

CARE OUTSIDE HOSPITAL PROGRAMME BOARD

Introduction

This paper provides an update to the Health & Wellbeing Partnership Board on progress with the Care Outside Hospital programme.

A presentation will also be given at the meeting providing more information on progress to date, particularly with the development of the commissioning principles.

The Board is asked to note progress and comment on the principles as outlined in the presentation

Purpose

This multi-agency Board meets bimonthly to oversee and monitor progress towards the development of a revised commissioning approach to care outside hospital in Oxfordshire.

The overall aim of the Programme is to review, redesign and commission community based health services for defined population localities within Oxfordshire using a collaborative, whole system approach working with all stakeholders.

It is responsible for the development of the programme of service improvement work once priorities within the organisation and commissioning have been determined.

The key deliverables are:

- Develop a set of commissioning principles against which future redesign of all community based health services can be assessed
- Produce fully costed business cases for consideration by the PCT Board for community health services for Bicester, Henley and Oxford City Centre (West End and Jericho – primary care and community)
- Produce recommendations regarding the necessity for a full commissioning strategy for services provided outside hospital

To achieve these objectives the programme will:

- Review and enhance the previously drafted Outline Business Case for Bicester Community Health Services
- Review and redesign (if necessary) community health services (both in- and out-patient) for Henley
- Conduct health needs analyses for the populations of Bicester and Henley
- Develop and execute a full Communications Plan for the programme that will include full stakeholder consultation, information and engagement events and other communications strategies

Membership

Members represent local agencies and authorities and include, as a minimum, the PCT, Oxfordshire Social and Community Services and PBC Consortia leads, with support from Communications, Finance, Planning and Public Health resources.

Members will be expected to communicate the work of the Board to their respective organisations.

Members from the PCT, Oxfordshire Social and Community Services and PBC Consortia will nominate representatives if unable to attend Board meetings.

The Board will co-opt other members as needed following agreement with the Board.

Roles

Responsible Executive Director	Alan Webb
Programme Lead	Heather Wicks
Programme facilitator	Ann Nash
Communications and Public Involvement lead	Ruth Atkins
Elective Care Commissioning	Emma Tidy
Planning and System Reform	Rachel Martin
Public Health	Val Messenger
Decision Support	Andrew Fenton
Finance	? Robert Majilton
Community Health Oxfordshire	Sharon Fennell
Oxfordshire Social and Community Services	Nick Welch
PBC consortia/clinical leads	John Galuszka
Quality and Clinical Standards	? Sula Wiltshire

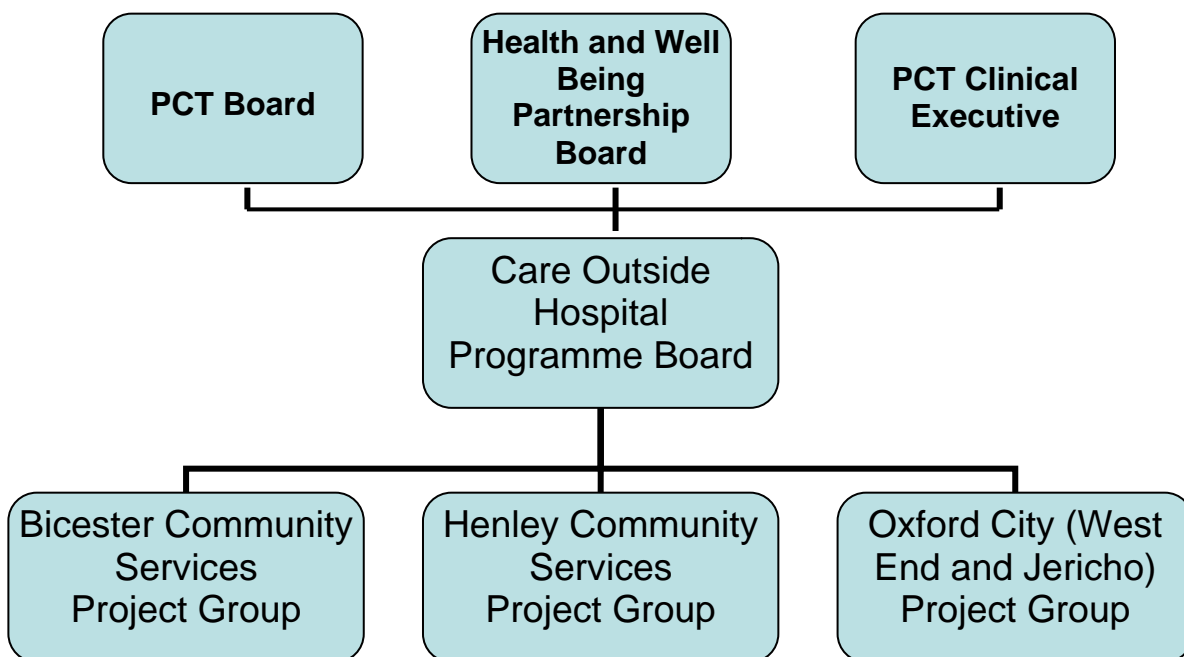
Governance

The Care Outside Hospital Programme Board will be chaired by the Director of Commissioning.

Terms of reference will be developed but the remit of the group is anticipated to be:

- Work with partners to develop a robust set of commissioning principles against which decisions for commissioning care outside hospital can be made
- develop the programme of service improvement work once priorities had been determined
- set the vision and direction for the project groups
- determine programme budgets, approve project plans and implementation methodologies
- performance manage the project groups
- resolve issues escalated to them and report to the PCT Clinical Executive and Board & the Health & Wellbeing Partnership Board

Project implementation groups will report to the Programme Board as detailed below.



An adapted Managing Successful Programmes (MSP) and Prince 2 project management approach will be taken to this work.

Resources

The Board will designate Project Groups to take the work of the Programme Board forward. Draft Terms of Reference for a Project Group have been developed

The resources of the Public Health Resource Unit, working with local communities, are aligned with the early stages of the work and will focus on the issues in two communities initially, Bicester and Henley.

Project leads will be appointed for each group.

Reports to the Board will be presented as agreed by the Board.

Frequency of meetings

Meetings will take place bimonthly, at a time and place agreed by Board members.

Minutes of Board meetings will be agreed by the Chair and circulated to members within one week of the Board meeting.

Agenda items will be accepted from members within two weeks prior to Board meetings, with supporting papers where required.

Communications

Communications from Board meetings will be disseminated to stakeholders within two weeks of Board meetings.

Press releases will be prepared on the basis of Board meeting agendas and minutes and designated members will be briefed regarding media involvement.

The local media will be kept informed of all issues and briefed regularly by the Communications Team/s at the PCT and Local Authority.

Next Steps

Groups for City Centre Community Services and Henley will be established by the end of November

Milestone plans have been signed off for Bicester and City Centre work and plans being developed for Henley

Communications plan to be developed and executed during November

Public engagement events to be planned for Bicester to be held during the period November to February

Alan Webb
Heather Wicks
November 2007