

Thames Valley and Milton Keynes Patient Experience Oversight Group

No decision about me, without me

Terms of Reference

Background and Purpose

To provide advice and oversight to the joint patient and public involvement, engagement and experience work of NHS England South (Central – Thames Valley), the Thames Valley Strategic Clinical Networks (TV SCNs) and the Oxford Academic Health Science Network (AHSN), as described in the joint strategy No decision about me, without me. This joint strategic work includes:

- Involvement: working with patients, carers and the public to improve care delivery, training, education, research and innovation for the whole population
- Engagement: working with patients and their families to improve their own care
- Experience: listening to and acting on what patients, carers and the public say - collecting, understanding and using patients' and the public's feelings about their involvement and engagement in care, research and innovation.

Oversight Group Objectives

The Oversight Group will provide advice and critical friend input, including:

- Influencing strategic direction
- Ensuring a wide group of stakeholders are involved
- Providing assurance to the AHSN Board and the NHS England South (Central) Directors
- Supporting dissemination of the joint strategy and its key messages

Governance

Accountability of the joint strategy is with Oxford AHSN and NHS England South (Central). All members of the Group will have a voice in the decision making and strategic vision. Outputs and information from the Group will be made accessible to all.

Chairing

The Group will have a professional and lay co-chair.

The chair of the Group will rotate every year.

Secretariat

NHS England South (Central) will provide the Secretariat.

Frequency of meetings

The Oversight Group will meet three times a year in its first year of operation. This will be reviewed at the end of this period. Members may be called upon for ad-hoc support as required.

Confidentiality

Please be aware of your obligations with respect to the confidential handling of information originating from any meeting of the Patient Experience Operational Group for the Thames Valley and Milton Keynes. In fulfilling your role on this group you might have to access such confidential data in relation to policies, patients and staff. You must be aware of the importance of observing and protecting patient and staff confidentiality when handling this information. You must therefore limit access to such information to that strictly necessary to carry out tasks appropriate to the Patient Experience Operational Group for the Thames Valley and Milton Keynes and to keep any such information confidential

Membership

The following partner organisations will be represented. Members will be responsible for disseminating information back to their respective organisations and related forums

The Group will invite representation from the following partner organisations, which will also reflect the geographical spread of Thames Valley:

- **Clinical Commissioning Groups**
David Smith – Chief Executive Oxfordshire CCG
- **Provider organisations**
Dr Minoo Irani – Medical Director Berkshire Healthcare NHS Foundation Trust
- **Third sector organisations**
Helen Garforth -
- **Healthwatch Oxfordshire**
Rosalind Pearce – Executive Director
- **Healthwatch Reading**
Mandeep Kaur Sura – Chief Executive
- Local Authorities
(tbc)
- **Research organisations**
Trish Greenhalgh – Professor of Primary Care, University of Oxford
- **Research Lay Partner**
Karen Swaffield
- **Thames Valley & Wessex Leadership Academy**
Caroline Chipperfield – Director NHS Thames Valley and Wessex Leadership Academy

- **Oxford AHSN**
Sian Rees – Director of Patient and Public Involvement, Engagement and Experience
- **NHS England (South Central)**
Jan Fowler – Director of Nursing
- **Oxford AHSN Lay partner**
Douglas Findlay
- **Thames Valley Lay partner**
Karen Maskell
- **Health Education England Thames Valley**
Pauline Brown – Director
- **NHS England South Central**
Gayle Rossiter - Regional Head of Communications and Engagement
- **Royal Berkshire Research & Development lead clinician**
Atul Kapila – Consultant Anaesthetist
- **Buckinghamshire Health NHS Foundation Trust**
Caroline Morrice – Chief Nurse and Director of Patient Care Standards

Updated June 2017