

# OX12 Stakeholder Reference Group

## Terms of Reference

### Purpose of the Group

The purpose of the OX12 Stakeholder Reference Group is to bring together patients, carers and the public from the local community with partners of the Oxfordshire Health and Wellbeing Board (HWBB) to ensure public views and experiences are taken into account in the implementation of Oxfordshire's Population Health and Care Needs Framework in OX12.

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 HWBB members can project updates and seek views on the implementation of Oxfordshire's Population Health and Care Needs Framework in OX12.

Formal scrutiny of the implementation of the Population Health and Care Needs Framework in OX12 will continue with regular updates provided to the Joint Oxfordshire Health Overview and Scrutiny Committee and the Oxfordshire Health and Wellbeing Board.

### Objectives of the Group

- To provide views and collaboration on the implementation of the Population Health and Care Needs Framework in OX12
- 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 OX12 Project Group.
- To provide a forum for the local community to have constructive dialogue on the implementation of the Population Health and Care Needs Framework in OX12.
- To support the development of public engagement and 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 reference group.
- To create a respectful environment within which all members of the reference group feel able to contribute equally to discussions and debates.

### Membership of the Group

The Stakeholder reference group will consist of a maximum of 20 members. The members include:

#### To be confirmed at the meeting

### Meetings and Organisational Structure

- The stakeholder reference group will be chaired by XXXX
- The stakeholder reference group will be administered by the CCG.
- The stakeholder reference group is a free-standing body and will provide its outputs and minutes to the OX12 Project Group to inform the implementation Oxfordshire's Population Health and Care Needs Framework in OX12.
- The stakeholder reference group will meet when required.
- Minutes and associated papers will be made available on the CCG's website.
- The stakeholder reference group 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 health and care as determined by the stakeholder reference group.

- 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.

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