

2020 Oversight Group – Terms of Reference

Remit

- To contribute energy and provide advice on the development and delivery of project plans to implement the *Taking Organ Transplantation to 2020* and *Living Donor Kidney Transplantation 2020* strategies.
- To encourage a UK-wide approach to implementation, recognising the differing systems and approaches across the four UK Health Administrations through bringing together representatives of all those with a role in implementing the strategies.
- To agree and monitor: milestones for implementation; measures of progress; measures of success.
- To ensure that the delivery plans are aligned and, where necessary, joint plans are developed where implementation falls across several groups.
- To ensure that the roles and responsibilities for implementation of the strategies are clearly defined and recognised.
- To identify and recommend actions to address any risks to successful implementation of the strategies.
- To collate and publish regular progress reports.
- To undertake a mid-term review of *Taking Organ Transplantation to 2020*, to ensure that the strategy remains fit for purpose.

Membership

Members of the Oversight Group are responsible for:

- Working collaboratively with stakeholders.
- Advising on the implementation of the strategies.
- Speaking on behalf of, and with the authority of, the organisation they represent.
- Championing the strategies within their organisation and disseminating key messages from the Group.
- Leading on the development and delivery of implementation plans within their own organisation.
- Ensuring that the implementation plans of the organisation they represent are aligned with, and do not jeopardise, the work of others with a role in implementation.

A list of current members and the organisations they represent is displayed at the end of the Terms of Reference.

Meetings

The 2020 Oversight Group should meet a minimum of twice a year.

The Group may also have joint meetings with the 2020 Stakeholder Group, to help ensure implementation plans are aligned and effective.

Communication

A summary of the key discussion points, messages and actions arising from the meetings of the Group will be published on the website and fed back to stakeholders through existing channels of communication. This includes the Advisory Groups, National Organ Donation Committee, Regional Collaboratives and routine publications. The ODT Senior Management Team is also responsible for ensuring that key messages are disseminated to staff within NHSBT.

Stakeholder Engagement

A Stakeholder Group, comprising of the voluntary sector (including patient and donor family representative groups), extends the advice available to the Oversight Group. This Group helps provide a steer for the implementation of the strategies, with a particular focus on the development of plans for changing public attitudes and behaviours. It meets twice a year.

The Group has the option of co-opting additional members, or inviting additional people to meetings in circumstances where it is agreed that additional expertise is needed to enable the Group to fully meet its Terms of Reference.

Financial implications

The Oversight Group requires a small level of funding to cover the cost of travel and accommodation for those members representing professional societies and the lay representative. Where possible, meetings are held on NHSBT or Government premises, but it is likely that some venue hire and catering costs may be incurred.

Current membership

Name	Organisation	Role
Elisabeth Buggins		Chair
Ian Trenholm	NHSBT (Chief Executive)	Sponsor
Sally Johnson	NHSBT	Director of Organ Donation and Transplantation (ODT)
Leonie Austin	NHSBT	Director of Marketing and Communications

Name	Organisation	Role
John Forsythe	NHSBT	Medical Director – ODT
Paul Murphy	NHSBT	National Clinical Lead for Organ Donation
Lisa Burnapp	NHSBT	Lead Nurse for Living Donation
Joanne Allen	NHSBT	Secretariat
Emma Wilbraham / Jeremy Mean	Department of Health and Social Care	UK Government
Caroline Lewis / Karen Morgan	Welsh Government	
Pam Niven / Sam Baker	Scottish Government	
Joe Magee	Northern Ireland Department of Health	Professional Organisations
Lorna Marson	British Transplantation Society	
Alex Manara	Faculty of Intensive Care Medicine	
Gary Masterson	Intensive Care Society	
Kay Hawkins	Paediatric Intensive Care Society	
Trish McCready	British Association of Critical Care Nurses	Commissioning
Fiona Marley / Sarah Watson / Richard Fluck / Cathy Edwards	NHS England	
Kate May / Stuart Davies	NHS Wales	
Roseanne McDonald / Mike Winter	NHS National Services Scotland	
Brid Farrell	Northern Ireland Public Health Agency	
Allan Marriott-Smith	Human Tissue Authority	Regulator
Gurch Randhawa		TOT2020 Stakeholder Chair
Fiona Loud	Kidney Care UK	TOT2020 Stakeholder member