

OUHFT Active Hospitals Pilot

Public Partnership Group

Terms of Reference

Purpose of the Group

- To work in partnership with staff to develop and improve the Active Hospitals Pilot
- To feedback issues of concern or ideas for improvement either from their own experience or from those of others who have used it.
- Have a say in the way services are planned and run

Membership

- The group will consist of 4-6 public. We will aim for demographic mix.
- Two members of staff from the Active Hospitals Pilot Team will be core members
- Meetings to be held once per year, for 1 hour. These will be held in Oxford.
- The dates and times of meetings will be discussed with and agreed with the PPG members.

Member Responsibilities

Lay Members:

- Attend the meeting
- Approach the role with objectivity and a balanced approach, drawing on and using their own experience to inform discussions and decisions.
- Work in partnership with the clinical team.
- Be prepared to voice opinions and to contribute to discussions.
- Listen to and reflect the views of other patients and carers.
- Respect confidentiality of all information that is not in the public domain, whether provided verbally, electronically or in written form.
- Respect the confidentiality of members of the group.
- Not to use the PPG to pursue a personal agenda.

Staff leads and staff members:

- Provide a list of the group membership by name and job title (where applicable) with brief description of each member.

- Meet with the chair to discuss roles and responsibilities and any questions/concerns.
- Introduce themselves at each meeting and provide contact details to members of the PPG.
- Distribute meeting papers by email at least one week in advance of a meeting.
- Write up and distribute minutes.
- Provide feedback to members on how PPG input has made a difference.
- Book a suitable, accessible venue and provide refreshments at meetings.
- To write references for PPG members if requested.

Relationships

- The PPG will create and sustain a positive and informative working relationship with members of the Trust's Patient Experience Team in order to share news of projects, learning and best practice.

Measures of Success and Methods of Monitoring

- An action log will be kept and updated after each meeting, then reviewed at the start of the next meeting. This will document the agreed actions and progress on completing those. Actions will roll forward to subsequent meetings if not complete by the next meeting.
 - The PPI Matrix.