

NHS JOINT COMMITTEE
A meeting was held in Room 1 of the Education Centre, Norton
9.30 am on Monday 19 May 2008

Present:

- Steve Wallace (Chair)
- Jonathan Erskine (Vice-Chair)
- Graham Prest (North Tees PCT)
- Carl Parker (PEC Chair: Hartlepool and North Tees PCTs)
- Carole Langrick (Programme Director: Momentum)
- Alan Foster (North Tees & Hartlepool Foundation Trust)
- Russell Hart (North Tees & Hartlepool Foundation Trust)
- Cath Purdy (Hartlepool PCT)
- Chris Willis (North Tees PCT)
- Paul Frank (Head of Patient Experience: Tees)

In attendance:

- Jon Ord (Stockton Borough Council, Overview & Scrutiny Committee)
- Karen Faughey (Middlesbrough Gazette)
- Claire Young (Head of Communications)
- Suzanne Jarvis (Secretary)

Six members of the public were also present.

NO		ACTION
1	<p>Welcome and Introductions</p> <p>Steve Wallace was pleased to convene the first meeting of the NHS Joint Committee, established to fulfill the consultation requirements for implementing the Independent Reconfiguration Panel recommendations, endorsed by the Secretary of State and covered by the Momentum: Pathways to Healthcare Programme. Those present were most welcome, especially members of the press and public in who were attendance.</p> <p>Members of the NHS Joint Committee, as well as those officers in attendance, made their own introductions.</p>	
2	<p>Apologies</p> <p>There were no apologies.</p>	
3	<p>Purpose of the Committee and Terms of Reference</p> <p>Ms Carole Langrick outlined the Terms of Reference. It was emphasised that the purpose of an NHS Joint Committee was to agree and oversee a process of joint consultation, approve the consultation document and, following consultation, make the final decision regarding the outcome of the consultation on behalf of all organisations involved.</p> <p>As each of the three organisations represented on the Joint Committee had one vote, the Chair formally asked each to notify him of those representatives who were to vote on behalf of the organisation which they represented. Notifications were as follows:</p>	

NO		ACTION
	<ul style="list-style-type: none"> • North Tees & Hartlepool NHS Foundation Trust • North Tees PCT • Hartlepool PCT <p>Alan Foster Graham Prest Cath Purdy</p> <p>Ms Langrick referred members of the Joint Committee to a letter, dated 4 April 2008, from Ms Chris Willis on behalf of North Tees PCT Board – and attached to agenda papers - which had asked that the Joint Committee take into consideration the financial implications of the options when making any decisions, with full financial implications to be subject to further analysis as the Outline Business Case (OBC) was further developed. Specifically this NHS Joint Committee does not over-ride the separate OBC financial decisions which were subsequently to be made by each of the three Boards represented.</p> <p>The Chairman then queried the mechanism by which the consultation process was to be conducted effectively and how the process was to ensure full public involvement. Ms Langrick assured Members of the Joint Committee that, as part of the process, an extensive public involvement exercise was planned. In terms of discharging the responsibilities of this Committee, there was to be a full breakdown and report on the outcome of public engagement. Further, there were a number of safeguards in place to ensure the ongoing integrity of the process with the two PCT Chief Executive Officers to jointly Chair the Momentum Programme Board. By this means, regular updates were to be provided to each PCT Board. Members of the NHS Joint Committee were also encouraged to attend, and participate in, the various consultation events planned. The Chairman of the Joint Committee had the opportunity, if necessary at any time throughout the consultation process, to call another meeting of the Joint Committee.</p> <p>Terms of Reference of the NHS Joint Committee, previously approved by statutory Boards were formally ADOPTED. The Joint Committee also NOTED that the financial implications of the Momentum Programme were to be addressed as far as is possible at this stage of the Programme and that final decisions regarding investments in services and facilities were to be dependent on the production and subsequent individual Board approval of Business Cases.</p>	
4	<p>Consultation Process</p> <p>Paul Frank outlined the 13 week consultation process. The following points were highlighted:</p> <ul style="list-style-type: none"> ○ Agendas of the four Summit Events were to be amended as necessary so as to enable an informed and inclusive debate dependent on the outcome of public meetings. ○ To facilitate public engagement, there was to be a dedicated website linked to relevant NHS organisations – to go live once the consultation process was approved – which would include all consultation literature, telephone numbers and Email contacts. ○ Roadshow activity was to commence on 20 May in Sedgefield, Peterlee, Hartlepool and Stockton town centres. ○ Consultation was to be progressive, with interim reports to be provided at key stages throughout the process. To demonstrate that this is a 'listening' process, a system of ongoing emerging feedback would be implemented to inform future events. It was reiterated that Summit Events were to be used to explore issues raised in the various focus group meetings. ○ Independent organisations had inserted appropriate checks within the questionnaires to ensure that no manipulation or skewed representation of views is received within the returned questionnaires. However, should any 	

NO		ACTION
	<p>issues of this nature arise members of the Joint Committee were to be alerted.</p> <ul style="list-style-type: none"> o There was to be proactive engagement with 'hard to reach' groups and voluntary organisations. <p>Alan Foster made the point that this health community had extensive experience of consultation with the public and he was confident that all required safeguards had been put in place.</p> <p>There was to be a formal process of engagement with Overview & Scrutiny. Ms Langrick informed the Committee that, as part of the guidance, a Joint Overview & Scrutiny Committee was required to be established. Over the last 12 months, in working towards the consultation process, there had already been regular and ongoing engagement with the separate Overview & Scrutiny Committees. In summary, everything possible had been done to fulfill the requirements of the Overview & Scrutiny mechanism.</p> <p>Members of the NHS Joint Committee formally APPROVED the consultation process due to commence on 2 June 2008.</p>	
5	<p>Consultation Materials</p> <p>Paul Frank referred to the consultation document which had been circulated to Members of the Joint Committee in the last week and the, tabled, designed format which will be available on the Momentum website from midnight 2 June. The contents of the document were then outlined.</p> <p>It was confirmed that the consultation document was to be available in many different formats – specifically the blind community were to be targeted. The document would be available on request and online, with consultation leaflets to be delivered to every home in the area.</p> <p>The comment was made that, while the consultation document was rightly balanced in terms of describing the new health care system and benefits to patients, there was not sufficient explanation around the evaluation of those hospital sites considered. Essentially, there was no adequate explanation why the choice was limited to the two sites identified, with no clarity around why other sites had been ruled out. It was agreed to provide a more informed view about the two main options by giving a fuller explanation of the criteria applied in the Evaluation Matrix on page 40 of the document. This would also ensure that those members of the public who did not attend consultation meetings but wished to respond regarding the location would be fully informed.</p> <p>In response to a comment regarding the density and volume of information set out in the document, it was suggested, and agreed, that members of the public be initially directed to the three page Executive Summary, with page references to particular areas of interest (eg transport, community services etc) to be inserted into the Summary to direct stakeholders to that particular piece of information within the consultation document.</p> <p>Members of the NHS Joint Committee APPROVED the consultation document and associated materials.</p>	<p>PF</p> <p>PF</p>
6	<p>Overview & Scrutiny Arrangements</p>	

NO		ACTION
	<p>Ms Langrick informed the Committee that one of the requirements of Section 244 of the NHS Act 2006 is engagement with Overview & Scrutiny Committees which play a vital role both in the scrutiny process and the outcome of consultation. A further requirement was the establishment of a Joint Overview & Scrutiny Committee to oversee the process and the outcome of consultation. As a consequence, as part of the overall Momentum Programme, NHS Joint Committee Members were assured that every effort had been made to engage with colleagues in the individual Durham, Hartlepool, Stockton, North Yorkshire, Redcar & Cleveland and Middlesbrough Overview & Scrutiny Committees. In terms of planning, discussions had already taken place with Tees Valley Overview & Scrutiny Committees and the decision had been taken some months ago that a Joint Overview & Scrutiny Committee was to be convened, made up of members from Durham, Hartlepool, North Yorkshire and Stockton Local Authorities. Regular engagement was anticipated with that Committee throughout the consultation process. At the time of this meeting, Ms Langrick informed the Committee that discussions were still taking place between the four Overview & Scrutiny Committees regarding the Terms of Reference for their Joint Committee.</p> <p>It was noted that at the end of consultation, in order to capture all views on how the process has gone, the final meeting of the NHS Joint Committee required to be choreographed with the final meeting of the Joint Overview & Scrutiny Committee. That is, once this NHS Joint Committee has taken a view on the outcome, subsequently the Joint Overview & Scrutiny Committee would then take its own view.</p>	
7	<p>Any Other Business</p>	
	<p>It was noted that all Board Members of the three NHS organisations involved were to be circulated with the dates and times of the various consultation events.</p>	PF
8	<p>Date & Time of Next Meeting</p>	
	<p>The date and time of the next meeting was to be arranged.</p>	
	<p>The Chairman thanked those members of the public present for their attendance as well as the one member of the press.</p>	
	<p>The meeting closed at 10.20 am.</p>	