

Royal Sussex County Hospital: Hospital Liaison Group
Draft Revised Terms of Reference (10th April 2012)

Preamble

1. The redevelopment of the front (Eastern Road) half of the Royal Sussex County Hospital (RSCH) in Brighton & Hove is a key strategic priority for the Trust. This has five Investment Objectives:
 - i) replace inpatient wards and other clinical accommodation from the Barry Building and Jubilee Wing;
 - ii) transfer the Regional Centre for Neurosciences from the Princess Royal Hospital;
 - iii) develop a new Sussex Cancer Centre;
 - iv) provide bespoke clinical accommodation for the Regional Major Trauma Centre; and
 - v) enhance facilities for Teaching & Training and Research & Development, in partnership with Brighton & Sussex Medical School; the Kent, Surrey & Sussex Postgraduate Deanery; and the Universities of Brighton and Sussex.
2. The Strategic Outline Case (SOC) for the redevelopment was approved by the Trust Board of Directors and NHS South East Coast (the Strategic Health Authority) in 2008. The Outline Business Case (OBC) was originally approved by the Trust Board of Directors in 2010. The redevelopment plans secured Full Planning Consent¹ from Brighton & Hove City Council in January 2012. The revised OBC was approved by the Trust Board of Directors in February 2012 and by NHS South of England (the SHA Cluster) in March 2012.

Purpose

3. The purpose of the Hospital Liaison Group (HLG) is to provide a forum for Trust management and local residents to work collaboratively to maximise the benefits and minimise the disruption associated with the redevelopment.
4. Following the granting of Full Planning Consent for the redevelopment, the HLG aims to:
 - i) keep local residents informed about the rationale for and clinical benefits of the redevelopment;
 - ii) provide local residents with up-to-date information about the approvals process and timescales for the decant, demolition/construction and completion/service transfers;
 - iii) provide a forum to discuss 'considerate constructor' issues arising from the Section 106 Agreement, Planning Conditions and Construction Environmental Management Plan (CEMP), including ongoing monitoring of noise, dust, vibration, traffic management etc. during the demolition/construction phases;
 - iv) provide a forum for local residents to raise other issues of concern relating to the redevelopment.

Scope

5. Separate fora/processes exist for members of the public to contribute to the detailed internal planning, interior design and choice of artwork for the redevelopment. These are therefore outside the scope of the HLG, although the Trust management team will aim to relay any comments.
6. The Trust management team will also aim to answer questions relating to other capital developments on the RSCH campus, however these issues should not take precedence on the agenda.

¹ Applications: BH2011/02886, BH2011/02888, BH2011/02887.

7. Local residents and other members of the public should address other issues relating to Estates & Facilities to the Trust Estates & Facilities Department.

Membership

8. All local residents (defined as immediate neighbours and other residents living within a 0.25 mile radius of the RSCH site) are eligible to be members of, attend and vote at meetings of the HLG. Brighton & Hove Local Councillors and local MPs are also invited to attend HLG meetings.
9. The Trust Director of 3Ts is the lead Director for the HLG and will invite other members of Trust staff to attend as appropriate.

Chair & Deputy Chair

10. The East Brighton Local Councillors will select one of their number as Chair.
11. The Deputy Chair will be a local resident (as defined under 8 above).
12. The election of the Deputy Chair will be undertaken as follows:
 - i) The notice of election will be included on the relevant HLG agenda, which will be circulated/promulgated in advance.
 - ii) Nominations will be made at the meeting (or to the 3Ts Programme Office in advance of the meeting if the nominee is unable to attend).
 - iii) If there is more than one nominee, election will be by show of hands of all those present at the meeting and eligible to vote.
13. The Deputy Chair's term will be for two years or until s/he resigns, whichever is the sooner. The postholder may stand for re-election.
14. In the event that the Chair is able to attend the HLG meeting, the meeting will be chaired by the Deputy Chair. If the Deputy Chair is not available, the meeting will be chaired by another East Brighton Local Councillor (to be nominated by the Chair). In the event that no East Brighton Local Councillor is available, the meeting will be chaired by the Director of 3Ts or nominee.

Meetings

15. The HLG will meet as frequently as Trust management and HLG members consider appropriate in light of the pace of progress of the scheme overall. This will normally be every two or three months. The HLG will meet at least twice a year.

Minutes

16. Minutes of the HLG meetings and other relevant documents will be posted on the Trust's public-facing website.

Conduct

17. Those attending HLG meetings are expected to behave with respect and courtesy towards one another and to comply with the Trust policy on the Conduct of Visitors².

² <http://www.bsuh.nhs.uk/patients-and-visitors/?locale=en>