



North West London Digital IG Group: Communication and Engagement Sub-Group

Terms of Reference

1. Vision

We will co-design and co-produce to ensure that communication material is clear, concise and is in plain English. We will work together to align messages across North West London.

2. Purpose

The communications and engagement subgroup will support the development of the fair processing notices, communication material and engagement plans to support the implementation of integrated programmes across North West London covered by the NWL Digital ISA to ensure all the partners meet an agreed standard of communications and there is a clear coherent and consistent message for patients and staff.

3. Objectives

This group will be working collaboratively to develop materials for patients, service users and care professionals to support integrated care and data sharing in North West London to;

- Approve a common patient and public communication materials and take a proactive role in ensuring effective communication about information sharing under the ISA
- Develop, review and maintain communications materials and strategy to ensure that it reflects any legal and statutory obligations and any other related best practice guidance in relation to information governance.

4. Roles and Responsibilities

In carrying out it's role on behalf of the partner providers, the Communication and Engagement Sub-Group will;

- Make recommendations to the NWL Digital IG Group regarding any changes, review, strategy or material developed by the group
- Develop, review and maintain the communication or fair processing material to ensure that it reflects any legal and statutory obligations and any other related best practice guidance in relation to information governance; and
- Provide input into any proposed amendments of any communication or fair processing documents that support programmes named within the NWL Digital Information Sharing Arrangement (including for the avoidance of doubt any major system upgrades or changes that could impact communication material);



- Take reasonable steps to take note of new developments in legislation and guidance and consider whether any developments give cause to update materials and plans accordingly
- It shall also appoint one or more individuals to receive and distribute communications on its behalf, and to deal with urgent matters that arise between scheduled meetings of the Governing Group. The Governing Group may not, however, delegate decision-making responsibility.

5. Quorum and decision making

Quorum; The group will need to agree proposals for project activity. A quorum of the core membership should support any proposal to be taken to the Digital IG Group.

Decision Making; The group will elect a chair from the core membership. Agendas, actions, minutes and decisions will be communicated by email. All group activity will be communicated back the Digital IG Group.

6. Frequency of Meetings

The group will meet every 6 months to review material however should the group be set a task by the Digital ISA Group, the sub-group will convene to carry out the appointed task and report back to the group monthly until the task is complete.

7. Attendees

The group will be made up of representatives of the NWL Digital IG Group, lay partners, subject matter experts and Care professionals that reflect integrated working in NWL.

- Lay Partner
- Acute provider
- Community provider
- Mental health provider
- Primary care provider
- Social Care
- Subject Matter expert (where required)
- Programme team member (where required)

CHAIR PERSON: The chair will be elected from the core membership and will be rotated based on task.

Administrative functions will be supplied by a member of the group as this will be a self-sustaining group or nominated programme team member for a period of time that fulfils the task.