

Appendix 3

BRIGHTON & HOVE, EAST SUSSEX, SURREY & WEST SUSSEX JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (JHOSC)

RULES OF PROCEDURE

1. Membership of Committee and Sub-Committees

- 1.1 Brighton & Hove City Council, East Sussex County Council, Surrey County Council and West Sussex County Council will each nominate three Councillors to the JHOSC, appointed in accordance with local procedure rules and with the relevant statutory regulations.
- 1.2 Appointments will be reconfirmed annually by each relevant authority.
- 1.3 Individual authorities may change appointees in accordance with the rules for the original nomination.
- 1.4 Individual authorities will be strongly encouraged to nominate substitutes in accordance with local practice.
- 1.5 In commissioning Sub-Committees, membership will be confirmed by the JHOSC and can be drawn from the main Committee or to enable use of local expertise and skill, from other non-Executive members of an affected constituent area (excluding Health & Wellbeing Board members).
- 1.6 The membership of a sub-committee will include at least one member from each affected constituent areas. An affected constituent area is a council area where the proposals will impact on residents. Non affected areas can appoint 'observer' members to sub-committees but they will be non-voting.
- 1.7 The JHOSC, may as appropriate review its membership to include authorities outside the JHOSC boundaries where those authorities are equally affected by a SViS. Members of such local authorities may be appointed to serve as members of relevant sub-committees.

2. Chairman

- 2.1 The JHOSC will elect the Chairman and Vice Chairman at the first formal meeting. A vote will be taken (by show of hands) and the results will be collated by the supporting Officer.
- 2.2 The appointments of Chairman and Vice Chairman will be reconfirmed annually.
- 2.3 Where a sub-committee is commissioned, at its first meeting a Chairman and Vice-Chairman will be appointed for the life of the sub-committee.

3. Substitutions

- 3.1 Named substitutes may attend Committee meetings and sub-committee meetings in lieu of nominated members. Continuity of attendance is strongly encouraged.
- 3.2 It will be the responsibility of individual committee members and their local authorities to arrange substitutions and to ensure the supporting officer is informed of any changes prior to the meeting.
- 3.3 Where a named substitute is attending the meeting, it will be the responsibility of the nominated member to brief them in advance of the meeting.

4. Quorum

- 4.1 The quorum of a meeting of the JHOSC will be the presence of one member from any three of the four participating constituent areas.
- 4.2 The quorum of a meeting of a Sub Committee of the JHOSC will be the presence of members representing two or more constituent areas.

5. Voting

- 5.1 Members of the JHOSC and its sub Committees should endeavour to reach a consensus of views and produce a single final report, agreed by consensus and reflecting the views of all the local authority committees involved.
- 5.2 In the event that a vote is required, each member present will have one vote. In the event of there being an equality of votes the Chairman of the JHOSC or its sub-committee will have the casting vote.

6. JHOSC Role, Powers and Function

- 6.1 The JHOSC will have the same statutory scrutiny powers as an individual health overview and scrutiny committee that is:
 - accessing information requested
 - requiring members, officers or partners to attend and answer questions.

However, the power to refer to the Secretary of State for Health will be retained by the constituent areas rather than being delegated to the JHOSC. Should the JHOSC believe that there is a case for referral, it will make an evidenced recommendation to refer to its constituent areas.

- 6.2 The JHOSC can choose to recommend to constituent areas that they refer to the Secretary of State for Health for a particular scrutiny matter or delegate this function to an established sub-committee.

7. Support

- 7.1 The lead governance and administrative support for the JHOSC will be shared by constituent areas.

- 7.2 The lead scrutiny support for sub-committees will be provided by constituent areas on a per issue basis to be agreed by the sub-committee.
- 7.3 Meetings of the JHOSC and its sub-committees will be rotated between participating areas.
- 7.4 The host constituent area for each meeting of the JHOSC will be responsible for arranging appropriate meeting rooms and ensuring that refreshments are available.
- 7.5 Each constituent area will identify a key point of contact for all arrangements and Statutory Scrutiny Officers will be kept abreast of arrangements for the JHOSC.
- 7.6 All costs of the JHOSCs will need to be met from within existing HOSC budgets: there is no additional funding for the JHOSC. Any decision to apply to the constituent areas for additional funding would need to be unanimously agreed by the JHOSC.

