



MANCHESTER
CITY COUNCIL

Protocol for Joint Working between Manchester
City Council's Health and Well-being Overview and
Scrutiny Committee and the Manchester Local
Involvement Network.

Agreed by the Health and Well-being Overview and Scrutiny Committee
on _____

Agreed by the LINK Steering Group on _____

Introduction

The Local Government and Public Involvement in Health Act 2007 established Local Involvement Networks (LINKs) to supersede Public and Patient Involvement (PPI) Forums in areas of where the local authority has a responsibility for adult social care. The Act makes provisions for Links to refer health and social care matters to the overview and scrutiny function of the local authority. Both bodies share a common interest in the improvement of health and social care services in Manchester and it is necessary to establish a good working relationship between them to guide the exchange of information and processes to ensure that this is achieved.

Since the LINK was established in 2008, they have established an informal relationship with the Health and Well-being Overview and Scrutiny Committee based on the historical context of interaction with the PPI forums. The main purpose of this protocol is to set out the roles and responsibilities, which govern the relationship between, and establish mechanisms for referring items between Manchester City Council's Health and Well-being Overview and Scrutiny Committee and the Manchester LINK.

Comment [c1]: Changed this from 2007

Manchester City Council Health and Well-being Overview and Scrutiny Committee

The Health and Well-being Overview and Scrutiny Committee is made up of fourteen councillors of Manchester City Council and is chaired by Councillor Susan Cooley.

The remit of the Committee is to “*exercise overview and scrutiny functions in relation to any matter relating to the planning, provision and operation of health services in Manchester, to issues affecting the health and well-being of the community including:*

- *Health*
- *Social care*
- *Any matter relating to social care services referred by a local involvement network.”¹*

Manchester LINK

The Manchester Local Involvement Network (LINK) is made up of more than 500 organisations and 250 individuals. The LINK Steering Group is made up of 5 elected individuals and 5 elected organisations as well as a further three members being co-opted. Mike Kelly currently chairs the Steering Group

Comment [c2]: Have tried to put a bit more info in here, let us know if it doesn't make sense though

The remit of the LINK is to enable the whole community to have a say about what they think of health and social care services, and to check how services are planned and run. The LINK also has the power to refer health and social care issues to the Health and Wellbeing Overview and Scrutiny Committee.

¹ Manchester City Council ‘*Overview and Scrutiny Committees Responsibility of Functions, Part 3, Section E, Constitution of the Council*’ - May 2009

Working Principles

The Health and Well-being Overview Scrutiny Committee and the LiNk share common aims of improving health, reducing health inequalities and improving access to and quality of local health and social care services across Manchester. It is important that both bodies co-operate in accordance with the following principles.

- To have shared understanding of each other's roles, responsibilities and priorities;
- To agree essential requirements in the relationship between both bodies in order that an effective mechanism for referrals is agreed
- To recognise and respect that both bodies are independent and autonomous and there may be occasions where they will have to agree to differ in their opinion on some subjects

Comment [MCC3]: The exact wording of these will be changed to be clearer – any suggestions welcome!

Contacts

The first point of contact for the scrutiny function in Manchester would be the Chair of the Health and Well-being Overview and Scrutiny Committee. The first point of contact for the Manchester LiNk would be the Chair of the LiNk Steering Group.

In terms of ensuring that all parties receive the necessary information, it is suggested that all contact should be via the administrative arrangements for the Committee and the **host organisation for the LiNk**.

Contact details for overview and scrutiny:	Contact details for Manchester LiNk
Governance and Scrutiny Support Unit, Room 403 Manchester City Council The Town Hall Albert Square Manchester M60 2LA Tel: 0161 234 3011	Manchester LiNk Gaddum House 6 Great Jackson Street Manchester M15 4AX Tel: 0161 214 3909

Health and Well-being Overview and Scrutiny Committee Annual Work Programme

The Health and Well-being Overview and Scrutiny Committee will consult with the LiNk at the beginning of each municipal year to request suggestions for the Committee's work programme. Any suggestions received will be considered as part of the work programming report on the agenda of the first meeting of the Health and Well-being Overview and Scrutiny Committee taking place in the municipal year.

Agenda Setting

The Chair of the Health and Well-being Overview and Scrutiny Committee meets with the Director of Adult Social Care, the Director of the Joint Health Unit and the Director of Corporate Affairs, NHS Manchester prior to every Committee meeting to agree the detailed scope of agenda items. A representative of the LINK will be invited to attend one in every three agenda setting meetings.

LINK representatives will also have the same rights as any Committee members to suggest items for scrutiny at each Committee meeting and which must be agreed by the Committee. The scope and timing of these items will be discussed and agreed at the agenda setting meetings by the Chair.

LINK representation on Health and Well-being Overview and Scrutiny Committee

The Health and Well-being Overview and Scrutiny Committee will invite two standing representatives of the LINK to attend each meeting of the Committee. These representatives will receive copies of the agenda papers prior to the meeting and will be able to participate fully in discussions of any item on the agenda. In accordance with the Council constitution, LINK representatives will not be able to vote on matters. LINK representatives will also be invited to send a rep

Comment [c4]: Ive changed this to just LINK, as angela isnt on the steering group

Comment [c5]: not too sure what you mean with this??? is it meaning sending a sub as below?

There is no provision in the Council Constitution, which prevents LINK representatives from sending a substitute to Committee meetings. If the standing representative is unable to attend the Committee meeting, a substitute member of the LINK Steering Group may attend in their place with prior notification to the Committee Support Officer.

Comment [MCC6]: This exact process is still to be discussed and agreed.

LINK Annual General Meeting

The LINK will hold a yearly Annual General meeting to which members of the Health and Wellbeing Overview and Scrutiny Committee will be invited to attend.

The LINK will request suggestions for the bi yearly work plan from the Health and Wellbeing Overview and Scrutiny Committee, any suggestions received will be taken into consideration.

Comment [c7]: Not too sure if I have added the right words in here or if it will make sense

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Referrals to the Manchester LINK from the Health and Well-being Overview and Scrutiny Committee

There is no statutory provision within the Local Government and Public Involvement in Health Act 2007 for scrutiny to be able to refer items of work to the LINK. Many local authorities have established local practices with their respective LINK to enable this process.

The Health and Well-being Overview and Scrutiny Committee may refer an issue in relation to a specific health or social care service that would merit further investigation by the LINK. If the Committee resolves to refer an item to the LINK, they

will be required to provide the same information that the LINK must provide when referring items to scrutiny.

All referrals will be made in writing and sent to the host organisation. Referrals should contain as much detail as possible, specifically:

- An explanation of the issue and why it has been referred to the LINK
- What the committee is asking the LINK to do?
- What action has the committee taken to investigate/resolve the issue?
- Who has the committee consulted with on this issue?
- Any supporting evidence

The LINK via the Link's host should:

- i) Acknowledge receipt of the referral within 20 working days
- ii) **LINK Steering Group** will consider whether to accept the referral within a reasonable period of time
- iii) Inform the Committee in writing of the details of any further action to be taken in response to any referral **or** the reasons for no further action being taken
- iv) Inform the Committee in writing of the outcome of any review undertaken by the LINK in response to a referral

Comment [c8]: Added steering group so that it is clear as to who will make the decision

Referrals to the Health and Well-being Overview and Scrutiny Committee from Manchester LINK

Regulations produced by the Department of Health in support of the Local Government and Public Involvement in Health Act 2007 state that the Health and Well-being Overview and Scrutiny Committee has an obligation to consider the referral from the LINK regarding any health and social care matter. The Committee must decide whether it should, on the basis of the information provided, review and scrutinise the health or social care services being detailed in the referral. The committee is also obliged to keep the LINK informed of its actions in relation to the referral.

All referrals from the LINK to scrutiny shall be co-ordinated through the administration arrangements for the LINK and referred via the Governance and Scrutiny Support Unit. . Individual LINK members will not be able to make a referral without going through the LINK Host **Organisation**

Comment [c9]: Just changed this to link host

Under the Department of Health regulations, the LINK can:

- i) Refer any broad, strategic issues that they feel warrant further investigation to the Health and Well-being Overview and Scrutiny Committee for consideration.
- ii) Make all referrals in writing from the host **organisation** to the Chair of the Health Scrutiny Committee via the Committee's Support Officer
- iii) Inform the Committee at the earliest possible stage of any impending referrals

Comment [c10]: taken an extra organisation out

In response to a referral, the Health and Well-being Overview and Scrutiny Committee will:

- i) Acknowledge receipt of the referral in writing within 20 working days of receipt. This may be authorised by the Chair of the Committee if the next available meeting of the Committee is not within 20 working days of the referral.
- ii) Consider the referral at the next available meeting of the Health and Well-being Overview and Scrutiny Committee. Should the committee decide not to undertake further investigation, full reasons for this decision will be given to the LINK. This decision will be final.
- iii) Scrutiny will also list the details and outcomes of any referrals from the LINK in its annual report.
- iv) Advise the LINK in writing as to whether the Committee intends to take further action in response to any referral, or the reasons for no further action being taken
- v) Advise the LINK in writing of the outcome of any review undertaken by the Committee in response to a referral

Template for LINK Referrals to Health and Well-being Overview and Scrutiny Committee

Define the Issue

What are you asking the overview and scrutiny committee to do?
Reasons why the LINK has referred the issue to overview and scrutiny

What action has the LINK taken to resolve the issue with NHS bodies, or Adult Social Care providers directly

Comment [c11]: just added in adult social care as well

Who has the LINK consulted with on this issue?

Supporting evidence

DRAFT