

**Department of Health and Social Care (DHSC)
Health Services Consultative Committee (HSCC)
Terms of Reference
October 2017**

1. Formation of the committee

Tynwald established the HSCC (the Committee), which advises the Department and discharges its duties via the Health Services Consultative Committee Constitution Regulation 2012 made under the National Health Service Act 2001. The Department shall have regard to any views given by the Committee;

The Committee's terms of reference including its function/purpose is set out below. They are subject to conditions in the above Regulations.

The Terms of Reference can be amended only with the approval of Chairperson and four other members of the HSCC.

2. Function/Purpose

The purpose of the HSCC is to:

- provide the Department with scrutiny and advice on the operations, performance and effectiveness of health services;
- escalate to the Department any matters of concern.

3. Scrutiny of Department Activity, Performance and Quality

Offer to the Department scrutiny and advice on the activity, performance and quality of up to three areas of the health services (including shared services) and general matters relating to the Health services provided by the Department:

- the health areas allocated to a member will be agreed by a majority of all members and recorded in the Minutes;
- each member of the Committee will submit a verbal/written report on the areas for which they have responsibility at each meeting of the Committee. Each member will consider any matters of consultation, legislation and strategic plans.

4. Membership of the Health Services Consultative Committee

The Committee shall comprise:

- Chairperson;
- Vice Chairperson;
- Seven other members.

All Committee members are appointed by the Appointments Commission for a three-year term and may not serve more than a nine-year term. A majority of members of the Committee may ask the Chair or Vice Chair to draw the attention of the Appointments Commission to any concerns on how an individual member discharges their role.

5. Chair of the Committee

The Chair and Vice Chair of the Committee shall be appointed annually in May by the Committee from within its membership or following completion of the Annual Report cycle or at any time during the year if required through a vacancy within these positions.

6. Quorum

The quorum for decisions shall be a minimum of five members, to include at least four members of the Committee and either the Chair or Vice Chair.

7. Meetings

- The Committee shall meet monthly.
- The Committee shall have a standing agenda item for any matters of consultation, legislation and strategic plans upon which to consider its responses to relevant parties. The Chair may at any time convene additional meetings of the Committee or of sub-committees to consider business that requires urgent attention.
- The frequency of meetings shall be reviewed periodically.
- The Committee may elect members to sub-committees to undertake specified functions. Sub-committees will meet as required to fulfil their brief.
- Meetings will be held in person generally though member attendance may be via teleconference if the circumstances warrant, at the Chair's discretion.

8. Attendance at meetings

- It is expected that all members will attend at least two thirds of HSCC committee meetings every two years.
- Any Officer of the Department may be asked, with reasonable advanced notice, to attend Committee meetings at the invitation of the Chairperson via the Liaison Link officer.
- The Committee will meet the Department Minister and Officers from the Department no less frequently than three times each year to discuss any matters proposed by either the Department or the Committee.
- Political members and DHSC Senior Officers will be invited to attend on alternative months by the Chairperson.
- The Chief Executive and the Director of Public Health or an officer nominated by one of these persons may attend any Committee meeting in an advisory capacity but shall not be entitled to vote.

9. Notice of meetings

Meetings of the Committee shall be set at least six months in advance, normally meeting on the 3rd Wednesday of the month, although this may be adjusted by agreement of five members. Notice of each meeting, including an agenda and supporting papers, shall be forwarded to each member of the Committee and the Advisors by the Secretary, not less than seven days before the date of the meeting.

10. Agenda and action points

The agenda will be agreed with the Chairperson of the Committee. The agenda and action points of all meetings of the committee shall be reviewed at each monthly meeting. AOB by 48 hours advance notice only. Draft Notes will be produced by the Secretary within seven days of the meeting.

11. Reporting arrangements

A summary of the main bullet points of each meeting of the HSCC is emailed to the Nominated DHSC Liaison Link Officer for consideration by the CEO and Senior Management Team at their regular management meetings. The HSCC Chairperson should inform the DHSC CEO promptly of any exceptional concerns that may arise from HSCC members as a result of HSCC attendance at meetings and or as a result of carrying out their roles.

12. Annual Report

The Committee shall submit an Annual Report to the Department, with electronic copies to all members of Tynwald, on the discharge of its functions, normally issued within three months of the end of the reporting period. Responses to the Annual Report will be monitored, reviewed and shared with the DHSC leadership from whom a written response to its Key Recommendations is expected within two months of its receipt.

13. Administration

The Committee shall be supported administratively by an independent Secretary. The Secretary will agree the agenda with the Chair, collate all necessary papers and member reports, attend meetings to take notes, keep a record of matters arising and actions and issues to be carried forward and generally provide support to the Chairperson and members.

14. The Committee has no budget.

Date approved:

By: Susan Gowing
Chairperson
October 2017

In consultation with: Malcolm Couch, DHSC Chief Executive Officer
Amanda Craig, HSCC Liaison Link Officer

Review date: October 2020