

Date of issue: 15<sup>th</sup> July 2013

**MEETING**

**SLOUGH WELLBEING BOARD**

Councillor Rob Anderson, Leader  
Ruth Bagley, Chief Executive  
Superintendent Richard Humphrey, Thames Valley Police  
Ramesh Kukar, Slough CVS  
Lise Llewellyn, Strategic Director of Public Health  
Dr Jim O'Donnell, Slough Clinical Commissioning Group  
Neil Prior, Business Representative  
Paul Southern, Assistant Chief Fire Officer  
Matthew Tait, NHS Commissioning Board  
Councillor James Walsh, Health & Wellbeing Commissioner  
Jane Wood, Strategic Director of Wellbeing

**DATE AND TIME:**

WEDNESDAY, 17TH JULY, 2013 AT 5.00 PM

**VENUE:**

MEETING ROOM 3, CHALVEY COMMUNITY CENTRE,  
THE GREEN, CHALVEY, SLOUGH, SL1 2SP

**DEMOCRATIC SERVICES  
OFFICER:  
(for all enquiries)**

GREG O'BRIEN  
01753 875013

**SUPPLEMENTARY PAPERS**

The following Papers have been added to the agenda for the above meeting:-

\* Item 3 was not available for publication with the rest of the agenda.

**PART 1**

<b><u>AGENDA ITEM</u></b>	<b><u>REPORT TITLE</u></b>	<b><u>PAGE</u></b>	<b><u>WARD</u></b>
3.	Protocol for the Slough Wellbeing Board relationship with Overview and Scrutiny  (5.10 – 5.30pm approx.)	1 - 6	

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Slough Wellbeing Board

**DATE:** 17 July 2013

**CONTACT OFFICER:** Sarah Forsyth – Scrutiny Officer  
**(For all Enquiries)** (01753) 875657

**WARD(S):** All

**PART I**

**FOR COMMENT, CONSIDERATION & ENDORSEMENT**

**HEALTH SCRUTINY/SLOUGH WELLBEING BOARD WORKING PROTOCOL**

1. **Purpose of Report**

To endorse the proposed protocol for working arrangements between the Council’s Scrutiny Function and the Slough Wellbeing Board.

2. **Recommendation(s)/Proposed Action**

The Slough Wellbeing Board is requested to endorse the proposed working protocol for working arrangements between the Council’s Scrutiny Function and the Board.

3. **Other Implications**

(a) **Financial**

There are no financial implications of proposed action.

(b) **Risk Management**

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
Legal	None	None
Property	None	None
Human Rights	None	None
Health and Safety	None	None
Employment Issues	None	None
Equalities Issues	None	None
Community Support	None	None
Communications	None	None
Community Safety	None	None
Financial	None	None

Timetable for delivery	None	None
Project Capacity	None	None
Other	None	None

(c) Human Rights Act and Other Legal Implications

There are no Human Rights Act or other legal implications associated with the recommendation in this report.

(d) Equalities Impact

There is no identified need for the completion of an Equalities Impact Assessment relating to this report.

4. **Supporting Information**

4.1 The protocol detailed at 4.2 looks to establish a process for collaboration between the Slough Wellbeing Board and the Council's Scrutiny Function to ensure that effective channels of communication are in place and ensure the management of expectations between the various elements.

4.2 **Memorandum of Understanding between the Slough Wellbeing Board and Slough Borough Council Health Scrutiny**

**Background**

The Health and Social Care Act 2012 redefined the roles of, and relationships between, different sections of the health infrastructure. Locally, this led to the creation of the Slough Wellbeing Board (SWB), with the primary responsibility for wellbeing policy being managed through the Health Priority Delivery Group (Health PDG). There were also changes to arrangements for commissioning health services and to the structures for public involvement, engagement, advice and advocacy. The Public Health function transferred from the NHS to the local authority.

The SWB is the key forum, where leaders from the health and social care system will work together to reduce health inequalities, and improve the health and wellbeing of residents.

Slough Borough Council's Scrutiny function is made up of the following:

- Overview and Scrutiny Committee - focuses its attention on issues of finance and strategy, and performance and accountability, whilst also providing overall responsibility for the consideration of all scrutiny matters within the Council;
- Neighbourhoods and Community Services Scrutiny Panel - responsible for scrutinising issues relating to neighbourhoods and renewal, community and leisure, and environment and open spaces.

- Education and Children’s Services Scrutiny Panel - responsible for scrutinising issues relating to education and children, and opportunities and skills.
- Health Scrutiny Panel - responsibility for scrutinising issues of health and wellbeing. Its remit extends to all organisations involved in the provision of health services in the area, and so is not limited to the local authority and NHS (in this way health scrutiny would cover the Slough Wellbeing Board as a commissioner of health services in the borough as well as in its capacity as a committee of the Council). In exercising it’s remit on external scrutiny, the Health Scrutiny Panel would look to collaborate with the Slough Wellbeing Board to drive improvements in the broader health service.

The primary contact between Slough Borough Council Overview and Scrutiny and the Slough Wellbeing Board or Health PDG where relevant, would take place through the Health Scrutiny Panel, as it operates within the primary remit of that Panel. However, where issues arise falling into the work programmes of the other committees, the same principles of co-operation would stand, as they from time to time would seek to scrutinise the broader remit of the Slough Wellbeing Board.

### **Purpose of Protocol**

This Memorandum of Understanding deals with the specific working relationship between the new Slough Wellbeing Board and the Council’s Overview and Scrutiny function.

Both parties will start from an assumed position of openness, honesty, partnership and collaboration. Both parties will also respect the need for planned work programming and realistic workloads.

### **The Slough Wellbeing Board will:**

- Ensure that a representative of the Board or Health PDG where relevant, is made available to attend Health Scrutiny on request, where reasonable notice has been given.
- Provide information to Health Scrutiny where reasonable, and where reasonable notice has been given.
- Provide a written response to Health Scrutiny recommendations (whether from Reviews or individual meeting discussions) within 28 days of the request. If this deadline cannot be met, notice shall be given and an alternative deadline negotiated.
- Provide a quarterly forward work programme report to the Health Scrutiny Panel for information.
- Involve Health Scrutiny at key stages in the development and finalisation of the following documents:
  - Slough Joint Wellbeing Strategy
  - Slough’s Joint Strategic Needs Assessment
  - Slough Wellbeing Board’s Annual Report

**Health Scrutiny will:**

- Provide requests for attendance at meetings or information with reasonable notice.
- Avoid duplication of requests for information or attendance at meetings, and ensure that requests are appropriate and proportionate.
- Provide a quarterly forward work programme report to the Slough Wellbeing Board for information.
- Where a relevant topic has been selected for a Scrutiny Review, the Slough Wellbeing Board will be informed including the reasons for the Scrutiny Review, the Terms of Reference and detailed Plan for the work.
- Acknowledge within five working days receipt of any request for a Scrutiny Review from the Slough Wellbeing Board, advising the date of the Committee/Panel meeting that the matter would be considered, and provide a formal response of acceptance/rejection of request within seven working days of the Committee/Panel meeting.
- Provide updates to the Slough Wellbeing Board, where appropriate, on key findings and recommendations from Scrutiny Reviews.
- Where investigations, following the provision of information from Healthwatch Slough, find evidence relating to strategic and/or service planning, these will be provided to the Slough Wellbeing Board.
- Have the power to call-in decisions if executive functions of the Council have been delegated to the Board at any time.

**At meetings:**

- will maintain a positive style of questioning and treat witnesses with courtesy;
- will be familiar with the subject under discussion prior to calling witnesses (and would be prepared to undertake training in a subject should it be required);
- ensure that scrutiny of service changes and wider topics takes account of national policy and government directives driving the service changes, yet focus their scrutiny on the local implementation of the national policy/directive to and the areas of implementation to which they can have a positive impact for local people;

**Overview and Scrutiny will not:**

Have the power to call-in decisions of the Slough Wellbeing Board relating to its statutory functions.

**Signatories**

Slough Wellbeing Board:

Slough Borough Council Health  
Scrutiny:

5. **Comments of Other Committees / Priority Delivery Groups (PDGs)**

The Health Scrutiny Panel for Slough Borough Council will consider the proposed Protocol at its meeting on the 24 July 2013.

6. **Conclusion**

The proposed protocol will set out the working practices between the Council's Scrutiny Function and the Slough Wellbeing Board to enable effective collaborative working under the new Health and Social Care Act arrangements.

7. **Background Papers**

None.

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