

Platform One Stakeholder Task and Finish Group

Draft Terms of Reference

<p>1. Purpose</p>	<p>The Group is a task and finish group established to guide communications and engagement for the transfer and mobilisation of the Platform One service, to be provided by Nottingham City GP Alliance (NCGPA) from 1 July 2021. The Group should also serve to facilitate feedback from service users, who are to move to the new provider or be dispersed, to their new service provider in order to ensure that the new service is able to meet their needs.</p> <p>It has a specific focus to ensure</p> <ul style="list-style-type: none"> • Patients are informed of their right to choose • Providers are liaising with patients and their support network to inform them how to access GP services from their new service provider • Providers are meeting patients' needs through the transition process and are supporting patients to ensure as smooth a transition as possible to a new GP
<p>2. Status</p>	<p>The Group is a task and finish group. It will provide highlight reports to the Primary Care Commissioning Committee.</p>
<p>3. Duties</p>	<ol style="list-style-type: none"> a) Support the development of a patient communications and engagement plan b) Advise on the most appropriate ways of reaching the different patient cohorts that the practice serves c) Act as a conduit of information to the wider network of organisations that support the practice population, cascading messages out and bringing any issues or concerns to the group d) Facilitate engagement with the patient cohorts that the practice serves, using members' relationships to broker engagement between the CCG, the new provider and patients. e) Support feedback mechanisms from patients to service providers f) Advise on appropriate mitigations for the potential negative impacts on patients identified in the EQIA
	<p><u>Chair</u></p> <ul style="list-style-type: none"> - Ajanta Biswas, Healthwatch Nottingham and Nottinghamshire <p><u>CCG representatives</u></p> <ul style="list-style-type: none"> - Lewis Etoria, Head of Insights and Engagement - Tracy Lack, Engagement Officer - Lynette Daws, Head of Primary Care

	<p><u>Service provider representatives</u></p> <ul style="list-style-type: none"> - Nicola Conwill-Brittan, Marketing and Communications Manager, Nottingham City GP Alliance - Diane Addy/Susanne Croll, Nottingham City GP Alliance - Ian Bentley, Senior Commissioning Lead, Nottingham Crime and Drugs Partnership - Glen Jarvis, Service User and Carer Involvement, Nottingham Crime and Drugs Partnership - Niki Dolan, Rough Sleeper Coordinator (County), Framework - Tracey Taylor/SallAnn Summers, Nottinghamshire Healthcare Trust <p><u>Stakeholders representing patient cohorts</u></p> <ul style="list-style-type: none"> - Daniel Robertson, Nottingham and Nottinghamshire Refugee Forum - Deonne Peters, Opportunity Nottingham - Ben Booncharoen, Opportunity Nottingham - Maria King, Emmanuel House - Ben Talbot, The Friary - Gordon Sloan, Street Outreach team
<p>4. Quorum and Decision-making Arrangements</p>	<p>As an advisory task and finish group quoracy does not apply. The Chair will determine if a meeting should reconvene in the event of low attendance.</p>
<p>5. Frequency of Meetings</p>	<p>The group will meet monthly. Changes to meeting frequency may be determined by the needs of the project.</p>
<p>6. Secretariat and Conduct of Business</p>	<p>Meetings will be minuted highlighting key action points. Papers for the meeting will be circulated at least 2 working days in advance.</p>
<p>7. Minutes/ Record of Meetings</p>	<p>Minutes will be taken at the meeting highlighting key action points and named organisation.</p>
<p>8. Conflicts of Interest Management</p>	<p>The CCG's usual conflicts of interest procedures will apply.</p>
<p>9. Reporting Responsibilities and Review of Committee Effectiveness</p>	<p>The group will produce highlight reports for the CCG's Primary Care Commissioning Committee.</p>
<p>10. Review of Terms of Reference</p>	<p>As the Stakeholder Group is a task and finish group there will not be a review of its Terms of Reference.</p>