

Terms of Reference for South East Oxfordshire Locality Forum (SELF)

March 14, 2013

Glossary of acronyms used

SE South East Oxfordshire

SELF SE Locality Forum

PPG Patients' Participation Group (or equivalent) in SE

OCCG Oxfordshire Clinical Commissioning Group

1 Aims

The aims of the Locality Forum are:

1. To facilitate the communication and consultation processes between: OCCG, SE Locality, and SE patients.
2. To act as a forum for the discussion of ideas promoted by PPGs and to embed patients' views into OCCG decision making.
3. Through the mechanisms above, SELF aims to improve understanding of patients' needs at all levels and to ensure that there is a formal route to improve patients' active involvement in decision making about Health services and resource allocation within Oxfordshire.
4. To act as a forum for PPGs to exchange ideas and encourage best practice.

2 Means

The main ways in which the Locality Forum will achieve the aims will be:

1. SELF will meet quarterly (unless required more frequently) to exchange information between OCCG and the SE Locality PPGs. Also to progress all agreed activities and business as required by OCCG and its constituent PPGs.

2. The Chair will be required to submit a report, at least yearly, to the OCCG Board, via the Board's lay person representative, summarising: objectives, achievements and set-backs. The same report can be used by the PPG representatives to provide feedback to their constituents.
3. SELF will work with its constituent PPGs to ensure that:
 - (a) The establishment of an active PPG is encouraged for each Practice within SE.
 - (b) Best practice from external and internal experience is fed to all constituent PPGs to assist them to improve their effectiveness.
 - (c) Constituent PPGs are steadily increasing their membership bases, to ensure that OCCG and SELF communications and consultations reach as wide and representative a patient demographic as possible.
 - (d) A robust two-way channel of communication is in place, within each PPG, such that communications and consultations are both effective and representative, whilst always respecting the patients' right to privacy. This requires representatives to feed back what they learn to their respective PPGs and to bring forward to SELF patient views (but not individual complaints which should be handled at Practice level via each Practice's informal and/or formal complaints procedures).
4. SELF will engage such representatives of outside organizations as deemed necessary, from time to time, to ensure that its communication and consultation remit is discharged professionally and effectively.
5. SELF will work in partnership with the OCCG Communications Team to develop and make effective the SE Locality page within the Talking Health website, to assist with the distribution of information to the public, and to extend the reach and effectiveness of consultations.
6. SELF meetings will remain focused through clear agendas and the avoidance of personal issues.
7. A condition of attendance at SELF meetings is that PPG representatives feed back to their PPGs the outcome of meetings in summary form by means of the issued minutes or by newsletters.

3 SELF operations

3.1 Officers

The officers of SELF are:

Chair This role to be carried out by a duly elected lay-member of SELF. The Chair will be elected annually by the PPG representatives on the basis of: Each PPG to have a single vote. The Chair may claim reasonable expenses incurred during the performance of the role. Such claimed expenses will be available to the Group for inspection.

Vice Chair This role to be carried out by a duly elected lay-member of SELF, on the same basis as the Chair.

Secretary The secretary will be appointed and resourced by the Locality Executive.

Ex Officio member The lead clinician of SE Locality will be an ex officio member of SELF and in his/her absence, a deputy will attend in his/her place.

3.2 Members

SELF shall comprise:

1. The Officers (see 3.1).
2. Two representative members from each of the constituent PPGs.

3.3 Meetings

SELF meetings will be called by the SELF Secretary every 3 months (or with 15 working days' notice for Extraordinary Meetings), with draft agendas issued to all delegates at least 10 working days prior to a meeting. These draft agendas will have standing items and any known new business and will be open to members to make competent additions as required.

3.4 Minutes

Draft minutes of SELF meetings will be issued within 5 working days of any meeting held, to all delegates, inviting comments. Once finalised by electronic communication, the minutes will be posted on the SE Locality page of the Talking Health website. Practices will be encouraged to ensure circulation within their patient lists and the SELF representatives should ensure they are distributed to their constituents. A copy of finalised minutes must be lodged with the SE Locality Executive.

3.5 Voting

SELF voting will be on the basis of each PPG represented having a single vote. In the event of a tie, the Chair will have a casting vote. The quorum is four PPGs.

4 Performance and progress

SELF will measure its performance and progress against criteria selected by SELF members on an annual basis to reflect the work programme, perhaps along these lines:

1. Number of meetings held per annum
2. Elapsed days to issue of minutes
3. Number of constituent reps at each meeting
4. Numbers of practices without active PPGs
5. Effectiveness of progress of individual significant items of business, such as "Consultations."
6. Patient impact on changes to commissioned services (% success rate?)
7. Patient impact on strategy development at OCCG (how many times was patient advice accepted)
8. Improvement in patient involvement measured by increased input into consultations
9. Better matching PPG membership to patient demographics (particularly age and gender profiles)