Oxford City Locality
Patient Participation Group (PPG) Forum

We’re looking for a new leadership team!

Following excellent work carried out in Oxford City Locality, we are looking for a new leadership team to support Oxfordshire Clinical Commissioning Group (CCG) in its work around patient and public engagement. It is important that the CCG understands the views and needs of the people in Oxford City when making decisions about changes to health care services.

The previous chair has retired, and we would like to appoint not only a new chair, but also two or three deputies to share the workload.

These are voluntary roles, although some expenses are available.

Background

Oxfordshire CCG commissions health services for Oxfordshire. The county is divided into six Locality Groups, and each has a GP who leads the commissioning for the area. Each Locality also has a patient forum as one part of the CCG’s activities in patient and public engagement.

The Oxford City Forum has been running since May 2013. Over the past three years the Forum has encouraged representatives from Patient Participation Groups (PPGs) in the 22 general practices in the city to meet in order to support their own development and discuss issues of health and social care.

Oxford City Locality commissions services for 210,000 patients and 22 GP practices in the city. The population covered by the Oxford City Locality is much larger than in other localities and it has almost twice as many GP practices as the other Locality areas. The focus of the Forum has therefore been to work with GP practices and their PPGs to try and represent the whole of the diverse population of the City, although it is recognised that this is very difficult to do.

The work programme

Terms of Reference:

The six localities have agreed terms of reference with the CCG. These are:
To seek the views, concerns, experiences and ideas of patients to inform and influence the commissioning and redesign of services by:

- working collaboratively to achieve an Oxfordshire wide approach
- advising Oxfordshire CCG at the planning stage on how best to engage public input
- identifying patients/service users for taking part in specific projects
- being the eyes and ears and voice of patients
- acting as a critical friend to Oxfordshire CCG
- sharing effective intelligence with each other on services commissioned
- acting as a channel of information to and from the public providing opportunities for debate where appropriate
- helping to keep patients informed.

**Leadership and management**

The Forum has been led by a Chair, with support from a Vice-Chair. The CCG provides management support for the Forum with a Manager from the Locality Commissioning Group and the communications and engagement team at the Commissioning Support Unit.

We currently also have a ‘core group’ that guides the programme of work. The core group consists of a dozen volunteers who are mostly PPG members, but also includes members with an interest in particular issues such as older people. This group is not supported administratively by the CCG.

The membership of the Oxford City Locality PPG Forum consists of the existing GP practice PPGs.

**Programme of Work**

The majority of the activity is centred around meetings that are arranged by the Forum and in addition to attending regular meetings arranged by the CCG.

We hold Forum meetings every two to three months. The meetings are of two types, Forum meetings to support the PPGs and their practices with their development, and quarterly open public meetings. In addition to the Forum meetings there a range of regular meetings at which representation from the City Locality is required.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Meetings per year</th>
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<tbody>
<tr>
<td>Forum Core Group</td>
<td>– 6 meetings per year</td>
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<tr>
<td>PPG Forum workshops</td>
<td>– 3 workshops per year</td>
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<tr>
<td>Public events</td>
<td>– 3 events per year</td>
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<tr>
<td>Locality Forum Chairs (meeting of the 6 chairs for Oxfordshire)</td>
<td>– 6 meetings per year</td>
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<tr>
<td>HealthWatch Oxfordshire &amp; Locality Forum Chairs</td>
<td>– 4 meetings per year</td>
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<tr>
<td>CCG &amp; Locality Forum Chairs (meeting with the senior managers at the CCG)</td>
<td>– 6 meetings per year</td>
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<tr>
<td>Locality Commissioning Group (meeting of all GP practices in the locality)</td>
<td>– monthly meetings</td>
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<tr>
<td>OxFed Practice Leads Committee</td>
<td>– 4 meetings per year</td>
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<tr>
<td>Sustainability and Transformation Programme</td>
<td>– ad hoc meetings, to be agreed</td>
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The leadership team will be expected to represent the Forum at the range of meetings that make up the work programme (see above). In addition, the team will represent the Forum at other events, meetings and CCG work programmes where possible.
Who are we looking for?

We are looking for up to four people with an interest in health and social care, who can provide leadership for the Oxford City Locality PPG Forum.

The Chair will lead a team of deputies and ensure that the workload is distributed according to individual expertise.

**The Chair**

You will need to be an experienced leader with experience of partnership working, public engagement and consultation, and excellent chairing skills.

You will also need to demonstrate a wide range of skills including leadership, communications, relationship-building and the ability to encourage many organisations to become involved so as to ensure the views of local communities inform our decision making.

You will have an understanding of the key issues and challenges for engaging the public in the commissioning of health services.

**Deputies (up to 3 roles available)**

These roles will also need to demonstrate a range of skills, including communications, partnership working and relationship-building. You will also need an understanding of the issues around engaging patients and the public in commissioning health services.

It would also be desirable to have an interest in at least one of the following areas:

- Older people
- Children and younger people
- Mental health
- Primary and community care
- Social care
- Acute hospital services

Interested?

If you would like to apply for any of these roles please send an expression of interest, along with a CV or brief summary of your career history to:

<table>
<thead>
<tr>
<th>Sara Price, Senior Communications &amp; Engagement Manager</th>
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<tr>
<td>Email: <a href="mailto:sara.price@nhs.net">sara.price@nhs.net</a></td>
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<td>by 5.00pm, Monday 15th August 2016.</td>
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Interviews will be held on **Tuesday 20th September between 11.00am – 1.00pm**, Jericho Health Centre, Walton Street.

If you would like more information, or an informal discussion about these roles please contact the Deputy Chair, Elaine Cohen at elainecohen@me.com in the first instance.