

Health Scrutiny

Committee considering report:	Overview and Scrutiny Management Commission
Date of Committee:	9 February 2021
Portfolio Member:	Councillor Jo Stewart
Date Portfolio Member agreed report:	21 January 2021
Report Author:	Gordon Oliver
Forward Plan Ref:	C4008

1 Purpose of the Report

To consider a proposal to form a new Health Overview and Scrutiny Committee, reporting to the Overview and Scrutiny Management Commission, which would be responsible for scrutiny of Public Health and NHS services in West Berkshire.

2 Recommendation(s)

The Overview and Scrutiny Management Commission is asked to:

- (a) SUPPORT the proposal for a Health Overview and Scrutiny Committee, reporting to Overview and Scrutiny Management Commission, to undertake scrutiny of Public Health services, and the planning, development and operation of NHS services for the citizens of West Berkshire; and.
- (a) RECOMMEND that Council delegates scrutiny of Public Health and NHS services in West Berkshire to the Health Overview and Scrutiny Committee; and
- (b) RECOMMEND that Council approves the terms of reference for the Health Overview and Scrutiny Committee as set out in Appendix C of this report.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	<p>There would be an additional cost associated with elected members and officers attending meetings, an additional Chairman's allowance, and with additional officer support. A budget pressure has been identified.</p> <p>The work of the Health Overview and Scrutiny Committee will require support in terms of overall co-ordination, setting up and</p>

	clerking of meetings, underpinning policy support and administrative arrangements.
Human Resource:	A 0.5 FTE Scrutiny Officer post would be required to coordinate meetings and provide policy support for the Health Overview and Scrutiny Committee and any associated task and finish groups. This has been identified as a budget pressure for 2021/22. There would also be a requirement for an officer to clerk the meetings and provide administrative support. It is envisaged that this would be delivered by the existing Democratic Services Team.
Legal:	<p>The statutory requirements for the scrutiny of health services are set out in the National Health Service Act 2006 as amended by the Health and Social Care Act 2012. The relevant regulations are the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.</p> <p>As a unitary authority, West Berkshire Council has the power to review and scrutinise matters relating to the planning, development and operation of the health service for the benefit of its citizens, and can make recommendations to and require a response from NHS bodies.</p> <p>It also has a duty to consider and respond to any consultation by an NHS body on a proposal that constitutes a substantial development or substantial variation in the provision of health services affecting patients within West Berkshire.</p> <p>The legislation enables full Council to delegate health scrutiny functions to an overview and scrutiny committee or a sub-committee thereof.</p> <p>The proposed terms of reference would be consistent with the legal framework and the Council's Constitution.</p>
Risk Management:	There are no significant risks associated with this proposal.
Property:	There are no property implications associated with this proposal.
Policy:	Officers are not aware of any policies at national or local levels that relate specifically to health scrutiny. However, the proposal is in line with Government guidance on Health Scrutiny.

	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			Scrutiny of Public Health and NHS services will help to identify and more effectively address current and future health inequalities within the district.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	X			The proposal will ultimately have a beneficial impact on the planning, development, operation and integration of health and care services, which will deliver benefits for all service users, including those with protected characteristics.
Environmental Impact:		X		The proposal will not result in any significant environmental impact.
Health Impact:	X			Scrutiny will help to improve the planning, development, operation and integration of health and care services, and in turn will improve health outcomes for local residents.
ICT Impact:		X		There are no ICT implications of delivering this new function.
Digital Services Impact:		X		Meetings of the Health Overview and Scrutiny Committee may be held remotely until such time as Coronavirus restrictions are relaxed and public meetings are permitted. This is in line with other council meetings.

Council Strategy Priorities:		X		This proposal is considered to be 'business as usual' with no particular implications for Council Strategy Priorities.
Core Business:		X		This proposal is considered to be 'business as usual' with no particular implications for core business.
Data Impact:		X		This proposal is considered to be 'business as usual' with no particular implications for data.
Consultation and Engagement:	<p>Councillor Lynne Doherty – Leader of the Council</p> <p>Councillor Alan Law – Chairman of West Berkshire Overview and Scrutiny Management Commission</p> <p>Nick Carter – Chief Executive</p> <p>Joseph Holmes – Executive Director (Resources)</p> <p>Sarah Clarke – Service Director Strategy and Governance / Monitoring Officer</p> <p>Moira Fraser – Democratic and Electoral Services Manager</p> <p>Catalin Bogos – Performance, Research and Consultation Manager</p>			

4 Executive Summary

- 4.1 Scrutiny of health services provided for the citizens of West Berkshire is currently undertaken by the Overview and Scrutiny Management Commission. Additional capacity and expertise is required in order to undertake effective scrutiny of Public Health services and NHS services and ensure that the Council fully discharges its legal duties in this area.
- 4.2 This report sets out a proposal for a new Health Overview and Scrutiny Committee, reporting to the Overview and Scrutiny Management Commission (OSMC), which would be responsible for undertaking scrutiny of the planning, development and operation of Public Health and NHS services for citizens of West Berkshire. The proposal does not affect scrutiny of the Council's Social Care functions, which would remain with OSMC.
- 4.3 It is estimated that the Health Overview and Scrutiny Committee will require an additional 0.5 FTE Scrutiny Officer role to coordinate meetings and provide policy support, including for any associated task and finish groups. This has been identified as

a budget pressure for the 2021/22 financial year. Administrative support would be provided from the existing Democratic Services Team.

- 4.4 Since scrutiny powers are conferred on the local authority rather than any particular committee, delegation of scrutiny powers must be done at a meeting of full Council.

5 Supporting Information

Introduction

- 5.1 The primary aim of health scrutiny is to strengthen the voice of local people, ensuring that their needs and experiences are considered as an integral part of the planning, development and operation of health services and that those services are safe and effective in meeting local needs.
- 5.2 An important element of health scrutiny is responding to formal consultations on health matters. Health bodies are required to consult a local authority's Health Overview and Scrutiny Committee (or equivalently named committee in an upper-tier or unitary authority holding health scrutiny powers) about any proposals they have for a substantial development or variation in the provision of health services in their area. In assessing whether a change is 'substantial' the following must be taken into account:
- changes in the accessibility of services;
 - the impacts on the wider community and other services, including economic impact, transport and regeneration;
 - the number of patients affected;
 - the methods of service delivery.
- 5.3 Health scrutiny also has a strategic role in taking an overview of how well integration of health, public health and social care is working and in making recommendations about how it could be improved.
- 5.4 Additionally, health scrutiny has a legitimate role in: proactively seeking information about the performance of local health services and institutions; in challenging the information provided to it by commissioners and health service providers; and in testing this information by drawing on different sources of intelligence.
- 5.5 Health scrutiny is part of the accountability of the whole system and needs the involvement of all parts of the system. Engagement of the Public Health service, relevant NHS bodies and health service providers with health scrutiny must be a continuous process.
- 5.6 The remainder of this report sets out a proposal for improving the health scrutiny process within West Berkshire.

Background

- 5.7 Health scrutiny powers and duties are set out in the National Health Service Act 2006 as amended by the Health and Social Care Act 2012. The relevant regulations are the

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Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

- 5.8 Upper tier and unitary authorities have responsibility for scrutinising and reviewing any matter relating to the planning, provision and operation of the health service within their area.
- 5.9 Health scrutiny functions are conferred on the local authority, rather than any particular overview and scrutiny committee within the local authority. This gives local authorities flexibility and freedom over the way they discharge their health scrutiny functions.
- 5.10 The legislation enables full Council to delegate health scrutiny functions to:
- An Overview and Scrutiny Committee, or one from another local authority.
 - A Sub-Committee of an Overview and Scrutiny Committee.
 - A Joint Overview and Scrutiny Committee (JOSC) appointed by two or more local authorities, or a Sub-Committee of such a Joint Committee.
 - A Committee or Sub-Committee appointed under section 102 of the Local Government Act 1972 (except for referrals).
 - Another local authority (section 101 of Local Government Act 1972) (except for referrals).
- 5.11 Executive members may not be members of an Overview and Scrutiny Committee, Joint Overview and Scrutiny Committee, or any of their Sub-Committees. Also, local authorities may not delegate health scrutiny functions to an officer.
- 5.12 Within West Berkshire, the Overview and Scrutiny Management Commission (OSMC) has delegated responsibility for all of the Council's scrutiny functions. The Council Constitution does not mention health scrutiny specifically, but section 6.1.2 indicates that it has responsibility for the development and co-ordination of the overview and scrutiny of partnerships and external bodies. This includes scrutiny of local health services and their providers / commissioners.
- 5.13 OSMC meets four times per year with additional meetings arranged as and when necessary. It may also appoint task and finish groups to undertake detailed reviews on key topics between meetings. However, with such a wide remit, OSMC does not have the capacity to be able to undertake the full range of health scrutiny matters. Also, it is difficult for OSMC members to undertake in-depth scrutiny of health matters, since this requires specialist knowledge and expertise.
- 5.14 Given these constraints, it is unsurprising that health matters are not routinely discussed at OSMC, and that there is only limited engagement with external partners. Additional capacity and expertise needs to be created in order to undertake effective scrutiny of NHS services affecting the people of West Berkshire.

Proposals

- 5.15 It is proposed that full Council delegates powers on the scrutiny of matters relating to the planning, development and operation of Public Health and NHS health services

provided for the benefit of citizens in West Berkshire to a newly created Health Overview and Scrutiny Committee (HOSC) reporting to the Overview and Scrutiny Management Commission.

- 5.16 The HOSC would consult its parent committee when setting its work programme and would report back on a quarterly basis to ensure that OSMC has effective oversight of its activities and to ensure that work streams are coordinated. The HOSC would be able to set up task and finish groups to undertake in-depth scrutiny reviews.
- 5.17 Membership of the HOSC would reflect the political balance of the Council and may include elected Members who are not OSMC members.
- 5.18 West Berkshire Council's representation on any future Joint Health Overview and Scrutiny Committees, where required to provide scrutiny of health services that are provided across local authority boundaries, would be drawn from the HOSC.
- 5.19 It is also proposed that provision be made for up to two non-voting co-optees to be appointed to the HOSC to provide particular health expertise to assist with a particular review.
- 5.20 The Committee shall meet in accordance with the timetable of meetings agreed annually by Full Council. Initially, it is proposed that the HOSC should meet four times per year. However, extraordinary meetings may be convened at any time if it is considered necessary and appropriate to do so.
- 5.21 Members would be provided with training to ensure that they are familiar with local health structures and the particular requirements of health scrutiny.
- 5.22 The HOSC Chairman would be responsible for regular liaison with representatives of the following in order to keep up to date with work streams, planned consultations and issues arising:
- Healthwatch West Berkshire;
 - Berkshire West Clinical Commissioning Group
 - Local NHS Foundation Trusts;
 - The Chairman of West Berkshire Health and Wellbeing Board;
 - The Director of Public Health for Berkshire West;
 - Executive Director (People);
 - Service Director for Communities and Wellbeing;
 - Other organisations responsible for aspects of health and wellbeing of citizens of West Berkshire.
- 5.23 It is estimated that the HOSC will require an additional 0.5 FTE Scrutiny Officer role to coordinate meetings and provide policy support. Administrative support would be provided from the existing Democratic Services Team.

5.24 It should be noted that the work of the HOSC may generate additional work for officers, particularly those in the Public Health Team, who have been made aware of the proposal.

5.25 A proposed Terms of Reference for the HOSC is provided in Appendix C.

6 Other options considered

6.1 The following options for delivering the Council's health scrutiny functions were considered and rejected:

- (a) **OSMC to retain all health scrutiny functions ('do nothing' scenario)** – This option would not be as effective in discharging the Council's statutory responsibilities with respect to scrutiny of NHS services due to issues around capacity and expertise as discussed above.
- (b) **Health Overview and Scrutiny Committee to only scrutinise matters relating to the planning, development and operation of NHS services** – This would be less effective, due to the high levels of coordination and joint working that exist between Public Health and NHS services. .
- (c) **Full Council to take back health scrutiny functions** – This would be a cumbersome and resource-intensive method of health scrutiny, and the majority of Members do not have the requisite knowledge or expertise in health matters for this to be effective.

6.2 If Council decides to delegate to a health scrutiny committee, it could retain some functions itself.

6.3 There are also options in terms of whether Health Scrutiny is undertaken by a Sub-Committee of OSMC, or a separate Committee or Panel. A sub-committee's membership must be drawn from the membership of the parent committee. This would not allow the appointment of Members from outside of OSMC who may have particular expertise in health matters. Therefore, this is not the preferred option.

6.4 Finally, there are options in terms of the number of Members appointed to the new Health Overview and Scrutiny Committee / Panel / Sub-Committee. A Sub-Committee consisting of three members would comply with the Constitution's requirements for a quorum. However, if the Health Scrutiny were to be undertaken by a Committee or Panel, then the Constitution requires at least four members. Having an odd number of Members is preferred, since this makes it less likely that the Chairman will be required to make the casting vote. Five or more members would ensure an element of resilience, helping to avoid the need to cancel meetings at short notice in the event that a Member is unable to attend or send a substitute.

7 Conclusion

7.1 Creation of the HOSC would be a positive step. It would ensure that the Council discharged its responsibilities with respect to scrutiny of NHS services and would allow Members to develop and apply the necessary knowledge and expertise in this specialist area, and to fully engage with health partners.

- 7.2 It would also help to ensure that the needs of local citizens were properly considered in the planning, development and operation of local health services, and to ensure that health, public health and social care services are better coordinated.

8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Data Protection Impact Assessment
- 8.3 Appendix C – Draft Terms of Reference

Corporate Board's recommendation

None

Background Papers:

[National Health Services Act \(2006\)](#)

[Health and Social Care Act \(2012\)](#)

[The Local Authority \(Public Health, Health and Wellbeing Boards and Health Scrutiny\) Regulations 2013](#)

[Advice to local authorities on scrutinising health services, 27 June 2014, Department of Health and Social Care](#)

Subject to Call-In:

Yes: ☒ No: ☐

- | | |
|---|-------------------------------------|
| The item is due to be referred to Council for final approval | <input checked="" type="checkbox"/> |
| Delays in implementation could have serious financial implications for the Council | <input type="checkbox"/> |
| Delays in implementation could compromise the Council's position | <input type="checkbox"/> |
| Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months | <input type="checkbox"/> |
| Item is Urgent Key Decision | <input type="checkbox"/> |
| Report is to note only | <input type="checkbox"/> |

Wards affected: All

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Document Control

Document Ref:		Date Created:	
Version:		Date Modified:	
Author:			
Owning Service			

Change History

Version	Date	Description	Change ID
1			
2			

Appendix A

Equality Impact Assessment (EqIA) - Stage One

What is the proposed decision that you are asking Council to make:	To delegate powers of scrutiny of matters relating to the planning, development and operation of Public Health and NHS services for patients in West Berkshire to the Health Overview and Scrutiny Committee reporting to the Overview and Scrutiny Management Commission.
Summary of relevant legislation:	The statutory requirements for the scrutiny of health services are set out in the National Health Service Act 2006 as amended by the Health and Social Care Act 2012. The relevant regulations are the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
Does the proposed decision conflict with any of the Council's priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Name of Budget Holder:	Sarah Clarke
Name of Service/Directorate:	Strategy & Governance / Resources
Name of assessor:	Gordon Oliver
Date of assessment:	21 December 2020
Version and release date (if applicable):	

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Already exists and is being reviewed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Function	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is changing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?

Aims:	To ensure that the Council delivers its statutory responsibilities with respect to scrutiny of local health services.
Objectives:	To set up a Health Overview and Scrutiny Committee, reporting to the Overview and Scrutiny Management Commission which would be responsible for scrutiny of the planning, development and operation of Public Health and NHS services for patients in West Berkshire.
Outcomes:	Improvement of the planning, development and operation of local health services, ensuring they are tailored to the particular needs of the local population.
Benefits:	More efficient, effective and coordinated health services that improve the physical and mental health and wellbeing of citizens and reduce health inequalities.

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?

Group Affected	What might be the effect?	Information to support this
Age	Positive	The Committee may undertake scrutiny of specialist health services provided to children and young people, or to older people
Disability	Positive	The Committee may undertake scrutiny of specialist health services provided to people with physical, sensory or learning difficulties.

Gender Reassignment	Positive	The Committee may undertake scrutiny of specialist health services provided to people undergoing gender reassignment
Marriage and Civil Partnership	No impact	There are no specific health implications for this group
Pregnancy and Maternity	Positive	The Committee may undertake scrutiny of fertility, ante-natal, maternity services, and post-natal care
Race	Positive	The Committee may undertake scrutiny of how effectively the health system is addressing inequalities affecting people from particular ethnic minorities
Religion or Belief	No impact	There are no specific health implications for this group
Sex	Positive	The Committee may undertake scrutiny of specialist health services provided for men or women, and how effectively the health system is addressing inequalities between men and women
Sexual Orientation	No impact	There are no specific health implications for this group
Further Comments:		

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Health Overview & Scrutiny Committee will seek to reduce health inequalities.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Health Overview & Scrutiny Committee will seek to improve the experience for health service users.	

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqlA Stage Two:	
Timescale for EqlA Stage Two:	

Name: **Gordon Oliver**

Date: **21 December 2020**

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Strategy and Governance
Team:	Performance, Research and Consultation
Lead Officer:	Gordon Oliver
Title of Project/System:	Health Overview and Scrutiny Committee
Date of Assessment:	14 December 2020

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No
Will your project/system involve CCTV or monitoring of an area accessible to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using the data you collect to match or cross-reference against another existing set of data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using any novel, or technologically advanced systems or processes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<small>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</small>		

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Draft Terms of Reference

Overview

The role of this Committee is to undertake scrutiny of the planning, development and operation of Public Health and NHS services for citizens of West Berkshire, in accordance with the National Health Service Act 2006 (as amended by the Health and Social Care Act 2012) and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

Scrutiny of Social Care services within West Berkshire shall remain with the Overview and Scrutiny Management Commission, and the Health Overview and Scrutiny Committee will report to the Overview and Scrutiny Management Commission.

Functions of the Committee

1. To review and scrutinise any matter relating to the planning, provision and operation of Public Health and NHS services for citizens of West Berkshire, and in doing so to ensure that services are safe and effective in improving health and wellbeing of local citizens and reducing health inequalities.
2. To proactively seek information about the quality of local Public Health and NHS services, and about the performance of the commissioners and providers of these services, and also to test information provided by commissioners and providers by drawing on different sources of intelligence.
3. To consider and respond to consultations by relevant NHS bodies or health service providers, on proposals that both parties agree constitute a substantial development or substantial variation in the provision of health services for citizens of West Berkshire, using the powers set out in the relevant legislation and referring to any guidance issued by the Secretary of State for Health.
4. To develop and maintain a joint protocol about how the Health Overview and Scrutiny Committee and responsible NHS bodies and health service providers will reach a view as to whether or not a proposal constitutes a “substantial development” or “substantial variation”.
5. To require the relevant NHS body or health service provider to provide information about the proposal under consideration and its impacts on patients in West Berkshire, and where appropriate to require the attendance of a representative of NHS body or health service provider before the Committee to answer such questions as appear to it to be necessary for the discharge of its function in connection with the consultation.
6. Where there is a disagreement between the Committee and the relevant NHS body or health service provider, which cannot be resolved after reasonable practicable steps and the Committee believes that:

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- (a) the proposed substantial variation or development would not be in the interests of the citizens of West Berkshire; or
- (b) the arrangements put in place by the relevant NHS body or health service provider for consultation have not been adequate in relation to content or time allowed; or
- (c) the reasons given for not consulting by the relevant NHS body or health service provider are not adequate;

the Committee may determine whether to refer the matter to the Secretary of State for Health, in accordance with the relevant legislation and any government guidance, and taking account of any protocol agreed between the Committee and the NHS body or health service provider.

- 7. To liaise with Healthwatch West Berkshire (or its contractors) in relation to the health care element of their work programme, and to consider and respond to referrals from Healthwatch West Berkshire in relation to the planning, provision and operation of health services in the area.
- 8. To set up task and finish groups to undertake in-depth scrutiny reviews in relation to the above services on behalf of the Committee.
- 9. To consider and approve reports, including recommendations, prepared following in-depth reviews undertaken by task and finish groups, for submission to the relevant NHS organisation or other decision maker. Such reports and recommendations to include:
 - (a) an explanation of the matter reviewed or scrutinised;
 - (b) a summary of the evidence considered;
 - (c) a list of participants involved in the review or scrutiny; and
 - (d) an explanation of any recommendations on the matter reviewed or scrutinised.
- 10. To report on a quarterly basis to the Overview and Scrutiny Management Commission on progress against the work programme and any recommendations it makes.
- 11. In undertaking the above, the Health Overview and Scrutiny Committee should seek opportunities to engage with and represent local people, and engage them in the health scrutiny process.

Frequency Meetings

Meetings of the Health Overview and Scrutiny Committee are to be held in public as a matter of course, unless discussing items that are considered to be sensitive, in which case these may be considered as Part II items.

The Committee shall meet in accordance with the timetable of meetings agreed annually by Full Council.

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Extraordinary meetings may be convened with the agreement of the Chairman to deal with specific, urgent matters.

Informal meetings, such as site visits, and meetings of task and finish groups may be organised as required.

Membership

There will be X¹ Members of the Health Overview and Scrutiny Committee, which will reflect the political balance of the council, taking account of the basket principle to ensure proportionality across all appointments, not just individual committees. These cannot be Members of the Executive.

Up to two non-voting co-optees can be appointed to the Health Overview and Scrutiny Committee to provide particular health expertise to assist with a particular review.

Quorum

The quorum for the Health Overview & Scrutiny Committee shall be X² voting members.

Joint Health Scrutiny Committees

Where a joint health scrutiny committee is set up to undertake scrutiny of health issues across local authority boundaries, West Berkshire Council's membership of that joint committee will be drawn from the Members of the Health Overview and Scrutiny Committee.

¹ The number of members is to be determined by Council.

² The quorum size will be four Members for a Committee or Panel and three Members for a Sub-Committee.