE COMMUNITY**

1. Introduction

1.1 This Memorandum is the agreement between Darlington Borough Council, Durham County Council, Gateshead Council, Hartlepool Borough Council, Middlesbrough Council, Newcastle upon Tyne City Council, North Tyneside Council, Northumberland County Council, Redcar and Cleveland Borough Council, South Tyneside Council, Stockton-on-Tees Borough Council and Sunderland City Council (“the Constituent Authorities”) to undertake a joint regional health scrutiny review of the Health of the Ex-Service Community. The authorities have jointly been awarded Scrutiny Development Area Status by the CfPS under its Health Inequalities Scrutiny Programme.

1.2 Sections 244 and 245 of the National Health Service Act 2006 (“NHS Act 2006”) and regulations and guidance provide for health scrutiny committees of the Constituent Authorities to scrutinise issues around the planning, provision and operation of health services in and across the North-East region, comprising for these purposes the areas covered by the Constituent Authorities.

Note: Arrangements are in place for the Constituent Authorities to nominate one member each to join a North East Joint Regional Health Scrutiny Committee. Until, all of the Constituent Authorities have nominated such a representative, the Constituent Authorities will collaborate and carry out their undertakings on an informal basis, in the form of the North East Joint Regional Health Scrutiny Network. The representatives nominated to the Network will form a Joint Project Board which will govern the Ex-Service Community Project.

1.3 The acceptance, role and benefits of joint working between local authorities are established through national policy guidance and recent practice. The principles of the Joint Working Protocol agreed by the Constituent Authorities at the meeting of the North East Joint Regional Health Scrutiny Network on 31 March 2010 will be adopted for the purposes of this Memorandum of Understanding.

2. Objectives of a health scrutiny review of the Health of the Ex-Service Community

2.1 The purpose of the Memorandum of Understanding is to set out how the Constituent Authorities will work together on the health scrutiny review of the Health of the Ex-Service Community. The objectives for this are:

- To help improve health outcomes for the ex-Service community in North East England, particularly by identifying and making recommendations to tackle inequalities to which they may be subject as a result of their Service.
- To help the Centre for Public Scrutiny develop a toolkit for the scrutiny of health inequalities.

The objectives will be achieved through carrying out the following activities:

- To examine the physical, mental and broader health needs of the ex-Service community, including ex-Servicemen and ex-Servicewomen, their families and communities.
- To examine how the needs of the ex-Service community are being assessed and met, by a range of organisations and agencies, at a regional and at a local level.
- To examine the awareness of the ex-Service community of the support available to them.
- To establish the availability of baseline local and regional information about:
 - The health needs and access to services of the ex-Service community compared to civilians of similar socio-economic backgrounds.
 - The needs of the different ex-Service communities, including, for example, older and younger veterans, veterans of different conflicts, veterans of different services and the families of these groups.
 - If ex-Service communities suffer from health inequalities in relation to access to services and support (including psychosocial support), access to employment and training, drug and alcohol misuse, family breakdown, housing difficulties and involvement with the criminal justice system.
 - Good and bad practice across the region, including specific issues such as priority access to NHS treatment for war pensioners, but also more generally in terms of the quality of communications between agencies and partnership working and the resulting support for ex-Service communities.

3. Purpose of a Memorandum of Understanding

The purpose of the Memorandum of Understanding is to:

- 3.1 Clarify and record the responsibilities of the Constituent Authorities both individually and collectively.
- 3.2 Establish guidelines for joint working in accordance with the governance arrangements set out in the Memorandum of Understanding.

4. Status of the Memorandum of Understanding

- 4.1 The Memorandum of Understanding is an operational document. It is not a formally binding legal agreement and whilst the Health Scrutiny Review is being undertaken by the Regional Joint Health Scrutiny Network, the Joint Project Board is not a legal entity.

However, the Joint Project Board will have a formal and legal standing when all the Constituent Authorities form a Joint Health Scrutiny Committee under sections 244 and 245 of the NHS Act 2006.

- 4.2 The Constituent Authorities individually and collectively agree to use all reasonable endeavours to comply with the terms and spirit of the Memorandum.
- 4.3 Under the Memorandum of Understanding the Constituent Authorities cannot employ staff, let contracts or commit financial resources without their formal agreement, with the exception of operational decisions made by members of the Joint Project Support Group in circumstances detailed in **paragraph 5.4.2**. In all cases, decisions to commit financial resources should be made having regard to the available project budget and be reported to Joint Project Board members.

5. Governance Arrangements

These arrangements are set out on the attached flowchart (“the Flowchart”) set out in the Appendix. The arrangements are as follows:

5.1 Full Council

Each authority’s full Council will be responsible for deciding arrangements for the nomination of a single individual member to join the North East Regional Joint Health Scrutiny Committee.

5.2 Scrutiny

Each authority’s Health Scrutiny Committee, or any other committee with health scrutiny powers, will nominate a member of that committee to join the Joint Project Board, until the Joint Committee is formulated.

5.3 The Ex-Service Community Joint Project Board

- 5.3.1 The Joint Project Board will include 1 member from each authority.
- 5.3.2 The Joint Project Board will consider reports from Scrutiny Officers across the 12 constituent authorities working on its behalf. The Joint Project Board may make recommendations to NHS organisations in the North East of England. The Joint Project Board may also choose to make recommendations to local authorities with social services departments in the North East of England.
- 5.3.3 Meetings of the Joint Project Board will be held as and when determined by the membership and comply with the terms of reference for the Regional Joint Health Scrutiny Committee, or Network, unless otherwise agreed by the Constituent Authorities.

The role of the Joint Project Board is to provide:

- Strategic leadership to the project, agreeing the project governance, planning and execution.

- Assurance that the project plan will deliver the agreed outcomes within the timescale.
- Assurance that resources are used appropriately, including maintaining an overview of project expenditure.
- A forum to resolve disputes.
- Assurance that outcomes are reported to all partners.
- A final scrutiny review report to NHS organisations and councils across the North-East of England.
- A summary report to the Centre for Public Scrutiny, based upon learning through the planned Action Learning Days and other evidence, identifying key issues which may inform the Centre's planning guide to the scrutiny of health inequalities.

5.4. The Ex-Service Community Joint Project Support Group ("the Joint Project Support Group")

5.4.1 The Joint Project Support Group will be set up comprising officers from:

- The Joint Project lead authority (Newcastle upon Tyne City Council).
- The Communications lead authority (Redcar and Cleveland Borough Council).
- The Mental Health work stream lead (Durham County Council).
- The Physical Health work stream lead (Middlesbrough Council).
- The Social and economic wellbeing work stream lead (Gateshead Council).
- There may also be advisors and technical support to the Joint Project Support Group.

The role of the Joint Project Support Group is to manage the project within the agreed plan. This includes:

- Monitoring risks to the project and adjusting the project plan.
- Supporting the work stream working groups.
- Collating the responses of the work stream working groups.
- Allocating the available resources.
- Supplying and collating information for the final reports.

5.4.2 The Joint Project Support Group will be responsible for making urgent decisions in relation to the use of the project budget.

5.5. Work stream working groups

5.5.1 In relation to the "evidence base" there are three work stream working groups exploring "Mental Health", "Physical Health" and "Social and economic wellbeing", as set out on the Flow chart, and referred to in **paragraph 5.4.1**.

5.5.2 Each Constituent Authority may nominate any member, who is not a member of the Council's Cabinet or Executive, or who has similar status to a Cabinet member or Executive member, to join a specific work stream working group.

5.5.3 Individual members from Constituent Authorities will be free to join their preferred work stream working group, though the Joint Project Board may provide advice and guidance to members to ensure that there is sufficient member representation on each working group.

5.5.4 Unless otherwise directed by the Joint Project Board, the Physical Health workstream working group will be led by a member from Middlesbrough Council, the Mental Health workstream will be led by a member from Durham County Council and the Social Economic and Wellbeing work stream working group will be led by a member from Gateshead Council.

Note: Given that the scrutiny review of the Health of the Ex-Service Community is the first substantive North East regional scrutiny project, it is suggested that the Chair and Lead Officer for each work stream working group are from the same local authority.

5.5.5 The work stream working group lead authorities, which are responsible for the areas of work, are set out in **paragraphs 5.4.1 and 5.5.3**. There is a lead officer for each individual Workstream. These officers are senior members of each authority's Scrutiny function with relevant experience and skills to lead a work stream working group. The role of a work stream lead officer is to, in consultation with the lead member of the work stream working group, plan the activities of the work stream working group in the context of its terms of reference. These activities may include the gathering of information, data and evidence, but work stream working group members should be sensitive to the normal day-to-day responsibilities of the work stream lead officer. At times, it may be that the work stream lead officer will need further support. All Constituent Authorities are expected to contribute officer time, in some way, to securing the aims and ambitions of the work stream working groups.

6. Confidentiality of information gathered during the review

- 6.1 From time to time, the Joint Project Board and / or the Joint Project Support Group may be provided with confidential and / or sensitive information. Information should be treated as if it were gathered in a public meeting except to the extent that the Joint Project Board or Joint Project Support Group is considering any item of business that involves the likely disclosure of exempt information from which the press and public could legitimately be excluded as defined in Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.
- 6.2 Additionally, the Joint Project Board, the Joint Project Support Group, individual members from the Joint Project Board or individual officers from any of the Constituent Authorities may be given confidential and / or sensitive information by an individual member of the ex-Service community, or by a group of such members, either directly through structured research or indirectly, for example an unsolicited email or telephone conversation. On these occasion steps shall be taken to anonymise the data so that an individual or a group of individuals sharing the information shall not be identified.

7. Meetings

- 7.1 The Joint Project Board will meet as and when determined by the membership, although it is anticipated that a minimum of four meetings will be required.
- 7.2 The Joint Project Support Group shall meet monthly unless otherwise agreed by the Constituent Authorities.
- 7.3 Each work stream group shall meet as required unless otherwise agreed by the Constituent Authorities.
- 7.4 The Joint Project Board shall alternate meetings between venues agreed by the membership. The lead authority will be responsible for preparing the agenda and minutes and circulating them.
- 7.5 The Project Support Group will meet at venues within the membership areas as agreed by the Group.

8. Funding and Resources

- 8.1 Each authority will use its own staff to progress the Health Scrutiny Review of the Ex-Service Community, except where agreed by the Joint Project Board and / or Joint Project Support Group, the latter in the context of **paragraph 5.4.2**.
- 8.2 The lead authority, in accordance activity carried out in pursuance of **paragraphs 7.4 and 7.5**, will pay expenses associated with holding meetings eligible under the terms of the Centre for Public Scrutiny grants.
- 8.3 If consultants are used on a joint basis their costs will be met through the nominated budget. Costs in excess of the allocated budget will be apportioned dependent upon the amount of work which affects each authority's area. The Joint Project Board or, in urgent circumstances referred to in **paragraph 5.4.2**, the Joint Project Support Group, will be responsible for authorising the costs associated with any work prior to that work being commenced.
- 8.4 Each authority will invoice Newcastle upon Tyne City Council, as and when necessary, for expenditure it has incurred on the others behalf, providing supporting detail of the relevant transactions as appropriate. Thereafter, Newcastle upon Tyne City Council will pay the invoices and itself invoice the Centre for Public Scrutiny.

9. Staff and Specialist Support

Constituent Authorities have nominated a scrutiny officer to work jointly in a Workstream, and, where the officer is a Workstream lead, in the Joint Project Support Group. The focus of this activity is to assist in the Regional Joint Health Scrutiny Review of the Health of the Ex-Service Community. Work stream leads will have direct responsibility for the delivery of their allocated work stream. The Centre for Public Scrutiny has made available the services

of a member of its Expert Advisory Team to provide project support and guidance to a total of 6.5 days, to be available until November 2010.

10. Duration

The joint governance arrangements will remain in place until the health scrutiny review has been completed, unless any of the Constituent Authorities decide to terminate these arrangements at any point prior to this date.

11. Dispute Resolution

In the event of a dispute which cannot be resolved by an individual work stream working group, the matter concerned will be, in the first instance, referred to the Joint Project Support Group for review. If the matter cannot be resolved by the Joint Project Support Group it will be referred to the Joint Project Board. If the matter is not resolved by Joint Project Board, the Termination provisions, as set out in **paragraph 13**, will need to be considered.

12. Intellectual Property Rights

Subject to the rights of third parties, the Constituent Authorities will share equally the intellectual property rights to all data, reports, drawings, specifications, designs, inventions or other material produced or acquired including copyrights in the course of their joint work. The Constituent Authorities agree that any proposal by one Constituent Authorities to permit a third party to utilise the documents and materials produced by the Joint Project Board shall be subject to the agreement of all other Constituent Authorities. Any changes, amendments or updates made to the documents and materials, if made under the terms of the agreement, shall be jointly owned by the Constituent Authorities.

13. Termination

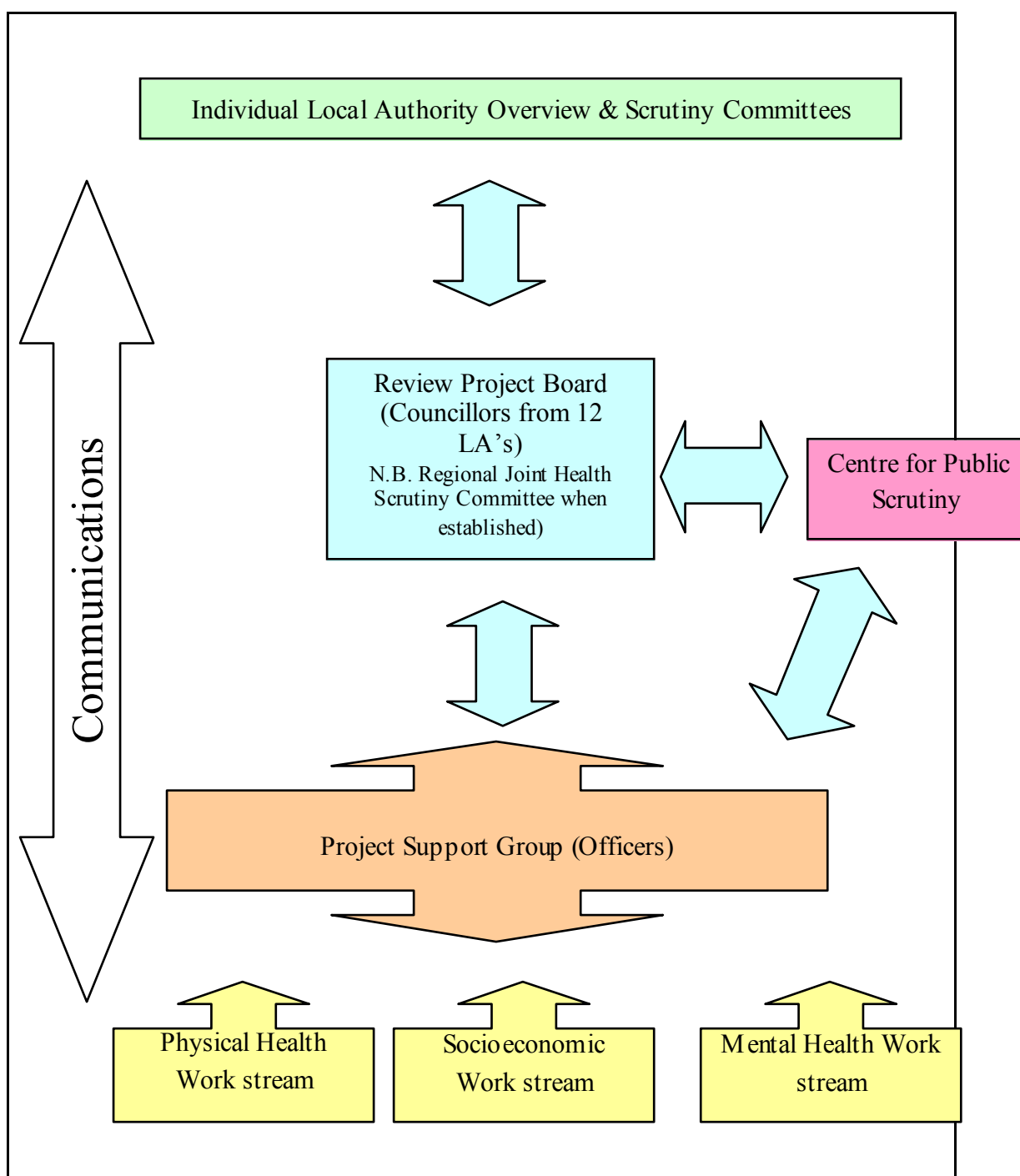
- 13.1 Any of the Constituent Authorities may withdraw from the Regional Joint Scrutiny Review of the Health of the Ex-Service Community at any time. Notification of any such withdrawal would need to be submitted in writing for referral to the Joint Project Board for approval.
- 13.2 If the Memorandum of Understanding is terminated, the Constituent Authorities agree that any reports, studies or any other information which has been shared between the Constituent Authorities as part of working towards a Regional Joint Scrutiny Review of the Health of the Ex-Service Community can be used by each of the Constituent Authorities separately.

Signatories

Date

APPENDIX

Governance Structure for Memorandum of Understanding



HEALTH SCRUTINY FORUM

3 August 2010



Report of: Scrutiny Support Officer

Subject: TEES VALLEY HEALTH SCRUTINY JOINT
COMMITTEE - UPDATE

1. PURPOSE OF THE REPORT

- 1.1 To inform Members of issues discussed at meetings of the Tees Valley Health Scrutiny Joint Committee held since the last meeting of the Health Scrutiny Forum on 22 June 2010.

2. BACKGROUND INFORMATION

- 2.1 A summary is provided below of the issues discussed at a recent Tees Valley Health Scrutiny Joint Committee Meeting held on 19 July 2010. Further information on these issues is available from the Scrutiny Support Officer and where appropriate clarification can be sought from Hartlepool's Tees Valley Health Scrutiny Joint Committee representatives who are present at today's meeting:-

- (i) Tees Valley Health Scrutiny Joint Committee – Work Programme 2010/11
– The Joint Committee discussed topics to be scrutinised during the 2010/11 Municipal Year. Members present agreed that the following items should form the basis of their work programme:-

- (a) *Equality and Excellence: Liberating the NHS*
Members agreed that the new White Paper was of significant concern and that as more detail emerged they would need to assess the impact in terms of any potential changes to health scrutiny. In the meantime Members agreed the Chair of the Committee write to the DoH outlining their concerns in relation to the White Paper.

- (b) *Cancer Screening*
Members agreed to be kept updated as this work progresses.
- (c) *Mental Health*
The Committee agreed to look at the issue of Mental Health services across Tees Valley with particular reference to the development of Roseberry Park on Marton Road, Middlesbrough.
- (d) *Momentum: Pathways to Healthcare*
In light of the decision by the new Coalition Government, Members agreed to look towards an update in terms of the direction for the continuation of the Momentum Programme and possible funding streams for the resurrection of the development of the hospital at Wynyard.
- (e) *Sexual Health Services*
Members also agreed to receive an update on the developments in improving the delivery of sexual health services across the Tees Valley.

3. RECOMMENDATION

- 3.1 That Members note the content of the report and outline any possible comments in relation to the issues discussed which they would like the Chair to relay back to the Joint Committee on their behalf.

Contact Officer:- James Walsh – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523647
Email: james.walsh@hartlepool.gov.uk

BACKGROUND PAPERS

No background papers were used in the preparation of this report.