

TERMS OF REFERENCE AND PROTOCOLS MOUNT VERNON JHOSC

1. TERMS OF REFERENCE

- 1.1 The Mount Vernon Cancer Centre (MVCC) JHOSC has the delegated powers from the *insert number* of Local Authorities as listed in the appendix to undertake the necessary functions of health scrutiny in accordance with the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 (“the Local Health Scrutiny Regulations”), relating to reviewing and scrutinising the consultation proposals and consultation with regard to services currently delivered at the MVCC.

2. OBJECTIVES

- 1.1 To ensure that the needs of current patients of MVCC and the residents of the Local Authorities who access services at MVCC are considered as an integral element of the consultation proposals and consultation.

3. PROTOCOLS FOR WORKING

- 3.1 The Protocol for the MVCC JHOSC has been produced by the Local Authorities named in the appendix, NHS England, and NHS trusts. The Protocol provides a framework for scrutiny to take place.
- 3.2 The MVCC JHOSC will be positive, objective and constructive. It will concentrate on service outcomes and seek to add value.
- 3.3 The success of the MVCC JHOSC relies on key organisations working together in an atmosphere of mutual trust and respect, with an agreed understanding and commitment to its aims. The organisations involved in the scrutiny must be willing to share information, knowledge and reports which relate to the delivery and success of the scrutiny.
- 3.4 At all times councillors, officers and members of the organisation involved in the scrutiny, patient representatives and members of the public will be treated with respect and courtesy. Matters of confidentiality will be handled accordingly.
- 3.5 The MVCC JHOSC, whilst working in partnership with the NHS and the health scrutiny committees of the Local Authorities sitting on the JHOSC and the voluntary and community sector, remains independent.

4. MEMBERSHIP

- 4.1 The MVCC JHOSC has the delegated powers from the Local Authorities listed in the appendix.

- 4.2 That participating Local Authorities have agreed each shall agree the number of members from each authority sitting on the JHOSC.
- 4.3 The MVCC JHOSC comprises of councillors from Local Authorities as listed in the appendix. That each council appoints members to the JHOSC as per their own arrangements.
- 4.4 Members of the JHOSC cannot be an executive or cabinet member of their Local Authority. A Local Authority may appoint a substitute to attend in the place of the named member on the JHOSC provided they are not an executive or cabinet member of the Local Authority or a member of an NHS trust.
- 4.5 Representatives from Local Authorities not sitting on the JHOSC but with residents that use services at MVCC are invited to attend all or selective meetings if they wish. They may be allowed to ask questions with the agreement of the chairman. Alternatively, they may wish to be keep informed through receipt of agenda papers.
- 4.6 Officers of individual health scrutiny committees of the Local Authorities sitting on the JHOSC are invited to attend to support and advise councillors from their Local Authority on health scrutiny issues and will have access to all agendas, briefing notes and minutes.

5. CHAIRING, VOTING AND STANDING ORDERS

- 5.1 The Chairman and Vice Chairman of the MVCC JHOSC will be appointed by the MVCC JHOSC at its first meeting.
- 5.2 If a vote is taken only the Local Authorities sitting on JHOSC have voting rights. Any substitutes will have the same voting rights as the named member for their Local Authority. Each Member of the JHOSC will have one vote. Voting will be made by a simple majority, the Chairman will have the casting vote.
- 5.3 Quoracy for meetings of the JHOSC will be *insert number* members of the constituent councils of the joint committee.
- 5.4 The requirement for political proportionality is waived. If eligible, each Local Authority may apply proportionality in their own appointment process if they wish.
- 5.5 The JHOSC will operate under the standing orders of the lead administrative Local Authority.
- 5.6 The MVCC JHOSC will be open and transparent. Any person involved in the JHOSC will declare any personal or other pecuniary interest that they have in accordance with the Code of Conduct relating to standards of conduct and ethics of the lead administrative Local Authority.

6. MEETINGS AND REPORT

- 6.1 Dates of meetings will be confirmed at the first meeting of the MVCC JHOSC. In addition, extra meetings may be scheduled to effectively expedite the work. The MVCC JHOSC is responsible for setting its own agenda.
- 6.2 The dates and times of meetings of the JHOSC, agendas, minutes and reports will be circulated to members and partners in accordance with the Local Government (Access to Information) Act 1985. Agenda, minutes and committee papers will be published on the websites of all the local authorities sitting as part of the joint committee 5 working days before the meeting.
- 6.3 Once it has formed recommendations on the proposals and quality of the consultation the MVCC JHOSC will prepare a formal report. All members of the MVCC JHOSC will be consulted on the draft report before it is published. The final report will be published on organisational websites and circulated in accordance with the regulations on health scrutiny.
- 6.4 All members of the MVCC JHOSC to be informed of any press releases relating to the scrutiny.
- 6.5 Officers from Hertfordshire County Council and the London Borough of Hillingdon will provide advice and administrative support to the joint committee.

7. EXPECTATIONS UPON RELEVANT BODIES

The ICSs, NHS England, UK Health Security Agency (formerly Public Health England) and NHS trusts will:

- work in partnership with MVCC Joint Scrutiny Committee to provide objective and effective scrutiny.
- provide information required by the MVCC Joint Scrutiny Committee to undertake its work.
- provide the MVCC JHOSC with such information within one month of the receipt of the request.
- ensure that officers attending MVCC Joint Scrutiny Committee meetings are able to answer questions openly and are given appropriate support by their line managers.