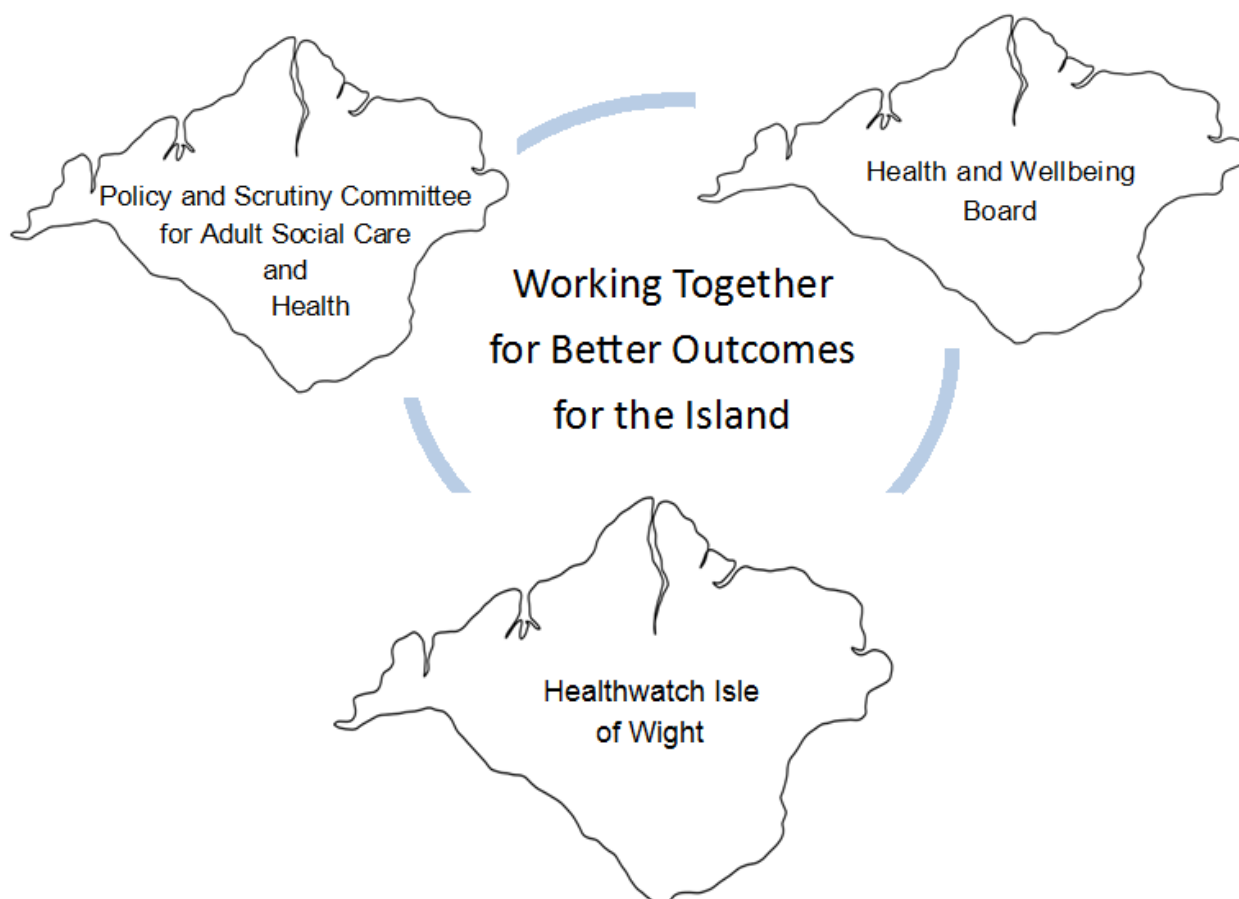


# **Protocol between the Isle of Wight Health and Wellbeing Board, Healthwatch Isle of Wight and the Policy and Scrutiny Committee for Adult Social Care and Health**



## Introduction

Each of the bodies in this document has a common purpose: to improve Islanders health and wellbeing, reduce health inequalities and engage with our communities including those who are often hard to reach. They also have a duty to meet the individual and joint responsibilities identified in the Health and Social Care Act 2012.

## Purpose

A joint commitment to ensuring good quality of services for Island resident

The **Policy and Scrutiny Committee for Adult Social Care and Health** performs the Council's statutory health scrutiny function under the legislation including the power of referral to the Secretary of State. It also performs the Policy and Scrutiny functions relating to the remit of the Cabinet Member for Adult Social Care and Public Health.

The **Health and Well Being Board** takes an overview of the island population's health and wellbeing and make plans to improve it and ensures delivery of its priorities. It allows commissioners and providers to demonstrate that they have considered evidence and the views of both individuals and the wider community. It is also a mechanism for partners to hold each other to account.

Healthwatch gives people a powerful voice locally and nationally. **Healthwatch Isle of Wight** helps Islanders get the best out of their local health and care services; they are involved driving improvement and future service delivery.

This document sets out how these bodies will work together on the Isle of Wight to improve Islanders health and wellbeing. It also sets out their relationship, distinct roles, statutory obligations and governance arrangements.

## Key principles

1. We will promote a culture of openness through
  - a) Information, including our work programmes, being shared
  - b) Working together on issues that would be mutually beneficial (e.g. joint task and finish groups, stakeholder events, workshops and meetings)
  - c) Acknowledging the contribution of all participating parties in joint working
  - d) Challenging issues of common concern constructively and supportively, being sensitive to potential conflicts of interest due to respective roles and responsibilities.
2. We will share information on key risks or concerns
3. We will work with other organisations
4. We will promote effective communication and engagement through
  - a) Agreed reporting arrangements
  - b) Ensure meaningful consultation and engagement is carried out
  - c) Sharing the results of consultation and engagement
  - d) Communicating in a way that can be understood by partners and the public using plain English
  - e) Work transparently
5. Share good practice and resources



### Roles and responsibilities

- The Board is a formerly constituted committee of the Isle of Wight Council.
- The board is responsible for identifying the current and future health, social care and wellbeing needs of the Island's residents.
- The board has a duty to encourage that the arrangements for the provision of health or social care services on the Island be undertaken in an integrated manner.
- The board is responsible for overseeing the production of the Joint Strategic Needs Assessments (JSNA) for the Island to inform the CCG, NHS and Local Authority plans.
- The board is responsible for overseeing the production of the Joint Health and Wellbeing Strategy to inform the CCG, NHS and Local Authority plans.
- The board has a duty to develop, publish and maintain the Pharmaceutical Needs Assessment.
- The board is responsible for considering the implications of new legislation and the likely outcomes.
- The board does not exercise any scrutiny duties around health and adult social care directly.

### Health and Wellbeing Board

### Functions

- The Board is a key forum for promoting health and wellbeing and is responsible for the improvement of outcomes across all aspects of health and wellbeing on the Island.
- Be consulted by the Clinical Commissioning Group (CCG) on their commissioning plan and to give an opinion as to if the adequately reflect the current needs assessment and strategy.
- Ensuring the council discharges its duty in regard to the needs assessments in the exercise of its functions.
- Giving its opinion on the CCG's level of engagement with the Board, and on its regard to the needs assessments and strategies.
- Working with partners to identify opportunities for future joint commissioning.
- Leading on the signing off of the Better Care Fund Plan (BCF)

### Statutory obligations and commitments in relation to the other two bodies

- To offer membership to representatives of Healthwatch Isle of Wight and have a voting representative on the Board.
- To ensure that a representative of the Board attends Health Scrutiny on request, providing that reasonable notice has been given.
- To share its work programme and annual report with Healthwatch Isle of Wight and the Policy and Scrutiny for Adult Social Care and Health.
- To enable Healthwatch Isle of Wight to be involved in the preparation of the JSNA
- To keep the Policy and Scrutiny Committee for Adult Social Care and Health updated on the JSNA
- To respond to comments and recommendation from the Policy and Scrutiny Committee for Adult Social Care.
- Any decisions taken, and work progressed, by the Board are also subject to scrutiny by the council's Policy and Scrutiny Committee for Adult Social Care and Health.

### Reporting Arrangements

- Consult **Healthwatch** and the **Policy and Scrutiny Committee from Adult Social Care and Health** on the JSNA and Joint Health and Wellbeing Strategy.
- Inform **Healthwatch** and the **Policy and Scrutiny Committee from Adult Social Care and Health** of the work programme at the start of each council year and share annual and performance reports.
- Respond to requests for information from **Healthwatch** made with reasonable notice and to requests from the **Policy and Scrutiny Committee from Adult Social Care and Health** within 28 days.
- Acknowledge and respond, reporting back findings to requests from the **Policy and Scrutiny**



### Roles and responsibilities

- Healthwatch is the local independent consumer champion for health and social care.
- Healthwatch is contracted by the Local Authority as its provision is a statutory requirement.
- Healthwatch provides a safe and secure environment for patients and carers to voice their concerns and share their experiences.
- Healthwatch provides advice and information about access to local care services, and related choices.
- Healthwatch's role includes building a local picture of the Islands community needs, and the experience of service users.
- This includes ensuring the voice of those who are vulnerable or often unheard is heard.
- Share any concerns about services with commissioners, providers, Cabinet, the Director of Adults Services and the Policy and Scrutiny Committee for Adult Social Care and Health.
- It may also report those concerns directly to the CQC or to Healthwatch England for those bodies to take action.

### Functions

- To provide advice and information or other assistance to the CQC
- Receiving views on local care services and feeding them back to Healthwatch England and the CQC
- Provide relevant public opinions/experiences about services to support the development of the needs assessment.
- Signposts people to make information to help them make choices about health and care services.
- Provide information and challenge from the perspective of the public, service users and carers as well as appropriate intelligence on any strategic and/or commissioning concerns.
- Making recommendations to Healthwatch England about specific reviews and investigations.
- Monitor the reports of national bodies and where problems are found look into them.
- Presents information to Healthwatch England to help form a broader national picture of health and social care.

### Statutory obligations and commitments in relation to the other two bodies

- To appoint one person to represent Healthwatch on the Health and Wellbeing Board.
- Share its work programme with the Wellbeing Board and Health Scrutiny Panel.
- To appoint a co-opted non-voting representative to the Policy and Scrutiny Committee for Adult Social Care and Health.
- To provide a copy of its Annual Report to the Health and Wellbeing Board and the Policy and Scrutiny Committee for Adult Social Care
- To provides information for the needs assessments undertaken by the Health and Wellbeing Board through its seat on the board
- Use evidence and intelligence from the Wellbeing Board to identify potential areas to add to its work programme.
- Highlight concerns about services to the Policy and Scrutiny Committee for Adult Social Care
- Share its reports on providers and services
- Those receiving reports from Healthwatch will need to have regard to those reports and

### Reporting Arrangements

- Inform the **Health and Wellbeing Board** and the **Policy and Scrutiny Committee from Adult Social Care and Health** of the work programme at the start of each council year and share annual and performance reports.
- Present information and reports on strategic services/providers
- Acknowledge and respond, reporting back findings to requests from the **Policy and Scrutiny Committee from Adult Social Care and Health** chair.



## Policy and Scrutiny Committee for Adult Social Care and Health

### Roles and responsibilities

- To review and scrutinise the decisions made by, and performance of, the Cabinet and council officers in relation to the delivery of the outcomes, activities and performance of the areas described in the council's corporate plan.
- To question members of the Cabinet and chief officers, about their decisions and performance, in comparison with service plans and targets, or in relation to particular decisions, initiatives or projects.
- To make recommendations to the cabinet and/or Council arising from the outcome of the scrutiny process;
- To review and scrutinise the performance of other public bodies and invite them to report to or address the committee.
- To question (with consent) and/or invite local people and organisations to provide evidence to the committee in support of its scrutiny activities.
- To make recommendations to health partners arising from the outcomes of the scrutiny process

### Functions

- To engage with relevant partners and stakeholders on the development and review of policies required in connection with the delivery of the key activities in the corporate plan related to children's services.
- To identify and recommend to Cabinet existing policies to be reviewed or new policies to be developed in order to ensure continued and improved, effective and efficient service delivery.
- To recommend that a decision be reconsidered if called in, or that it be implemented.
- To make reports and recommendations to partners.
- To determine if any changes to healthcare services qualify as a "substantial variation"
- Monitor the reports of national bodies and where problems are found look into them.

### Statutory obligations and commitments in relation to the other two bodies

- Extend invitations to representatives of Healthwatch Isle of Wight and the Health and Wellbeing Board to attend its formal meetings where appropriate.
- Exercise health scrutiny functions including scrutiny of Health and Wellbeing Board decisions.
- Respond to NHS Bodies consultations on substantial development or variation to health
- Make arrangements for the discharge of local Healthwatch functions.
- Consider and respond to referrals from Healthwatch and the Health and Wellbeing Board.
- Encourages Healthwatch to refer instances where NHS Bodies have provided an insufficient response to, or rejected, recommendations.
- Refer matters for investigation to Healthwatch in situations where the organisations enter and view powers may be essential in addressing and issue.

### Reporting Arrangements

- Inform **Healthwatch** and the **Health and Wellbeing Board** of the work programme at the start of each council year.
- Inform **Healthwatch** and the **Health and Wellbeing Board** of scrutiny reviews, including terms of reference and findings.
- Inform **Healthwatch** and the **Health and Wellbeing Board** of investigations carried out.
- Respond to requests for scrutiny review from **Health and Wellbeing Board**.