

# Holsworthy Community Stakeholder Group

## Terms of Reference FINAL

**July 2017**

**Purpose of group:**

The purpose of this working group is to oversee and support as necessary the operational activity being undertaken by the Northern Devon Healthcare NHS Trust (Trust) to address the safety concerns associated with low occupancy and staffing issues in order to re-open the inpatient beds in Holsworthy Hospital.

The Terms of Reference for this group fall under three categories: Operations, Communication and Behaviours

**Operations**

1. Occupancy

The group will work to understand the reasons for the decreased occupancy and how this could be reversed

- a) NDHT will work with partners across the region to understand whether there have been any 'blocks' in the system with regard to admissions to Holsworthy hospital.
- b) Members of the stakeholder group will provide information, including patient feedback, complaint letters, etc to support this activity.

2. Staffing

Once the occupancy issues have been resolved, work will commence to recruit required staff.

**Behaviours**

All parties will commit to a genuine desire to work together in order to achieve the desired outcomes

The group is committed to thinking "outside of the box" and individuals come to this group with an open mind and a willingness to explore all of the options suggested

The Holsworthy steering group will provide a forum for in-depth discussion between parties

- The Trust is committed to exploring all options and comes to the group with an open mind. The Trust ultimately takes the operational decision as to feasibility and the inherent risk as an employer and a regulated provider of healthcare services. If an option is not deemed possible, the Trust is committed to clearly explaining the reasons why.
- All parties and individuals are committed to honesty and integrity and the group is committed to working in this spirit. Any party or individual/s who challenges honesty will be required to substantiate such claims
- The community come to this group with an open mind and understands that patient safety, affordability and service sustainability/resilience are fundamental to the agreement of any agreed proposals.

## **Communications**

The Holsworthy stakeholder group members commit to ensuring the wider community is informed about progress and outcome of actions and meetings. This will be done via jointly press releases / newsletters / publishing discussion on ideas and suggestions. At the end of each meeting, key messages will be agreed to update on progress.

The stakeholder group members agree to only communicate those elements, and scope of such, as agreed by the group and not to embellish for effect or personal gain.

## **Governance Arrangements -**

The recommendations and progress from the Holsworthy steering group will be fed back to the NDHT executive directors and the regular meetings of the representatives meetings (eg Holsworthy Town, Torrridge District and Devon County Council).

Other arrangements will also be in place:

1. Meeting venues, dates and times will be jointly agreed
2. This group will be independently chaired by Steve Holt
3. All reports or papers produced will be signed off by both parties before publication.
4. A web area to support discussions and hold final papers being considered will be established (something like [www.northdevonhealth.nhs.uk/holsworthy](http://www.northdevonhealth.nhs.uk/holsworthy))

## **Membership**

<b>Organisation</b>	<b>Individual</b>
Independent Chair	Steve Holt
NDHT	Katherine Allen
NDHT	Nellie Guttman
Devon County Council	Barry Parsons
Torrridge District Council	Phillip Hackett

Torrige District Council	Peter Watson
Holsworthy Mayor	Jon Hutchins
Holsworthy League of Friends	John Allen
Holsworthy Medical Centre	Rob Shaw
Blake House Surgery	Alan Howlett
Healthwatch	David Rogers
North Devon Hospice	Keely Dempsey
Patient rep	Penny Smith
Community Rep	Sue Banks
Geoff Cusik	Holsworthy Town Council
Amanda Jennings	Holsworthy Hospital

### **Declarations of interest**

There is a campaign group operating, separate to the steering group, led by the Mayor of Holsworthy, whose purpose is to re-open the beds at Holsworthy Community Hospital. It is acknowledged that some members of the stakeholder group are also members of the campaign group. The members below declare interest that they are also members of the campaign group:

Jon Hutchins  
Penny Smith  
Susan Banks  
Barry Parsons  
Geoff Cusik