

Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Luton, Norfolk, Peterborough, Southend, Suffolk and Thurrock Joint Health Scrutiny Committee

1st February 2008

Agenda Item 8

Supporting the Joint Committee

Report of the Advisor

1. The proposed arrangements for supporting the Committee are set out below. The Committee will have the services of a dedicated advisor who will ensure:

- (a) The provision of advice to the Chairman and the Vice Chairmen and members of the committee on the formulation and content of an Agenda for each meeting.
- (b) The negotiated attendance of expert or NHS officer witnesses and other witnesses with relevant and pertinent evidence and the issuing of invitations as appropriate.
- (c) The provision of advice to the committee.
- (d) The preparation/authorisation of an agreed set of minutes to be provided to the next meeting of the committee for their approval.
- (e) Support to any public inquiry/examination in public arising from the work of the Joint Committee

This will also necessitate:

- (a) Advice on correspondence on behalf of the committee in discharging its functions
 - (b) The preparation of a work programme and calendar of meetings of the committee.
 - (c) Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Luton, Norfolk, Peterborough, Southend, Suffolk and Thurrock Councils will make available to the Advisor all documentation relating to the terms of reference of the Joint Committee and in particular documentation pertaining to an authority's area which is relevant to the Joint Committee's work as described in the Regulations covering Health Scrutiny by Local Authorities laid under the Health and Social Care Act 2001 or subsequent relevant legislation.
2. The Joint Committee will be advised as to legal matters by the County Secretary/Solicitor of the lead authority.
3. The Joint Committee will be advised as to financial matters by the Chief Finance Officer of the lead authority.
4. The Chairman and Vice Chairman of the Committee will approve any press or other media releases on behalf of the Joint Committee (with recognition that each participating authority reserves its position) and the press and public relations function of the lead authority will provide professional support in respect of such work.
5. The Adviser will liaise with the Head of Scrutiny (or equivalent officer with that responsibility) of each of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Luton, Norfolk, Peterborough, Southend, Suffolk and Thurrock Councils in respect of matters affecting those authorities' areas.

6. The lead authority will make provision for the clerking and meeting venues for the Joint Committee.
7. The costs of operating the Committee will be shared between the participating/constituent authorities on the basis of each authority contributing an equal share.
8. The Committee is **recommended** to approve these arrangements.

Bill Hamilton
Advisor to the Committee