

## **Joint Great Western Ambulance Overview and Scrutiny Committee**

### **Draft Principles of Communication**

#### **Purpose**

The purpose of this document is to guide the relationship between the Joint Great Western Ambulance Overview and Scrutiny Committee and the following stakeholders:

- The Great Western Ambulance NHS Trust
- Primary Care Trusts in the Great Western Ambulance NHS Trust region
- NHS South West
- Local authority health overview and scrutiny committees in the Great Western Ambulance NHS Trust region

This document will be reviewed on a regular basis.

#### **Requests for Reports & Information**

All requests for reports and information for future meetings of the Joint Great Western Ambulance Overview and Scrutiny Committee will:

- Be forwarded in writing to the Chief Executive of the relevant organisation with a much notice as possible
- Clearly outline the information that is required and why it has been requested by the Committee
- Clearly outline whether a representative from the relevant organisation is required to attend the Committee meeting
- Provide a deadline for the submission of reports and other information
- Include a template that should be used for all reports presented to the Committee
- Be co-ordinated by Emma Powell, Scrutiny Officer, Swindon Borough Council and Jo Howes, Health Scrutiny Officer, Wiltshire County Council

#### **Publication of Committee Meeting Papers**

The officers supporting the Committee will circulate the agenda and reports at least 7 calendar days prior to a meeting of the Committee by email. The Distribution List for Committee papers is included at Appendix 1.

Scrutiny Officers from participating local authorities are responsible to circulating Committee papers to their members.

The host local authority for each Committee meeting will make a reasonable number of sets of Committee papers available for members of the public.

Participating local authorities have agreed to post agendas, reports and minutes relating to the Joint Great Western Ambulance Overview and Scrutiny Committee on their respective websites.

## Agenda Item 5

### **Communications with the Media**

All draft press releases will be circulated to Great Western Ambulance NHS Trust and Gloucestershire Primary Care Trust for comment.

The officers supporting the Joint Committee will produce a press release prior to each meeting to advise members of the public of the venue, date and time of Committee meetings.

The Scrutiny Officers in each participating local authority will be responsible for forwarding the press release to their own Communications Department for release. Scrutiny Officers may also choose to forward a copy to their local Primary Care Trust.

A copy of all final press releases will be sent to Great Western Ambulance NHS Trust and Gloucestershire Primary Care Trust.

### **Updating Individual Health Overview and Scrutiny Committees**

Members of the Joint Committee are responsible for updating their local authority health and overview scrutiny committee in relation to the business of the Joint Committee.

APPENDIX 1

**Joint Great Western Ambulance Overview & Scrutiny Committee  
Distribution List**

<b>Name</b>	<b>Organisation</b>	<b>Email</b>
Councillor Adrian Inker	Bath & North East Somerset Council	<a href="mailto:adrian_inker@bathnes.gov.uk">adrian_inker@bathnes.gov.uk</a>
Rhona MacDonald	Bath & North East Somerset PCT	
Councillor Sylvia Townsend	Bristol City Council	<a href="mailto:sylvia.townsend@bristol.gov.uk">sylvia.townsend@bristol.gov.uk</a>
Councillor Lesley Alexander	Bristol City Council	<a href="mailto:lesley.alexander@bristol.gov.uk">lesley.alexander@bristol.gov.uk</a>
Councillor Bill Payne	Bristol City Council	<a href="mailto:bill.payne@bristol.gov.uk">bill.payne@bristol.gov.uk</a>
Norman Cornthwaite	Bristol City Council	<a href="mailto:norman.cornthwaite@bristol.gov.uk">norman.cornthwaite@bristol.gov.uk</a>
Councillor Andy Gravells	Gloucestershire County Council	<a href="mailto:andrew.gravells@gloucestershire.gov.uk">andrew.gravells@gloucestershire.gov.uk</a>
Councillor Margaret Edney	Cotswold District Council	<a href="mailto:margaret.edney@cotswold.gov.uk">margaret.edney@cotswold.gov.uk</a>
Councillor Margaret Nolder	Gloucestershire County Council	<a href="mailto:margaret.nolder@gloucestershire.gov.uk">margaret.nolder@gloucestershire.gov.uk</a>
Richard Thorn	Gloucestershire County Council	<a href="mailto:richard.thorn@gloucestershire.gov.uk">richard.thorn@gloucestershire.gov.uk</a>
Jan Stubbings	Gloucestershire PCT	<a href="mailto:Rosemary.Fewings@glos.nhs.uk">Rosemary.Fewings@glos.nhs.uk</a>
Becky Parish	Gloucestershire PCT	<a href="mailto:Becky.Parish@glos.nhs.uk">Becky.Parish@glos.nhs.uk</a>
Councillor Ann Harley	North Somerset Council	<a href="mailto:anne.harley@n-somerset.gov.uk">anne.harley@n-somerset.gov.uk</a>
Jo Pyke	North Somerset Council	<a href="mailto:joanna.pyke@n-somerset.gov.uk">joanna.pyke@n-somerset.gov.uk</a>
Chris Born	North Somerset PCT	
Councillor Sandra Grant	South Gloucestershire Council	<a href="mailto:sandra.grant@southglos.gov.uk">sandra.grant@southglos.gov.uk</a>
Zoe Wilkins	South Gloucestershire	<a href="mailto:Zoe.Wilkins@southglos.gov.uk">Zoe.Wilkins@southglos.gov.uk</a>

## Agenda Item 5

Name	Organisation	Email
	Council	
Penny Harris	South Gloucestershire PCT	
Councillor Peter Mallinson	Swindon Borough Council	<a href="mailto:Peter.mallinson@ntlworld.com">Peter.mallinson@ntlworld.com</a>
Councillor Andrew Bennett	Swindon Borough Council	<a href="mailto:abennett@ndirect.co.uk">abennett@ndirect.co.uk</a>
Councillor Ray Ballman	Swindon Borough Council	No email – via <a href="mailto:epowell@swindon.gov.uk">epowell@swindon.gov.uk</a>
Emma Powell	Swindon Borough Council	<a href="mailto:epowell@swindon.gov.uk">epowell@swindon.gov.uk</a>
Caroline Fowles	Swindon PCT	<a href="mailto:Tracy.Rose@swindon-pct.nhs.uk">Tracy.Rose@swindon-pct.nhs.uk</a>
Councillor Roy While	Wiltshire County Council	<a href="mailto:roywhile@wiltshire.gov.uk">roywhile@wiltshire.gov.uk</a>
Jo Howes	Wiltshire County Council	<a href="mailto:JoHowes@wiltshire.gov.uk">JoHowes@wiltshire.gov.uk</a>
Jeff James	Wiltshire PCT	
Tim Lynch	Great Western Ambulance	<a href="mailto:Sue.Stove@gwamb.nhs.uk">Sue.Stove@gwamb.nhs.uk</a>
Victoria Eld	Great Western Ambulance	<a href="mailto:Victoria.Eld@gwas.nhs.uk">Victoria.Eld@gwas.nhs.uk</a>
Chris Marsden	Great Western Ambulance	<a href="mailto:Chris.Marsden@gwas.nhs.uk">Chris.Marsden@gwas.nhs.uk</a>
Sir Ian Carruthers OBE	NHS South West	