

# **TERM OF REFERENCE AND WORKING PRINCIPALS FOR THE JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (JHOSC) FOR THE NORTHERN CARE ALLIANCE**

## **TERMS OF REFERENCE**

### **PURPOSE**

To scrutinise the generic services provided by the Northern Care Alliance relating to the health of the population in Bury, Oldham, Rochdale and Salford and contribute to the development of policy to improve health and reduce health inequalities in respect of services provided by the hospitals.

### **Membership**

The membership of the JHOSC will be made up of three Councillors from each of the four constituent local authorities (Bury, Oldham, Rochdale and Salford).

### **Key Objectives and Responsibilities**

1. The JHOSC has the delegated powers of the four local authorities, Bury, Oldham, Rochdale and Salford to undertake all the necessary functions of health scrutiny in accordance with part 4, Health Scrutiny by Local Authorities, of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, relating to reviewing and scrutinising health service matters provided by the alliance.

### **Hospitals**

Such matters to include:

- a) Receipt and consideration of performance information relating to the Northern Care Alliance.
  - b) Receipt and consideration of any annual reports and quality accounts of the alliance or outcomes of official inspections eg the Care Quality Commission, Monitor, Place (Patient Lead Assessments of the Care Environment) Inspections, National Clinical Audit and Patients Outcome Programme.
  - c) Improving access to NHS services.
  - d) The review proposes for the implementation of new initiatives which affect people in Bury. Oldham, Rochdale and Salford in respect of patients and public involvement.
  - e) Review proposals for consideration of items relating to proposed substantial development/substantial variations to services provided by the alliance which affect the authorities referred to. This could include:
    - Changes in accessibility of services and the rationale for those changes,
    - The impact of proposals on the wider community and on other services including economic impact, transport and regeneration,
    - The number of patients affected and the impact of the changes on the patients,
    - Changes in the method of services delivery, for example, moving a particular service in to community settings rather than being entirely hospital based.
2. To review the procedural outcome of consultation referred to in 1(e) above, particularly the rationale behind contested proposals.
  3. To undertake indepth thematic studies in respect of services to which the alliance contributes where such studies can be undertaken on a alliance wide area basis.

4. To take account of relevant information available and in particular relevant information provided by Health Watch under their powers of referral.
5. To maintain affective links with Health Watch in the four local authority areas of Bury, Oldham, Rochdale and Salford and give consideration to the co-optation of appropriate patient representatives at the appropriate time.
6. To co-opt people on to the joint committee in order to provide appropriate expertise.
7. To commission pieces of research as and when the need arises from within the JHOSC budget.
8. To promote a joint scrutiny function in the constituent authorities and raise public awareness.
9. To refer locality based issues to the respective local authority for investigation.

NB Each authority reserves the right to undertake individual scrutiny of the alliances proposals/performance that specifically individually affects their local communities.

### **Working Principals**

The working principals have been developed to provide a framework for scrutiny to take place.

### **Membership**

Each constituent local authority (Bury, Oldham, Rochdale and Salford) shall appoint three Councillors to the Joint Overview and Scrutiny Committee (JHOSC) each municipal year. The JHOSC shall, therefore, have twelve members.

If a member of the Joint Health Overview and Scrutiny Committee for the Northern Care Alliance is unable to attend a committee meeting that member may ask a substitute member to attend on his/her behalf in accordance with the conventions of their Council. Substitute members may attend meetings to take place of the ordinary member for whom they are the designated substitute where the ordinary member may be absent for the whole of the meeting. The Chair of the Joint Health Scrutiny Committee for the Northern Care Alliance should be notified via the Joint Health Overview and Scrutiny Officer for the Northern Care Alliance.

### **Meetings**

The Joint Health Overview and Scrutiny Committee (JHOSC) is a committee established by the four constituent local authorities of Bury, Oldham, Rochdale and Salford.

A schedule of meetings will be agreed by the committee at the beginning of each municipal year.

Addition meetings may be convened by the committee.

A chairman and a vice chairman will be elected by the committee at the first meeting of each municipal year.

A quorum of three of the appointed members will apply.

Any personal, prejudicial or pecuniary interests held by members should be declared on any items of business at the meeting, either under the agenda item declarations of interest or as soon as it becomes apparent. Decisions will be taken by consensus. Where it is not possible to reach a consensus, a decision will be made by a simple majority of those members present at the meeting. Where there are equal votes, the Chairman of the meeting will have the casting vote.

The agenda and supporting papers will be circulated at least five working days in advance of meetings. The minutes will be circulated to those with actions as soon as possible. Minutes, agendas and papers will be published on the JHOSCs website pages.

Meetings shall be held in public with specific time allocated for public question time.

### **Work Programme**

A Work Programme will be developed annually by the committee. The Work Programme will take in to account the priorities of the Northern Care Alliance, national and local areas of concern the above, health priorities and health inequalities.

### **Principals for Effective Scrutiny**

Scrutiny undertaken through the joint committee will be focused on improving health services for residents in areas served by the committee through the provision of acute hospital services for those residents.

Improving health and health services through scrutiny will be open and transparent to members of the local authority, health organisations and members of the public.

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.

Improving health and health services through scrutiny is most likely to be achieved through co-operation and collaboration between representatives of local Councils, the Northern Care Alliance, representatives of Health Watch and the clinical commissioning groups commissioning hospital services.

Co-operation and joint working will be developed over time through mutual trust and respect with the objective of improving health and health services 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 JHOSC within the timescales set down. The JHOSC will give reasonable notice of requests for information, reports and attendance at meetings.

The JHOSC, whilst working within a framework of collaboration, mutual trust and co-operation, will always operate independently of the NHS and have the authority to hold view independent of other members of representatives Councils and their executives.

The independence of the Joint Committee must not be compromised by its members, by other members of the Council or any of the Council's Executive or by any other organisation it works with.

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 being undertaken by the Joint Health Overview and Scrutiny Committee and thus may withdraw from the meeting as they consider appropriate.

The Joint Health Scrutiny Committee will not take up and scrutinise individual concerns or individual complaints.

Where a wider principal has been highlighted through such a complaint or concern, the Joint Overview and Scrutiny Committee should consider if further scrutiny is required. In such circumstances it is the principal and not the individual concern that will be subject to scrutiny.