

# Joint Health Overview & Scrutiny Committee – 23 September 2021

## 2021-22 Work Programme & Meeting Arrangements

### 1. Background

- 1.1 Having considered the Committee's Work Programme members of the Joint Health Overview & Scrutiny Committee (JHOSC) are also being asked to confirm the arrangements to host and administer each meeting.
- 1.2 The JHOSC meets 4-6 times per calendar year and, although not specified in the Terms of Reference, current practice established amongst member authorities, with the agreement of the chair, is that the administrative & democratic support for each meeting is rotated between member authorities on a meeting by meeting basis. In effect, this means that the authority hosting a meeting will be responsible for providing a venue and any AV/technical hybrid support along with the democratic services support for that meeting. This will involve issuing the meeting invites, preparing and circulating the agenda, clerking the meeting and producing the minutes.
- 1.3 The main policy and scrutiny support for the JHOSC is provided by the authority whose member serves as chair, which is currently Brent. This will involve supporting the chair and committee in terms of work programme planning, scoping of work and liaison with the necessary stakeholders to ensure relevant information is provided for each meeting.
- 1.4 Brent has agreed to host the September meeting but the committee is now asked to agree the arrangements for hosting of the remaining meetings this year, which have been scheduled as follows:

14 December 2021 – host to be confirmed

9 March 2022 – host to be confirmed

To assist members, those boroughs who have hosted the JHOSC since January 2020 are as follows:

- January 20 – Kensington & Chelsea
- March 20 - Richmond
- Sept 20 - Hammersmith & Fulham (online)
- Jan 21 - Ealing (online)
- March 21 - Kensington & Chelsea (online)
- July 21 - Hounslow (online)

### 2. Recommendation

- 2.1 The JHOSC is therefore asked to confirm the arrangements outlined within this paper as the basis for support to the Committee moving forward and to agree on a host borough for the December meeting.