

Logo to be added

Health and Social Care Integration – Communications Work Stream

Public Reference Group

TERMS OF REFERENCE

1. PURPOSE

- 1.1 To provide the Health and Social Care Integration Programme Board with the assurance that the Health and Social Care Partnership are taking account of Community, Patient and Public Involvement.
- 1.2 To provide the Health and Social Care Partnership with the assurance that Community, Patient and Public Involvement requirements are being managed within the Health and Social Care Integration Programme Board.
- 1.3 To provide a forum for the development and management of related Community, Patient and Public information.
- 1.4 To advise, assist and develop the communications element of the Health and Social Care integration between NHS Fife & Fife Council.

2. RESPONSIBILITY

- 2.1 To progress the strategic direction of Community, Patient and Public Involvement between the integration between NHS Fife and Fife Council.
- 2.2 To provide advice on methods of communicating with the Community, Patient and Public relating to the Health and Social Care Integration programme.
- 2.3 To agree objectives and produce an Action Plan for Community, Patient and Public engagement as required such as road shows, open days, advertising campaigns, newsletters.

3. MEMBERSHIP

- 3.1 The membership of the Health and Social Care Public Reference Group is designed to include a wide range of Fife residents. The membership will aim to include individuals as well as representatives from existing community organisations.

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3.2 Core Membership

Representatives of a wide range of the public, community groups and Equalities Participation network.

Health & Social Care Integration Programme Manager

Head of NHS Fife Corporate Services

Scottish Health Council representative

Fife Council Communications representative

NHS Fife Communications representative

PFPI Lead

Equalities Team representative (NHS Fife/Fife Council)

3.3 Term of Office

It is expected that members can commit to a one year term with the possibility of extension.

4. REPORTING ARRANGEMENTS

4.1 The Health and Social Care Public Reference Group reports to the Health and Social Care Integration Programme Board via the Health & Social Care Integration Programme Manager.

4.2 The Health and Social Care Public Partnership Forum maintains close links with the Health and Social Care Partnership Communications Work stream of the Health and Social Care Partnership via the NHS Fife Head of Corporate Services.

5. MEETINGS

5.1 The chairman will be elected from one of the members of public.

5.2 The group will meet quarterly but may meet more frequently if deemed necessary by the chairman.

5.3 Meetings will be quorate when at least six persons are present.

5.4 Members unable to attend should make arrangements for a Representative to attend in their place.

5.5 Non-members invited to present specific Agenda items will be noted on the Minute as having been in attendance.

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Confirmed by the (Insert Group Name & Date)

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