

PROTOCOL BETWEEN THE SCRUTINY COMMISSION FOR HEALTH ISSUES AND THE PETERBOROUGH LOCAL INVOLVEMENT NETWORK

1.0 Introduction

- 1.1 The Local Government and Public Involvement in Health Act 2007 enables a Local Involvement Network (LINK) to refer a matter relating to health and social care services to the appropriate scrutiny committee of a local authority. At Peterborough this would be the Scrutiny Commission for Health Issues.
- 1.2 This protocol is designed to guide the relationship between the Scrutiny Commission and the LINK, to aid communication, co-operation and understanding.

2.0 Purpose of the Protocol

- 2.1 To guide the exchange of information and work programmes between the Scrutiny Commission and the LINK.
- 2.2 To establish mechanisms for referring items between the Scrutiny Commission and the LINK.
- 2.3 To foster co-operation and avoid duplication in work programmes.
- 2.4 To strengthen the scrutiny process.

3.0 Referrals from the LINK to the Scrutiny Commission

- 3.1 The LINK will make any referrals in writing to the Scrutiny Manager.
- 3.2 When the LINK refers a matter the Scrutiny Commission will:
 - Acknowledge receipt of the referral in writing within 20 working days
 - Consider the referral at the next appropriate Scrutiny Commission meeting and decide whether it should, on the basis of the information provided, investigate the issue further
 - Take into account any relevant information provided by the LINK
 - Advise the LINK in writing as to whether it intends to take any further action in response to the referral, or the reasons for no action being taken
 - Advise the LINK in writing of the outcome of any actions in relation to the matter

4.0 Referrals from the Scrutiny Commission to the LINK

- 4.1 The Scrutiny Commission will make any referrals in writing to the host organisation.
- 4.2 When the Scrutiny Commission refers a matter to the LINK will:
 - Acknowledge receipt of the referral in writing within 20 working days
 - Consider the referral at the next appropriate LINK meeting and decide whether it should, on the basis of the information provided, investigate the issue further
 - Take into account any relevant information provided by the Scrutiny Commission
 - Advise the Scrutiny Commission in writing as to whether it intends to take any further action in response to the referral, or the reasons for no action being taken
 - Advise the Scrutiny Commission in writing of the outcome of any actions in relation to the matter

5.0 Commitments by the Scrutiny Commission

- 5.1 The Scrutiny Commission will:
 - Invite the LINK to nominate a representative to have a standing invitation to attend

meetings of the Scrutiny Commission, where they will be able to take a full part in the debate but will not be able to vote on any matters

- Keep the LINK informed of its activities by providing copies of the agenda and minutes of their meetings to the host organisation
- Seek the views of the LINK when developing its work programme to avoid duplication
- Provide the LINK with copies of any reports published by the Scrutiny Commission
- Where appropriate, invite the LINK to contribute to any scrutiny reviews by attending to give evidence and providing information
- Consider any referrals of issues received in writing from the LINK for inclusion in its work programme at the next appropriate Scrutiny Commission meeting
- Where appropriate, Members of the LINK will be invited to training opportunities undertaken by the Scrutiny Commission

6.0 Commitments by the LINK

The LINK will:

- Keep the Scrutiny Commission informed of its activities by providing copies of the agenda and minutes of their meetings to the Scrutiny Team
- Seek the views of the Scrutiny Commission when developing its work programme to avoid duplication
- Provide the Scrutiny Commission with copies of any reports published by the LINK
- Where appropriate, invite the Members of the Scrutiny Commission to contribute to any investigations by the LINK
- Consider any referrals of issues received in writing from the Scrutiny Commission for inclusion in its work programme at the next appropriate LINK meeting

7.0 Communications

- 7.1 Communications and exchange of information between the Scrutiny Commission and the LINK will normally be through the Scrutiny Team and the Host Organisation.
- 7.2 There will be an informal meeting between the Chairs of the Scrutiny Commission and the LINK at least twice a year to enable any issues to be raised and discussed.

8.0 Review of this Protocol

- 8.1 This Protocol will be reviewed annually.