

Report to the North West London Joint Health Overview Scrutiny Committee – 20 July 2022

Scrutiny Committee Work Programme & Meeting Arrangements 2022-2023

No. of Appendices:	Appendix 1 – Work Programme 2022-23 Appendix 2 – Terms of Reference
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	George Kockelbergh Strategy Lead – Scrutiny, Strategy and Partnerships, Assistant Chief Executive's Department, Brent Council George.Kockelbergh@brent.gov.uk Tel: 0208 937 5477

1.0 Purpose of the Report

1.1 This report updates members on the committee's work programme for 2022/23.

2.0 Recommendation(s)

2.1 The committee to discuss and note the contents of the report and work plan in Appendix 1, and for the committee to confirm the arrangements outlined in this paper as the basis for support to the Committee moving forward.

3.0 Detail

3.1 The North West London Joint Health Overview Scrutiny Committee is set to meet 4 times this municipal year, though there is potential for other scrutiny activities to take place throughout the year at the chair's discretion. Though 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.

3.2 The North West London Joint Health Overview Scrutiny Committee is formed of Councillors from the 8 Boroughs of North West London: Brent, Ealing Harrow, Hammersmith & Fulham, Hillingdon, Hounslow, Kensington and Chelsea, and Westminster. The committee also has a non-voting representative from the London Borough of Richmond upon Thames.

3.3 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.

- 3.4 The work programme outlines the policy areas and decisions that will be reviewed by the North West London Joint Health Overview Scrutiny Committee during the municipal year according to its remit set out in the committee's terms of reference: to scrutinise the 'Shaping a Healthier Future' reconfiguration of health services in North West London and the Sustainability and Transformation Plan for North West London
- 3.5 To ensure effective scrutiny members of the committee prioritised items for inclusion in the work programme based on a set of criteria. This methodology of prioritisation is considered best practice by the Centre for Governance and Scrutiny (CfGS) and is an effective tool for a scrutiny committee to develop a coherent work plan for the year.¹
- 3.6 The committee's work programme for the 2022/23 municipal year is detailed in Appendix 1.
- 3.7 The terms of reference for the North West London Joint Health Overview Scrutiny Committee are set out in Appendix 2.
- 3.7 There is scope for the scrutiny committee's work plan to change during the municipal year with capacity and flexibility to review emerging issues when they arise. It is intended that the work programme is a living document that will evolve according to the committee's needs. It may also be necessary at times to move items to a particular committee date for practical reasons, in these cases the work programme will be updated accordingly.

¹ *The Good Scrutiny Guide* (Centre for Public Scrutiny, June 2019), p26