Personal Health Budgets Oxfordshire

Reference Group

Aim
To enable those who have an interest in the development of personal health budgets in Oxfordshire to take part in the decisions and developments in this work through discussion and information. This will be a time limited group for the duration of the pilot period. At the end of the period alternative ways of taking this work forward in the community will be considered depending on the outcome of the pilot.

Purpose of the Group
- To contribute an informed user perspective to identifying priorities and developing personal health budgets
- To work with others to gather the views of service users and carers of service users who may qualify during the pilot period, by helping to develop strategies for gathering user views
- To have a place where organisations with relevant knowledge and skills can contribute their perspective on this work

Officers
1. Trudy Reynolds, Project Manager, personal Health budgets, chair meeting convenor
2. Judy McCulloch, Communications and engagement manager, secretary.

Responsibilities
Representatives on the group will:
- Assist in determining subjects for discussion for the forum
- Contribute from their experience and knowledge to discussions about personal health budgets
- Provide input to the developing programme and ways of working
- Support the chair in encouraging wider user involvement
- Ensure local plans reflect the ideas and views of those who will be able to access personal health budgets during the pilot phase

Frequency and Locations of Meetings
Meetings will be held quarterly. The arrangements and methods to be agreed at the first meeting
Support for service users and carers

The meeting convenor in conjunction with the chair will undertake to:

- ensure that the PCT will pay expenses and reward at the rate current at the time within the provisions of the user/carer expenses policy
- support the representative in understanding the purpose of the committee and how it is intended to operate and provide support if needed e.g. to prepare papers before each meeting and discuss issues raised
- be clear from the start what will be involved: e.g. Frequency of meetings, amount of reading, etc
- provide training e.g. in committee skills, health issues, awareness about the PCT/NHS structures, as needed
- avoid the use of jargon or making assumptions about people’s lack of knowledge at committee meetings
- run meetings in a manner that is friendly and encourages all to participate on equal terms
- Recognise the service users or carers expertise and experiences.

Review:
Terms of Reference to be reviewed annually.

Group Members:
The Project Manager, NHS Oxfordshire
The Communications and Engagement Manager, NHS Oxfordshire
The Patient Experience Manager, NHS Oxfordshire
1 representative of a brokerage (until and unless there is a conflict of interest)
1 representative of social services
1/2 representative from the continuing care team
1/2 representatives from local voluntary organisations working in this field
1 representative from learning disabilities

Conflict of interest:
All conflicts of interest must be declared at the beginning of each meeting and the representative must withdraw for the relevant topic

June 2010

Terms of reference draft v1