

NHS Sheffield Advisory Forum

Terms of Reference

Aim

The Advisory Forum will increase the accountability of the NHS Sheffield Trust Board to local people by influencing the decisions the Board makes about selected strategic issues.

Role

The Advisory Forum will advise the NHS Sheffield Trust Board on strategic issues identified by the Board and ensure greater transparency and clarity in the way that decisions are made.

The Advisory Forum will:

1. Advise the NHS Sheffield about selected strategic decisions;
2. Assess and comment on feedback received from patients and the public and on the mechanisms for obtaining that feedback;
3. Share views amongst its members on selected issues and, where possible, provide a group response to the NHS Sheffield;
4. Take part in relevant consultations proposed by the Trust Board;
5. Contribute to, and agree, an annual report for the Trust Board about its work.

Membership of the Advisory Forum

The Advisory Forum will include a diverse range of people with the aim of reflecting the population as far as possible. It will involve people from different backgrounds and ages, from black and ethnic minority communities, and people who are disabled.

Membership is open to all residents of Sheffield - with the exception of NHS Sheffield employees. Where Advisory Forum members are also members of other organisations, they will not be expected to represent those organisations at the Advisory Forum meetings.

There will be between 30 - 40 members on the Forum who will be required to regularly attend the Advisory Forum meetings.

Members will be recruited for a two or three year period, staggered to ensure continuity with an option to stand for a further term. Members will be expected to make a commitment to attending all the formal meetings of the Forum.

From the first group of members:

- Approximately half will be appointed for 2 years
- Approximately half will be appointed for 3 years
- Those who have stated that they would like to be a member for only one year will also be given an opportunity to stand for a further term

Membership will be reviewed annually to ensure that it continues to reflect the diversity of the population.

Frequency of meetings and activities

The Advisory Forum will hold four formal meetings a year.

The Forum members may decide to hold pre-meetings and additional meetings in between the formal quarterly meetings, as and when necessary.

Members will also have opportunities to take part in other volunteering work with NHS Sheffield.

Chair of the Forum meetings

The formal quarterly meetings of the Advisory Forum will be chaired by the Chair of the NHS Sheffield Board.

Accountability

The minutes of the quarterly meetings will be sent to NHS Sheffield Trust Board and will be public documents. The Board will respond to the recommendations made by the Advisory Forum and will make clear how they have taken account of these in the decisions they make.

NHS Sheffield will use the advice from the Advisory Forum to influence its future objectives.

NHS Sheffield will publicise the Advisory Forum in their Annual Report and in 'Your Guide to the Local NHS' and explain the difference the Advisory Forum makes to the way they make decisions.

The Advisory Forum will contribute to and agree an annual report of its work for NHS Sheffield.

Monitoring Progress and Review

NHS Sheffield and Forum members will agree how to measure progress so that they can assess if the Forum is achieving its aims and fulfilling its role. There will be an annual assessment of its impact.