

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.

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

Name	Organisation	Email
Councillor Adrian Inker	Bath & North East Somerset Council	JoHowes@wiltshire.gov.uk
Alison Enver	Bath & North East Somerset Council	Alison_Enever@BATHNES.GOV.UK
Rhona MacDonald	Bath & North East Somerset PCT	Rhona.macdonald@banes-pct.nhs.uk
Councillor Sylvia Townsend	Bristol City Council	sylvia.townsend@bristol.gov.uk
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Councillor Bill Payne	Bristol City Council	bill.payne@bristol.gov.uk
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Councillor Ann	North Somerset	anne.harley@n-somerset.gov.uk

Name	Organisation	Email
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Councillor Andrew Bennett	Swindon Borough Council	abennett@ndirect.co.uk
Councillor Ray Ballman	Swindon Borough Council	No email – via epowell@swindon.gov.uk
Emma Powell	Swindon Borough Council	epowell@swindon.gov.uk
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Councillor Roy While	Wiltshire County Council	roywhile@wiltshire.gov.uk
Jo Howes	Wiltshire County Council	JoHowes@wiltshire.gov.uk
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Tim Lynch	Great Western Ambulance	Sue.Stove@gwamb.nhs.uk

Name	Organisation	Email
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Chris Marsden	Great Western Ambulance	Chris.Marsden@gwas.nhs.uk
Sir Ian Carruthers OBE	NHS South West	