

# Joint Protocol Between Rotherham Health and Wellbeing Board, Health Select Commission and Healthwatch Rotherham

This joint protocol ensures that the local Health and Wellbeing Board (HWB), Health Select Commission (HSC) and Healthwatch Rotherham develop a constructive and productive working relationship with one another. Each body has an independent role and a shared aim to reduce health inequalities and improve health and wellbeing outcomes. The roles are distinctive but complementary and must add value to each other's work, and avoid duplication. This joint protocol details the distinctive roles of each body, and presents examples of working together and reporting arrangements.

## Rotherham Health and Wellbeing Board

The HWB is a statutory, sub-committee of the council. Locally, it is the single strategic forum to ensure coordinated commissioning and delivery across the NHS, social care, public health and other services directly related to health and wellbeing, in order to secure better health and wellbeing outcomes for the whole Rotherham population, better quality of care for all patients and care users and better value for the taxpayer.

The board brings together key decision makers to address issues of local significance and to seek solutions through integrated and collaborative working, whilst being an advocate and ambassador for Rotherham collectively on regional, national and international forums.

### Main functions of the board:

- To enable, advise and support organisations that arrange for the provision of health or social care services to work in an integrated way, for the purpose of advancing the health and wellbeing of people in Rotherham
- To ensure that public health functions are discharged in a way that help partner agencies to fully contribute to reducing health inequalities
- To assess the needs of the local population and lead the coordination, development and delivery of the local Joint Strategic needs Assessment (JSNA) and Health and Wellbeing Strategy
- To oversee the development of local commissioning plans, ensuring they take account of the Health and Wellbeing Strategy and are aligned to other policies and plans that have an affect on health and wellbeing
- To hold relevant partners to account for the quality and effectiveness of their commissioning plans and request relevant information from any of its members or agencies represented on the board (cross over with scrutiny function)
- To ensure arrangements are in place to provide assurance that the standards of service provided and quality of services are safe, meet national standards and local expectations

## Health Select Commission (health overview and scrutiny)

Legislation sets out that health scrutiny can scrutinise any matter in relation to commissioning or providing health and wellbeing services in the local area. This includes holding to account all local commissioners and providers of publically funded health and social care services (including the HWB, Clinical Commissioning Group, NHS organisations) for the quality and outcomes of services; ensuring they reflect the local Health and Wellbeing Strategy, are accessible and equitable, and meet the needs and aspirations of local people.

Scrutiny can request information from the above bodies/organisations, request that they attend meetings, and make recommendations for service improvement.

The terms of reference for the HSC specifically mention scrutinising the following:

- health services commissioned for the people of Rotherham
- partnerships and commissioning arrangements in relation to health and well-being and their governance arrangements
- measures for achieving health improvements and the promotion of wellbeing for Rotherham's adults and children
- measures designed to address health inequalities
- public health arrangements

It is a requirement for the relevant body/organisation/officer to consider and respond to the recommendations in a timely way following a scrutiny review. This will generally require a full response to all recommendations to be made within two months of the review report being presented to cabinet, as set out in the Council Constitution. However NHS commissioners and service providers do have a duty to respond in writing to a report or recommendation within 28 days if so requested. If the recommendations involve both the council and one or more health partners, or only health partners, they should be presented at the next HWB meeting following presentation at cabinet.

NHS bodies and commissioners, including the Clinical Commissioning Group, are required to consult with scrutiny on substantial developments or variations to local health services. If scrutiny has significant concerns with any proposal, it has the power to make referral to the Secretary of State for Health.

Any referral made to scrutiny by Healthwatch Rotherham must be acknowledged and advised of what action will be taken.

[Local Authority Health Scrutiny guidance](#) published by the Department of Health in June 2014 sets out duties and responsibilities for local authorities and health partners to ensure effective scrutiny.

## Healthwatch Rotherham

Healthwatch is the new independent consumer champion for both health and social care. It is a vital part of the government's health reform plans to give people a stronger voice and drive improvements in services.

Healthwatch Rotherham will represent the views and experiences of the diverse communities in the borough, ensuring the voices of vulnerable people and hidden communities are heard.

The national vision for local Healthwatch is that it will:

- Act as local consumer champion representing the collective voice of patients, service users, carers and the public
- Support individuals to access information about services
- Provide or signpost people to independent advocacy if they need help to complain about NHS services
- Have real influence with commissioners, providers, regulators and Healthwatch England using their knowledge of what matters to local people

The vision for Rotherham's local Healthwatch was created by the Healthwatch Rotherham Board.

**Vision:** Healthwatch Rotherham will be known by all communities and individuals as delivering on its promises backed up by robust action and supported by improvements in local services.

**Mission:** To be the first point of contact for all of Rotherham's communities and individuals, to help them to have a means of improving their own and others quality of health, wellbeing and social care.

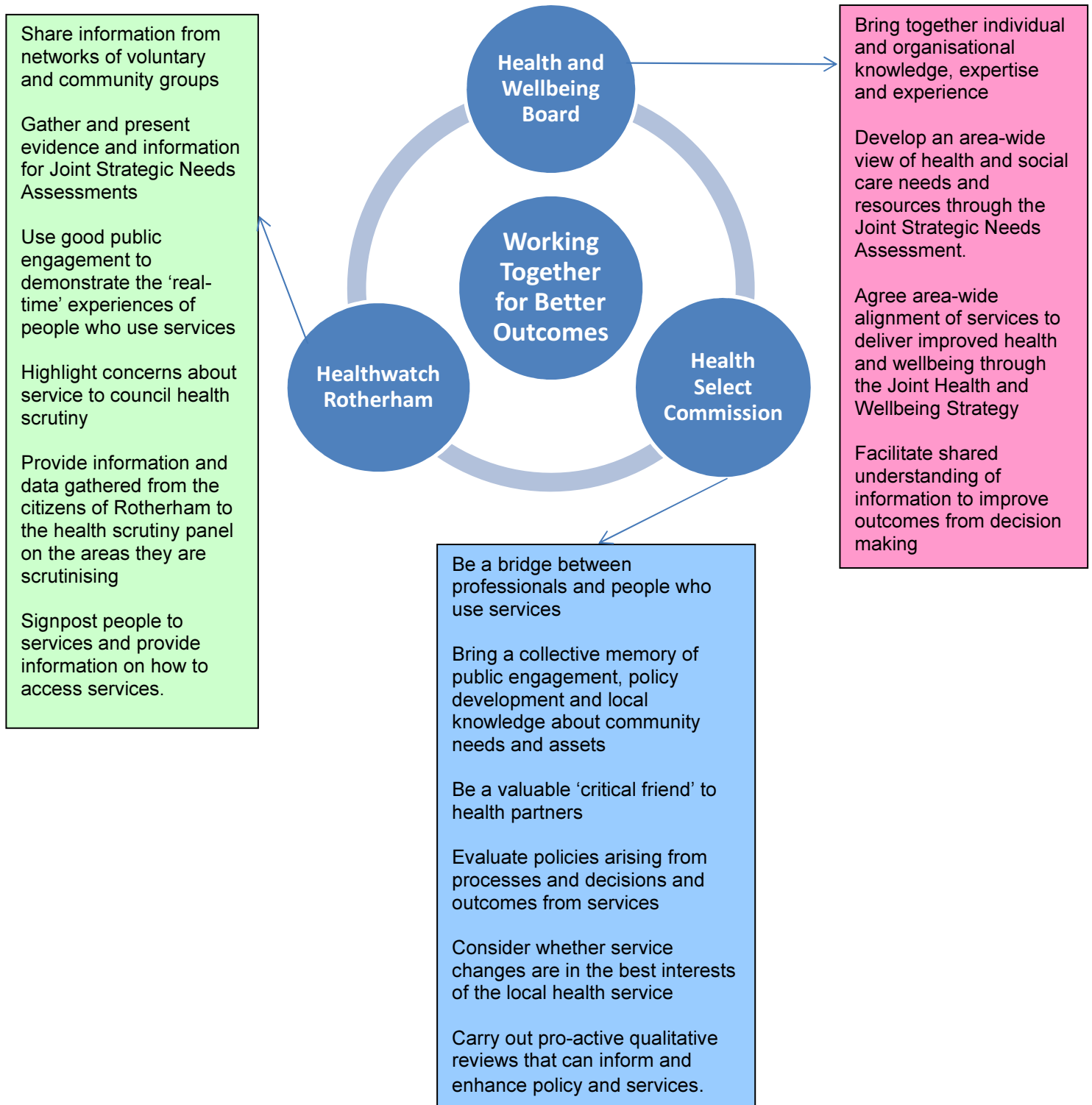
**Values:** To be an impartial and trusted friend to help communities and individuals to achieve their desired results and be recognised for being a fiercely independent organisation by the citizens of Rotherham.

Healthwatch Rotherham will also influence the development the local JSNA and health and wellbeing priorities, through its seat on the Health and Wellbeing Board.

## Working Together

All three bodies recognise they have a role to play in the way that local services are planned and delivered and that how they interact with each other will directly influence and add value to outcomes for local people and communities.

Diagram below adapted from 'Local Healthwatch, health and wellbeing boards and health scrutiny - Roles, relationships and adding value' CfPS <http://cfps.org.uk/publications?item=7195>



## Joint Principles, Actions and Reporting Arrangements

The Rotherham Health and Wellbeing Board, Health Select Commission and Healthwatch Rotherham agree to adhere to the following:

### Key Principles:

- To improve health and social care services and reduce health inequalities in Rotherham
- To ensure and enable early and inclusive discussions about key health and wellbeing challenges
- To develop relationships based on openness, honesty and accountability

### Actions:

1. To ensure regular and timely sharing of information, including sharing key actions, minutes and work plans as appropriate. As required, update reports to be presented at the respective boards to ensure transparency, provide an early opportunity to comment and to avoid duplication.
2. To coordinate the work plans of each body, ensuring duplication is avoided, cross-cutting issues are managed and clarity is given as to how each body can add value.
3. To ensure the understanding of roles and responsibilities between each body, members of each will have a seat, and/or be invited to attend meetings or joint discussions with regards to work plans and key areas of work:
  - Chair of HWB invited to attend HSC and share minutes of meetings
  - Open invitation for scrutiny members to attend HWB as observer/s
  - Chair of Healthwatch Rotherham to have a formal seat on the HWB and receive minutes of and attend where appropriate the HSC
  - Healthwatch items raised at HWB to be noted through the minutes shared at HSC meetings
  - HSC has a standard agenda item enabling Healthwatch to bring issues to their attention
  - Once per year the three bodies to share their draft work programmes to reduce the possibility of duplication and/or align their plans
  - The chair of each body to attend joint briefings or meetings as required

## Reporting Arrangements

The agreement between the HWB and HSC states that scrutiny reviews taking place that have implications for health and wellbeing board partners, should be circulated to the board for information at the early scoping stage.

Once a scrutiny review has taken place, the recommendations should be fed back to the HWB following agreement by cabinet (if implications for the council) and/or the appropriate board or committee (if implications for health partners).

Healthwatch Rotherham, as a formal member of the HWB, are able to raise issues with the board and request reports or information to be presented as appropriate.

Reporting from the HWB to HSC on delivery and performance of the health and wellbeing strategy will be undertaken annually.

## Formal Agreement

Rotherham Health and Wellbeing Board, Health Select Commission and Healthwatch Rotherham agree to adhere to the principles, actions and reporting arrangements above in order to work effectively together.

Signed on behalf of the three bodies:

<b>Cllr J Doyle</b>	<b>Cllr B Steele</b>	<b>Naveen Judah</b>
Chair of the Health and Wellbeing Board	Chair of the Health Select Commission	Chair of Healthwatch Rotherham

Date ...../...../2014