DUNFERMLINE & WEST FIFE CHP
WEBSITE GROUP

TERMS OF REFERENCE

1. ROLE

1.1 To provide strategic guidance to CHP Senior Management Team and other CHP members on the CHP Website.

1.2 To support Service Managers to achieve the best possible outcomes in terms of up to date information and communication link for the population of Dunfermline and West Fife.

2. REMIT

2.1 To support the Website Strategy for D&WF CHP.

2.2 Support the Website Administrators to deliver the operational elements of the website.

2.3 To provide assurance to the D&WF CHP Clinical Governance Group that the website fulfils governance aims.

2.4 To identify gaps in website provision and plan ways to address.

2.5 To engage, involve and represent the CHP and its constituent services to enable them to deliver high quality website information.

2.6 To join up strategic and operational goals for Dunfermline & West Fife with the NHS Fife by involving all staff.

2.7 To involve public and patients in all aspects of website services.

2.8 To represent D&WF CHP on NHS Fife-wide Intranet & Website Project.

2.9 To support the development and running of the website for D&WF CHP.

2.10 To integrate with other D&WF CHP initiatives and strategies where applicable.

2.11 To identify and provide necessary education and training for all staff who are managing the D&WF CHP Website.
3. **ACCOUNTABILITY**

3.1 The Business Manager, as chair of the group, will be accountable to the CHP through existing Clinical Governance structure.

3.2 The Clinical Services Support Manager will have overall responsibility for the website.

3.3 Minutes will be sent to the Clinical Governance Group.

3.4 Regular reports will be presented to the Public Partnership Forum.

3.5 Each page editor will be accountable to their Service Manager for the quality and correctness of the content on the website.

4. **MEMBERSHIP**

4.1 All staff who are responsible for maintaining their web pages on the D&WF CHP website.

4.2 All Practice Managers

4.3 Service Managers

4.4 At least one member of the public recruited through the register of interest.

5. **FREQUENCY OF MEETINGS**

5.1 The group will meet 2 times per year.

5.2 Communication in-between times will be electronically.