

## Stakeholder Reference Group Terms of Reference

### Context

In 2012 there was a proposal by the Women and Children's Services Directorate to move the Paediatric Inpatient Services in Ward 15 at the Royal Alexandra Hospital, Paisley to the Royal Hospital for Sick Children, Yorkhill. Following engagement on the proposal and options with patients, parents, families and professionals, the preferred option was to transfer the inpatient service when the new Royal Hospital for Children opened on the new Queen Elizabeth University Hospitals Campus.

Against this background we are proposing to proceed with the preferred option; to transfer the inpatient paediatric service at the Royal Alexandra Hospital to the Royal Hospital for Children.

In September 2016, we want to inform and engage with people about our proposal, and to find out what people think about it.

In October 2016 we will report to the Board of NHS Greater Glasgow and Clyde (GGC) about what we have done and heard. The Board will use this to decide whether to proceed to a full 12 week public consultation on the proposal.

### Purpose and Remit

The Stakeholder Reference Group (SRG) is a time limited group established to support and guide NHS GGC in how it informs and engages with people on the proposal. This group will be made up of patients and carers, representatives from patients' and carers' groups, or community groups that have an interest in this area. They will offer their perspectives on how NHS Greater Glasgow and Clyde can inform and engage with patients, carers and the public on the Board's proposal.

The aim of this group will be to:

- Share information on the proposal to transfer services
- Consider how best to inform and engage with people on the proposal
- Advise on the development of information and events for people
- Utilise local knowledge
- Assist with related processes
- Provide feedback on and an evaluation of stakeholder engagement.

If the Board decide in October to proceed to a formal public consultation, the continued support and participation of members in a Stakeholder Reference Group would be very much appreciated.

### Members

We ask that members contribute to the work of the SRG by virtue of their personal qualities, experience and insight.

Members are asked to:

- Use their experience and knowledge to offer thoughts and ideas
- Actively contribute to discussion whilst always respecting the contribution of others
- Be courteous to each other at all times and allow each other to speak
- Attend meetings and keep to agreed timings.

Participation in the SRG is completely voluntary. Members can opt out at any time.

Informing and engaging on the proposal to transfer paediatric inpatient and day case services from the Royal Alexandra Hospital, Paisley, to the Royal Hospital for Children

## NHSGGC

Throughout the process NHSGGC will engage with the SRG and will ensure that:

- Information is provided in advance of meetings
- Information provided is clear and accessible
- The venues chosen for meetings are fully accessible
- We encourage open discussion on matters arising
- We listen to and respond to points raised by members – if we can't answer a query or point on the day, we will do so as soon as possible
- Meetings run to the agreed timings
- Individual support and assistance is provided as requested, including childcare
- Expenses incurred through participation are reimbursed.

Notes of meetings will be taken and made available to inform people and organisations of the work and decisions of the Group.

## Meetings

Suggested dates:

- Monday 5 September      12:30pm – 3pm      Seminar room  
Paediatric outpatients  
Royal Alexandra Hospital
- Tuesday 4 October      11:30am – 1:30pm      Level 3 Seminar Room  
Royal Hospital for Children

## Events

Open workshop week of Monday 26 September - time, location and date TBC

## Proposed Membership

Katie Ball	Renfrewshire Carers
Caroline Champion	Argyll and Bute HSCP
Neil Ferguson	NHSGGC
Joe Ferrie	Engage Renfrewshire
Margaret Hamill	Renfrewshire Carers
Kimberley Hutchison	Your Voice Inverclyde
Dagmar Kerr	Action for Sick Children (Scotland)
Rachel Killick	NHSGGC
Kerry Ann Mackenna	Parent
Karen Meikle	Parent and Kids Need Our Ward campaigner
Jen Rodgers	NHSGGC
Elaine Sutherland	Parent
Sandra Webster	Parent and Kids Need Our Ward campaigner