
Estate Modernisation Programme

Tolworth Community Forum

Terms of Reference

1 Introduction

- 1.1 The Tolworth Community Forum (formerly the Community Engagement Steering Group) has been established to support and contribute to effective communication and community engagement relating to the Trust's Estate Modernisation Programme (EMP) at Tolworth Hospital.
- 1.2 This is as recommended by the Trust's public consultation on proposals for future provision of its services in south west London, and confirmed in the EMP communications strategy:

The Trust is establishing community steering groups for the proposed developments at Springfield University Hospital and Tolworth Hospital, with representation from local ward councillors, Healthwatch, local community, volunteer and faith groups, the Trust's shadow council of governors and Trust staff. The groups would identify opportunities for the local community to become involved in these developments.

- 1.3 The group is focussed on the Tolworth Hospital site, where the EMP will provide new hospital facilities for the Trust to replace its outdated facilities.

2 Purpose and scope

- 2.1 Through ongoing community engagement at Tolworth, the Trust aims to ensure that local stakeholders' voices are heard and their views considered throughout the development of these proposals so that the scheme's value to its community is maximised.
- 2.2 This steering group is authorised by the Capital Programme Board (CPB) to review the community engagement plan for the Estate Modernisation Programme at Tolworth and be actively involved in its delivery.
- 2.3 The group is authorised to bring to the attention of the CPB views expressed by the community and stakeholders local to Tolworth relating to the redevelopment programme for the site.
- 2.4 It will seek authorisation by the CPB to feed back to relevant parties outcomes and decisions made within the EMP in response to views expressed by the local community and local stakeholders.
- 2.5 All activity carried out under the auspices of the steering group is to be done with prior agreement by group members.

2.6 The group is not a decision-making body, and cannot make purchases or authorise payments on behalf of the community engagement work. It is authorised to inform and make recommendations in response to proposals and views given by the local community, but work is subject to approval by the CPB.

3 Membership and attendance

3.1 The Forum will comprise:

- Head of Operations (Chair)
- Estate Modernisation Programme Director
- Service Director
- Clinical Director
- Involvement and Co-Production Lead
- Shadow Council Governor: Service User
- Kingston Healthwatch representative
- Chair of the Kingston Health Overview and Scrutiny Panel
- 6 Ward councillors – for Tolworth & Hook Rise and Surbiton Hill
- Kingston Carers representative
- Kingston upon Thames Society representative
- Mind in Kingston representative
- League of Friends of Surbiton & Tolworth Hospitals representative

3.2 Membership will be reviewed annually.

3.3 Four members of the steering group, including at least one member of the CPB and two external representatives, will be required as a quorum.

3.4 Meetings will be chaired by the Trust's Head of Operations. Where the Chair is absent, the other Capital Programme Board member attending the group will chair the meeting.

3.5 Administrative duties, including minutes of meetings, will be undertaken by Cascade Communications.

4 Frequency

4.1 Meetings will be held quarterly. The frequency of meetings will be reviewed over time as work progresses.

4.2 Alternatives to face to face meetings such as teleconferences may be used to maintain communication and reduce cost and demands on time.

5 Reporting arrangements

- 5.1 Meetings of the steering group will be formally recorded. Minutes and actions arising will be circulated to members as soon as possible after each meeting.
- 5.2 The steering group is a sub-group of the Capital Programme Board, to which it is accountable. Meeting minutes will be circulated to the CPB for review.

6 Review

- 6.1 These Terms of Reference will be reviewed annually or as directed by the Capital Programme Board.