



## Provisioning Strategy Project Reference Group, Terms of Reference

***“Be part of the conversation.  
Planning older peoples’ services in East Lothian”***

### 1. Remit

The East Lothian Provisioning Strategy Reference Group will act as a ‘critical friend’ and assist in the co-production of options throughout the life of the engagement and consultation process. It will:

- Be a partner in coproducing the governance of the consultation process.
- Maintain an overview of engagement materials and methods to ensure appropriateness and inclusivity.
- Review progress of the engagement programme.
- Review feedback and evaluation from events.
- Propose changes to the engagement programme, methods and materials they feel to be necessary.
- Participate in the Options Appraisal and Integrated Impact Assessment process.
- Contribute to the final evaluation of the engagement programme.

### 2. Chairperson

The Reference Group will be chaired by a Maureen Allan, Chief Officer of Volunteer Centre East Lothian.

### 3. Membership

Members of this Reference Group serve in their individual capacity and represent the interests of their host organisations.

<b>Role</b>	<b>Name</b>
Volunteer Centre East Lothian Chief Officer/ <b>Ref Group Chair</b>	Maureen Allan
General Manager, Planning and Performance, ELHSCP	Laura Kerr
Strategy Officer, Planning and Performance, ELHSCP	Andrew Main
Carers of East Lothian	Jess Wade
Dementia Friendly East Lothian	Sue Northrop
Health and Wellbeing Group representatives	Hilary Smith/Jacquie Bell/Janice Macleod

<b>Role</b>	<b>Name</b>
Deaf Action	Kathryn Leslie
Health in Mind (Polish/Ukrainian community) rep	Uma/Monika Dyczko
Milan (South Asian community) rep	Rukhsana/Sophia
MECCOP East Lothian Community Health Worker	Donna
LGBT	TBA
East Lothian Access Panel (Physical Disability)	Tracey/Iain A Young
East Lammermuir Community Council (Rural Communities)	Chris Bruce/Wendy
Harlawhill Day Centre	Fiona Mitchell
Mental Health Strategy Officer, ELHSCP	Jane Cunningham
Carers Strategy Officer, ELHSCP	Maria Burton
Dementia Strategy Officer, ELHSCP	Ashley Hardy
Care Home Tea	Gillian Armstrong
Service Manager / Team Leader, ELHSCP	Shannon Leslie / Jane Stewart
Team Manager / Housing Strategy Officer, Housing Strategy, ELC	Rebecca Pringle / Craig Entwistle
EARS Advocacy	Kelly Shade
Connected Communities representative	Caitlin McCorry / LAP Manager
East Lothian Health Inequalities Team	Claire Glen/Lorna Bellany
East Lothian Council Older People's Champion	Councillor Carol McFarlane
Senior Communications Adviser, ELHSCP	Jennifer Jarvis
Engagement and Equalities Officer, ELHSCP	Jane Ogden-Smith

Where members are unable to attend they will be encouraged to identify a suitable representative to attend on their behalf.

#### 4. Frequency of Meetings

The Steering Group will be a short life working group that will meet approximately monthly for a period of eight months from August 2023.

#### 5. Key responsibilities

- Advise on appropriate engagement methods and techniques for the groups they represent.
- Review communications for the communities they represent and advise on appropriate communication formats and channels.
- Review feedback and ensure that it reaches participants in appropriate formats.
- Take part in some engagement sessions to gauge how effective they are and to ensure that feedback is being recorded and analysed accurately.
- Advise on barriers to access to engagement.
- Seek to raise awareness of the engagement within communities and professionals they represent.
- Act as a critical friend to the options appraisal process.

## 6. Communication and Engagement

Effective communication and engagement is recognised as a key component of this project and as such providers / advocates will be invited to sit on the steering group to inform the development of the strategic plan. Two Integrated Impact Assessments will also be undertaken as part of this work.

## 7. Governance and reporting arrangements

The short life Reference Group will report to the Provisioning Strategy Project Team on the progress and efficacy of the engagement programme. Progress updates on the engagement, together with draft feedback reports and newsletters will be presented to this group on a regular basis and they will be engaged in the options appraisal process. They will also be asked to take part in Integrated Impact Assessments.

