

## APPENDIX E

### DRAFT PROTOCOL FOR JOINT HEALTH SCRUTINY OF THE PENNINE ACUTE HOSPITALS NHS TRUST AND THE PENNINE CARE NHS TRUST– WORKING PRINCIPLES

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- 1. SHARED RESPONSIBILITY/PARTNERSHIP**
  - Improving health and health services through scrutiny is dependent upon a partnership approach between representatives of local Councils, the Pennine Acute Hospitals NHS Trust, the Pennine Care NHS Trust and representatives of the Patient and Public Involvement forums and the Primary Care Trusts as commissioners of services.
  - **Co-operation**
    - The partnerships referred to above will be developed over time through mutual trust and respect and in recognition of the pressures facing all organisations with the objective of improving health and health service for local people through effective scrutiny.
    - All agencies will be committed to working together in mutual co-operation to share knowledge and deal with requests for information and reports for The Joint Committees within the time scales set down.
    - All Members, officers, members of the public and patient representatives involved in improving health and health services through scrutiny will be treated with courtesy and respect at all times .
- 2. Co-option**
  - The Joint Committees will seek to continually improve their knowledge base by co-opting to its membership particularly in respect of Patient and Public Involvement Forums when they become established.
- 3. Accountability**
  - Improving health and health services through scrutiny will be open and transparent to Members of the local Authority and health organisations and members of the public.
  - Those involved in improving health and health services through scrutiny will always declare any particular interest that they may have in particular pieces of work or investigation by the Scrutiny Commission.
  - The Joint Committees whilst working within a framework of partnership, mutual trust and co-operation, will always operate independently of the NHS and have the authority to hold views independent of other Members of representative Councils and their Executives. This independence is essential for investigations to be effective.
  - The independence of the Joint Committees must not be compromised by its Members, by other Members of the Council or any of the Councils' Executives, or by any other organisation it works with.
- 4. Work Programme**
  - The work programme for improving health and health services through scrutiny will be prepared by Members of each joint committee working in partnership with local health bodies taking account of identified needs of local people as set out in various published documents eg Primary Care Trusts' Local Delivery Plans and Public Health Reports.

- There will be consultation with appropriate patient groups (Patient Advisory Liaison Service and Patient and Public Involvement Forums), the general public and other relevant bodies on topics for review.
- The Improving Health and Health Services Scrutiny Commission work programme will be made available to health partners, the public and interested groups.

## **5. Accessibility**

- Improving health and health services through scrutiny will work best if it is seen as a process that involves both patients and the public and where the key agencies engaged in the process are working together to ensure that opportunities for patient and public involvement are maximised.
- The needs of hard to reach groups will be taken into account in respect of accessibility and involvement. This will be particularly important in respect of publication of the Agenda and selecting venues for meetings.

## **6. Outcome Focussed**

- Scrutiny undertaken through the Joint Committees will be focused on improving the health and health services for residents in areas served by the committee
- It is not the role of scrutiny of health and health services to take up and scrutinise individual cases nor is it appropriate for health scrutiny to act as a complaints service for individual patients and members of the public.
- Self evaluation as well as evaluation by others will be welcomed by those involved in improving health and health services through scrutiny as useful ways of working towards this goal.

### **The Joint Committee will :**

#### **(a) Administration**

- Arrange for the timely distribution of reports and minutes to established circulation lists.
- Invite NHS representatives to meetings giving reasonable periods of notice and full explanation as to the reason for their attendance and what is expected of them where practicable.
- Appoint/co-opt appropriate expertise into the commission to provide advice on how to improve health and health services through scrutiny.
- Give appropriate notice of requests for information.
- Distribute copies of review reports to appropriate NHS representatives, appropriate patient representative bodies, Councils' Executives, individuals contributing to reviews, local MPs, interested voluntary sector organisations, local libraries and information centres.

#### **(b) Consultation and Communication**

- Inform relevant NHS bodies of any press or media release relating to health scrutiny matters.
- Identify key contacts for scrutiny of health and health services within local NHS bodies, networks supporting the emerging Patient and Public Involvement Forums and liaise on

requests for information, attendances before the Committee and the production and publication of reports within the times scales set out in legislation

- Through its Chair, Vice-Chair and support officer maintain regular contact with representatives of NHS bodies, the networks supporting the Patient and Public Involvement Forums

- **Meetings of the Joint Committee**

**Members of the joint committee will:-**

- Familiarise themselves with the subject under review.
- Treat those invited to appear at the Committee with courtesy and respect and ensure they have sufficient and appropriate support.
- Adopt a positive and open style of questioning
- Never request NHS employees to discuss individual performance or state their personal opinion as to the appropriateness of national government policy
- Undertake visits to NHS Centres as appropriate.
- Comply with appropriate legislation in respect of the calling and conduct of meetings.
- Ensure that all findings from reviews are based on sound evidence

**The Pennine Acute Hospitals Trust and the Pennine Care NHS Trust will :**

**(a) Administration**

- Provide timely information relating to the planning and operation of the health services which the Committee needs in order for it to improve services through the scrutiny function, including commenting on NHS plans, proposals and consultations and carrying out health scrutiny reviews (excluding patient identifiable information, personal information relating to any NHS employee or information which is non disclosable by law)
- The Committee may require the appropriate officer to produce information in a form which does not disclose the information relating to individual patients or personal information.
- Provide the Committee with that information, when requested within 20 days.
- Respond to health scrutiny review reports within 28 days of receipt.
- Copy that response to the appropriate Patient and Public Involvement Forums and any other appropriate patient representative bodies, Councils' Executives, individuals contributing to reviews, local MPs, interested voluntary sector organisations within the various Council areas, local libraries and information centres.

**(b) Consultation and Communication**

- Actively consult with the Committee at an early stage on plans for substantial developments in services, or substantial variation in service provision as well as carrying out their duty to consult with the Patient and Public Involvement Forums.
- Where practicable notify the various Councils' Chief Executives informally of instances where it is not appropriate to consult the Council in advance of a decision being taken.
- Inform the Committee of public consultations being carried out in sufficient time for the Committee to comment as well as carrying out their duty to consult with the Patient and Public Involvement Forums
- Assist the Committee in identifying recently raised health issues

- Take part in consultation on topics for review.
- Identify a key contact person for improving health and health services through scrutiny who will deal with requests for information, requests to attend Committees and processing of reports.
- Through their Chief Executives and other representatives as appropriate maintain regular contact with the Committee.

**(c) Committee meetings and Improving health and health service through scrutiny**

- Identify a lead officer for each subject being reviewed as appropriate.
- Support committee Members on site visits
- Ensure that Chief Executives or nominated replacements attend meetings of the Committee when invited.
- Ensure that, when invited and given appropriate notice, identified NHS employees or suitable nominated replacements attend meetings of the Committee.
- Ensure that NHS employees invited to the Commission meetings answer questions openly and honestly and are given support as appropriate by their line managers.