

Joint Health Overview and Scrutiny Committee (Solihull and Birmingham)

Draft Terms of Reference

July 2016

1 Rationale

- 1.1 Following its inception to examine proposed variations of maternity services at Solihull Hospital, which had implications for patients across Birmingham and Solihull, the scope of the Joint Committee was extended through updates to its Terms of Reference in 2010, 2011, 2012, 2013, 2014, 2015 to include: -
- 1.2 The monitoring of related issues, such as quality of care across the Heart of England NHS Foundation Trust and Birmingham and Solihull Mental Health Trust sites, as necessary.
- 1.3 The scrutiny of activity within the area particularly with regard to any change to clinical pathways.
- 1.4 To consider proposals coming forward from Clinical Commissioning Groups (CCGs) affecting the two areas.

2 General Terms of Reference

- 2.1 The primary role and purpose of the Joint HOSC is to consider:
 - Whether as a statutory body, the Joint HOSC has been properly consulted within the consultation process;
 - Whether in developing the proposals for service changes, the health body concerned has taken into account the public interest through appropriate patient and public involvement and consultation;
 - Whether a proposal for changes is in the interest of the local health service.
- 2.2 The primary role will be in respect of proposed service changes affecting the Heart of England NHS Foundation Trust(s) such as quality of care and the Birmingham / Solihull Clinical Commissioning Groups over proposed changes to care pathways.
- 2.3 The Joint HOSC will have regard to the four requirements for lawful consultation in reaching its conclusions on service changes.
 - At the formative stage, the consulting body must have an open mind on the outcome;
 - There must be sufficient reasons for the proposals, and requests for further information should be supported;
 - Adequate time should be allowed for consultation with all stakeholders;
 - There should be evidence of conscientious consideration of responses by the consulting body.

- 2.4 The joint response to the consulting Healthcare Body will be agreed by the Joint Health Overview and Scrutiny Committee and signed by both Chairmen.
- 2.5 No matter to be discussed by the Group shall be considered to be confidential or exempt without the agreement of both Councils and subject to the requirements of Schedule 12A of the Local Government Act 1972.

3 Timescales & Governance

- 3.1 The Joint Health Overview and Scrutiny Committee will continue whilst proposed services changes that affect both areas are contemplated.
- 3.2 The responsibility for chairing meetings will alternate between Birmingham and Solihull, the Health Scrutiny Chair of the hosting authority to chair the meeting. The location of meetings is to rotate between the two authorities. In the absence of a meeting Chairman, the Chairman of the other Authority, if present, takes the chair, and in the absence of both Chairmen, a Chairman will be elected from those members present at the meeting.
- 3.3 Meetings of the Joint HOSC will be conducted under the Standing Orders of the host Local Authority (i.e. the Local Authority chairing the meeting and providing democratic services support)

4 Communication with Media

- 4.1 Should a press statement or press release need to be made by the Joint Health Overview and Scrutiny Committee, this will be drafted by the host Local Authority on behalf of the Committee and will be agreed by both Chairmen.

5 Membership

- 5.1 Membership of the Joint HOSC will be nominated by the Solihull and Birmingham Scrutiny Committees that have responsibility for discharging the health scrutiny function.
- 5.2 Membership of the Joint Scrutiny Committee will reflect the political balance (of) across both Authorities.
- 5.3 The quorum for meetings will be four members, comprising two members from each authority.
- 5.4 There are to be no co-opted Members.

6 Support Arrangements / Resources

- 6.1 The work of the Joint HOSC will require support in terms of overall co-ordination, setting up and clerking of meetings and underpinning policy support and administrative arrangements.
- 6.2 Venues for meetings are to be rotated between Solihull MBC and Birmingham City Council with associated administrative costs to be borne by the respective Authority. Responsibility for administrative/ policy support and clerking arrangements is also to be alternated between the two Authorities.

The nature of tasks involved in supporting the Committee is set out below: -

Support	Nature of tasks
Overall Co-ordination of Joint Scrutiny Committee's work, Policy Support and Administrative Support	Manage the Committee's work programme. Ensure key action points arising from Committee discussions are followed. Maintain ongoing dialogue and communication between the two Local Authorities. Maintain ongoing dialogue with Healthcare Trusts. Provide policy support as required by the Working Group/Committee. Produce briefing papers as required. Undertake any other support tasks e.g. writing letters, inviting witnesses etc. Drafting joint response
Clerking of meetings	Set up meetings and associated tasks. Maintain schedule of meetings. Send out agendas and related paper work. Take notes of meetings and distribute these. Provide advice in relation to scrutiny procedures.

Approved by:

Councillor
Solihull HOSC Chairman

Councillor
Birmingham HOSC Chairman

On behalf of the Joint Health Overview and Scrutiny Committee

Date approved: