

## TERMS OF REFERENCE

### **Review Title: Health Scrutiny Review of 'Living Within Our Means'.**

#### **Purpose and Objectives**

The purpose of this review is to investigate the B&NES Primary Care Trust's (PCT) Local Recovery and Delivery Plan, called **Living Within Our Means**.

The review is being undertaken by Bath & North East Somerset Council's **Health & Social Services overview & scrutiny panel** as a health scrutiny review under the new Health Overview & Scrutiny regulations.

This is a councillor led review, investigating the PCT's proposals on behalf of local people, as an issue of public concern.

The review will result in a report to the PCT Board detailing the overview & scrutiny panel's conclusions and recommendations on the PCT's proposals.

#### **Scope**

Review to specifically include:

##### **1. Background to the financial problems**

- Understand the history that has led to the current financial situation.
- Understand whether the PCT, as an organisation, has the right and duty to tackle the financial problems. If so, is it justified to do this by altering front-line services?
- Understand the scope and timescales of the Recovery Plan, i.e. the current 3 issues vs. future plans in the pipeline for further changes.
- Determine whether the recovery plan will solve the underlying financial problems for the long term, i.e. is it a sustainable plan or a short-term solution?
- Determine what steps the PCT has taken to ensure that similar financial problems will not reoccur. What changes have they put in place? Is the PCT robustly managed to prevent it happening again? As a commissioner, does it have financial controls with partner & supplier organisations?

##### **2. The PCT's Process**

- Determine what work was done to generate internal efficiency savings before making changes to front-line services.
- Examine how the PCT arrived at the particular proposals defined in its recovery plan, i.e. process followed, were other options considered and properly appraised?
- Consider the PCT's communications and consultation processes. Have their consultations been wide, clear, honest and accessible? Is the PCT listening to and taking account of the feedback? How will feedback be incorporated into the 'final' action plan?

### 3. **The PCT's Proposals**

- Examine whether the PCT can provide equally good or improved healthcare, at reduced cost, through its current 3 proposals.
- Investigate what impact the changes in services will actually mean to local people in Bath & North East Somerset. How will it affect their healthcare choices and outcomes?
- Identify UBHT's (United Bristol Hospitals Trust) plans for Keynsham hospital and the wider plans for Bristol Hospitals, and how B&NES PCT's proposals for the Keynsham area fit with these in the medium and longer term.
- Examine how, in real terms, closure of beds and relocation of services will save money.
- Investigate what effects the proposals will have on the Council's services, e.g. impacts on social services, elderly people's homes, occupational therapy and adaptations to people's homes.

### **Excluded from this review**

- The size of Government's national budget for the NHS.
- B&NES PCT's allocation of the national NHS budget.

### **Constraints**

- For consideration by the PCT Board, the overview & scrutiny panel is asked to submit its final report to the PCT no later than 15 October.
- The review must be managed within the panel's budget.
- The review will be carried out in accordance with the Bath & North East Somerset Council Overview and Scrutiny project management processes and the 'Guide to Health Scrutiny in Bath & North East Somerset'.
- Project Management resource is available from the Corporate Performance Unit (2 days per week)

### **Project Team**

Chair of Panel:	Cllr Gerry Curran
Project Manager:	David Langman (Corporate Performance Unit)
Lead Officer for Health Scrutiny:	Angela Parratt (Corporate performance Unit)
Strategic Director	Jane Ashman (Housing & Social Services)
Democratic Services:	Michaela Newton (Committee Administrator)

### Outline Project Plan

<b>Date</b>	<b>Stage</b>
2 July 2003	Panel selects review topic
15 July	PCT's background briefing to panel
6 August	Panel agrees Terms of Reference for Review
August & early September	Research & Consultation: <ul style="list-style-type: none"> <li>• Background briefings</li> <li>• Press / media to publicise review &amp; invite public comment</li> <li>• Witness / contributor selection &amp; briefing</li> <li>• Other work to be agreed</li> </ul>
2 September	Site visits: <ul style="list-style-type: none"> <li>• Keynsham hospital</li> <li>• Keynsham clinic</li> <li>• Paulton hospital</li> <li>• St. Martins hospital</li> </ul>
16 September	Public meeting: <ul style="list-style-type: none"> <li>• Contributor presentations / interviews</li> <li>• Public speaking</li> <li>• Panel draws initial conclusions</li> </ul>
22 September	Public Meeting (if required): <ul style="list-style-type: none"> <li>• Panel develops conclusions and recommendations</li> </ul>
Late September	Produce draft report
3 October	Private panel meeting to review draft report
15 October	Submit panel's final report to PCT for their next board meeting
30 October	PCT board meeting considers panel's report