

Seizing the Future Stakeholder Implementation Oversight Board

Terms of Reference

Purpose

The Seizing the Future stakeholder implementation oversight board exists to provide public stakeholder oversight of the County Durham and Darlington NHS Foundation Trust's reconfiguration plan known as Seizing the Future.

Roles

The group will:

- Oversee delivery of the detailed implementation plan for Seizing the Future
- Monitor and ensure delivery of the plan, including ensuring that its delivery does not negatively impact upon the FT's performance against key performance indicators, especially those relating to patient experience (e.g. healthcare acquired infections, 18 weeks, A&E waiting times)
- Ensure that patient safety and clinical quality is built into and delivered by Seizing the Future.
- Ensure that recommendations made as part of the Seizing the Future consultation process are incorporated into the plan and implemented to agreed timescales.
- Consider and advise on any proposed changes to the plans
- Advise on, agree and monitor the delivery of a detailed supporting communications and engagement plan
- Report back to and represent the views of member organisations
- To ensure the actions agreed with the OSC's are delivered
- To ensure effective and co-ordinated communications with key stakeholders, the public and media

Membership

The board will be chaired by NHS County Durham.

Membership will include:

- NHS County Durham Director of Partnerships and Services (Chair), supported by:
- NHS County Durham OSC Liaison Manager.
- Darlington Borough Council Health and Wellbeing Scrutiny Committee (3 members + 1 officer)

- Durham County Council Health and Well Being Overview and Scrutiny Committee (3 members + 1 officer)
- Darlington Local Involvement Network (LINK) – (3 members)
- County Durham LINK – (3 members)
- NHS County Durham Head of Elective Care
- NHS County Durham Head of Communications
- NHS County Durham clinical reference group member
- NHS County Durham PBC representative
- NHS County Durham Non Executive Director
- NHS County Durham Acting Associate Director of Nursing and Clinical Governance
- CDDFT Programme Director
- CDDFT Medical Director
- CDDFT Deputy Director of Nursing
- CDDFT Associate Director of Communications and Marketing

Deputies will be welcomed to cover for absence. Where this is necessary it is the responsibility of the substantive members to ensure they are fully briefed.

Other members will be co-opted onto the group for topic specific issues as deemed necessary.

Governance

Individual members are accountable to their own organisation and will be expected to provide two way communications between the board and their individual organisation's management structures.

Minutes of the meeting will be shared with the CDDFT Seizing the Future Steering Group and issues fed back to it through individuals on both groups.

The board as a whole will report to the NHS County Durham Management Group.

Any media liaison will be undertaken by the chair.

The group is deemed quorate if fourteen stakeholder members are present at each meeting.

Meetings

The group will meet every month throughout the duration of the implementation plan.

Papers will be circulated one week prior to the meeting.

Minutes of the meeting will be available within one week of the meeting.

DG 23 June 2009.