

## **Terms of Reference**

### **Shropshire and Telford and Wrekin Joint Health Overview and Scrutiny Committee**

#### **Purpose**

To jointly consider and scrutinise where necessary, all Health and Healthcare related topics which affect the areas of Telford and Wrekin Council and Shropshire Council.

To meet when proposed changes to services are identified to confirm whether formal statutory consultation would be necessary.

To actively research and respond to any formal consultation within the agreed consultation period, usually the statutory 12 weeks period.

#### **Annual work programme topics for 2010/11**

Proposals from the NHS under Developing Health and Healthcare, a Strategy for Shropshire, Telford and Wrekin

Mental Health Services – Modernising Mental Health Services in Shropshire and Telford and Wrekin

Any other issues that Members feel will impact on the planning and implementation of health and healthcare across both Local Authority areas.

#### **Powers of the Joint Health Overview and Scrutiny Committee**

The Joint Health Overview and Scrutiny Committee exercises the powers set out in the Health and Social Care Act (2001) consolidated in the NHS Act (2006) to review any matter relating to the planning, provision and operation of health services across the local authority areas.

#### **Membership of the Joint Health Overview and Scrutiny Committee**

There will be six elected members from each local authority.

There will be three co-opted members from each local authority area who are independent of the relevant Council.

The Co-opted Members of the Committee have voting rights as determined by Full council at both authorities. A copy of the voting schedule is attached.

Executive Members for Health and Social Care issues may attend the meeting at the Chair's discretion in a non voting capacity.

#### **Chairing Arrangements**

Meetings alternate between the Council areas. The appropriate Chair will take the lead for meetings in their Local Authority Area.

### **Chairs' Casting Vote**

The Chair will not use their casting vote due to the alternating venue.

### **Political Balance**

Political balance applies to this Committee. The political balance applies to each participating authority.

### **Substitution**

Substitutes are not allowed for this Committee due to the background knowledge required and that individual co-optees who are not appointed by an organisation would not be able to appoint substitutes.

### **Questions and Evidence from the Public**

If elected members not on the Committee, members of the public or representatives from other organisations have questions or comments relating to agenda items at a committee meeting these should be submitted in writing 24 hours before the meeting where possible. At the chairman's discretion a representative from a local group or organisation may be invited to present information relevant to an agenda item at the meeting. It should be noted that the Joint Health Overview and Scrutiny Committee does not consider individual patient issues or complaints.

### **Administration**

In line with the Department of Health Guidance Telford and Wrekin Council and Shropshire Council will share the cost and resource implications of supporting the Joint Health Overview and Scrutiny Committee. Meetings will alternate between local authorities. Each council will take the lead in arranging venues and co-ordinating agendas with organisations and individuals invited to present reports or papers or give evidence, for the meetings taking place in their Local Authority Area.

The agenda will be agreed by both Health Scrutiny Chairs at an agenda setting meeting about 10 working days before the Joint Committee meeting. Papers and presentations will be considered during this meeting to establish running order and specific instructions to those attending.

Pre-meetings will be at the Chair's discretion, to be attended either by the Chairs' alone or for members of the whole joint Health Overview and Scrutiny Committee.

### **Additional Support**

Each local authority will identify an agreed resource which it can provide to support the work of the Joint Committee. This may be officer time and/or a financial contribution to cover the costs of any specialist advice.

### **Frequency of Meetings**

To be detailed in the Joint Committee Work Programme.

### **Quorum**

One third of the membership of the committee. At least 2 elected members must be present including 1 from each authority. There must be 2 representatives from each authority including co-optees.

### **Ways of Working**

Under the Department of Health Guidance (2003) the Joint Health Scrutiny committee must:

- Represent the interests of the population that receives services provided by or commissioned by the NHS body
- Operate in a way that will lead to rigorous and objective scrutiny of the issues under review.

The Joint Committee will hold formal meetings, and will undertake visits – which as far as possible will involve representatives from both authorities. Each authority will be able to lead and undertake individual pieces of work. The Joint Committee may also hold meetings with relevant representatives and officers outside of the main scrutiny forum such as focus groups, public meetings and consultation with relevant patient/service user groups.

### **Reports**

Wherever possible all reports will present joint evidence based conclusions and recommendations. However, where differences exist reports will be able to include sections setting out evidence based conclusions and recommendations reflecting the different views within the joint committee.

### **Review of Terms of Reference**

Annually or as required when issues arise for joint scrutiny.