

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.

DWF CHP WEBSITE GROUP - TERMS OF REFERENCE 2012	Version 2	Date: 2 February 2011
Originator: Karen Banks	Page 1 of 2	Approved/Reviewed: July 2012

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.

DWF CHP WEBSITE GROUP - TERMS OF REFERENCE 2012	Version 2	Date: 2 February 2011
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