

**NHS SOUTH WEST LONDON ALLIANCE
SMT**

SMT Date	Thursday, 24 January 2019
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Title of paper	Trigger template for Standard Variations to Health Services				
Responsible Director	Charlotte Gawne, Director of Communications and Engagement				
For	Approval				
Confidential	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Items are only confidential if it is in the public interest for them to be so

SMT is asked to:
<ul style="list-style-type: none"> • Agree the use of the ‘<i>Trigger template for Standard Variations to health services</i>’ with South London Overview and Scrutiny Committees (OCSs) and the South West London Joint Health Overview Scrutiny Committees (JHOSC). • Discuss whether CCG Governing Bodies need to approve the use of the trigger template.

Summary of paper
<ul style="list-style-type: none"> • The six south west London local authorities through the SWL JHOSC have previously suggested that South West London Alliance sign up to a protocol for consultation and engagement around changes or variations to services. • Local authorities said that there rationale for a protocol was because they felt that NHS and local authorities do not always agree on when consultation is needed. • The aim of the protocol was to get to the point where NHS colleagues share information with scrutiny early enough so that councillors felt informed. • The Alliance sought advice from NHS England, Capsticks and The Consultation Institute which outlined that the protocol was unclear and sufficient NHS England guidance existed to guide conversations about consultation and engagement. • Following recent discussions with JHOSC Chair and officers it was provisionally agreed that a trigger template on its own would be the way best forward to help guide conversations around engagement and consultation over changes and variations to health services. • Adopting the trigger template would enable us to proactively inform OCSs and JHOSC about changes to health services in the area. It gives them the decision to decide whether to look at the changes in an informal or formal process i.e. through a committee session. • Keeping OCSs and JHOSC informed helps contribute to a strong partnership through transparent communication. It also demonstrates our respect councillor’s rights to scrutinise decisions, and acknowledges that they have a role to play in influencing health and care decisions.

Areas of interest / note
Supporting partnership working, promotion of

Finance, resources and QIPP
n/a

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Further actions for SMT
None

Risk/s	Mitigating actions/s
n/a	
Supporting documents	
n/a	

Governance and reporting (list committees, groups, other bodies that have previously discussed/approved the paper, if possible)		
Committee name	Date discussed	Outcome

Use of Trigger template for Standard Variations to health services with South West London Overview and Scrutiny Committees (OSCs)

This paper outlines a proposal for South West London Alliance and Health and Care Partnership to adopt the ‘*Trigger template for Standard Variations to Health services*’, to provide Overview and Scrutiny Committees and the South West London Joint Health Overview Scrutiny Committee with updates on any proposed changes to health services in our area. The use of the trigger template was provisionally agreed with JHOSC Chair Cllr Anita Schaper and JHOSC Officers. A copy the trigger template is included in this paper.

Background

The six south west London local authorities through the SWL JHOSC have previously suggested that South West London Alliance sign up to a protocol for consultation and engagement around changes to services.

Local authorities said that there rationale for a protocol was because they felt that NHS and local authorities do not always agree on when consultation is needed. In addition JHOSC Officers said that the aim of the protocol was to get to the point where NHS colleagues share information with scrutiny early enough so that they can reach an informed view on whether the proposals need formal scrutiny and also make sure that only the relevant councils are then involved.

South West London sought advice from NHS England, and legal advice from Capsticks on the protocol. The view was that signing up to the protocol was not in our interest because it was unclear, and sufficient NHS England guidance was already in place. We suggested to JHOSC officers that NHS England guidance [Planning, assuring and delivering service change for patients](#) (updated March 2018) and a trigger template should act as our guide in terms of consultation and engagement. No further discussions took place, and were delayed due to purdah and the local government elections.

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Post 2018 local elections JHOSC Chair Cllr Anita Schaper and Officers met with Sarah Blow, and provisionally agreed to leave aside the protocol document, and adopt the trigger template the guide in terms of keeping the local authority scrutiny functions informed on change to health services.

Rationale

Scrutiny members and officers are keen to use their powers to influence health and social care improvement, and ensure that services are delivered in ways that reflects needs and aspirations of their local communities.

Successive guidance from NHS England and local authorities state that commissioners and providers should work with the local authority or local authorities OCSs and JHOSCs to inform them of changes to health provisions, and work together to determine whether the change proposed is substantial.

Where proposal for substantial service change is made by the provider rather than the commissioner Public Health, Health & Wellbeing Boards and Health Scrutiny Regulations 2013 require the commissioner to work with the local authority on behalf of the provider.

Therefore developing trusting relationships with local authorities and their scrutiny functions is crucial. By adopting the trigger template the Alliance and the Partnership can take a proactive approach towards keeping SWL OCSs and JHOSC informed on work being delivered across six different boroughs. This proactive approach enables transparent communication with councillors and officers, it also respects councillor's rights to scrutinise decisions.

Suggested use

There is no legal definition of service change but broadly it encompasses any variation or substantial change to the provision of NHS services which involves a shift in the way front line health services are delivered, usually involving a change to the range of services available and/or the geographical location from which services are delivered.

Not all changes to services are substantial

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Suggested Trigger template to use with South West London OCSs and JHOSC

TRIGGER TEMPLATE

NHS Trust or body & lead officer contacts:	Commissioners e.g. CCG, NHS England, or partnership. Please name all that are relevant , explain the respective responsibilities and provide officer contacts:

Trigger	Please comment as applicable
1. Reasons for the change & scale of change	
What change is being proposed?	
Why is this being proposed?	
What is the scale of the change? Please provide a simple budget indicating the size of the current investment in the service, and any anticipated changes to the amount being spent.	
Are you planning any patient and public participation activities (engagement or consultation)? Please briefly describe what stakeholders you will be engaging with and how. If you have already carried out consultation please specify what you have done.	
Are you building on any existing sources of patient and public insight or data?	
2. Are changes proposed to the accessibility to services?	
	Briefly describe:
Changes in opening times for a service	
Withdrawal of in-patient, out-patient, day patient or diagnostic facilities for one or more speciality from the same location	
Relocating an existing service	

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Changing methods of accessing a service such as the appointment system etc.	
3. What patients will be affected?	Briefly describe: (please provide numerical data)
Changes that affect a local or the whole population, or a particular area in the borough.	
Changes that affect a group of patients accessing a specialised service	
Changes that affect particular communities or groups	
Impact on people and communities across the nine protected characteristics (plus carers). How will disadvantages be minimised or positive impacts enhanced?	
Impact on reducing health inequalities between patients – access and outcomes	
Has an Equality and Health Inequalities Analysis been done or planned? If so how and when? How will you ensure that seldom heard communities or those experiencing health inequalities are involved?	
4. Are changes proposed to the range or methods of service delivery?	Briefly describe:
Impact on range of services provided	
Delivering care using new technology	
Reorganising services at a strategic level	
5. What impact is foreseeable on the wider community?	Briefly describe:
Impact on other services (e.g. children's / adult social care)	

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What is the potential impact on the financial sustainability of other providers and the wider health and social care system?	
6. What are the planned timetables & timescales and how far has the proposal progressed?	Briefly describe:
What is the planned timetable for the decision making	
What stage is the proposal at?	
What is the planned timescale for the change(s)	
7. Substantial variation/development	Briefly explain:
Do you consider the change a substantial variation / development?	
Have you contacted any other local authority OSCs about this proposal?	