

Buckinghamshire, Oxfordshire and Berkshire West

Joint Health Overview and Scrutiny Committee

Draft Operating Framework (May 2023)

Background

Whilst the terms of reference (ToR) for the Joint Health Overview and Scrutiny Committee (JHOSC) have been agreed by the five local authorities within the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System (BOB ICS), the purpose of this paper is to provide more details around the day-to-day operating framework for the Committee. It is worth noting that the Integrated Care Board, Integrated Care Partnership and Place-based partnerships have developed since the ToR was agreed which has led to more clarity around the structure and governance of the BOB ICS.

Formal meetings

The ToR states that the JHOSC will meet at least twice a year with the Integrated Care System Leads to ensure oversight of key priorities and deliverables at system level. The appointment of key personnel within the Integrated Care Board is ongoing but the JHOSC will continue to build relationships with Board Members and other key partners.

Following the election of chairman in January 2023, the formal JHOSC meetings will take place in Aylesbury at the Buckinghamshire Council offices. These arrangements will remain in place until January 2025, as stated in the ToR.

Work outside formal meetings by whole Committee

As already experienced, there have been occasions when the ICB and ICP has issued draft strategies which require a response from the JHOSC within a given timescale. For example, the ICP Strategic Priorities and the 5-year joint forward plan.

In these situations, the Chairman will circulate the relevant information to JHOSC Members, request their feedback and then prepare a formal response on behalf of the Committee. The response would then be circulated to JHOSC Members for agreement by a given deadline and no response would be taken as approval.

Usually, the final version would be attached to the agenda for the next formal meeting, normally as part of the Chairman's update.

Working Group arrangements

As stated in the terms of reference, the JHOSC may appoint working groups of their members to undertake specific in-depth pieces of work. Appointments to such working groups will be made by the Committee, ensuring political and geographical balance as far as possible.

- Working Groups would be established by agreement of the JHOSC and a scoping document, outlining the aims and outcomes for the piece of work would be agreed by the Chairman.
- Working groups would be administered by the host authority, with support from Democratic Service Officers from the other constituent authorities. Working Groups would use arrangements suited to their purpose and would not be required to meet in person unless agreed by the Committee.

Information sharing

To help increase understanding of the health and social care issues being scrutinised across the BOB ICS, a combined calendar of health meetings has been developed. The link below is to the current version although this will need to be owned by the host authority for the purposes of centrally updating it.

[2016 Monthly Calendar \(modern.gov.co.uk\)](https://modern.gov.co.uk)

Each authority to send a copy of their health scrutiny agenda to the JHOSC clerk once published who will circulate, on a monthly basis, to health scrutiny officers within BOB. This would include any ICB and ICP meeting papers during that month.

Each authority to be responsible for ensuring the calendar of meetings is accurate for their meeting cycle. Any changes should be sent to the JHOSC clerk.

Information received by the Chairman in relation to the BOB ICS, including new appointments, will be circulated directly to JHOSC Members.

The following areas are covered in the ToR but below provides more specific detail.

Officer Administration of the JHOSC

- The Local Authority of the Chairman is the Lead Authority for clerking and administering the JHOSC. They are responsible for producing the agenda and liaising with attending officers.
- The Clerk of the Joint Committee will give notice of meetings to all members. At least five clear working days before a meeting, the relevant officer will send an agenda to every member specifying the date, time and place of each meeting and the business to be transacted, and this will be accompanied by such reports as are available.
- Any such notice shall be given by email.

Attendance & Virtual Arrangements

- Attendance at meetings of the JHOSC is expected to be in person (both JHOSC Members and presenters). In exceptional circumstances, attendees may attend virtually (see below). This would need to be agreed with the Chairman and JHOSC clerk in advance of the meeting.
- Virtual or Hybrid meetings would be held on the virtual platform specified by the Chairman. This is currently Microsoft Teams.

Agenda items

- Items for consideration at JHOSC meetings would be suggested at meetings, or in discussion outside the meetings, to be agreed with the Chairman.
- Healthwatch would present one combined report per year to the JHOSC. The meeting for this would be agreed with the Chairman.

Next steps

JHOSC Members to agree the draft operating framework at its meeting on 15th June 2023.

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