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**
  Corrine Yates
- **Provider organisations**
  Dr Minoo Irani (co-chair) Medical Director
- Third sector organisations – tbc
- Healthwatch Oxfordshire – Rosalind Pearce
- Healthwatch Reading – Mandeep Kaur-Sira
- Local Authorities – (tbc)
- Research organisations – Lisa Hinton
- Oxford AHSN Lay Associate – Karen Swaffield
- Thames Valley & Wessex Leadership Academy – Maggie Woods
- Oxford AHSN – Sian Rees
- NHS England (South Central) – tbc
- Oxford AHSN Lay partner – Douglas Findlay
- Thames Valley Lay partner – Karen Owen (co-chair)
- Health Education England Thames Valley – tbc
- NHS England Communications Team – Gayle Rossiter
- Research & Development – tbc
- Buckinghamshire NHS Foundation Trust – Joanna Atkins
- Frimley Health NHS Foundation Trust – Tina White

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