

<b>Title of Report:</b>	<b>Suggested topic for review – delayed transfers of care</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	6 December 2016

**Purpose of Report:** To outline to the Overview and Scrutiny Management Commission proposed Terms of Reference for a review into Delayed Transfers of Care.

**Recommended Action:** Amend, if necessary, and approve the Terms of Reference for the review.

<b>Overview and Scrutiny Management Commission Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Emma Webster (0118) 941 1676
<b>E-mail Address:</b>	emma.webster@westberks.gov.uk

<b>Contact Officer Details</b>	
<b>Name:</b>	David Lowe
<b>Job Title:</b>	Scrutiny and Partnerships Manager
<b>Tel. No.:</b>	01635 519817
<b>E-mail Address:</b>	david.lowe@westberks.gov.uk

# Executive Report

---

## 1. Introduction

- 1.1 This paper sets out a proposal for the establishment of a small task group into delayed transfers of care (DToC). It provides some background and context for the review and sets out a proposed methodology for taking the work forward.

## 2. Background

- 2.1 A Delayed Transfer of Care occurs when a patient is ready to depart from health care but still occupies a bed. A patient is ready for transfer when:
- (a) A clinical decision has been made that patient is ready for transfer; and
  - (b) A multi-disciplinary team decision has been made that patient is ready for transfer; and
  - (c) The patient is safe to discharge/transfer.
- 2.2 Staff in Adult Social Care make quarterly reports on the Council's performance on DToC.
- 2.3 The 2016/17 Quarter 2 return reported that the authority's performance against its set annual target was 'red' (ie unlikely to be met by the end of the financial year). The Q2 exception report is shown at Appendix A.
- 2.4 As members of the Commission may be aware, as pressures on the NHS continue to rise, DToC has a national profile.
- 2.5 In order that members of the Council might properly understand the full circumstances surrounding this matter and be provided the opportunity to help identify possible solutions, Corporate Board has suggested that the matter might be considered through Overview and Scrutiny.

## 3. Proposed Terms of Reference and methodology

- 3.1 It is proposed that a time limited task group is established to examine the circumstances surrounding Delayed Transfers of Care in West Berkshire and in particular:
- The Council's current and historic performance
  - The causes of delay and its impact
  - The action being taken now to address poor performance
  - The identification of further areas for improvement
- 3.2 On completion of its work the task group will report to the OSMC, thence the Executive with recommendations as appropriate.
- 3.3 The task group should comprise 4 members (3 x Conservative, 1 x Liberal Democrat).

#### **4. Recommendation**

- 4.1 It is recommended that Members of the Commission amend, if necessary, and approve the Terms of Reference for the review.

#### **Appendices**

---

Appendix A              Quarter 2 performance exception report for Delayed Transfers of Care