

TERMS OF REFERENCE AND WORKING PRINCIPLES FOR THE JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (JHOSC) FOR THE PENNINE ACUTE NHS HOSPITALS TRUST

TERMS OF REFERENCE

Purpose

To scrutinise generic services provided by the Pennine Acute Hospitals NHS Trust relating to the health of the population in Bury, North Manchester, Oldham and Rochdale and contribute to the development of policy to improve health and reduce health inequalities in respect of services provided by the Trust.

Membership

The Membership of the JHOSC will be made up of three Councillors from each of the four constituent Local Authorities (Bury, Manchester, Oldham and Rochdale).

Key Objectives and Responsibilities

1. The JHOSC has the delegated powers of the four Local Authorities, Bury, Manchester, Oldham and Rochdale, 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 Trust. Such matters to include:-
 - (a) Receipt and consideration of performance information relating to the Pennine Acute Hospitals NHS Trust;
 - (b) Receipt and consideration of any Annual reports and Quality Accounts of the Trust or outcomes of official inspections e.g. the Care Quality Commission, Monitor, PLACE (Patient Led Assessments of the Care Environment) inspections, National Clinical Audit and Patients' Outcome Programme.
 - (c) Improving access to NHS services
 - (d) The review of proposals for the implementation of new initiatives which affect people in Bury, North Manchester, Oldham and Rochdale in respect of patients and public involvement.

- (e) Review proposals for consideration of or items relating to proposed substantial development/substantial variations to services provided by the Trust 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 methods of service delivery, for example moving a particular service into community settings rather than being entirely hospital based.
2. To review the procedural outcome of consultations referred to in 1(e) above, particularly the rationale behind contested proposals.
 3. To undertake in-depth thematic studies in respect of services to which the Trust contributes where such studies can be undertaken on a Trust wide area basis.
 4. To take account of relevant information available and in particular relevant information provided by Healthwatch under their power of referral.
 5. To maintain effective links with Healthwatch in the four local authority areas of Bury, Manchester, Oldham and Rochdale and give consideration to the co-option of appropriate patient representatives at the appropriate time.
 6. To co-opt people onto 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 the 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 Trust's proposals/performance that specifically individually affects their local communities.

WORKING PRINCIPLES

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

Membership

Each constituent Local Authority (Bury, Manchester, Oldham and Rochdale, shall appoint 3 Councillors to the Joint Overview and Scrutiny Committee(JHOSC) each Municipal Year. The JHOSC shall therefore have 12 Members.

If a Member of the Joint Health Overview and Scrutiny Committee for the Pennine Acute Hospitals NHS Trust 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 the place of the ordinary Member for whom they are the designated substitute where the ordinary Member will be absent for the whole of the meeting. The Chair of the Joint Health Overview and Scrutiny Committee for the Pennine Acute Hospitals NHS Trust should be notified via the Joint Health Overview and Scrutiny Officer for the Pennine Acute Hospitals NHS Trust.

Meetings

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

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

Additional 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 item of business at a 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 reached 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 JHOSC's 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 into account the priorities of the Pennine Acute NHS Hospitals Trust, national and local areas of concern, health priorities and health inequalities.

Principles for Effective Scrutiny

Scrutiny undertaken through the Joint Committee will be focused on improving the health and health services for residents in areas served by the committee through the provision and commissioning 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 Pennine Acute Hospitals NHS Trust, representatives of Healthwatch 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 time scales 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 views independent of other Members of representative Councils and their Executives.

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.

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 to take up and scrutinise individual concerns or individual complaints.

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