

United Lincolnshire Hospitals

NHS Trust

To:	Trust Board
From:	Kevin Turner
Date:	5 th November 2013
Healthcare standard	

Title:	Locality Fora Terms of Reference		
Author/Responsible Director: Sue Rogerson/Kevin Turner			
Purpose of the Report: To inform the Board of the Locality Forum arrangements and to seek approval for the Terms of Reference			
The Report is provided to the Board for:			
Decision	<input checked="" type="checkbox"/>	Discussion	<input type="checkbox"/>
Assurance	<input type="checkbox"/>	Information	<input type="checkbox"/>
Summary/Key Points:			
<p>ULHT has committed to becoming a membership-based organisation.</p> <p>The Foundation Trust programme team have been actively recruiting public and staff members. As the membership has developed informal sessions have been held in 4 localities (Lincoln, Boston, Grantham and Louth) with our developing membership to inform, shape and develop the role and remit of the Locality Forum.</p> <p>The Terms of Reference have been formulated from the feedback from these discussions together with input from the Executive and non-executive members of the Foundation Trust Programme Board. The aim for each Locality Forum is to allow members influence and feedback into ULHT on the development of the local delivery of healthcare.</p> <p>Each Forum will be chaired by a non-executive, who will then have responsibility to provide regular updates to the Trust Board on any relevant issues to ensure feedback at the most senior level within the organisation.</p>			

Recommendations: The Board is asked to approve the Terms of Reference for the Locality Fora.	
Strategic Risk Register	Performance KPIs year to date
Resource Implications (egg Financial, HR) No extra resource implications	
Assurance Implications Will provide feedback to the Board including assurances	
Patient and Public Involvement (PPI) Implications Part of a process of securing a greater involvement of the public and patients in the running of the Trust ie developing a membership based organisation	
Equality Impact None	
Information exempt from Disclosure No	
Requirement for further review? Terms of Reference required to be reviewed annually	

Locality Fora Terms of Reference

1. Strategic Statement

The Locality Forum Committees are established to influence the Trust in the development of the local delivery of healthcare by representing the views of the community (patients, public and staff) and, in particular, helping to assure the strategic objectives and trust ambitions are being delivered i.e.

- Ensure Our Patients are Safe
- Ensure that our Patients have the Best Possible Experience
- Ensure that our Treatment is Effective and Compliant
- Be A High Reliability Organisation

2. Constitution

The Locality Fora are formed under formal resolution of the Trust Board as follows:

The Trust Board hereby resolves to establish committees to be known as the Locality Forum Committees. Locality Fora are a mechanism for engagement of members in the relevant locality. As part of this there is four formal Locality Fora, which (once established) will be sub-committees of the Council of Governors and these four are each linked to one of the 4 main sites that ULH operate out of. These are Pilgrim Hospital, Boston, Grantham and District Hospital, Grantham, Lincoln County Hospital Lincoln, and County Hospital Louth. The Locality For a do not hold any executive powers but are a mechanism of influence as described in these Terms of Reference.

3. Relationships

The Locality Fora (will be) chaired by an elected public governor (but will be chaired by a lead site non-executive until the elections of governors have taken place). Accountability to the Trust Board will be through the lead non-executive.

The Standing Orders and Standing Financial Instructions of the Trust, as far as they are applicable, shall apply to the Locality Fora. In which case the term "Chairman" is to be read as a reference to the Chairman of the committee as the context permits, and the term "member" is to be read as a reference to a member of the committee also as the context permits.

4. Membership

The membership of ULHT will endeavour to be representative of all communities in Lincolnshire and areas outside the county that use our services as per the Constitution.

Locality Fora are made up of elected Governors and other members from the locality and appointed representatives in attendance.

Locality Forum Committees will be chaired by a member from the elected public governors, from the relevant locality. Relevant elected staff governors will also be part of the Locality Forum Committee. Locality Forum Committees can invite any other relevant local representatives such as Local Authority, CCG, voluntary organisation representatives to be in attendance. All other interested members from the locality that are unelected can also participate in the meeting.

It is anticipated there will be up to 12 members expected to attend as part of their role in the governance arrangements. All other locality members are able to participate if they wish to do so.

From the Trust the site non-exec and exec leads will be invited as well as key site operational staff.

The membership of the committees shall comprise the following:

- 4 elected public governors
- Up to 3 elected staff governors (depending on site)
- 1 non-executive member
- Up to 3 appointed representatives from the community
- ULH staff in attendance:
 - Site Executive lead
 - Site Operational lead
 - Membership engagement officer
 - Administrative support

5. Attendance

A quorum shall be six of the members, including the chair or vice chair of the committee. Members will be required to attend at least 60% of all scheduled meetings within each year.

Where possible, key decisions should involve as many of the locality members as possible to influence the committee and this will be undertaken with a show of hands at a meeting.

6. Administration

The site will ensure appropriate support is afforded the Committee.

The Locality Fora will develop an annual work plan and report on the progress at each forum. The work plans will be approved by the Council of Governors, once established. Agendas to be sent out 5 working days prior to a meeting of the Locality Forum.

Meetings will be held at the appropriate site for the constituency and offsite in the constituency at least once a year. This will be funded by the Trust, and refreshments will also be provided.

7. Frequency

The Locality Fora will meet in private every three months as a minimum.

8. Authority

The Committees shall be accountable to the Trust Board, through the lead non-executive for the sites. The minutes of Committee meetings shall be formally recorded and submitted to The Council of Governors (once established) and the appropriate site management meetings. The Chair of the Committee (site non-executive) shall report to the Board after each meeting and provide a report on relevant issues and any matters which need escalating.

9. Core Duties, Aims and Objectives

The core duties of the committee will be to influence the Trust as follows:

- To help the Trust to shape high quality, safe services, from the patient/public/staff perspective, within the money we get
- To take part in consultation and engagement in developing services from the patient experience perspective
- To take part in regular dialogue with Trust management on performance and future plans, including annual site plans
- To act as critical friends of the Trust from the patient/public/staff perspective and hold a mirror back to the organisation on the quality of the services we deliver for patients
- To reflect any relevant issues from the Council of Governors
- To provide feedback to the Council of Governors from the patient experience perspective in the locality.

10. Agendas

The Locality Fora will develop according to the local priorities for the members but will undertake as a minimum a consistent programme across all fora.

The areas to be covered as a minimum will be:

- Report from Council of Governors (Engagement Council)
- Report from locality members' visits and meetings attendance
- Report from site leads on site performance, complaints in last quarter, how many resolved and actions taken, Friends and Family Test activity, future site plans, actions addressed from previous meeting
- Site leads to take feedback from members on site visits, PALS and patient experience stories (from members perspective), patient listening events
- Agree actions for monitoring by site manager and teams to feedback into next meeting
- Agree any relevant actions for exec and non exec director (i.e. items that members want escalated to Board)
- Members to agree report from locality to Council of Governors (Engagement Council)

To enable the Locality Fora to carry out their duties, they will be able to call for reports on:

- Patient satisfaction surveys, including Friends and Family Test
- National patient surveys and other associated surveys (e.g. maternity survey)
- Complaints, compliments, PALS reports, Customer Care Team reports (contact names will be kept confidential)
- Proposed service changes and reconfigurations
- Capital building projects and facilities programmes
- Site performance reports
- Quality and Safety Dashboard performance
- Mortality performance
- Clinical Business Unit performance reviews
- Other patient and public involvement activities
- Appropriate external reports
- The Trust's annual declaration to the Care Quality Commission

Date: August 2013

Approved by Trust Board: ? 2013

Terms of Reference will be reviewed annually by the Committee and approved by the Board.