

Community Involvement and Workforce Innovation Oversight Group Terms of Reference

1.0 Purpose

The purpose of this document is to define the Terms of Reference for the Community Involvement and Workforce Innovation (CIWI) Oversight Group, delegated by the Health Innovation Oxford & Thames Valley Board to oversee the delivery of the agreed yearly business plan within the region.

2.0 Document control

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Comments</i>
2.0	23/10/2024	Katie Lean	Revision of membership and full TOR

3.0 Distribution

- CIWI Team
- Health Innovation Oxford & Thames Valley Board
- CIWI Oversight Board

4.0 Community Involvement and Workforce Innovation Programme

All health and care innovation is essentially about people: those who receive care and those who provide it. Considering the needs, preferences and values of both patients and staff is essential to successful innovation, sustained adoption of new ways of working and of delivering care. To achieve this, we focus on:

Community Involvement

- Helping to understanding population health inequalities
- Helping to develop patient and public involvement and coproduction plans, including understanding what matters to patients and their experience of health and care.

Workforce Innovation

- Considering the impact of our programmes on the people who work in health and care and what they might need to adopt and support innovation
- Considering where innovation may be needed to support health and care staff, and the organisations they work for, to deliver the highest quality care
- Considering where innovation may be needed to support health and care staff, and the organisations they work for, to deliver higher productivity
- Supporting the national development of the workforce theme within the Health Innovation Oxford & Thames Valley Network.

In line with other crosscutting themes such as sustainability, we can help by offering advice, working with teams, or carrying out work on their behalf, working with Health Innovation Oxford & Thames Valley colleagues and partners:

- Identification of need
- Horizon scanning and scoping for innovation
- Adoption and spread
- Pathway redesign
- Real world evaluation
- Development and training

5.0 Governance

The CIWI Oversight Group is a sub-group of the Health Innovation Oxford & Thames Valley Board. The Co-Chairs of the Oversight Group will sit on the Health Innovation Oxford & Thames Valley Board. Please see Appendix 2.

6.0 Responsibilities of the Board and its members

- 6.1 Provide advice and strategic guidance to help with future planning and priority setting.
- 6.2 Oversee the delivery of the evolving CIWI Programme, commenting on progress against the annual business plan.
- 6.3 Act as a critical friend to the CIWI Programme, providing a range of views.
- 6.4 Communicate key programme messages, reporting into local/regional groups/boards to support awareness of, and engagement in the work of the Programme.
- 6.5 Help identify risks and issues that may affect the Programme and their mitigation.

7.0 Membership

- 7.1 Comprise a regionally representative and across health and care sectors membership, including the following:
 - Trust Board
 - Clinical staff
 - Health Education England
 - South East Region People Team
 - Buckinghamshire, Oxfordshire, and Berkshire West (BOB) ICS
 - Frimley ICS
 - Patients and the public
 - Healthwatch
 - Community, Voluntary and Social Enterprise Sector
 - Local Authority

Geographical scope includes Buckinghamshire, Berkshire, Oxfordshire and, with agreement for specific work, Milton Keynes.

7.2 Chair responsibilities

- Provide leadership to the Group to enable it to fulfil its strategic purpose.
- Ensure effective relationships within the Group and between the Group, partners, and stakeholders within the region.
- Report back to the Health Innovation Oxford & Thames Valley Board.

7.3 Director of CIWI responsibilities

- Provide the CIWI Oversight Group with a report on progress against the business plan, including identified risks and issues.

See Appendix 1 for full list of membership.

8.0 Meeting Frequency

The CIWI Oversight Group will meet three times a year.

9.0 Administration

- 9.1 Secretariat will be provided from within the CIWI Team – community.involvement@healthinnovationoxford.org
- 9.2 Papers for the meeting will be distributed at least one week before the meeting
- 9.3 Minutes from the meeting will be sent out within two weeks of the meeting
- 9.4 The meeting will be quorate with at least one CIWI Team member, one patient and public member, one of the co-chairs and two other representative members.

Appendix 1 - Community Involvement and Workforce Innovation Oversight Group Membership

The membership of the CIWI Oversight Group provides broad representation across the communities that it serves. Expertise may be co-opted onto the Oversight Group and new members can be added at the discretion of the Co-chairs and Director of CIWI if required.

Group Membership	
Name	Title
Co-chairs	
Minoo Irani	Medical Director, Berkshire Healthcare NHS Trust leaving March 2025
Debbie Seago	Public Partner
Public Members	
Karen Swaffield	Public Member, Berkshire
Dianna Moylan	Public Member, Milton Keynes
Buckinghamshire, Oxfordshire, and Berkshire (BOB) Integrated Care System (Representation)	
Sarah Adair	Director of Communications and Engagement, BOB ICB
Jennifer Ricketts	Interim Chief Nurse, Buckinghamshire Healthcare NHS Trust Joining Jan 2025
Frimley Integrated Care System (Representation)	
Jane Hogg	Transformation Director, Frimley Integrated Care Board
Position to be filled	
Healthwatch	
Position to be filled	
Position to be filled	
Community, Voluntary and Social Enterprise – BOB region	
Stephen Barnett	Partnerships Manager, BOB VCSE Alliance
Public Health	
Position to be filled	
Local Authority	
Position to be filled	
NHS England and Improvement	
Emma Wilton	Workforce Education Transformation System Lead
Research	
Kate Penhaligon	Head of research and development, Berkshire Healthcare Foundation Trust
Health Innovation Oxford & Thames Valley	
Gary Ford	Chief Executive
Siân Rees	Director of Community Involvement & Workforce Innovation
Katie Lean	Senior Programme Manager
Lisa-Anne Dallas	Executive Assistant & Project Support Officer, Community Involvement & Workforce Innovation (Minute Taker)

Appendix 2 - Community Involvement and Workforce Innovation Oversight Group Governance

