

APPENDIX 2

JOINT HEALTH SCRUTINY COMMITTEE (JHSC) FOR STAFFORDSHIRE AND STOKE-ON-TRENT – RE CONSULTATION ON FUTURE OF LOCAL HEALTH SERVICES IN NORTHERN STAFFORDSHIRE

MEMBERSHIP AND TERMS OF REFERENCE

Established in accordance Regulation 30 of The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

Constituted in accordance with Section 102 of the Local Government Act 1972

Purpose

To operate as a mandatory Committee solely for the purpose of considering and formally responding to formal consultation by the relevant NHS body or health service provider on The Future of Local Health Services in Northern Staffordshire.

Membership

18 members comprised:

Staffordshire County Council (9)	Stoke-on-Trent City Council (9)
Healthy Staffordshire Select Committee: Chairman – J. McMahon Vice-Chairman – R Ward One Labour Member (to be nominated by Group Leader) C Trowbridge P. Northcote J. Pert And the representatives of the following District/Borough Councils with co-opted, full voting status: Stafford BC Newcastle-under-Lyme BC Staffordshire Moorlands DC	Adults and Neighbourhood Scrutiny Committee (with responsibility for Health scrutiny matters): Chairman – J Bell Vice-Chairman – D Evans 7 members

- Appointments by each Authority shall reflect the political balance of that Authority.

- Changes in membership shall be at the behest of the relevant Authority provided the total number of seats allocated to each Authority does not exceed 9.
- Substitute members will not be permitted
- Co-opted members (with the exception of those formally appointed as core members to represent the Healthy Staffordshire Select Committee) will not be permitted

TERMS OF REFERENCE

To operate as a Mandatory Committee to:

- 1) Jointly respond to consultation by the relevant NHS body or health service provider on the Future of Local Health Services
- 2) Jointly exercise the power to require the provision of information by the relevant NHS body or health service provider about the proposal
- 3) Jointly exercise the power to require members or employees of the relevant NHS body or health service provider to attend before it to answer questions in connection with the consultation.
- 4) Make recommendations, as necessary, to Staffordshire County Council and Stoke-on-Trent City Council on any referral to the Secretary of State.

PROCEDURAL RULES

- a) The Joint Committee shall be in existence from the point at which the relevant NHS body or health service provider notifies the Joint Committee of the formal consultation timetable for the Future of Local Health Services consultation until the point at which a formal joint response is submitted and any subsequent dialogue on its contents completed.
- b) The Adults and Neighbourhoods Overview and Scrutiny Committee and the Healthy Staffordshire Committee will continue to operate as two separate scrutiny committees to scrutinise health and social care issues relevant to their respective areas and remits, including the referral of matters to the Secretary of State.
- c) No matter to be discussed by the Joint Health Scrutiny Committee shall be considered to be confidential or exempt without the agreement of both Authorities and subject to the requirements of Schedule 12A of the Local Government Act 1972.

- d) The quorum for the meeting shall be 8 members comprising 4 members from each authority (to include the Chairman or Vice-Chairman of that Authority)
- e) The relevant Cabinet member for each Authority may attend meetings as a witness in order to provide information but not to participate in questioning
- f) Outside witnesses shall be invited to present information to the Joint Committee as and when deemed by members to be appropriate.
- g) Meeting venues shall alternate between the offices of Staffordshire County Council and Stoke-on-Trent City Council, with costs borne by the host Authority.
- h) Responsibility for chairing meetings will alternate between the Chairmen of the Healthy Staffordshire Select Committee and the Adults and Neighbourhood Scrutiny Committee. The chairman of the Host Authority's Committee to chair the Joint meeting.
- i) In the absence of the host Chairman, the order of appointment of substitute Chairman shall be:
 - 'Visiting' Chairman
 - Host Vice-Chairman
 - 'Visiting' Vice Chairman
- j) The Joint Committee's response to the consultation shall be agreed by the Joint Committee and signed by both Chairmen.

SUPPORT ARRANGEMENTS

Responsibility for administrative support and clerking arrangements will alternate between the two authorities with associated costs borne by the respective authorities. Support will include, but not be restricted to, overall co-ordination, setting up and clerking meetings and underpinning policy support and administrative arrangements. Specific tasks will include:

- Liaising with health colleagues ahead of the meeting
- Producing and issuing agendas
- Production of formal minutes

- Drafting and securing final approval to the formal response to the consultation. This will be the responsibility of the host authority for the final meeting.