

# Public Document Pack



Date: 13 April 2016  
Our ref: QEQM Hospital Cabinet Advisory Group/Agenda  
Ask For: Charles Hungwe  
Direct Dial: 01843 577186  
Email: charles.hungwe@thanet.gov.uk

## QEQM HOSPITAL CABINET ADVISORY GROUP

**21 APRIL 2016**

A meeting of the QEQM Hospital Cabinet Advisory Group will be held at **7.30 pm on Thursday, 21 April 2016** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

### Membership:

Councillors: Wells, Ashbee, G Coleman-Cooke, L Fairbrass, Falcon, Game, I Gregory and Matterface

## **A G E N D A**

Item  
No

Subject

1. **ELECTION OF CHAIRMAN**

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.

4. **AGREE TERMS OF REFERENCE OF THE QEQM HOSPITAL CABINET ADVISORY GROUP** (Pages 1 - 4)

### **Declaration of Interests Form**



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## **Agree terms of reference of the QEQM Hospital Cabinet Advisory Group**

To: **QEQM Hospital Cabinet Advisory Group – 21 April 2016**

By: **Rob Kenyon, Community Services Director**

Classification: **Unrestricted**

Ward: **All**

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**Summary: To establish terms of reference for the QEQM Hospital Cabinet Advisory Group**

### **For Decision**

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#### **1.0 Introduction and Background**

- 1.1 In July 2015 Council responded to a petition on QEQM Hospital, the petitioners asked Council to 'vigorously oppose any plans by the East Kent Hospital Trust to downsize or end the provision of high quality Accident and Emergency services at the QEQM hospital in Margate.'
- 1.2 After a full debate Members agreed 'to refer the petition to Cabinet and recommend that Cabinet establishes a Cabinet Advisory Group [CAG] which would consider the petition in tandem with any other emerging proposals about the East Kent Hospitals University Foundation Trust (EKHUFT).'

#### **2.0 The Current Situation**

- 2.1 In October Cabinet agreed the following:
1. That as per the recommendation of Full Council; establish the QEQM Hospital Cabinet Advisory Group
  2. To set the membership at 8 Councillors;
  3. That representation on the CAG to be made up of 4 UKIP; 2 Conservative; 1 Labour; 1 Democratic Independent Group (DIG);
  4. The terms of reference as set out in the Cabinet report.
- 2.2 The proposed draft terms of reference as set out in the Cabinet report of October 2015 are:
1. Study the proposed re-organisation of the QEQM Hospital's Accidents and Emergency Services;
  2. In the event that the East Kent Hospitals University Foundation Trust (EKHUFT) or its commissioners conducts a public consultation relating to the provision of Accident and Emergency services at the QEQM hospital in Margate, prepare a draft Thanet District Council response to the consultation;
  3. Produce a final report for consideration by Cabinet.

### **3.0 Options**

- 3.1 Agree the terms of reference laid out in 2.2.
- 3.2 Amend the terms of reference laid out in 2.2 and recommend the amended terms of reference back to Cabinet.

### **4.0 Corporate Implications**

#### **4.1 Financial and VAT**

- 4.1.1 There is no dedicated resource to support this Cabinet Advisory Group and support will therefore be taken from existing staff. It should be considered when setting any work programme as there will be a knock on effect on service delivery.

#### **4.2 Legal**

- 4.2.1 Whilst the Cabinet Advisory Group can invite partners in to provide information to the group there is no legal requirement to compel attendees. This should be considered when setting any work programme.

#### **4.3 Equity and Equalities**

- 4.3.1 There has been no equity and equality impact of this report undertaken. It is assumed that this will form part of any work the CAG may undertake to report back to Cabinet.

### **5.0 Recommendation(s)**

- 5.1 To agree the terms of reference;
- 5.2 To agree to reconvene at such a time that any consultation is announced.

Contact Officer:	Rob Kenyon, Community Services Director
Reporting to:	Madeline Homer, Chief Executive

### **Annex List**

Annex 1	QEQM Hospital CAG Terms of Reference
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### **Corporate Consultation Undertaken**

Finance	Nicola Walker, Interim Head of Financial Services; Matt Sanham, Financial Services Manager
Legal	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer

### QEQM HOSPITAL CABINET ADVISORY GROUP TERMS OF REFERENCE FOR 2016

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#### General

A Sub-Committee of Cabinet was established to review certain matters relating to the proposed review of Accidents and Emergency Services at QEQM Hospital.

#### Membership, Chairmanship and Quorum

Number of Members	Eight
Political Composition	4 UKIP; 2 Conservative; 1 Labour; 1 Democratic Independent Group (DIG);
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By Cabinet Member for Community Services/Leader of Council
Restrictions on Membership	None
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required

#### Terms of Reference

1. Study *any formal proposals for the* re-organisation of the QEQM Hospital's Accidents & Emergency Services;
2. In the event that the East Kent Hospitals University Foundation Trust (EKHUFT) *or its commissioners* conducts a public consultation *about the future of Accident & Emergency services at the QEQM Hospital*, prepare a draft Thanet District Council response to the consultation;
3. Produce a final report for consideration by Cabinet.

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#### General

The work of the CAG is restricted to the stated terms of reference highlighted above and will be considered to be completed once a final report has been forwarded to Cabinet and the Group will *be discontinued immediately*.

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#### Notes

This Cabinet Advisory Group was establishment at the Cabinet meeting on 22 October 2015. These terms of reference were considered and approved at that meeting.

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## THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

### Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

### Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or  
Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
  - exercises functions of a public nature; or
  - is directed to charitable purposes; or
  - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

- 1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
- 2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
- 3. Not seek to improperly influence the decision.

**Gifts, Benefits and Hospitality**

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £100 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

**What if I am unsure?**

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Democratic Services and Scrutiny Manager well in advance of the meeting.

**DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS,  
SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY**

MEETING.....

DATE..... AGENDA ITEM .....

DISCRETIONARY PECUNIARY INTEREST ☐

SIGNIFICANT INTEREST ☐

GIFTS, BENEFITS AND HOSPITALITY ☐

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

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.....  
.....

NAME (PRINT): .....

SIGNATURE: .....

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.

