

Protocol between Herefordshire Council Health Scrutiny Committee and the Patient and Public Involvement Forum of the Herefordshire Primary Care Trust

Herefordshire Council's Health Scrutiny Committee and Herefordshire Primary Care Trust recognise their respective roles in fostering effective health scrutiny and patient and public involvement in Herefordshire.

This protocol sets out arrangements for working together effectively.

Overriding Aim

To improve health in Herefordshire.

Underlying Principles

- This protocol will foster and promote an open relationship between the organisations, where issues of common interest and concern are shared in a constructive and mutually supportive way, each helping the other to carry out their respective roles.
- For the common benefit of the organisations, where possible, and relevant information, data and intelligence they have collected or obtained will be shared.
- There will be regular and effective communication between officers and members to discuss issues of common interest.
- By closer partnership working, the organisations will be able to achieve cooperation and better outcomes for joint areas of work.
- The organisations will plan together in producing their work programmes.
- Each organisation will name an individual officer to take responsibility for the implementation of this protocol and monitoring and reviewing its operation.

Summary of Role and Responsibility of the Patient and Public Involvement Forums (PPIF)

The role of the Patient and Public Involvement Forums in this context is to

- monitor and review the services provided by the Primary Care Trust
- get the views of patients, users and carers about those services
- make reports and recommendations to the PCT about those services, based on the views of patients and the public
- work with other forums on areas where they have a shared interest
- prepare an annual report on the forum's activities each financial year
- encourage the public's involvement in the PCT's consultations and policies that could affect the health of the public, advise the PCT in this area and monitor how effective its involvement procedures are
- do the same for strategic health authority consultations that affect the health of the public in the forum's area, and for trusts that provide services for the PCT, and
- do the same for other public bodies whose decisions affect the health of the public in the forum's area.

Summary of Powers of the Herefordshire Health Scrutiny Committee

The Health Scrutiny Committee (HSC) may:

- Review and scrutinise any matter relating to the planning, provision and operation of health services in the area of the committee's local authority.
- Make reports and recommendations to local NHS bodies and to its local authority on any matter reviewed or scrutinised using the overview and scrutiny of health power.
- Require the attendance of an officer of a local NHS body to answer questions and provide explanations about the planning, provision and operation of health services in the area of the committee's local authority.
- Require a local NHS body to provide information about the planning, provision and operation of health services in the area of the committee's local authority subject to exemptions outlines in the Health and Social Care Act 2001.
- Establish joint committees with other local authorities to undertake overview and scrutiny of health services.
- Delegate functions of overview and scrutiny of health to another local authority committee.
- Be able to report to the Secretary of State for Health:
 - Where the committee is concerned that consultation on substantial variation development of services has been inadequate
 - Where the committee considers that the proposal is not in the interests of the health service.

PRINCIPAL AREAS OF CO-OPERATION

Distribution of Papers

- Agenda papers and Minutes of meetings of the HSC open to the public will be circulated on publication to the Project Co-ordinator for the PPIF. (The documents will also normally be available for inspection on the Herefordshire Council's website.)
- The PPIF will forward action notes from their public meetings, and reports to local NHS bodies, to the Council's contact upon publication.
- An informal monthly update will be exchanged by the officer contacts outlining general progress and any news, for information purposes.

Meetings

Meetings of HSC

The Council will notify the PPIF Co-ordinator of dates of meetings of the HSC which are open to the public.

Members of the PPIF are welcome to attend meetings open to the public as observers. At the Chairman of the HSC's discretion PPIF Members may be invited to speak. (see covering report)

Members of the PPIF may be invited to attend informal, private meetings of the HSC at the Chairman's discretion.

Meetings of PPIFs

The PPIF Co-ordinator will notify the HSC of dates of meetings of the PPIFs open to the public.

Members of the HSC are welcome to attend meetings of the PPIFs open to the public. Written questions may be submitted to the Chair 3 days in advance

Members of the HSC are welcome to attend meetings open to the public as observers. At the Chairman of the HSC's discretion HSC Members may be invited to speak.

Meetings between representatives of the HSC and the PPIFs will be arranged by agreement as required by the contact officers.

Work Programmes

It is important that the work of the HSC does not duplicate that of the PPIFs and vice-versa. The Government's guidance notes that to ensure an integrated approach locally, committees and PPIFs will need to set up clear lines of communication and information exchange (which this document is designed to deliver).

The guidance recommends that in developing their scrutiny plans OSCs should discuss plans with local health bodies including the PPIFs. It also notes that PPIFs have the power to refer issues to OSCs as appropriate. The regulations require OSCs to take account of relevant information provided to them by a PPIF. If issues referred are not urgent they may be considered by the Committee when planning its future work programme and prioritised accordingly. As good practice the OSC should advise the PPIF of the actions taken and the rationale behind those actions.

The OSC has no power to require the PPIF to pursue any particular course. The overarching aim, as described in this protocol, is, however, to improve health in Herefordshire. To this end the OSC and PPIF should work together as far as possible in a spirit of co-operation.

The Chairmen and Vice-Chairmen of the HSC and the PPIF will therefore meet in January of each year to discuss future work programmes and identify areas of work which it is considered will be of maximum benefit to the improvement of Health in Herefordshire.

Statutory Consultations

There is a duty on each local NHS body to consult the local OSC and PPIF on any proposal it may have under consideration for any substantial development of the health service or on any proposal to make any substantial variation in the provision of such a service.

The PPIF will provide the OSC with evidence of the Patients perspective on the proposed change or variation. Concurrently the OSC will provide the PPIF with relevant evidence it has gathered.

The OSC and PPIFs will submit their own separate responses to the consultation.

The responsibilities on the two bodies in responding to consultations are distinct and separate. However, where appropriate, and practicable, efforts will be made to avoid duplication of effort, mindful of the pressure consultations place on NHS resources, not least the time of senior NHS officers.

At the end of each consultation the HSC and the PPIFs will agree arrangements for feedback on the response of the NHS body to the HSCs recommendations and any arrangements for reviewing the NHS body's response.

Recommendations by PPIFS

The Department of Health's reference guide for Members of PPIFS notes that under the Regulations, at the end of each review that a Forum carries out, it must prepare a report to the NHS Trust or PCT about the service(s) reviewed. When Forums send a report to an NHS organisation they can request a response. If this is done the Trust or PCT must reply within 20 working days, explaining *Members of the PPIFs are welcome to attend meetings open to the public as observers. At the Chairman of the HSC's discretion PPIF Members may be invited to speak.*, or why it does not intend to take any action. If a Trust does not reply to the recommendations made in a report, the accepted recommendations are not acted upon or, in the view of the Forum, recommendations are unreasonably contested, the Forum may decide to refer the matter for consideration to the relevant Strategic Health Authority or the OSC.

The HSC undertakes that if a matter of this nature is referred to PPIF will be informed within 20 days of how it proposes to address the matter.

REVIEW OF THE OPERATION OF THE PROTOCOL

The operation of the protocol will be reviewed every six months by the contact officers and reports made as appropriate.

CONTACTS

It is important that there is informal liaison between Members of the HSC and the PPIFs and in particular between the Chairmen of the HSC and the PPIFs. However, if discussions generated as a result of this contact lead to a desire for formal action on behalf of the HSC or PPIF, or a request for a formal report, this **must** be referred to the officer contacts in the first instance. A formal request must then be lodged by or on behalf of the relevant Chairman.

The officer contacts are:

PPIFs	HSC
Project Co-ordinator PPI Forums (Herefordshire) 36 Widemarsh Street Hereford HR4 9EP Tel: 01432 354975 Fax: 01432 360483 e-mail	Tim Brown Members Services Herefordshire Council PO Box 240 HR1 1ZT Tel: 01432 260239 Fax: 01432 260286 E-mail: tbrown@herefordshire.gov.uk

Date.....

Signed.....