



Health and Social Care Scrutiny Board (5)

Time and Date

10.00 am on Wednesday, 19th July, 2017

Place

Committee Room 3 - Council House

Public Business**1. Apologies and Substitutions****2. Declarations of Interest****3. Minutes** (Pages 3 - 10)

(a) To agree the minutes of the meeting held on 5th April, 2017

(b) Matters Arising

4. Better Health, Better Care and Better Value Programme

Andy Hardy and Brenda Howard, University Hospitals Coventry and Warwickshire (UHCW) will report at the meeting

5. Joint Health Overview and Scrutiny Committee (Pages 11 - 22)

Briefing Note of the Scrutiny Co-ordinator

6. Establishment of Task and Finish Groups on Improving the Quality of Housing and the Health and Wellbeing of Coventry Residents and Quality Accounts (Pages 23 - 24)

Briefing Note of the Scrutiny Co-ordinator

7. Work Programme 2017-18 (Pages 25 - 32)

Report of the Scrutiny Co-ordinator

8. Any other items of Public Business

Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved

Private Business

Nil

Martin Yardley, Deputy Chief Executive (Place), Council House Coventry

Tuesday, 11 July 2017

Notes: 1) The person to contact about the agenda and documents for this meeting is Liz Knight, Governance Services, Council House, Coventry, telephone 7683 3073, alternatively information about this meeting can be obtained from the following web link: <http://moderngov.coventry.gov.uk>

2) Council Members who are not able to attend the meeting should notify Liz Knight as soon as possible and no later than 9.00 a.m. on Wednesday, 19th July, 2017 giving their reasons for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.

3) Scrutiny Board Members who have an interest in any report to this meeting, but who are not Members of this Scrutiny Board, have been invited to notify the Chair by 12 noon on the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership: Councillors F Abbott (By Invitation), R Ali (By Invitation), K Caan (By Invitation), J Clifford, D Gannon (Chair), L Kelly, D Kershaw, R Lancaster, M Lapsa, T Mayer, C Miks, Mr D Spurgeon and S Walsh

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting OR if you would like this information in another format or language please contact us.

Liz Knight

Telephone: (024) 7683 3073

e-mail: liz.knight@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Health and Social Care Scrutiny Board (5) held at 10.00
am on Wednesday, 5 April 2017

Present:

Members: Councillor D Gannon (Chair)
Councillor A Andrews
Councillor J Clifford
Councillor L Kelly
Councillor D Kershaw
Councillor C Miks
Councillor K Taylor
Councillor S Walsh

Co-Opted Members: David Spurgeon

Other Members: Councillor F Abbott (Cabinet Member)

Employees:

V Castree, Place Directorate
S Frossell, People Directorate
L Gaulton, People Directorate
P Hargrave, People Directorate
L Knight, Place Directorate
K Lees, People Directorate
A Quinlan, People Directorate

Other representatives: Simon Kimberley, Whitefriars Housing
Richard Osborne, Whitefriars Housing

Public Business

51. Declarations of Interest

There were no declarations of interest.

52. Minutes

The minutes of the meeting held on 1st March, 2017, were signed as a true record. There were no matters arising.

53. Exclusion of Press and Public

RESOLVED to exclude the press and public under Section 100(A)(4) of the Local Government Act 1972 relating to the private report in Minute 58 below headed “Modernising Public Health Children’s and Lifestyle Services” on the grounds that the report involves the likely disclosure of information as defined in Paragraph 3 of Schedule 12A of the Act, as it contains information relating to the identity, financial and business affairs of an organisation and the amount of expenditure proposed to be incurred by the Council under a

particular contract for the supply of goods or services and that, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

54. **The Health Impact of Living Conditions**

The Scrutiny Board considered a briefing note of the Acting Director of Public Health which highlighted how housing could impact on the health and wellbeing of Coventry residents; provided information on work undertaken to improve housing conditions to date; and suggested further areas of work to improve the quality of housing and therefore improve the health and wellbeing of Coventry residents. Simon Kimberley and Richard Osborne, Whifefriars Housing, attended the meeting for the consideration of this item.

The briefing note indicated that the right home environment was essential to health and wellbeing throughout life. Key features of a healthy home included warm and affordable heat; free from hazards, enabled movement around the home and was accessible; promoted a sense of security and stability; support was available if needed; and a healthy neighbourhood community. Disrepair and cold homes could cause immediate health issues to residents and also affect children's educational attainment, emotional wellbeing and resilience and put adolescents at five times more risk of suffering from multiple mental health problems.

The Board noted that 17% of homes in England were socially rented and these were often the healthiest and most accessible type of homes. 19% of homes in England were privately rented. This type of tenure was expected to continue to grow and could have the highest prevalence of unhealthy homes.

Current work to improve housing in Coventry included:

- Public Health contributing to the Selective Licensing proposal and were exploring the possibility for Housing Enforcement officers to identify tenants who might benefit from a Safe and Well visit run by the Fire Service
- Whitefriars extensive programme to improve energy efficiency of homes with external insulation and improvements to tower blocks. New heating systems have been installed and energy advice was available to customers.
- Whitefriars undertook home checks to support vulnerable customers in their homes
- Midland Heart provided care and support services for tenants who needed support at different times in their lives
- Orbit provided a Care and Repair service to people aged 60 and over and to those who has who had a disability.
- Public Health worked with the Affordable Warmth team who gave advice and information to residents on how to stay warm and well and save money on energy bills.
- There was a Memorandum of Understanding to support joint action on improving health through the home from 2014 which set out the shared commitment to joint action across government, health, social care and Housing sectors in England.

- The Council worked with organisations to empower communities to become and stay connected, using and growing the strengths and assets of communities.
- The Council was a member of the West Midlands Housing Officer Group which aimed to achieve a long term preventative strategy through strategic housing. The Council was also a member of the West Midlands Best Use of Stock Group which was a partnership working together to explore innovative ways of making the best use of stock to maximise the opportunity for people to move when they need to.

It was proposed to set up a Scrutiny Task and Finish Group to:

- i) Identify and map work programmes already being carried out by Housing Associations in Coventry City Council
- ii) Identify and map current work programmes already being carried out for tenants of privately rented properties in Coventry
- iii) Identify future areas for improvement and actions for Housing Associations and other partners.

The Board questioned the representatives and officers present on a number of issues and responses were provided, matters raised included:

- Concerns about the problems for over 55s securing suitable accommodation in the city and the difficulties facing residents who wanted to downsize
- A request for information about the housing and support that was available for the elderly
- Concerns about the difficulties being faced when supporting communities to stay connected, for example by developing libraries or health centres as community hubs, with the suggestion that this was appropriate for the Task and Finish Group to consider
- The use of public health funding and whether this could be used to support libraries in the city
- Could Section 106 funding be used to fund insulation improvements to existing properties in the relevant area
- Concerns about the high costs for improvements works faced by owner occupiers compared to the works undertaken by the Housing Associations to socially rented properties
- Concerns about the expensive legal costs incurred by Housing Associations when making a charge on properties to be able to undertake insulation works
- Further information about the selective licensing proposals
- The building regulation standards for new properties being built by Housing Associations
- What could the Council do to improve housing standards in the private rental sector
- Details about a heating monitoring project involving new properties at Manor Farm
- Clarification about the purpose of considering the item at the Board meeting
- Clarification about the views of tenants who had been forced to move out of outdated blocks of flats into suitable accommodation and the support that was provided to enable them to move

- Further information about sheltered housing with care
- Partnership working between Whitefriars Housing and Public Health
- Details about any properties with damp and condensation issues
- Clarification that any contractors/ sub-contractors used by Whitefriars and the Council received Safeguarding training
- Information about a Welcome pack being provided to new tenants and an assurance that the information was available in a number of languages
- Details of the partnership working between Whitefriars and the Fire Service.

RESOLVED that:

(1) The progress made to date on improving health outcomes through housing be endorsed.

(2) Approval be given for a Scrutiny Task and Finish Group to be set up to consider areas of work to improve the quality of housing and the health and wellbeing of Coventry residents.

(3) The Task and Finish Group to consider how the Council works with organisations to empower communities to become and stay connected using and growing the strengths and assets in the community, for example by developing libraries as community hubs.

(4) The Cabinet Member for Policy and Leadership be recommended to ensure that any contractors used by the Council are required to ensure that their employees undertake safeguarding training.

(5) Councillor Caan, Chair of the Health and Wellbeing Board, be asked to consider the appointment of a representative from Whitefriars Housing as a member of the Board.

(6) Representations be made to the Local Government Association regarding the expensive legal costs that are incurred by Housing Associations when making a charge on properties to be able to undertake insulation works which are unaffordable for the home owners.

(7) The representatives from Whitefriars Housing be requested to provide members with:

- (i) A newsletter providing information on housing and support for the elderly**
- (ii) Information about the number of Whitefriars properties with condensation issues.**

(8) Officers be requested to investigate the potential use of Section 106 funding for insulation improvements to existing properties in the appropriate area.

(9) An update report be submitted to a future meeting of the Board in approximately two years providing information on the heating data collected from the new houses at Manor Farm.

55. **Modernising Public Health Children's and Lifestyle Services**

The Scrutiny Board considered a report and received a presentation of the Acting Director of Public Health on the proposal to modernise children's and lifestyle public health services. There was also a corresponding private report detailing the confidential aspects of the proposal (Minute 58 below refers). Both reports were due to be considered by Cabinet at their meeting on 11th April, 2017, when approval would be sought to commission the two new services.

The report indicated that the City Council commissioned a range of services that aimed to prevent poor health by improving childhood health and supporting behaviour change among at risk groups. It was proposed that these individual services were integrated to provide:

(1) A Family Health and Lifestyle Service: supporting children, young people and their families. This service would include Health Visiting and School Nursing and would be an integral element of the developing family hub model. The service aimed to systematically reduce health inequalities including supporting the reduction of childhood obesity, families to be more physically active, improving childhood development and readiness for school and reducing infant mortality.

(2) An Integrated Adult Lifestyles Service: supporting adults at greatest risk of poor health including those who displayed multiple lifestyle behaviours such as obesity, low levels of physical activity and poor diet and smoking as well as other at risk groups including people with mental health conditions.

The proposal to integrate the services was based on what local Coventry people wanted from these services, following consultation with the general public, service users and wider stakeholders and the latest evidence about what worked to improve quality and outcomes.

In order to properly develop an integrated approach for the Family Health and Lifestyle Service a significant amount of re-design was required. It was therefore recommended that the contract would run for five years with two 24 month extensions available. It was also proposed that the service was procured via a competitive tender with dialogue (an approach where tenderers work in partnership with the contracting authority to develop a suitable solution to the service specification and requirement – at the point where the contracting authority was confident that one or more of the solutions presented were sufficiently developed to meet its needs and requirements, tenderers were then invited to submit competitive bids). This procurement approach was innovative and, while it was planned for the proposed contract to be operational during the summer 2018, permission was being sought to extend existing contracts for up to 6 months until 30 September 2018 to allow for robust process.

The proposed contract for the Integrated Adult Lifestyle Service would be operational by 1 April 2018 and would be procured through a standard competitive tender. The contract would run for five years with two 24 month extensions available.

The presentation set out the vision for both services; detailed the delivery principles; highlighted the outcomes that the services needed to make a positive

impact on; and provided examples of what the public and professionals had acknowledged as being important. Further information was provided on the consultation and engagement exercises; the proposed procurement route and the contract management. The presentation concluded with the next steps in the process which concluded with the services going live.

The Board questioned the officers on a number of issues and responses were provided, matters raised included:

- Clarity about the role of Health Visitors, Family Nurses and the management of caseloads
- The importance of robust monitoring of contracts, the way interventions were evaluated and what was in place to ensure that these were carried out effectively
- Whether the expertise from the two local universities was used to help with monitoring
- The opportunities for schools to support parents in helping to raise educational standards
- The impact of the proposals on existing staff and organisations
- How the proposed approach would be different in addressing challenges that have been known and understood for some time
- How the data would be used to ensure that improvements were being made

RESOLVED that the proposed approach be supported and the recommendations to Cabinet, as set out in the report, be endorsed.

56. **Work Programme 2016-17**

The Board noted their completed Work Programme for the current municipal year.

57. **Any Other Items of Public Business - UHCW and CWPT Quality Accounts**

The Committee were informed that the Quality Accounts for University Hospitals Coventry and Warwickshire and Coventry and Warwickshire Partnership Trust were due and required a response from this Scrutiny Board and also from Healthwatch. The Board's role was to ensure that the provider's quality account reflected local priorities and the concerns voiced by constituents.

RESOLVED that authority be delegated to the Chair, Councillor Gannon, to provide a written response on behalf of the Board to the UHCW and CWPT Quality Accounts for 2016/17.

58. **Modernising Public Health Children's and Lifestyles Services**

Further to Minute 55 above, the Board considered a report of the Acting Director of Public Health which set out the confidential aspects relating to the proposal to modernise Public Health's children's and lifestyle services. The report was due to be considered by Cabinet at their meeting on 11th April, 2017. Members questioned the officers on the confidential aspects of the report and responses were provided.

RESOLVED that:

(1) The proposed approach be supported and the recommendations to Cabinet, as set out in the report, be endorsed.

(2) Members be provided with a breakdown of the Family Health and Lifestyles and the Adult Lifestyles budgets for 2017/18.

59. Any Other Items of Private Business

There were no additional items of private business.

(Meeting closed at 12.05 pm)

This page is intentionally left blank



Coventry City Council

Briefing note

To: Health and Social Care Scrutiny Board (5)

Date: 19 July 2017

Subject: Joint Health Overview and Scrutiny Committee

1 Purpose of the Note

- 1.1 Attached to this briefing note at Appendix 1 is the report on the Joint Health Overview and Scrutiny Committee (JHOSC) which went to Council on 11th July 2017.
- 1.2 Bringing the report to Health and Social Care Scrutiny Board (5) will give Members of the Board an opportunity to;
 - 1) explore in more detail the development of the JHOSC
 - 2) discuss the relationship between the JHOSC and Health & Social Care Scrutiny Board

Victoria Castree
Scrutiny Co-ordinator
Place Directorate
02476 831122
Victoria.castree@coventry.gov.uk

This page is intentionally left blank

Council

11 July 2017

Name of Cabinet Member:

Cabinet Member for Policy and Leadership Councillor Duggins

Director Approving Submission of the report:

Deputy Chief Executive (People)

Ward(s) affected:

N/A

Title:

Proposal to Establish Arrangements for a Joint Health Overview and Scrutiny Committee

Is this a key decision?

No

Executive Summary:

Health Services are required to consult a local authority's Health Overview and Scrutiny Committee about any proposals they have for a substantial development or variation in the provision of health services in their area. When these substantial developments or variations affect a geographical area that covers more than one local authority, they are required to consult a Joint Health Overview and Scrutiny Committee. Increasingly, proposals from the National Health Service are affecting larger geographical areas and this report proposes arrangements for Coventry City Council to establish a Joint Health Overview and Scrutiny Committee with Warwickshire County Council in line with the provisions set out in legislation and guidance.

Recommendations:

Council is recommended to:

1. Approve the proposed approach for the establishment of a Joint Health Overview and Scrutiny Committee with Warwickshire County Council as set out in the report
2. Approve the terms of reference for the Joint Health Overview and Scrutiny Committee at Appendix 1.
3. Delegate to the Director of Finance and Corporate Resources, following consultation with the Chair of Coventry City Council's Health and Adult Social Care Scrutiny Board (5), the authority to finalise the Terms of Reference with Warwickshire County Council and to take any necessary steps to implement the arrangements
4. Retain the City Council's powers to make referrals to the Secretary of State in prescribed circumstances and not delegate these to the Joint Health Overview and Scrutiny Committee.

5. Appoint four Labour Councillors and one Conservative Councillor, to be nominated at the Council meeting, as Coventry City Council's representatives on the Joint Health Overview and Scrutiny Committee for 2017/18, with subsequent appointments to be made at the Council's Annual Meetings.
6. Authorise the Monitoring Officer to include the terms of reference in the Council's Constitution.

List of Appendices included:

Appendix 1 – Joint Health Overview and Scrutiny Committee (Coventry and Warwickshire Terms of Reference)

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

Yes – 11 July 2017

Report title: Proposal to Establish Arrangements for a Joint Health Overview and Scrutiny Committee

1. Context (or background)

- 1.1 Legislation provides for local authorities to appoint a discretionary Joint Health Overview and Scrutiny Committee to carry out all or specified health scrutiny functions, for example health scrutiny in relation to health issues that cross local authority boundaries. Establishing a joint committee of this kind does not prevent the appointing local authorities from separately scrutinising health issues. However, there are likely to be occasions on which a discretionary joint committee is the best way of considering how the needs of a local population, which happens to cross council boundaries, are being met.
- 1.2 Legislation also requires that local authorities to appoint joint committees where a relevant NHS body or health service provider consults more than one local authority's health scrutiny function about proposals for substantial development or variation of services. In such circumstances:
- only the joint committee may respond to the consultation (i.e. rather than each individual local authority responding separately).
 - only the joint committee may exercise the power to require the provision of information by the relevant NHS body or health service provider about the proposal.
 - only the joint committee may exercise the power to require members or employees of the relevant NHS body or health service provider to attend before it to answer questions in connection with the consultation.
- 1.3 Increasingly, proposals from the National Health Services (NHS) are affecting larger geographical areas, particularly for local residents in Coventry and Warwickshire. This report proposes arrangements for Coventry City Council to establish a Joint Health Overview and Scrutiny Committee with Warwickshire County Council in line with the provisions set out in legislation and guidance.

2. Options considered and recommended proposal

- 2.1 Option1 – Do not set up arrangements for a Joint Health Overview and Scrutiny Committee. This option is not recommended. NHS Organisations are required to consult Joint Health Overview and Scrutiny Committees on proposed changes which cover services in two or more Local Authority areas and are not required to consult each individual authority. If a joint Committee is not approved, Members may lose the opportunity to influence the outcome of the consultation and service reconfiguration.
- 2.2 Option 2 - Set up a Joint Health Overview and Scrutiny Committee and delegate some or all of the City Council's health scrutiny functions to the Committee. This option is not recommended as delegating some or all of these functions to the Joint Committee would mean that the City Council would then not be able to exercise them itself. This could include the ability of the Health and Social Care Scrutiny Board (5) to require health bodies to provide information and attend meetings of the Scrutiny Board. In particular the Council has the power of referral to the Secretary of State. This means that at when a health scrutiny body has been consulted by a relevant NHS body or health service provider on a proposed substantial development or variation, it may report to the Secretary of State in writing if: It is not satisfied with the adequacy of content of the consultation; it is not satisfied that sufficient time has been allowed for consultation; it considers that the proposal would not be in the interests of the health service in its area; or it has not been consulted, and it is not satisfied that the reasons given for not carrying out consultation are adequate.

- 2.3 Option 3 – Establish a Joint Health Overview and Scrutiny Committee in order to ensure that the authority is consulted and is able to respond to formal proposals for the substantial development or variation of health services that impact on the residents of Coventry and neighbouring Local Authorities. This is the recommended option.
- 2.4 The Joint Health Overview and Scrutiny Committee will operate formally as a mandatory joint committee (i.e. where the councils have been required under Regulation 30 of the Local Authority (Public Health, Health and Well-being Boards and Health Scrutiny) Regulations 2013 to appoint a joint committee because a health service body is consulting more than one local authority's health scrutiny function about substantial reconfiguration proposals) for the purposes of dealing with the formal consultation as required by the regulations.
- 2.5 In this circumstance, the regulations require that the relevant NHS body or health service provider notify the health scrutiny body of the date by which it requires the health scrutiny body to provide comments in response to the consultation and the date by which it intends to make a decision as to whether to proceed with the proposal. These dates must also be published. Any changes to these dates must be notified to the relevant health scrutiny body and published. Department for Health guidance sets out that constructive dialogue between relevant NHS bodies and health service providers on the one hand, and health scrutiny bodies on the other, should take place to ensure that timescales for comments or decisions are realistic and achievable. It also suggests that it is sensible for health scrutiny to be able to receive details about the outcome of public consultation before it makes its response so that the response can be informed by patient and public opinion.
- 2.6 At any other time, the Joint Health Overview and Scrutiny Committee can be convened as a discretionary committee with the agreement of both Committee Chairs. This would allow the Joint Committee to consider relevant issues but the two local authorities would retain their own individual delegated scrutiny authority and the joint committee would not have any formal powers. For example the Chairs could choose to convene the Joint Committee to receive a briefing on the timescales, engagement and consultation processes being considered by health bodies prior to formal notification of the formal requirement to consult being made.
- 2.7 The proposed terms of reference for the Joint Committee is attached at Appendix 1. They are based on the Terms of Reference for Joint HOSC meetings which are already in use across the West Midlands, and have been for a number of years. Therefore, should a Joint HOSC be required with another West Midlands Authority, using similar terms of reference will help to facilitate this.
- 2.8 Key points from the terms of reference are;
- Each authority will appoint five members from their own Health Overview and Scrutiny Committees reflecting the political balance of each authority.
 - The host authority will alternate with each meeting. The Chair of the Joint HOSC from the host authority will chair that meeting and the support for the meeting will also come from the host authority.
 - Responses to consultations from the Joint HOSC must be signed by the Chairs of both authorities.

3. Results of consultation undertaken

- 3.1 The Chairs of each authority's Health Overview and Scrutiny Committees have been consulted Coventry City Council's Health and Social Care Scrutiny Board, together with Democratic and Legal Services officers from both authorities.

4. Timetable for implementing this decision

- 4.1 Warwickshire County Council is expected to consider the recommendations at their meeting of 18 July. If the recommendations in this report are approved by both authorities then a Joint Health Overview and Scrutiny meeting can be established as soon as one is required.

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

There are no additional financial implications arising from the recommendations in this report. The costs of servicing meetings of the Joint Committee will be met from within the local authorities' scrutiny teams.

5.2 Legal implications

When formal notification is received from a relevant health service provider of its intention to consult on a proposal for a substantial development or variation of its service which involves more than one local authority the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 requires the appointment of a Joint overview and scrutiny committee for the purposes of that consultation.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

Responding to NHS consultations offers the opportunity to contribute towards the Council's aim of citizens living longer, healthier, independent lives.

6.2 How is risk being managed?

There are no specific risks associated with this report.

6.3 What is the impact on the organisation?

Support for the Joint Health Overview and Scrutiny meetings will be managed within existing resources as part of the Council's scrutiny activity.

6.4 Equalities / EIA

An equalities and consultation analysis is not required.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

Participating in Joint Health Overview and Scrutiny meetings will strengthen partnership working with neighbouring local authorities and enable health services to meet their obligations when consulting on cross-boundary substantial variations.

Report author(s):

Name and job title:

Adrian West, Members and Elections Team Manager

Directorate:

Place

Tel and email contact:

024 7683 2286

adrian.west@coventry.gov.uk

Enquiries should be directed to the above person.

| Contributor/approver name | Title | Directorate or organisation | Date doc sent out | Date response received or approved |
|--|--|------------------------------------|--------------------------|---|
| Contributors: | | | | |
| Vicky Castree | Scrutiny Co-ordinator | Place | 26 June 17 | 27 June 17 |
| Suzanne Bennett | Governance Services Officer | Place | 27 June 17 | 27 June 17 |
| | | | | |
| Other members | | | | |
| | | | | |
| Names of approvers for submission: (officers and members) | | | | |
| Finance: Paul Jennings | Finance Manager (Corporate Services) | Place | 27 June 17 | 27 June 17 |
| Legal: Julie Newman | Legal Services Manager (People) | Place | 23 June 17 | 23 June 17 |
| Director: Barry Hastie | Director of Finance and Corporate Services | Place | 27 June 17 | 3 July 17 |
| Members: Cllr George Duggins | Cabinet Member Policy and Leadership | | 27 June 17 | 28 June 17 |
| Cllr Damion Gannon | Chair, Health and Social Care Scrutiny Board 5 | | 27 June 17 | 3 July 17 |

This report is published on the council's website:

www.coventry.gov.uk/councilmeetings

Joint Health Overview and Scrutiny Committee (Coventry and Warwickshire)

Draft Terms of Reference

July 2017

1 Rationale

- 1.1 Health Services are required to consult a local authority's Health Overview and Scrutiny Committee about any proposals they have for a substantial development or variation in the provision of health services in their area. When these substantial developments or variations affect a geographical area that covers more than one local authority, the local authorities are required to appoint a Joint Health Overview and Scrutiny Committee (HOSC) for the purposes of the consultation. Increasingly, proposals from the National Health Service are affecting larger geographical areas.
- 1.2 This terms of reference report sets out the arrangements for Coventry City Council and Warwickshire County Council to operate a Joint HOSC Committee with in line with the provisions set out in legislation and guidance and allow it to operate both as a mandatory committee and as a discretionary committee.

2 General Terms of Reference

- 2.1 The Joint Health Overview and Scrutiny Committee will operate formally as a mandatory joint committee i.e. where the councils have been required under Regulation 30 (5) Local Authority (Public Health, Health and Well-being Boards and Health Scrutiny) Regulations 2013 to appoint a joint committee for the purposes of the specified consultation.
- 2.2 The purpose of the mandatory Joint HOSC is to:
- Make comments on the proposal consulted on
 - Require the provision of information about the proposal
 - Require the member or employee of the relevant health service to attend before it to answer questions in connection with the consultation.
- 2.3 Both participating authorities have retained all other powers, including the ability to refer issues to the Secretary of State.
- 2.4 The joint response to the consulting health service will be agreed by the Joint Health Overview and Scrutiny Committee and signed by both Chairs.
- 2.5 At any other time, the Joint Health Overview and Scrutiny Committee can be convened as a discretionary committee with the agreement of both Committee Chairs. This would allow the Joint Committee to consider relevant issues but the two local authorities would retain their health scrutiny functions.
- 2.6 No matter to be discussed by the Group shall be considered to be confidential or exempt without the agreement of both Councils and subject to the requirements of Schedule 12A of the Local Government Act 1972.

3 Timescales & Governance

- 3.1 The Joint Health Overview and Scrutiny Committee will operate as a mandatory Committee only while the proposed service changes that affect both areas are considered, that is from the point at which the relevant health body notifies the Joint HOSC of the formal consultation timetable and the point at which a decision is taken.
- 3.2 The responsibility for chairing meetings will alternate between Coventry and Warwickshire, the Health Scrutiny Chair of the hosting authority to chair the meeting. The location of meetings is to rotate between the two authorities. In the absence of a meeting Chair, the Chair of the other Authority, if present, takes the chair, and in the absence of both Chairs, a Chair will be elected from those members present at the meeting.
- 3.3 Meetings of the Joint HOSC will be conducted under the Standing Orders of the host Local Authority (i.e. the Local Authority chairing the meeting and providing democratic services support)

4 Communication with Media

- 4.1 Should a press statement or press release need to be made by the Joint Health Overview and Scrutiny Committee, this will be drafted by the host Local Authority on behalf of the Committee and will be agreed by both Chairs.

5 Membership

- 5.1 Membership of the Joint HOSC will be appointed by Coventry City Council and Warwickshire County Council from the membership of their Scrutiny Committees that have responsibility for discharging health scrutiny functions.
- 5.2 Each authority will nominate 5 members to the Committee. Appointments by each authority to the Joint Committee will reflect the political balance of that authority.
- 5.3 The quorum for meetings will be four members, comprising two members from each authority.
- 5.4 There are to be no co-opted Members.

6 Support Arrangements / Resources

- 6.1 The work of the Joint HOSC will require support in terms of overall co-ordination, setting up and clerking of meetings and underpinning policy support and administrative arrangements.
- 6.2 Venues for meetings are to be rotated between Coventry City Council and Warwickshire County Council associated administrative costs to be borne by the respective Authority. Responsibility for administrative/ policy support and clerking arrangements is also to be alternated between the two Authorities. The nature of tasks involved in supporting the Committee is set out below: -

| Support | Nature of tasks |
|---|--|
| Overall Co-ordination of Joint Scrutiny Committee's work, Policy Support and Administrative Support | Manage the Committee's work programme. Ensure key action points arising from Committee discussions are followed. Maintain ongoing dialogue and communication between the two Local Authorities. Maintain ongoing dialogue with Healthcare Trusts. Provide policy support as required by the Working Group/Committee. Produce briefing papers as required. Undertake any other support tasks e.g. writing letters, inviting witnesses etc. Drafting joint response |
| Clerking of meetings | Set up meetings and associated tasks. Maintain schedule of meetings. Send out agendas and related paper work. Take notes of meetings and distribute these. Provide advice in relation to scrutiny procedures. |

Date Approved by:

Coventry City Council

Warwickshire County Council

This page is intentionally left blank



Coventry City Council

Briefing note

To: Health and Social Care Scrutiny Board (5)

Date: 19th July 2017

Subject: Establishment of task and finish groups on improving the quality of housing and the health and wellbeing of Coventry residents and Quality Accounts

1 Purpose of the Note

- 1.1 To ask Health and Social Care Scrutiny Board (5) to consider the establishment of task and finish groups on
 - a) Improving the quality of housing
 - b) Quality Accounts – University Hospital Coventry & Warwickshire and Coventry and Warwickshire Partnership Trust
- 1.2 If Members support the establishment of the Task and Finish groups, Members will be asked if they would like to sit on a particular group.

2 Information/Background

- 2.1 Attached at appendix 1 is the briefing note on the Health Impact of Living Conditions which was discussed at the meeting on 5th April. This is to provide background information to Board Members to enable them to decide whether they would like to see a task and finish group established on this topic and whether they would like to nominate themselves to sit on the group.
- 2.2 Quality Accounts are reports about the quality of services offered by an NHS healthcare provider. They are published annually by each provider and scrutiny and Healthwatch are encouraged to provide a commentary for each report.
- 2.3 The meetings will be held jointly with Warwickshire County Council Scrutiny Members, as well as Coventry and Warwickshire Healthwatches.
- 2.4 There will be two meetings for each organisation's Quality Account document, the first of which will be held during October.
- 2.5 Terms of reference will be developed and agreed at initial meetings of the task and finish groups.

Victoria Castree
Scrutiny Co-ordinator
Place Directorate
02476 831122
Victoria.castree@coventry.gov.uk

This page is intentionally left blank

Agenda Item 7

Health and Social Care Scrutiny Board Work Programme 2017/18 19th July, 2017

Please see page 2 onwards for background to items

| |
|---|
| 19th July 2017 |
| <ul style="list-style-type: none">- Update on Better Health, Better Care and Better Value Workstreams (STP)- Update on Joint Health and Overview Scrutiny Committee- Establishment a task and finish groups on improving the quality of housing and the health and wellbeing of Coventry residents and Quality Accounts |
| 13th September 2017 |
| <ul style="list-style-type: none">- Drugs and Alcohol Strategy- Safeguarding Adults Board Annual Report- Adult Social Care Annual Report (Local Account) 2016/17 |
| 11th October 2017 |
| <ul style="list-style-type: none">- System Performance, Winter 2017/18- Better Care Fund |
| 1st November 2017 |
| - |
| Tuesday 21st November 2017 @ 10am (Rearranged from 13.12.17) |
| <ul style="list-style-type: none">- Primary Care Sustainability and Planning- Out of Hospital- Proactive and Preventative Update |
| 31st January 2018 |
| <ul style="list-style-type: none">- NICE Treatment Guidelines-- |
| 7th March 2018 |
| <ul style="list-style-type: none">- Child and Adolescent Mental Health Services (CAMHS) Transformation Update- Coventry and Rugby CCG Financial Position- |
| 25th April 2018 |
| <ul style="list-style-type: none">--- |
| Date to be determined |
| <ul style="list-style-type: none">- Better Health, Better Care, Better Value- Coventry and Warwickshire Partnership Trust CQC Re-inspection Report- Stroke Services- Accountable Care Systems- Adult Social Care Annual Report (Local Account) 2016/17- Accessing Adult Social Care and managing demand- Adult Social Care Workforce- Director of Public Health Annual Report- Medium Term Financial Strategy- Female Genital Mutilation- Employment and Mental Health- UHCW Transformation Plan |

| Date | Title | Detail | Cabinet Member/ Lead Officer | Context |
|---------------------------------|--|--|------------------------------|---|
| 19 th July 2017 | - Update on Better Health, Better Care and Better Value Workstreams (STP) | There are 5 main strands to the work – proactive and preventative care, urgent and emergency care, planned care, maternity & paediatrics and productivity and efficiency. This will provide BS5 with an opportunity to identify further items for the work programme. | Andy Hardy/ Brenda Howard | Better Health, Better Care, Better Value Programme |
| | - Update on Joint Health and Overview Scrutiny Committee | To enable the Board to find out more about the purpose of the Joint Health and Overview Scrutiny Committee and how it links to SB5. | Julie Newman | Request from Scrutiny |
| | - Establishment a task and finish groups on improving the quality of housing and the health and wellbeing of Coventry residents and Quality Accounts | SB5 to decide whether to establish a task and finish group to consider areas of work to improve the quality of housing and the health and wellbeing of Coventry residents. To appoint Members to a Joint Coventry and Warwickshire Task and Finish Groups with Healthwatch and WCC to look at CWPT and UHCW Quality accounts. First meeting of each October 2017 Date TBC | Liz Gaulton | Request from Scrutiny |
| 13 th September 2017 | - Drugs and Alcohol Strategy | The strategy is due to be agreed at the Health and Wellbeing Board on the 10 th July. This will provide scrutiny with the opportunity to comment on and contribute to the action plan before the official launch. | Liz Gaulton Cllr Caan | Organisational requirements - CCC |
| | - Safeguarding Adults Board Annual Report | To look at the Safeguarding Adults Board Annual Report, which is a report written by the independent Chair of the Board. | Eira Hale | Organisational requirements – Adults Safeguarding Board |

Health and Social Care Scrutiny Board Work Programme 2017/18

| Date | Title | Detail | Cabinet Member/ Lead Officer | Context |
|--|---|--|---|---|
| | - Adult Social Care Annual Report (Local Account) 2016/17 | This is the annual report of the Council related to services provided to Adult Social Care clients. The report summarises performance, provides commentaries from key partners and representatives of users and sets strategic service objectives for the future. | Andrew Errington/ Mike Holden | Organisational requirements - CCC |
| 11th October 2017 | - System Performance, Winter 2017/18 | To look at system wide performance against targets over the winter period and mitigating actions being taken where performance targets are not being met. | UHCW/ CWPT/ Coventry and Rugby CCG/ CCC | Supports the Better Health, Better Care, Better Value Programme |
| | - Better Care Fund | To provide an explanation of what the fund is, and how it will be used to enable existing strands of work including social care capacity, investment in prevention, supporting the NHS with delayed discharge, urgent care and sustaining a wider market around fees and transactions. There is also a piece of work planned to look as system change from pre-admission to admission which the Board may wish to look at. | Pete Fahy | Supports the Better Health, Better Care, Better Value Programme |
| 1st November 2017 | - | | | |
| Tuesday 21st November 2017 @ 10am (Rearranged) | - Primary Care Sustainability and Planning | To include GPs and Community Pharmacies. Look at the CCG strategic plan to support primary care and how GP networks are developing across the City. There will be a | Andrea Green | Supports the Better Health, Better Care, Better Value Programme |

| Date | Title | Detail | Cabinet Member/ Lead Officer | Context |
|-------------------------------------|---|---|------------------------------------|---|
| from 13.12.17) | | particular focus on workforce and estates planning. Public Health are due to review the role of community pharmacies this year which provides an opportunity to input into the services provided in the future. Invite CCG, GPs and Community Pharmacy representatives. | | |
| | - Out of Hospital | To look at the development of the infrastructure which supports the delivery of a more integrated model of care. | Andrea Green | Supports the Better Health, Better Care, Better Value Programme |
| | - Proactive and Preventative Update | A brief item to update the Board on the work being undertaken as part of the Proactive and Preventative workstream. | Brenda Howard | Better Health, Better Care, Better Value Programme |
| 31st January 2018 | - NICE Treatment Guidelines | To ask the CCG to explain which treatments are not offered according to NICE Guidelines, and the rationale behind these decisions. | Andrea Green | Request from Scrutiny |
| | - | | | |
| | - | | | |
| 7th March 2018 | - Child and Adolescent Mental Health Services (CAMHS) Transformation Update | Following a meeting in March 2017, it was agreed an update on progress be submitted to a future meeting of the Board including: (i) details of the support for LAC, children on Child Protection Plans and vulnerable children, An update on progress be submitted to a future meeting of the Board including: (i) details of the | Jak Lynch, Alan Butler, Matt Gilks | Supports the Better Health, Better Care, Better Value Programme |

Health and Social Care Scrutiny Board Work Programme 2017/18

| Date | Title | Detail | Cabinet Member/ Lead Officer | Context |
|-----------------------------------|--|--|--|--|
| | | support for LAC, children on Child Protection Plans and vulnerable children, Members to be given a viewing of the new website/ app being developed to provide information to children, young people and their carers including self-help and online counselling. | | |
| | - Coventry and Rugby CCG Financial Position | To look at the finances of the CCG to include a review of financial year 2017/18 and a look forward at the organisations financial plans for 2018/19. | Andrea Green | Organisational requirements - CCG |
| | - | | | |
| 25th April 2018 | - | | | |
| | - | | | |
| | - | | | |
| Date to be determined | - Better Health, Better Care, Better Value | To consider the Better Health, Better Care, Better Value work strands at appropriate points throughout the year. | Andy Hardy/ Brenda Howard | Better Health, Better Care, Better Value Programme |
| | - Coventry and Warwickshire Partnership Trust CQC Re-inspection Report | A progress report on the outcome of the next CQC Inspection due in June 2017 be submitted to a future meeting of the Board. | Simon Gilby | Organisational requirements - CWPT |
| | - Stroke Services | There is a proposal to change the way stroke services are provided across Coventry and Warwickshire. The Board will receive information on the proposals at the meeting and have the opportunity to feed into the consultation on the changes. | Sue Carvill, NHS Arden and Greater East Midlands Commissioning | Better Health, Better Care, Better Value Programme |

| Date | Title | Detail | Cabinet Member/ Lead Officer | Context |
|------|---|---|-------------------------------|--|
| | | | Support Unit/ Andrea Green | |
| | - Accountable Care Systems | NHS England has recently outlined ambitions for sustainability and transformation partnerships (STPs) to evolve into 'accountable care systems' (ACSs). The Board will scrutinise what these are and what this could mean for Coventry. | Andy Hardy/ Andrea Green | Better Health, Better Care, Better Value Programme |
| | - Adult Social Care Annual Report (Local Account) 2016/17 | This is the annual report of the Council related to services provided to Adult Social Care clients. The report summarises performance, provides commentaries from key partners and representatives of users and sets strategic service objectives for the future. | Pete Fahy/ Gemma Tate | Organisational requirements - CCC |
| | - Accessing Adult Social Care and managing demand | To look at how we manage demand and expectations when people first approach Adult Social Care. The service has introduced new technology to help people manage their own support and improve the response time for those who are eligible for assessment/support. | Pete Fahy | Organisational requirements - CCC |
| | - Adult Social Care Workforce | To consider workforce planning for the service including recruitment and retention and to consider how we manage quality within social work practice. | Pete Fahy | Organisational requirements - CCC |
| | - Director of Public Health Annual Report | To present information on the annual report for 2017/18 and feedback on progress from previous reports. | Liz Gaulton | Organisational requirements - CCC |

| Date | Title | Detail | Cabinet Member/ Lead Officer | Context |
|------|----------------------------------|--|---|---|
| | - Medium Term Financial Strategy | To consider savings proposed in the MTFs at an appropriate time. | Gail Quinton/ Pete Fahy/ Liz Gaulton | Organisational requirements - CCC |
| | - Female Genital Mutilation | To receive an update at the appropriate time, on the partnership work being undertaken to address FGM. | Liz Gaulton Cllr Caan | Organisational requirements - CCC |
| | - Employment and Mental Health | To consider the work being undertaken to improve the mental health of those living in the City to enable them to gain/maintain employment. This links to the work being undertaken by the WMCA Mental Health Commission. | Simon Gilby | Supports the Better Health, Better Care, Better Value Programme |
| | - UHCW Transformation Plan | To discuss the UHCW Transformation Plan including the work being done with the Virginia Mason Institute to improve patient experience. The Virginia Mason programme, sees the USA's 'Hospital of the Decade', Virginia, forming a unique partnership with NHS Improvement and five NHS Trusts, of which UHCW is one, over five years to support improvements in patient care. Virginia Mason Institute, known for helping health care organisations around the world create and sustain a 'lean' culture of continuous improvement. This will be an opportunity to hear and possibly see, the benefits of the programme. | Andy Hardy/ David Eltringham | Organisational requirements - UHCW |

This page is intentionally left blank