



## JOINT HEALTH SCRUTINY COMMITTEE

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**Date: Monday 25<sup>th</sup> October 2010**

**Time: 11.00 am - Please note later start time than usual.**

**Place: Council House, College Green, Bristol.**

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### **Distribution:**

#### **Members of the Committee**

Bath and North East Somerset Council – Councillors tba;  
Bristol City Council - Councillors Lesley Alexander, Jenny Smith,  
Sylvia Townsend;  
North Somerset Council – Councillors Reyna Knight, Tom  
Leimdorfer, Ian Porter;  
South Gloucestershire Council – Councillors Sandra Grant, Sue  
Hope, Andy Perkins.

**(N. B. There will be a pre-meeting for Members of the  
Committee at 10.30 am.)**

#### **Officers of the Constituent Authorities**

#### **Media and Public**

Enquiries to:

Norman Cornthwaite, Bristol City Council, Democratic Services Officer, The Council House, College Green, Bristol, BS1 5TR.

Telephone: 0117 9222390

Fax: 0117 9222146

Textbox: 0117 3574444

Email: [norman.cornthwaite@bristol.gov.uk](mailto:norman.cornthwaite@bristol.gov.uk)

Web site addresses:

Bath and North East Somerset Council – [www.bathnes.gov.uk](http://www.bathnes.gov.uk)

Bristol City Council – [www.bristol.gov.uk](http://www.bristol.gov.uk)

North Somerset Council – [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

South Gloucestershire Council -  
[www.southglos.gov.uk](http://www.southglos.gov.uk)

## **PUBLIC INFORMATION SHEET**

The attention of the public is drawn to the sheet at the back of the agenda giving information on the emergency evacuation procedures, attending meetings and inspecting reports and background papers.

### **A G E N D A**

**1. APOLOGIES FOR ABSENCE, SUBSTITUTIONS AND INTRODUCTIONS**

**2. DECLARATIONS OF INTEREST**

To note declarations of interests already declared and to receive any further declarations of interest from Members.

**3. MINUTES – 27<sup>th</sup> SEPTEMBER 2010**

The Committee is requested to approve the above minutes as a correct record for signature by the Chair.

**4. CHAIR'S BUSINESS**

**Time limit for this item - 5 minutes**

To receive brief announcements and information updates from the Chair as necessary. There shall be no discussion or debate on this item.

**5. PUBLIC FORUM**

**RECEIPT OF STATEMENTS AND PETITIONS**

Written statements (and petitions) should be sent to Norman Cornthwaite either by post to Bristol City Council, Democratic Services Section, Room 220, Council House, College Green, Bristol, BS1 5TR; e-mail [norman.cornthwaite@bristol.gov.uk](mailto:norman.cornthwaite@bristol.gov.uk) or [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk); or by fax 0117 9222146.

The deadline for receipt is 12.00 noon on Friday 22<sup>nd</sup> October 2010.

Statements and petitions will be heard just prior to the Committee considering the agenda item they relate to.

**6. 11.10 AM – BRISTOL HEALTH SERVICES UPDATE**

To note and comment on it.

David Tappin, NHS Bristol

**7. 11.50 AM – WORK PROGRAMME**

To note and agree changes to the Work Programme.

**8. 12. 00 NOON - URGENT BUSINESS**

To consider any urgent business

**INFORMATION ITEM**

**9. DATES AND TIME OF NEXT MEETING**

The next scheduled Meeting of the Committee is on Monday 29<sup>th</sup> November 2010 at 10.30 am, however this Meeting may be cancelled if there is no business for it.

**NOTES**

1. All the times on the agenda are approximate and are subject to change if necessary.
2. Lunch **NOT** will be provided today.

# Information Sheet

## Joint Health Scrutiny Committees – Council House, Bristol

### Emergency Evacuation Procedure

- (i) In the event of a **fire** you will hear a **continuous alarm**.
  
- (ii) **Do not panic** - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble behind the Norman Archway adjacent to the Central Library.  
**Lifts must not be used under any circumstances.**

Please note: alarms are tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the Council House, College Green. Where the meeting is held elsewhere, local arrangements will apply.

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

### Attendance at Meetings - Local Government (Access to Information) Act 1985

All Joint Health Scrutiny Committee meetings are open to the public and a limited amount of seating is available in each committee room. You may however be asked to leave the meeting when the Committee considers any “exempt” (confidential) business shown on the agenda.

### Inspection of Papers - Local Government (Access to Information) Act 1985

If you wish to inspect minutes or reports (other than exempt reports) relating to any item on this agenda please contact either the Democratic Services Officer or the Modern Records Office (tel: 0117 9222376). The background papers listed in a report may also be inspected. Please notify the Democratic Services Officer if you wish to see these. He/she will arrange with the report author for

Joint Health Scrutiny Committee,  
C/o Bristol City Council, Democratic Services Section, Room 220, Council House,  
College Green, Bristol. BS1 5TR.

papers to be made available to you at a mutually convenient time. We can also arrange for copies of individual reports or minutes to be supplied to you or for an annual subscription to the papers for any Joint Health Scrutiny Committee. A charge will be made for this service. Alternatively, all Joint Health Scrutiny Committee information may be inspected on Bristol City Council's Internet web site at: [www.bristol.gov.uk](http://www.bristol.gov.uk) or at the web site of any of the other participating Authorities.

## Other Formats and Languages

Committee papers can be provided in other formats (e.g. large print, audio tape, braille etc) or in community languages, upon request. Please contact the Democratic Services Officer if you would like such papers giving as much notice as possible. It should be noted that re-formatting or translation of Committee reports before the date of a particular meeting cannot be guaranteed.

## Public Forum

You may submit a **written statement** (which can include presenting a **petition**) to the Joint Health Scrutiny Committee and make a **verbal presentation** provided that:-

- (i) the statement or petition concerns a matter that is on the Agenda of the meeting;
- (ii) you give written notice to us, including a copy of the statement or the front page of the petition, **no later than 12.00 noon on the working day before the meeting;** and
- (iii) that your verbal presentation to the Committee lasts no longer than 3 minutes

The Committee Chair will have discretion, with agreement of the other Members of the Committee, to allow late statements from members of the public to be accepted.

**Please note that** by participating in public forum business, it will be assumed that your consent is given to the recording in the minutes of the meeting of your name and the details of your submission . A copy of your full written submission will also be included with the agenda papers for the meeting that are placed in the official minute book (the public record) and will also be included on the Council's web site with the other documents for the meeting concerned.

### **Process during and after the meeting :**

Public forum items are normally heard just prior to the agenda item they relate to and are usually taken in the order in which they have been received. The Chair will call each submission in turn. When invited to speak, if making a statement you should ensure that your presentation is short and concise and focuses on the key issues that you would like members to consider. This will have the greatest impact - please try to avoid reading out a lengthy text from a piece of paper. Remember that your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.

You do not have to speak or even attend the meeting at which your public forum submission is being taken. However, you should be aware if you do not present it, then it will **not be read out** unless the Chair specifically asks for this to happen. It will nevertheless be noted by Members.

As most people who participate in public forum remain present for the debate on the agenda item in which they are interested, and because minutes of the meeting are normally published on the Council's website in 5 clear working days, it is not our normal practice to write to individuals afterwards. However, if you would like to receive an official response as to what happened to your submission at the meeting, please advise the Democratic Support Officer named on the agenda, and ensure that they have your full address or e-mail details. We will then contact you within 7 working days. Alternatively you may phone them (see contact number on front of agenda) to confirm the outcome.

## **Register of Interests**

To ensure an accountable, open and transparent local democracy, each Authority participating in the Joint Health Scrutiny Committee maintains a Register of Interests for its Councillors that is available for public inspection. Please contact the relevant Authority if you wish to view their Register.