

## APPENDIX D COSTS FOR JOINT HEALTH SCRUTINY

### Training Issues

1. Training is essential from the start to build understanding amongst all organisations about the purpose of health scrutiny, develop terms of reference, protocols and work programmes.
2. Bury MBC successfully employed an external consultant (Donna Bradshaw) from the School of Healthcare Management at the Manchester University to run a one day session on health scrutiny. The aims of the training were to:-
  - (a) share a common understanding of health overview and scrutiny, the context of legislation powers and responsibilities
  - (b) build upon and develop existing relationships with local authority and health partners to facilitate constructive health overview and scrutiny
  - (c) agree a selection of overview and scrutiny topics for the health scrutiny programmes.
  - (d) agree a medium term action plan to enable the Plan to be delivered.
3. Draft terms of reference and a protocol were also referred to on the day.
4. This one day session costs were as follows:-

Training	£2,000
Room hire and refreshments	£397
Total	£2,397
5. It is envisaged that there will be a need for an evening session of training to discuss the work programme in more detail and develop terms of reference and a protocol. It is estimated that this will cost £800.
6. Participants who attended thought that the training was very useful.
7. It is envisaged that a combined event could be held for both joint committees in order to keep costs to the minimum. Based on experience it is still envisaged that there will be a need for a follow up session to complete the work referred to in paragraph 1 above. The total costs of this would, based on the above costings, (£2,397 +£800) amount to £3,197.
8. The above costs are one off for the first year only. There may be a need for some training in subsequent years and this will be discussed with partners.

### Staffing Issues

1. As members will see from the job description and person specification it is suggested that the person who will be responsible for the two joint

committees should have a wide range of skills, including democratic and research. Also knowledge of policy development in local government and health, particularly health scrutiny are important.

2. The skills and knowledge required are reflected in the grade of the post PO1/PO4 £24,048 - £25,911. It is suggested that the initial costs of this would be £29,176 ( (£24, 048+ 18% on costs) .

### **Printing**

The printing costs for Bury's Healthier and Safer Communities Commission have been used as a guide. The Commission which meets every 6 weeks (8 meetings per year) has annual printing costs of £1,450. This amounts to £181 per meeting and could be used to calculate the cost of printing for both joint committees. Assuming the joint committees both meet four times per year (eight in total) this amounts to a total cost of £1,448 (8 x £181)

The cost may come down if it is possible to utilise E Mail.

### **Expenses for co-opted members and witnesses**

It is estimated that both joint committees may wish to co-opt people onto their committees and require expert witnesses to attend. Expenses (travelling and subsistence) may be payable for co-opted members and witnesses. An amount of £1,000 has been included for this.

Authorities may not as standard practice pay such expenses at the moment, but the joint committees may wish to co-opt people from the voluntary sector and it is only fair that such individuals receive reasonable out of pocket expenses for providing the joint committees with specialised knowledge. The failure to pay such expenses may prevent people from participating and deprive the joint committees of valuable knowledge. In addition new regulations have recently been published which encourage authorities to pay co-opted member expenses.

### **Postage/telephone/stationery**

An amount of £1,000 per joint committee is suggested to cover these expenses. However, as with all costs this will be kept under constant review by Bury MBC and information shared with partner organisations.

### **Promotion/Publicity**

1. Health scrutiny is a relatively new concept for the public to grasp and a considerable amount of work needs to be done on raising the profile of health scrutiny if it is to have the impact on the health of local people envisaged by the Department of Health

2. It is suggested that £2,000 (£1,000 per joint committee) be included for promotion/publicity. The form of promotion will be discussed with all partners, but given the geographical area to be covered by the joint committees it is envisaged that some posters/leaflets advertising the new service may be desirable for distribution across the patch in libraries etc .
2. It would be, of course, be up to each joint committee to develop a programme for promotion/publicity.

### **Room Hire**

It is suggested that £800 be included to cover the cost of room hire for meetings of the joint committees and any sub groups.

### **Refreshments**

It is suggested that £500 be included to cover the cost of refreshments for Joint committees and any sub groups

### **Summary of Expenditure**

	<b>£</b>
Training	3,197
New Post	29,176
Expenses for co-optees and witnesses	1,000
Postage/telephone/stationery	2,000
Advertising	2,500
Promotion/publicity	2,000
Room Hire	800
Refreshments	500
Total	£41,173

This leaves a very small surplus of £13 of income over expenditure (£43,200 – 41,373).

Costings will be reviewed after six months and there will be periodic reports to constituent authorities on progress.