

# **South-East Coast Ambulance Regional Scrutiny Sub-group Draft Terms of Reference**

## **Purpose of the group**

The regional sub-group will:

- monitor the development and progress of the NHS Improvement Plan for South-East Coast Ambulance (SECAMB) Trust;
- take into account the voice of local people (which may include consideration of feedback from local Healthwatch organisations) and seek to ensure that the needs of local people are integral to the improvements being designed and delivered by the Trust; and
- report back publicly to the relevant health scrutiny committees on a regular basis.

The regional sub-group will ensure that SECAMB is constructively challenged and supported by:

- reducing duplication through collaborative working
- scrutinising its delivery against the improvement plan
- contributing to the Quality Account for the Trust

The regional sub-group does not restrict or prevent the participating local authorities from separately exercising their health scrutiny powers as necessary.

## **Membership**

The sub-group will be comprised of two representatives from each of the following health scrutiny committees:

- Brighton & Hove Health Overview & Scrutiny Committee
- East Sussex Health Overview and Scrutiny Committee
- Kent Health Overview and Scrutiny Committee
- Medway Health and Adult Social Care Overview and Scrutiny Committee
- Surrey Wellbeing and Health Scrutiny Board
- West Sussex Health and Adult Social Care Select Committee

Appointments and terminations will be made by each local authority in line with their own local procedures.

Members are expected to abide by the relevant local authority's code of conduct.

The sub-group will elect a Chairman.

### **Regularity of meetings, quorum and access to papers**

The sub-group will meet once every two months. A quorum of half the membership of the sub-group will be required.

Papers will be made available at least five days prior to the meeting and these will be available to health scrutiny members from each participating local authority.

### **Out of scope**

The sub-group will principally focus on the improvement plan for SECAmb.

Any substantial variation proposed by the Trust will need to be considered by the relevant health scrutiny committee(s), in line with national regulations and local processes.

### **Review**

The regional sub-group will reviewing its purpose and activity after 6 months, with an extension of its activities after May 2017 requiring agreement of the health scrutiny committee chairmen.

It may be disbanded at any time by a simple majority vote of the members of the Group.

### **Representation on NHS Improvement monthly sessions**

The six health scrutiny committees have been invited to nominate a representative to attend a monthly session chaired by NHS Improvement and attended by the Trust, CCGs, NHS England, CQC and a HealthWatch representative.

This representative will be selected by the sub-group and asked to report back regularly.

### **Officer support**

SECAmb will organise the sub-group meetings, and ensure suitable representatives from the Trust attend.

Officer support will be provided on a rotational basis by the supporting officers of the relevant health scrutiny committees.