



## TERMS OF REFERENCE April 2018

<b>NAME OF GROUP:</b>	<b>STP Advisory Group</b>
<b>PURPOSE</b>	<p>The STP Advisory Group provides a forum for major non-statutory and independent providers and carers, key professional bodies, representatives of the voluntary and community sector and Healthwatch to contribute to, support and challenge the development and implementation of the Nottingham &amp; Nottinghamshire STP.</p> <p>The purpose of the STP Advisory Group is to add value by:</p> <ul style="list-style-type: none"> <li>• providing insight and impetus to the STP Leadership Board representing a wide-range of views and stakeholders</li> <li>• providing informed advice to the STP Leadership Board about the development of the STP and potential opportunities &amp; risks</li> <li>• challenge and confirm the STP Leadership Board on strategic direction, priorities, approach and implementation (for example observed impact or unintended consequence)</li> <li>• supporting the STP Leadership Board in engaging with wider stakeholders acting as a conduit between the STP Leadership Board and a wider network of non-statutory organisations ensuring that citizens are at the heart of all activities proactively engaging with the Leadership Board to determine key areas of focus aligned to STP business plan priorities</li> </ul>
<b>MEMBERSHIP</b>	<p><b>Chair:</b> One member of the group to be nominated by the group. The chair will also sit on the STP Leadership Board in their capacity as Chair of the STP Advisory Group</p> <p><b>Vice Chair:</b> One member of the group to be nominated by the group to work with the Chair to develop the agenda and chair the meeting in their absence.</p> <p>STP Deputy Managing Director to provide a supportive role to the Chair and Deputy to support the business of the Advisory Group</p> <p>Membership will be made up of a representative from each of these organisations:</p> <ul style="list-style-type: none"> <li>• Healthwatch Nottinghamshire &amp; Healthwatch Nottingham</li> <li>• Circle</li> <li>• CityCare</li> <li>• Home Care providers in Nottingham/Nottinghamshire</li> <li>• Care homes (residential and nursing) in</li> </ul>



	<p>Nottingham/Nottinghamshire</p> <ul style="list-style-type: none"> <li>• Nottingham Emergency Medical Services</li> <li>• Nottinghamshire Fire and Rescue</li> <li>• Nottinghamshire Together</li> <li>• Nottingham CVS</li> <li>• TEAM</li> <li>• Optimum</li> <li>• Carer representative including Carers Federation</li> <li>• School services and those for under 18s</li> <li>• RCGP Ambassador</li> <li>• Nottinghamshire Local Medical Committee</li> <li>• Nottinghamshire Local Pharmacy Committee</li> <li>• Nottinghamshire Local Optical Committee</li> </ul> <p>Other organisations will be asked advice or co-opted as required in line with STP objectives to address specific issues such as young people’s needs and transitions.</p>
<p><b>RESPONSIBILITIES</b></p>	<p>The responsibilities of members of the group will be to:</p> <ul style="list-style-type: none"> <li>• Actively engage. To seek and bring the views of the sector they represent and ensure clear feedback to that sector. This must be a two-way process.</li> <li>• Ensure that they are informed about the STP and strategic change issues and read information provided</li> <li>• Discuss system and sector concerns rather than bringing individual provider interests or concerns</li> <li>• Contribute to future agendas by bringing issues and opportunities and ensuring the advisory role is a two-way process</li> <li>• Contribute to the evolution of the role and function of the group</li> <li>• Escalate risks and issues to the STP Leadership Board</li> <li>• Ensure that the STP Leadership Board is advised about decisions which are made on a best for service user/best for population health basis in line with the STP objectives</li> <li>• Act as an advocate for the STP and its aims</li> </ul>
<p><b>FREQUENCY OF MEETINGS</b></p>	<p>The STP Advisory Group will meet every two months.</p> <p>The STP Advisory Group will consider relevant issues by correspondence between meetings if required and will be flexible</p>



	<p>in convening extraordinary meetings outside of the two-monthly cycle</p> <p>Dates will be aligned with Leadership Meetings to ensure maximum strategic and operational effectiveness of this Group</p>
<b>REPORTING PROCEDURES:</b>	<p>The STP Advisory Group will receive updates from the STP Leadership Board in the form of minutes or a digest containing details of discussions and actions from the meetings</p> <p>The STP Advisory Group will provide items for the STP Advisory Group Chair to report back to the Leadership Board. The STP Advisory group aims to operate a 'task and finish approach' responding to the needs of the Leadership Board to partly steer our discussions and agenda.</p> <p>The STP Advisory Group will report to the STP Leadership Board on a quarterly basis, including a presentation from the Vice Chair or Chair which makes recommendations and escalates risks and issues.</p> <p>Consideration will be given to changing the Chair on an annual basis to ensure rotation of responsibilities/division of labour</p>
<b>SERVICING:</b>	<p>The STP Advisory Group will be serviced by the STP Support Team.</p> <ul style="list-style-type: none"> <li>• Agenda items will be requested from the group 2 weeks before the meeting</li> <li>• Standing items will ensure rigour and maintaining a strong link with the Leadership Board work programme as per amended STP Leadership Board TORs</li> <li>• The agenda will be agreed between either the Chair or the Vice Chair and the STP Deputy Managing Director</li> <li>• The agenda and papers will be sent to members of the group 1 week before the meeting</li> <li>• Draft minutes will be sent to the group one week after the meeting</li> </ul>
<b>REVIEW DATE:</b>	<p>These Terms of Reference will be reviewed every 6 months</p>
<b>DATE APPROVED :</b>	<p>STP Leadership Board May 2018</p>

**Annex 1 –**

**Nottinghamshire Health and Care Sustainability and Transformation Partnership governance structure**

18 April 2018

