
Terms of Reference

Academic Health Science Centre Stakeholder Forum

DRAFT

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1 Purpose

The Academic Health Science Centre (AHSC) Stakeholder Forum has been established on behalf of the Trust Boards of Hammersmith Hospitals NHS Trust and St Mary's NHS Trust (together the "Trust Boards") and the Governing Council of Imperial College.

The purpose of the Stakeholder Forum is:

- To advise the Programme Director and relevant decision making bodies¹ of stakeholder views on the creation of an AHSC during the programme engagement and consultation period;
- To help disseminate information to stakeholders and the community;
- To advise on key communications for stakeholders and the community;
- To advise on emerging issues and ideas;
- To help ensure probity in all decisions; and
- To provide input and guidance on programme risks and issues.

2 Membership

Organisation	Representative
Hammersmith Trust PPI ² Forum	Jeff Zitron
St Mary's Trust PPI Forum	Chander Hingorani
Hammersmith and Fulham PCT PPI Forum	Maria Marasco
Westminster PCT PPI Forum	Brigitta Lock
AHSC Programme	Don Neame**
Hammersmith Hospitals NHS Trust	Nick Samuels
St Mary's NHS Trust	Maria Murray
Overview and Scrutiny Committee	Peter Tobias
Voluntary Action Westminster (CVS)	Bernard Collier
West London Mental Health NHS Trust	Simon Crawford
St Mary's Paddington Charitable Trust	Jane Miles
Hammersmith Charitable Trust	Paul Herbage
Black and Minority Ethnic Health Forum	Amjad Taha

All representatives are on behalf of an organisation and may send a substitute

*Chairman (TBA)

** Secretary of the Forum

¹ Programme Executive Group (PEG) and Joint Steering Committee (JSC). Terms of Reference for these groups are available on request.

² Patient Participation and Involvement

3 Vision

The vision of the Forum is to ensure:

- Stakeholders are informed about and understand the issues being consulted upon; and have the opportunity to make their views known;
- The proposal is the best option and includes the best ideas from stakeholders
- Duplication of effort is avoided and existing knowledge and services utilised.

4 Terms of Reference

- The terms of reference will be discussed at the first meeting of the Forum and a draft prepared for approval of the Programme.
- The forum will be kept abreast of current programme initiatives and thinking by the AHSC representatives on the Forum.
- The forum will receive and review appropriate papers from the Senior Responsible Owner (SRO) of any AHSC project. All recommendations will be fed back to the appropriate SRO.
- The Forum will discuss issues raised by members and, where appropriate, make recommendations to the programme.
- All key recommendations will be reported to the programme.
- Senior Responsible Officers will provide feedback on the forum's comments and issues.

5 Arrangements

5.1 Meetings

Fortnightly meetings will be held for the duration of the engagement period, and monthly for the consultation period, for the proposed creation of an AHSC. The Chairman may change the frequency at his/her discretion.

- Agenda will be sent to representatives no less than 3 days before a meeting.
- Papers will be circulated 3 working days before a meeting.
- Agenda and papers will only be circulated or tabled less than 3 working days before a meeting with the agreement of the Chairman.
- After a meeting, a note of issues, agreements and actions will be circulated to representatives within 3 working days.

5.2 Reporting

- There are no groups reporting to the Stakeholder Forum.
- The Stakeholder Forum acts in an advisory capacity, reporting to the Programme.

5.3 Role of the Chair

The Chairman of the Stakeholder Forum has ultimate responsibility for mediating and resolving disputes between any representatives. The Chair will be responsible for:

- Leadership of the Forum and ensuring its effectiveness on all aspects of its mandate.
- Ensuring that the Forum members receive accurate, timely and clear information.
- Ensuring collaborative working and effective communications between the representatives.
- Establishing a good working relationship with the Programme Communications Manager and Project Senior Responsible Owner for Engagement and Consultation.

5.4 Role and responsibility of representatives

- To represent the interests of their organisation
- To act in the interests of similar stakeholder organisations
- To contribute as an interested member of the community
- To disseminate information from the AHSC
- To gather views from the community and represent them to the forum
- To contribute in a positive fashion respecting the views of others
- To ensure confidential information remains confidential
- To provide additional expertise
- The Secretary to the Forum will prepare and distribute agenda and papers, take notes of the meetings and distribute them, after approval from the Chairman.

5.5 Tolerances

The Forum has no formal responsibilities or tolerances for the programme.

6 Document Information

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7 Version History

Version	Date Updated	Updated By	Reason
0.1	06 / 12 / 06	Don Neame	Drafting
0.2	21 / 12 / 06	Don Neame	Comments from Comms Mgrs and PEG
0.3	05 / 01 / 07	Don Neame	Comments from JSC
0.4	20 / 01 / 07	Don Neame	Update membership on receipt of responses to invites

8 Distribution

Distributed To	Approval (Y/N)
Comms Leads	Y
PEG	Y
JSC	Y

9 Related Documents

Document Name