

# TERMS OF REFERENCE

## Engagement Gateway

Membership is not a closed group; initially be made up of the following organisations:

- Healthwatch
- Herefordshire Clinical Commissioning Group
- Herefordshire Council: adult and wellbeing directorate, research team, Community development forum
- Wye Valley NHS Trust
- Herefordshire Carers Support
- HVOSS
- Primecare
- Taurus
- West Midlands Ambulance Service
- 2gether
- Police
- Fire Brigade

### What will the Gateway do?

- Work to and promote national standards of engagement and involvement.
- Help colleagues coming to the Gateway to identify exactly what they want to do and the best way to do it and where possible to use existing networks and resources.
- Promote co-production in all service redesign and advise on how to achieve this.
- Signpost to other organisations/support to share information, learn from best practice.
- Advise on involvement and engagement with the public to make sure that it is carried out effectively and to the agreed standards.

### How will it work?

- The Gateway will formally meet every 3 months as a full group however meetings can be had with individual or smaller groups as and when required.
- An email group will be used to share information/projects for peer consideration.
- A template will be used to capture work or projects being carried out by organisations which will be shared with the Gateway for their input.
- A website will be used to share the outcomes from projects.

### Recommendations

- This is the only Engagement Gateway used by all parties.
- The Engagement Gateway should be a sub-group of the Health and Wellbeing Board.
- The Engagement Gateway should be facilitated through Healthwatch.

### Governance

- Healthwatch will facilitate the Gateway, providing an impartial, person centred focus.
- Membership of the Gateway will be made up of people who are responsible for engagement within their organization and expected to link into other relevant personnel.
- The Gateway will be a subgroup of the Health and Wellbeing Board.

The Gateway is not set up to be responsible for an organisations engagement work or consultations. It will provide expertise, advice, signposting and the opportunity to share information and resource if applicable.