

**Paper 2A**

## **Townlands Stakeholder Reference Group**

### **Terms of Reference**

#### **Purpose of the Group**

The purpose of the Townlands Stakeholder Reference Group (TSRG) is to bring together patients, carers and the public from the local community with Oxfordshire Clinical Commissioning Group, the Royal Berkshire NHS Hospital Foundation Trust, Oxford Health NHS Foundation Trust and Oxfordshire County Council to ensure public views and experiences are taken into account in the delivery and implementation of the Townlands Hospital Redevelopment.

The role of this group is to act as an open and transparent forum where members can participate and speak honestly; and the CCG, along with service providers can provide project and service updates and seek views on the new services being implemented at Townlands hospital.

Formal scrutiny of the Townlands Hospital Redevelopment will continue with regular updates provided to the Joint Oxfordshire Health Overview and Scrutiny Committee and the Board of Oxfordshire CCG.

#### **Objectives of the Group**

- To ensure the community is actively involved with local health and social care providers and commissioners in the planning and delivery of any future service developments / changes as the Townlands Hospital Redevelopment is implemented.
- To receive updates on progress, with an expectation this information is fed back to the wider community to enhance the regular project public communications.
- To provide a patient and stakeholder voice to the Townlands Programme Board.
- To provide a forum for the local community to have constructive dialogue on the Townlands Hospital Redevelopment.
- To support the development of public facing communications and patient information.
- For members to actively seek the views of other key stakeholder representatives and feed this information back into the TSRG.
- To actively champion positive messages about the new model of care provided and to facilitate culture change and better community understanding.
- To receive assurance on the effective implementation and delivery of the new model of care for the local community
- To create a respectful environment within which all members of the TSRG feel able to contribute equally to discussions and debates.

### Membership of the Group

The TSRG will consist of a maximum of xx members. The members include:

Member	Name	Organisation / Job title
Chair	Roger Dickenson	Vice Chair of OCCG Board
1 x representative from the Townlands Steering Group	Stefan Gawrysiaka	
1 x Mayor of Henley	Lorraine Hillier	
1 x representative from the Friends of Townlands	TBC	
1 x representative from South East Locality Forum	Janet Waters	
3 x Patient representatives	Sue Frayling-Cork Vivienne Laurie  Dick Fletcher	Hart Surgery Patient Participation group
2 x Voluntary sector representative	George Leslie  Mandy Carey	Henley Volunteer Drivers  Dementia Oxfordshire
1 x Carer representative	Rebecca O'leary	
2 x representatives from areas surrounding Henley	TBC	
1 x Healthwatch Oxfordshire	Richard Maynard	
2 x OCCG Programme Lead	Commissioning Manager - TBC Dr Andrew Burnett	OCCG  Clinical Director, OCCG
2 x OCCG Communications Lead	Sarah Adair  Julia Stackhouse	Head of Communications & Engagement, OCCG  Senior Communications & Engagement Manager, SCW CSU for OCCG
1 x Oxford Health FT representatives	Pete McGrane	Clinical Director for Older Peoples Services, OHFT
1 x Royal Berkshire Hospital FT	Alison Gowdy	Directorate Manager, Integrated Medicine, RBFT
1 x Oxfordshire County Council	Maria Melbourne	Area Service Manager South Oxfordshire, OCC

## **Meetings and Organisational Structure**

- The TSRG will be chaired by the Deputy Chair of the Oxfordshire Clinical Commissioning Group, on an interim basis until an independent chair is appointed.
- The TSRG will be administered by the CCG.
- The TSRG will be responsible to the Townlands Communications & Engagement Group which is accountable to the Townlands Programme Board.
- The TSRG will meet every two months or when necessary
- Meetings will be held in public; members of the public will be able to ask questions of the TSRG in relation to the agenda items at the beginning of the meeting. The TSRG will endeavour to respond in the meeting. If they are unable, the CCG will respond to questions via the website within 20 working days.
- The agenda will be co-produced by members of the group.
- Minutes and associated papers will be made available on the CCG's website.
- The TSRG may appoint working groups to consider specific areas within its remit – membership of these groups can include any member of the community with an interest in Townlands as determined by the TSRG.
- Feedback and any outputs from the sub-groups will be made available on the CCG's website.

## **Review of Terms of Reference**

From the date of approval the terms of reference will be reviewed after six months to ensure they reflect appropriate reporting and membership arrangements as the project transfers from implementation to business as usual.

Sarah Adair, version 4, March 2016