

## Community Involvement and Workforce Innovation Oversight Group Terms of Reference

### 1.0 Purpose

The purpose of this document is to define the Terms of Reference for the Community Involvement and Workforce Innovation (CIWI) Oversight Group, delegated by the Oxford Academic Health Science Network Board to oversee the delivery of the agreed yearly business plan within the region.

### 2.0 Document control

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Comments</i>
1.0	18/06/21	Siân Rees	

### 3.0 Distribution

- CIWI Team
- Oxford AHSN Board
- CIWI Oversight Board

### 4.0 Community Involvement and Workforce Innovation Programme

All health and care innovation is essentially about people: those who receive care and those who provide it. Considering the needs, preferences and values of both patients and staff is essential to successful innovation, sustained adoption of new ways of working and of delivering care. To achieve this, we focus on:

#### Community Involvement

- Helping to understanding population health inequalities and
- Helping to develop patient and public involvement and coproduction plans, including understanding what matters to patients and their experience of health and care.

#### Workforce Innovation

- Considering the impact of our programmes on the people who work in health and care and what they might need to adopt and support innovation.
- Considering where innovation may be needed to support health and care staff, and the organisations they work for, to deliver the highest quality care.
- Supporting the national development of the workforce theme within the AHSN Network.

In line with other crosscutting themes such as sustainability, we can help by offering advice, working with teams, or carrying out work on their behalf, working with AHSN colleagues and partners:

- Identification of need
- Horizon scanning and scoping for innovation
- Adoption and spread
- Pathway redesign
- Real world evaluation
- Development and training

## 5.0 Governance

The CIWI Oversight Group is a sub-group of the Oxford AHSN Board. The Co-Chairs of the Oversight Group will sit on the AHSN Board. Please see Appendix 2.

## 6.0 Responsibilities of the Board and its members

- 6.1 Provide advice and strategic guidance to help with future planning and priority setting.
- 6.2 Oversee the delivery of the evolving CIWI Programme, commenting on progress against the annual business plan.
- 6.3 Act as a critical friend to the CIWI Programme, providing a range of views.
- 6.4 Communicate key programme messages, reporting into local/regional groups/boards to support awareness of, and engagement in the work of the Programme.
- 6.5 Help identify risks and issues that may affect the Programme and their mitigation.

## 7.0 Membership

- 7.1 Comprise a regionally representative and across health and care sectors membership, including the following:
  - Trust Board
  - Clinical staff
  - Health Education England
  - South East Region People Team
  - Buckinghamshire, Oxfordshire, and Berkshire West (BOB) ICS
  - Frimley ICS
  - Patients and the public
  - Healthwatch
  - Community, Voluntary and Social Enterprise Sector
  - Local Authority

Geographical scope includes Buckinghamshire, Berkshire, Oxfordshire and, with agreement for

specific work, Milton Keynes.

#### 7.2 Chair responsibilities

- Provide leadership to the Group to enable it to fulfil its strategic purpose.
- Ensure effective relationships within the Group and between the Group, partners, and stakeholders within the region.
- Report back to the Oxford AHSN Board.

#### 7.3 Director of CIWI responsibilities

- Provide the CIWI Oversight Group with a report on progress against the business plan, including identified risks and issues.

See Appendix 1 for full list of membership.

## 8.0 Meeting Frequency

The CIWI Oversight Group will meet three times a year.

## 9.0 Administration

- 9.1 Secretariat will be provided from within the CIWI Team – [communityinnovation@oxfordahsn.org](mailto:communityinnovation@oxfordahsn.org)
- 9.2 Papers for the meeting will be distributed at least one week before the meeting.
- 9.3 Minutes from the meeting will be sent out within two weeks of the meeting.
- 9.4 The meeting will be quorate with at least one CIWI Team member, one patient and public member, one of the co-chairs and two other representative members.

## Appendix 1

### Community Involvement and Workforce Innovation Oversight Group Membership

The membership of the CIWI Oversight Group provides broad representation across the communities that it serves. Expertise may be co-opted onto the Oversight Group and new members can be added at the discretion of the Co-chairs and Director of CIWI if required.

Group membership	
Name	Title
<b>Co-chairs</b>	
Minoo Irani	Medical Director, Berkshire Healthcare NHS Trust
Karen Owen	Peer Support & Volunteer Co-ordinator, HealthMakers
<b>Public Members</b>	
Karen Swaffield	Public Member, Berkshire
Dianna Moylan	Public Member, Milton Keynes
<b>Health Education England</b>	
Ruth Monger	Regional Director South East (Joint)
<b>Healthwatch</b>	
Rosalind Pearce	Executive Director, Oxfordshire Healthwatch
Mandeep Kaur Bains	Chief Executive, Reading Healthwatch
<b>Leadership Academy</b>	
Beth Hill	Senior Manager, Systems Leadership (SE region)
<b>Research</b>	
Catherine Cresswell	Professor of Developmental Clinical Psychology, University of Oxford
Atul Kapila	Director of Research Development, Royal Berkshire NHS Foundation Trust
<b>BOB ICS</b>	
James Scott	People Strategy Programme Director
Catherine Mountford	Director of Governance
<b>Frimley ICS</b>	
Jane Hogg	Transformation Director
<b>BOB ICS - Trusts</b>	
Karen Bonner	Director of Nursing, Buckinghamshire Healthcare NHS Trust
<b>Public Health</b>	
Angela Baker	Deputy Director, Health Improvement and Workforce, Office of Health Improvement and Disparities, Department of Health and Social Care
<b>Community, Voluntary &amp; Social Enterprise</b>	
TBC Bucks	
<b>Local Authority</b>	
TBC Milton Keynes	
<b>NHS England and Improvement</b>	
Shahed Ahmad	National Clinical Director for Cardiovascular Disease Prevention

<b>Oxford AHSN</b>	
<b>Gary Ford</b>	Chief Executive
<b>Siân Rees</b>	Director of Community Involvement and Workforce Innovation
<b>In attendance when required</b>	
<b>Douglas Findlay</b>	Lead Public Partner, Oxford AHSN
<b>Katie Lean</b>	Senior Programme Manager, Workforce Innovation, Oxford AHSN

Appendix 2

Community Involvement and Workforce Innovation Oversight Group Governance

