Telford & Wrekin Co-operative Council

Protect, care and invest to create a better borough

Shropshire Council

# Borough of Telford and Wrekin

## Joint Health Overview & Scrutiny Committee

## Monday 30 November 2026

## 3.00 pm

## Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

| | | |
|---|---|---|
| **Democratic Services:** | **Alfie Rees-Glinos** | **01952 380354** |
| **Media Enquiries:** | **Corporate Communications** | **01952 382406** |

**Committee Members:** **Cllr B Bentick (Co-Chair), Cllr F Doran (Co-Chair), Cllr D Husemann, Cllr C Stanford, Cllr N A Dugmore, Cllr D R W White, L Cawley, A Mitchell, D Sandbach, D Saunders and J Suckling**

| | Agenda | Page |
|---|---|---|
| **1.0** | **Apologies for Absence** | |
| **2.0** | **Declarations of Interest** | |
| **3.0** | **Minutes of the Previous Meeting** | |
| | To confirm the minutes of the previous meeting held on 28 September 2026. | |
| **4.0** | **Access to Healthcare Services** | **To Follow** |
| **5.0** | **JHOSC Terms of Reference** | **3 - 8** |
| | To approve the Joint Health Overview & Scrutiny Terms of Reference 2026/27. | |
| **6.0** | **Memorandum of Understanding** | **9 - 14** |
| | To review and discuss the Memorandum of Understanding between the | |

JHOSC and local NHS service providers.

## 7.0 Co-Chair's Update

Shropshire Council

Telford & Wrekin Co-operative Council

Protect, care and invest to create a better borough

# Borough of Telford and Wrekin

## Joint Health Overview & Scrutiny Committee

## 30 November 2026

## Terms of Reference Report

| | | |
|---|---|---|
| **Report Author:** | Alfie Rees-Glinos – Democracy Officer and Sophie Foster – Scrutiny Officer | |
| **Officer Contact Details:** | **Tel:** 01952 380354 / 01743 255248 | **Email:** Alfie.ReesGlinos@telford.gov.uk Sophie.Foster@shropshire.gov.uk |
| **Report considered by** | Joint Health Overview & Scrutiny Committee – 30 November 2026 | |

### 1.0 Recommendations for decision/noting:

It is recommended that Joint Health Overview & Scrutiny Committee:

1.1 Agree and reconfirm the Terms of Reference set out in Appendix A.

### 2.0 Purpose of Report

2.1 To set out the Terms of Reference for the Joint Health Overview & Scrutiny Committee outlined at Appendix A of the report.

### 3.0 Background

3.1 The Joint Health Overview and Scrutiny Committee has operated effectively for a number of years. The proposed changes are not required by legislation; however, the current Terms of Reference are not fully aligned with the latest guidance issued by the Department of Health and Social Care. The proposed updates have therefore been developed with regard to this guidance.

3.2 Each constituent local authority delegates authority to the Joint Health Overview and Scrutiny Committee to discharge the functions set out within its Terms of Reference.

### 4.0 Summary of main proposals

4.1 For the Joint Helath Overview & Scrutiny Committee to review its Terms of Reference as set out in Appendix A.

## 5.0 Background Papers

1 Department of Health Guidance June 2014: Local Authority Health Scrutiny. Guidance to support local authorities and their partners to deliver health scrutiny.

## 6.0 Appendices

A Joint Health Overview & Scrutiny Committee Terms of Reference Report

# JOINT HEALTH OVERVIEW & SCRUTINY COMMITTEE TERMS OF REFERNECE

Functions

1. The Joint HOSC is established as a joint committee between Telford & Wrekin Council and Shropshire Council to scrutinise health and healthcare matters across both areas, including matters referred by local Healthwatch bodies. The Committee will consider matters related to the planning and delivery of NHS services that are made available to residents in both Local Authority areas. This includes meeting as required when NHS bodies identify potential changes to services to determine whether it will act as the statutory consultee for substantial developments of variations in service.

Powers of the Joint HOSC

2. The Joint HOSC exercises discretionary and mandatory health scrutiny functions under the Health and Social Care Act 2001, NHS Act 2006 (as amended), Localism Act 2011, Health and Care Act 2022, and the Local Authority Health Scrutiny Regulations (2013, amended 2024).
3. Both local authorities delegate health scrutiny powers to the Joint HOSC for pan Shropshire health matters.
4. Where the NHS proposes a substantial development or variation, the Joint HOSC will act as the sole statutory consultee on behalf of both local authorities and may require information from NHS bodies or providers and require attendance of NHS representations to answer questions.
5. As of 31 January 2024, HOSCs and Joint HOSCs no longer have the power to refer NHS reconfigurations to the Secretary of State. Instead, the Secretary of State holds discretionary call in powers. The Joint HOSC participates as a statutory consultee within this national process, providing formal, evidence-based views when consulted.
6. Role and responsibilities of the Joint HOSC, NHS commissioners, providers and local authority public health services follow nation guidance (DHSC 2024; CfGS 2024).

Membership

7. Three elected members from each local authority
8. Three co-opted members from each authority’s area, independent of the Councils.
9. Co-opted members retain voting rights as determined by each authority’s Full Council’s voting schedules.

10. Cabinet Members for Health and Socal Care and Health & Wellbeing Board Chairs may attend in a non-voting capacity at the Chair's discretion.

Chairing Arrangements

11. Meetings will alternate between the two local authority areas, with the Chair from the host authority presiding over the meeting.

Casting Vote

12. The Chair will not exercise a casting vote due to alternating venue arrangements.

Political Balance

13. Political balance requirements apply. Each participate authority ensures its membership complies with its own political balance.

Administration & Support

14. Support for the Joint HOSC will be provided by the local health and social care system to enable the Committee to fulfil its duties.
15. Administrative arrangements will alternate between the two Councils.
16. The host authority will co-ordinate agendas and liaise with organisations providing reports, apers or evidence. The agenda will be agreed jointly by both Chairs.
17. Pre-meetings may be held at the Chairs' discretion and may be attended by the Chairs alone or by all Committee members.
18. Each authority will provide appropriate officer time and/or financial resource to support the Committee's work, including commissioning specialist advice where required.

Frequency of Meetings

19. Meetings will be scheduled in the Joint Committee Work Programme, with additional meetings arranged as necessary.

Quorum

20. A meeting is quorate when: one third of the Committee membership is present; at least two elected members are present (one from each authority); and each authority has two representatives present (which may include co-opted members).

Ways of Working

21. In line with the DHSC 2024 Local Authority Health Scrutiny guidance and CfGS best practice, the Joint HOSC will strengthen the voice of local people, undertake scrutiny that is rigorous, objective and transparent, and consider sustainability alongside quality and safety in service change proposals.

22. The Committee may hold formal meetings, service visits where appropriate (joint where possible), focus groups, public meetings, sessions with patient/service user groups, and task and finish work led by either authority.
23. The Committee will develop a structured framework to ensure work is effective, focused, and adds value.

Reports

24. Reports should, wherever possible, present join evidence-based conclusions and recommendations. Where differing views remain, reports may include separate sections reflecting the evidence-based position of each authority.

Review of Terms of Reference

25. The Terms of Reference will be reviewed annually or sooner if required due to changes in legislation, national guidance or local scrutiny arrangements.

This page is intentionally left blank

Shropshire Council

Telford & Wrekin Co-operative Council

Protect, care and invest to create a better borough

# Borough of Telford and Wrekin

## Joint Health Overview & Scrutiny Committee

## 30 November 2026

## Draft Memorandum of Understanding


| | | |
|---|---|---|
| **Report Author:** | Alfie Rees-Glinos – Democracy Officer and Sophie Foster – Scrutiny Officer | |
| **Officer Contact Details:** | **Tel:** 01952 380354 / 01743 255248 | **Email:** Alfie.ReesGlinos@telford.gov.uk Sophie.Foster@shropshire.gov.uk |
| **Report considered by** | Joint Health Overview & Scrutiny Committee – 30 November 2026 | |


### 1.0 Recommendations for decision/noting:

It is recommended that Joint Health Overview & Scrutiny Committee:

1.1 Review and comment on the draft Memorandum of Understanding Appendix A.

### 2.0 Purpose of Report

2.1 This report introduces the draft Memorandum of Understanding (MoU) between the JHOSC and local health partners for Members' review and discussion. The MoU outlines the proposed framework for collaborative working, supporting effective health scrutiny and positive engagement between all parties.

### 3.0 Background

3.1 The Joint Health Overview and Scrutiny Committee (JHOSC) has a key role in scrutinising the planning, provision and development of health services across the area. Effective scrutiny relies upon open and constructive engagement between the Committee and its partner health organisations.

3.2 A draft Memorandum of Understanding (MoU) has been developed jointly with health partners to establish a shared understanding of the principles, expectations and arrangements that will support this relationship. The MoU is intended to promote effective communication, transparency and collaborative working, while

recognising the distinct roles and responsibilities of the Committee and partner organisations.

3.3 The draft MoU is presented to Members for consideration and discussion, with feedback informing any further revisions prior to its finalisation.

## 4.0 Summary of main proposals

4.1 For the Joint Helath Overview & Scrutiny Committee to review and comment on the Draft Memorandum of Understanding.

## 5.0 Background Papers

1 None

## 6.0 Appendices

A Draft Memorandum of Understanding 2026

# Draft Memorandum of Understanding

### Participating Parties

The Memorandum of Understanding is agreed between:

- Shropshire, Telford & Wrekin Joint Health Overview and Scrutiny Committee (JHOSC)
- Shropshire, Telford & Wrekin Integrated Care Board (ICB)
- NHS Trusts and Foundation Trust operating with the Shropshire, Telford & Wrekin area
- Providers of primary care and public health commissioned by NHS England, ICBs or local authorities
- Additional consultees may include Healthwatch Shropshire, Healthwatch Telford & Wrekin, and voluntary/community sector partners

### Purpose of the Memorandum of understanding

This Memorandum of Understanding sets out the shared expectations, working principles, and processes that support effective scrutiny of NHS services by Shropshire, Telford & Wrekin's Joint Health Overview and Scrutiny Committee (JHOSC). Its purpose is to strengthen the voice and experience of local communities in the planning and delivery of health services; to provide clear definitions of the roles, responsibilities, and behaviours expected between the JHOSC and NHS bodies; to promote transparent, early, and collaborative engagement on service development, variation, and reconfiguration; and to ensure continuity and consistency in scrutiny arrangements during periods of personnel or structural change within NHS organisations.

### Principles for Effective Joint Working

All parties commit to the following shared principles

1. **Outcome-Focused:** Work together to secure safe, effective, high-quality health services that meet local needs.
2. **Balanced:** Provide information and evidence that allow scrutiny to challenge constructively and fairly.
3. **Inclusive:** Ensure scrutiny reflects the voices and experiences of diverse communities, including seldom-heard groups.
4. **Collaborative:** Promote early, ongoing dialogue between NHS bodies and scrutiny to resolve issues locally and transparently.

5. **Evidence-Informed:** Share high-quality, accessible, and “lay-friendly” data in a timely manner.
6. **Transparent:** Ensure meetings, decisions, and documentation are open to the public except where legally restricted.

**Roles and Responsibilities**

The JHOSC will:

- Require NHS representatives to attend meetings and provide information as needed.
- Make evidence-based recommendations to NHS organisations regarding service improvement.
- Act as a statutory consultee on substantial service variations.
- Maintain a work programme focused on Strategic Oversight, Public Accountability and Collaborative Working

NHS Bodies (ICB, SaTH and providers) will:

- Notify the JHOSC of emerging proposals for service change at the earliest opportunity.
- Engage constructively in meetings and support scrutiny’s role as part of system accountability.
- Respect scrutiny recommendations and respond formally where required.

**Defining ‘Substantial Variation’**

To prevent ambiguity or delay, parties agree to jointly assess whether a proposed change constitutes a “substantial variation” requiring formal consultation.

Considerations include:

- Degree of change in service type, volume, or delivery model
- Impact on travel times or service accessibility
- Potential effect on patient outcomes
- Level of public interest or concern

Where disagreement arises, parties will work together to seek local resolution before considering escalation.

**Early Notification**

NHS bodies will notify the JHOSC as soon as proposals are being explored, even before formal decision-making.

**Information Requests from the JHOSC**

- Documents must be written in lay-friendly language.
- Key Lines of Enquiry (KLoEs) should be shared in advance of meetings.
- Data must include impacts, risks, mitigations, and equality considerations.
- Where topics require confidentiality, that the representatives attend informal meetings with the Committee where the meeting and a high-level summary will be shared at the next public meeting.

**Process for Substantial Variation Consultations**

Where a change is deemed substantial:

- A clear consultation plan will be shared with the JHOSC.
- The JHOSC will participate in shaping scope, evidence requirements, and public involvement methods.
- NHS bodies will present the final proposal and respond to scrutiny feedback and recommendations within 28 days.

**Statutory Escalation Process:**

1. Parties will seek resolution locally through informal discussion in the first instance.
2. Where necessary, the Chair of the JHOSC and senior NHS system leaders will meet to resolve matters.
3. Statutory escalation routes will only be used where all local routes are exhausted

**Continuity and Version Control**

This Memorandum of Understanding serves as a standing reference document to ensure continuity in the way scrutiny and engagement are conducted. All

participating organisations agree to provide induction briefings for new staff and elected members, ensuring they are familiar with the contents and expectations set out within this MoU.

**Reviewing the Memorandum of Understanding**

The Memorandum of Understanding will be reviewed as required by the JHOSC and NHS partners to ensure it remains current and effective. Mid-year reviews may also be undertaken where significant system or legislative changes occur, or where learning from major service variation processes indicates that updates are necessary.