

Report To: Community Health & Care
Partnership Sub Committee

Date: 31 May 2012

Report By: Robert Murphy
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Care Partnership

Report No:
CHCP/24/2012/HW

Contact Officer: Helen Watson
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Subject: PROCESS FOR MEMBERS' CONTRIBUTIONS TO RELEVANT
CONSULTATIONS

1.0 PURPOSE :

- 1.1 The purpose of the report is to propose a process by which Sub-Committee members are supported to routinely comment and contribute to national consultations of relevance to the CHCP.

2.0 SUMMARY:

- 2.1 The Scottish Government takes a consultative approach to the development of many of the key policy areas surrounding the delivery of community health and social work services. To that end, the CHCP is at times invited to contribute to or comment on national consultation documents that propose policy changes that could have an impact on how we deliver our services or structure our workforce.
- 2.2 We therefore require a process to ensure that Sub-Committee Members are supported to routinely comment and contribute to national consultations of relevance to the CHCP, even if responses are required outwith the Committee meetings cycle.

3.0 RECOMMENDATIONS :

- 3.1 Members are asked to agree the proposed process to support Sub-Committee Members to routinely comment and contribute to national consultations of relevance to the CHCP.

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4.0 BACKGROUND

- 4.1 The Scottish Government takes a consultative approach to the development of many of the key policy areas surrounding the delivery of community health and social work services. To that end, the CHCP is at times invited to contribute to, or comment on, national consultation documents that propose policy changes that could have an impact on how we deliver our services or structure our workforce.
- 4.2 The timescales for responses are generally not in synchrony with our Committee timetable, which has often resulted in responses being submitted by officers prior to being fully approved by the CHCP Sub-Committee. Officers working within the services are well placed to undertake analysis of the likely impacts of policy proposals and should therefore be instrumental in developing an Inverclyde response. However given that consultations could potentially impact on Inverclyde Council and NHSGGC Health Board, the CHCP Sub-Committee requires arrangements to be put in place to ensure that Members have an opportunity to comment on such responses prior to their submission to the Scottish Government.

5.0 PROPOSAL

- 5.1 It is therefore proposed that Sub-Committee Members are routinely alerted to any consultations that the CHCP would be expect to respond to, and are also informed of the Lead Officer with responsibility to collate the response. National consultations are often very large documents so it is proposed that members are alerted by email, to include a link to the document. Members will have the opportunity therefore to comment on the consultation and to seek any clarification from, or discussion with the Lead Officer.
- 5.2 Once the Lead Officer has completed the draft response it would be expected that the consultation would be presented to the CHCP Sub-Committee for approval and agreed submission. However if the submission date is outwith the timescale for this the submission will be sent by email to Committee Members before the response is due to be submitted to the Scottish Government. Members will have an opportunity to comment on the final draft response. The response will then be sent by email to the Chair and Vice Chair of the CHCP Sub-Committee, for approval on behalf of the Sub-Committee at least two working days before the response is due to be submitted to the Scottish Government. The Lead Officer will then confirm the approval with the Director of the CHCP and submit by the due date on behalf of the Sub-Committee. Finally the response will be presented at the next available CHCP Sub-Committee for formal approval.
- 53 If any Members' comments appear to be at odds with the working practice, established policy or developmental direction of the CHCP, the CHCP Director will discuss this with the Chair and Vice Chair of the CHCP Sub-Committee.

6.0 IMPLICATIONS

- 6.1 Legal: None
- 6.2 Finance: None

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments

6.3 Personnel: None

6.4 Equalities: None

7.0 CONSULTATION

7.1 None required

8.0 LIST OF BACKGROUND PAPERS

8.1 None