**Stakeholder Reference Group Terms of Reference**

**Context**

NHS Greater Glasgow and Clyde (NHSGGC) is considering making changes to the way that the Centre for Integrative Care (formerly known as the Glasgow Homeopathic Hospital) delivers care to its patients.

The Centre for Integrative Care (CIC) currently has 7 inpatient beds, which are open from Monday afternoon to Friday morning. The beds are used for small numbers of admissions – last year 260 patients had an inpatient stay, which is only 8% of all of the patients who attend the CIC.

Patients who have an inpatient stay at the Centre take part in a specific inpatient programme which involves therapies such as group therapy sessions, nutrition and diet advice, massage, acupuncture, physiotherapy, psychological support and counselling. All of these services are also delivered on an outpatient basis.

NHSGGC’s proposal is to continue to provide all of these services on an outpatient or day case basis, but to no longer provide the overnight, inpatient beds.

We are now in a period of engagement to inform patients, carers and other interested stakeholders about this proposal; answer questions people have about the proposal; and to give people the opportunity to share their thoughts and views.

**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 representatives from patients’ and carers’ groups. 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 knowledge on interested groups or networks
* Provide feedback on the engagement process

**Members**

We ask that members contribute to the work of the SRG using 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
* Acknowledge and respect that individuals have different perspectives and may not always agree with each other
* Attend meetings and keep to agreed timings.

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

**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:

Thursday 29th September 12:30pm – 3pm Seminar room, Centre for Integrative Care

Monday 21st November 11:30am – 2pm Seminar room, Centre for Integrative Care

**Proposed Membership**

Rona Agnew Friends of Homeopathy

Helen Brownlie 25% ME Group

Cathy Cooney The Alliance

Sonia Cottom Pain Association Scotland

John Duffy AOD Patients Panel

Lorna Gray Patient Experience, Public Involvement Project Manager, NHSGGC

Gary Jenkins Director, Regional Services, NHSGGC

Julia Little General Manager, Regional Services, NHSGGC

Martine McConnell AOD Patients Panel

Barry Sillers Head of Planning (North and Regional), NHSGGC

Morna Simpkins MS Society

Bill Cameron Managed Clinical Network Patient & Carer Forum

 Managed Clinical Network