

## **Consultation Oversight Group**

### **Terms of Reference**

#### **1. Purpose of this document**

The purpose of the Consultation Oversight Group is to help ensure an Improving Healthcare Together (IHT) 2020 - 2030 consultation on proposed improvements to emergency services at Epsom and St Helier Hospital. Focussing on making every effort to reach communities who do not usually engage in public consultation exercises.

Seldom heard communities include (not exhaustively):

- The working well
- Children and young people in the care system
- People who are homeless
- Young men
- People with substance and/or alcohol abuse needs
- Refugees, migrants and asylum seekers
- The Gypsy, Roma and Traveller community
- Male / female victims of rape, sexual abuse, domestic violence and trafficking
- Domestic servants
- People who are HIV+
- People disadvantaged by poverty
- People who are housebound
- People with mental health needs

As a group, we will make suggestions, offer advice and look for evidence of compliance with the following consultation principles set out in the IHT consultation plan to ensure the above:

- Are seldom heard communities being provided with a range of opportunities to be involved regardless of who they are and where they live?
- Is the information being provided in consultation materials clear, concise, honest and accurate so that people can make an informed decision based on a full understanding of the proposed options?
- Is information being provided in a variety of formats to ensure that everyone has the opportunity to access it?
- Is the consultation process open and transparent?
- Do the methods being used to consult suit the needs of a range of audiences?
- Has the actual engagement activity conformed to the planned activity?
- Have we captured key seldom heard communities in across the three CCG localities?

#### **2. Role of the Group**

The role of the Consultation Oversight Group is to offer advice, suggestions, views and opinions on the matters described in these Terms of Reference.

Consideration of the option or options that will be taken to public consultation is a matter for Surrey Downs CCG, Merton CCG and Sutton CCG. The Consultation Oversight Group will not be required to advise on the options to be consulted upon. This means that individual members of the Consultation Oversight

Group will be free to express their own views on the option(s) and / or the views on any organisation they represent in any way they wish.

### 3. Responsibilities

The group will be chaired by David Williams, Chair of Sutton Healthwatch.

### 4. Membership of the Group

Attendance is by invitation only. The Consultation Oversight Group is not a meeting in public, nor a public meeting. There will be no recording, audio or visual, at the meeting. Membership will include a maximum of 10 voluntary, community or patient representatives.

The role is not an individual one but rather to bring the views of the community they represent to the group and to share the thinking of the group with that community between meetings.

#### Internal:

HT consultation lead  
IHT Patient and Public Engagement Lead (Secretariat)  
Sutton CCG PPE Lead  
Surrey Downs CCG PPE Lead  
Merton CCG PPE Lead

#### External

Voluntary Action Mid-Surrey  
Merton Voluntary Service Council  
Community Action Sutton  
Others – e.g. gypsy representative from Surrey Downs, Refugee and Migrant Network

### 5. Frequency of Meetings

Meetings will be interactive and last no longer than one and a half hours. Wherever possible the meeting format will be adjusted to facilitate attendance and meet participant needs such as holding meetings via Skype, teleconference and in rotation across the three CCG areas.

The group will meet monthly in the run up to a potential public consultation and then at two or three weekly intervals during the life cycle of the potential consultation until the closing date of the potential consultation period.

These Terms of Reference will be reviewed upon conclusion of the potential public consultation taking account feedback provided by the Group.

The Group will be supported administratively by the IHT Team whose duties in this respect will include:

- Agreement of the agenda with the Chair, liaison with attendees and distribution of papers for each meeting
- Taking notes, keeping a record of matters arising and issues to be carried forward
- Advising the Group on pertinent areas