

# NHS Reference Group

## Terms of Reference

### Purpose of the Reference Group

The Reference Group will provide a forum for informal and confidential discussions between NHS Gloucestershire Clinical Commissioning Group (GCCG), NHS provider organisations (Gloucestershire Hospitals NHS Foundation Trust and Gloucestershire Health and Care NHS Foundation Trust), Primary care service providers (GP services only) and representatives from the Health Overview and Scrutiny Committee (HOSC) and Healthwatch Gloucestershire, about potential service developments or changes. The Group will help to build on the existing productive working relationship between Gloucestershire Health Community and stakeholders and support our shared goal of 'no surprises'.

Specifically, the Reference Group will:

- Act as an informal confidential forum for discussing possible service developments at an early stage prior to the normal impact assessment process.
- Provide a 'sense check' on possible service developments from an Elected Member/Community perspective.
- Discuss plans for communication and engagement prior to publication of service development or change proposals.
- Provide feedback to help influence the focus of impact assessments to support the process for determining whether a proposed change constitutes a 'substantial variation'.
- Ensure that there are 'no surprises'.

It is not intended that the group will replace any functions undertaken by the full HOSC or Healthwatch in relation to service developments. Instead the group will augment the existing process for determining the significance of proposed changes by providing a forum for discussing issues at an exploratory stage. The way in which the Reference Group fits into the existing process is described in annex 1.

### Membership

The Reference Group will be made up of:

- No more than 5 members of the HOSC, to include the Chairman or Vice Chairman of HOSC.
- No more than 5 members of the Healthwatch Gloucestershire, to include the Chair or Vice Chair of Healthwatch.

There will be an option to invite additional members of HOSC and Healthwatch to specific meetings, particularly if a proposal impacts on a specific interest that is not normally represented at the meeting.

As hosts, representatives from NHS Gloucestershire Clinical Commissioning Group will chair the meeting.

## **Support**

The group will be supported by the following officers –Becky Parish (GCCG), Caroline Smith (GCCG), Simon Lanceley (Gloucestershire Hospitals NHS Foundation Trust), and Angela Potter, Gloucestershire Health and Care Services NHS Foundation Trust.

## **Working Arrangements**

The group will be hosted by GCCG with administrative support for the Reference Group provided by GCCG.

The group will meet as often as required, but 6 meetings will be programmed in per year to take place between meetings of the full HOSC. These meetings will be stood down if there are no issues to discuss. Meetings will be held virtually using Microsoft Teams.

Meetings will be scheduled for duration of one hour.

Agenda items will be identified by NHS partners.

Formal minutes of the Group's discussions will not be taken but action notes will be produced to ensure any agreed actions are completed.

Formal papers will not be circulated in advance, nor will 'take home' papers be circulated at the meeting as the group is an informal discussion group.

May 2021

Becky Parish  
Associate Director, Engagement and Experience  
NHS Gloucestershire Clinical Commissioning Group

## Annex 1: Process to determine the significance of proposed changes in health services

### \* NHS Reference Group

Membership:

- HOSC representatives
- Healthwatch representatives
- NHS partners

\*\* Memorandum of Understanding (MoU) Substantial Variation or development of Health Services

*Confidential*

