

## Oxford Academic Health Science Network (AHSN) Anxiety and Depression Network

### Patient and Public Forum

#### TERMS OF REFERENCE

##### Introduction

##### About the Oxford Academic Health Science Network

The Oxford Academic Health Science Network (Oxford AHSN) brings together the NHS, universities, business, patients and the public to promote best health for our population and prosperity for our region.

Its aim is to break down traditional organisational boundaries and build stronger relationships between industry, scientific and academic communities – coupled with better knowledge exchange – which will bring lasting benefits as best practice is spread quickly and widely across the NHS.

The region we cover includes Berkshire, Buckinghamshire, Bedfordshire, Milton Keynes and Oxfordshire.

We will:

- Focus on the needs of patients and local populations
- Speed up adoption of innovation into practice
- Build a culture of partnership and collaboration
- Promote prosperity in the Oxford AHN region

##### About the Anxiety and Depression Network

The Oxford Anxiety & Depression Network will build on the already successful local IAPT (Improving Access to Psychological Therapies) network previously run through South Central Strategic Health Authority incorporating providers, commissioners and university based researchers who are at the cutting edge of psychological treatment research. The Clinical Network will extend its focus to medically unexplained symptoms (MUS) and to patients with chronic health problems whose management is complicated by the presence of anxiety and/or depression as well as to working with Children and Young People (CYP) IAPT.

##### Aims

The focus of the Anxiety & Depression Clinical Network will be on reducing IAPT service variation in clinical outcomes, a region-wide improvement in recovery rates, rapid dissemination of latest advances in treatments, reduction in waiting times and improved user involvement. The network will focus on both the Adult and the Children and Young Persons IAPT services and Professor David Clark is the Clinical Lead for adults and Professor Shirley Reynolds is the Clinical Lead for children and young People (CYP).

We have already appointed a patient representative to the Network Steering Group, who will work closely with members of the Patient and Public Forum.

##### The role of the Oxford AHSN Anxiety and Depression Network Patient and Public Forum

- To ensure the Anxiety and Depression Network understands and responds to patients' and the public's interests, needs and concerns about services planning, provision, research, innovation and improvement.



### Responsibilities

- Provide wider patient, carer and public opinion, advice and guidance for the Patient and Carer Representative on the Anxiety and Depression Network Steering Group
- To be actively involved in aspects of the PPIEE plan including design of detailed feedback materials
- To make recommendations about how services could be improved to deliver a better patient experience
- To receive reports on how this feedback has been used to improve services
- Act as a conduit for ideas and views to and from Local Patient Groups relevant to this network
- To advise on dissemination of the work of the Anxiety and Depression Network so that communications from the Network reach as wide a cross-section of service users and professionals as possible
- To share information about other relevant work in progress, or about policy and practice developments, which they know about, providing additional context and information
- To use their own networks, where appropriate, to publicise the work, advice and decisions of the Anxiety and Depression Network
- To help guide the development of recommendations for further work
- To support patient/carers/public representation on each of the project groups

### Membership

The Forum will be supported by the Anxiety and Depression Network's Steering Group Patient Representative, Ailsa Harrison, and the network's manager, Ineke Wolsey.

The network welcomes applications from people of all backgrounds from across the whole region.

The application to join the forum will be circulated as widely as possible through patient involvement groups and the voluntary and community sector.

We are asking forum members to be able to express the needs of patients and public as a whole, whilst not excluding specific communities and groups.

Membership will include:

- Anxiety and Depression Network Steering Group Patient Representative Ailsa Harrison
- Anxiety and Depression Network Manager Ineke Wolsey
- Patients, carers and members of the public who have an interest in enhancing 'Improving Access to Psychological Therapies' (IAPT Talking Therapies) services across our region
- The PPIEE leads from all participating IAPT services
- The Chair will be Ailsa Harrison
- The Chair will be supported by the network manager Ineke Wolsey

In addition:

- Clinical Leads and/or Service Leads will attend from time to time to provide specialist advice and support to the Forum
- The Oxford AHSN PPIEE Lead may also attend from time to time
- Forum members will be appointed initially until the end of March 2016.
- Total number of forum members is not likely to exceed 20

### Quorum

- The meeting will achieve quorum if the chair and/or the network manager and at least four other patient/public/carer members of the Forum are present.
- Decisions are to be by consensus, or in specific instances of absence of time allotted by the Chair, by majority; where any decision is split, the Chair will have the casting decision

### Attendance

- Members would normally attend meetings, and it is expected that members will attend 2 out of the 3 scheduled meetings a year
- The Chair may invite members of the Network to attend for particular items

### Ways of working

- The Group will meet face to face at least 3 times a year in July 2015, September 2015 and January 2016. Meetings will be held in the High Wycombe area, 4-6.30 with a sandwich supper included.
- Members of the Group will receive any papers one week before each meeting
- Action Notes / Minutes of the meeting will be kept by the network manager and agreed by all members of the Group who attended the meeting
- Members may be contacted between meetings for advice should the need arise
- From time to time sub-groups may be formed to work on specific issues as appropriate
- From time to time individuals may be co-opted to provide specific advice and expertise as required
- The Forum will conduct its business in accordance with any national guidance, and relevant codes of conduct/good governance practice as appropriate.

### Reporting

- The Minutes/ Action Notes of the Anxiety and Depression Network Patient and Public Forum meetings will be shared with the Network Steering Group and made available on the Network's website.

### Measuring impact

- The Anxiety and Depression Network Patient and Public Forum, supported by the network manager, will produce an annual report detailing its progress and contribution to the network, including assessment against agreed measures of success.
- Measures of success will be discussed and agreed with the Patient and Public Forum

### Support and Out of Pockets Expenses

- Forum members will be offered dedicated support on all practical issues such as help with claiming expenses, access to meeting papers, support during meetings, answering queries and any additional advice as needed
- Reasonable adjustments such as providing support for care, payment for carer, an interpreter, wheelchair accessible taxi, can be made – please discuss with the main point of contact
- There will be opportunities to meet other patients, carers and members of the public in similar roles within the Oxford AHSN and our partner organisations
- You will be offered training and development opportunities
- These are unpaid positions. Forum members will be able to claim out of pocket expenses as per the Oxford AHSN Lay Partner Expenses & Involvement Payment policy. Receipts must be provided for expenses to be paid.

For any queries, contact Ineke Wolsey, Network Manager for Oxford AHSN Anxiety and Depression Network

Phone: 07802 352251 | Email: [ineke.wolsey-anxietydepression-iapt@oxfordahsn.org](mailto:ineke.wolsey-anxietydepression-iapt@oxfordahsn.org)

For further information about Oxford Academic Health Science Network PPIEE (*Patient and Public Involvement, Engagement and Experience*), please contact:

Dr Sian Rees

Patient and Public Involvement, Engagement & Experience (PPIEE) Lead

Oxford Academic Health Science Network

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For more about the Oxford AHSN: [www.oxfordahsn.org/about-us](http://www.oxfordahsn.org/about-us)