

# **Sustainability & Transformation Plan (STP) Scrutiny Working Group**

## **Terms of Reference**

### **Purpose of the group**

The working group will:

- Seek to understand the STP process, particularly as it relates to the residents of Brighton & Hove;
- take into account the concerns of local people and stakeholder organisations (via Healthwatch Brighton & Hove);
- seek assurance that plans are in place to appropriately engage with and/or consult local people on the STP and its constituent plans and strategies;
- report back publicly to the health scrutiny committee on a regular basis.

### **Membership**

The working will be comprised of representatives from each of the council's political groups and of the HOSC's co-optees from the Older People's Council, the Community & Voluntary Sector and Healthwatch Brighton & Hove.

Members are expected to abide by the BHCC code of conduct.

The working group will elect a Chair.

### **Regularity of meetings, quorum and access to papers**

The working group will meet approximately once every two months. However there will be provision for urgent meetings to be called. Quorum is three members, unless members explicitly agree a lower figure in advance of a meeting.

Papers will be made available at least five days prior to the meeting.

Evidence-gathering meetings will be held in public unless members agree that a specific meeting should be in private. A note of each meeting will be circulated to members and will be included for reference in the public papers for the next HOSC meeting.

### **Review**

The working group will review its purpose and activity after 6 months (June 2017).

The working group is an informal body and may not discharge statutory HOSC roles in relation to NHS plans to substantially vary or improve local NHS services. If at any point the HOSC is formally presented with STP plans of this nature, the committee shall consider at its next meeting whether to continue with the working group in addition to undertaking scrutiny of the STP at committee. The same shall apply should a formal Joint HOSC be formed either by agreement of HOSC within the STP footprint or at the behest of NHS organisations.

The working group may be disbanded at any time by a simple majority vote of the members of the group.