

**Appendix 7.7: Initial Terms of Reference for Clinical Working Groups**

Clinical Workstream Groups – Generic TOR for Oxfordshire Transformation Programme	
Membership and Reporting arrangements	Key deliverables tasks and timescales
<b>Each of the 6 groups has its own leadership and members</b> <b>Reports to:</b> COOs and STP leadership group	<p><b>By April 8</b></p> <ol style="list-style-type: none"> <li>1. Confirm scope of services covered by group, the footprint for change, identify overlaps with other workstreams, and agree with relevant leads how will address overlaps/interfaces</li> <li>2. Agree supporting information and/or analysis required by group with finance and information group contact</li> <li>3. Develop qualitative description of current/future model (as far as possible with quantified numbers)</li> <li>4. With support from H&amp;WB, quality and finance teams identify high level “gaps” and the challenge in delivering the NHS mandate 2020 goals that their workstream area needs to address</li> <li>5. Provide headlines of key service redesign/transformation needed to addressing the gaps/challenges</li> <li>6. Identify key areas of service redesign/transformation that will need to be consulted on</li> </ol> <p><b>By May 1st</b></p> <ol style="list-style-type: none"> <li>7. Describe overall blueprint and service model for the future, what this implies in changes from current provision, and what service redesign/transformation projects will be required. Outline potential impact (quantified) of model in terms of key gaps</li> </ol> <p><b>By May 27</b></p> <ol style="list-style-type: none"> <li>8. Work with quality, H&amp;WB, finance and estates leads to agree impacts of the proposed model</li> <li>9. Carry out PPI event (with support from Comms/PPI group) on the plans</li> <li>10. Work with localities to ensure fit of vision with locality strategies and agree what it will look like in that locality</li> <li>11. Develop detail of draft STP section service area</li> <li>12. Support consultation leads in identifying implications of model for public consultation</li> </ol> <p><b>During June</b></p> <ol style="list-style-type: none"> <li>13. Support finalisation of STP document as required</li> </ol>
<b>Purpose/Scope</b>	
The overall purpose of the groups is to identify a) the future vision (2020/21) based on the Care Closer to Home model for the service areas it covers, b) the key transformation projects required to deliver that vision over the next 5 years to address the three “gap” areas (H&WB, quality and finance) and deliver the NHS Mandate 2020 goals c) the outcomes and implications of those projects for patients, for staff, for the estate and costs. Document their vision and plans for the STP. Identify those areas of service redesign/transformation that is of a scale or significantly changes current provision that it requires public consultation. The groups will need to scope the impact of that change and develop a business case.	
<b>Interdependencies and working arrangements</b>	
These groups are at the heart of the transformation process. They will have nominated contacts from each of the H&WB, quality, finance and information, comms and PPI, and estates groups who will support them with expertise and advice, and provide appropriate challenge. In most cases it will be appropriate for the group to set up specific working sessions with each of their nominated contacts.	