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 Official – Sensitive

Title	Our Hospital Project – Citizens’ Panel Terms of Reference
Accountable to	Our Hospital Project Team
Purpose	<p>To contribute towards the process of engagement and decision making on the Our Hospital project, by providing a voice for Islanders in establishing the necessary criteria to be used in deciding on the design and location of the new hospital.</p> <p>The purpose of the panel is not to determine the site of the new hospital.</p>
Objective	To provide a representative voice from a wide cross section of the community throughout the project, as well as help shape the criteria to be used for deciding the type, size and location of the new hospital by reaching a consensus. The panel’s involvement will give Islanders confidence in the process, as well as give the process integrity.
Responsibilities	<p>The Citizens’ Panel will help to inform the decision-making parameters and requirements for the new hospital. Its responsibilities do not extend to determining the size, cost or location of the new hospital building, which remains the responsibility of officers and politicians.</p> <p>The Panel can submit a report for consideration by the Our Hospital Project at the conclusion of the process, which represents a consensus view of the factors that the Panel advises should be taken into account in deciding the design and location of Jersey’s new hospital.</p>
Scope	<p>The Panel will consider the following factors,</p> <ul style="list-style-type: none"> • The need for a new hospital – based on the evidence of the limitations and deterioration of the current hospital and the anticipated increases in healthcare demand • How a new hospital meets the needs of patients and wider users of healthcare – such as where certain types of care should be based (in a hospital or in the community), accessibility (such as by walking, cycling, bus and car) and reliability of access (such as provision of out-of-hours and emergency services) • The factors determining the hospital’s socio-economic impacts – such as cost and funding • The impact on sustainability – such as natural environment, loss of green space, use of natural and non-renewable resources • The local community impacts – such as changes to roads, traffic congestion, purchase of land and property, and loss of housing • The impacts in terms of design, historic environment, townscape, landscape and visual impacts

Membership	Members of the panel decided unanimously that their names would not be made public. This decision can be reviewed again at any stage of the panel's work, but must be done so after consultation with every member.
Quorum requirements	50% of members plus one. Where an overall consensus cannot be reached, a two-thirds majority will be sought as representative of the Panel as a whole.
Meeting frequency	<p>The Citizens' Panel will meet initially to agree the terms of reference, the Panel's responsibilities, and ways of working.</p> <p>The Panel will then meet on three further occasions to review evidence and agree a common view. One of the meetings will take place at the General Hospital, where a presentation on the Jersey Care Model will be given.</p> <p>The Panel may be asked to reconvene at other points during the project to provide feedback on various aspects of the decision-making process. This includes:</p> <ul style="list-style-type: none"> • Returning to see how the criteria has affected the site selection • Returning to give feedback on the Jersey Care Model • Returning, if needed, to consider the 'benefit versus harm test' if two or more sites meet all of the criteria <p>In order to enable working Panel members to attend, some or all of the sessions could be held at weekends or weekday evenings.</p>
Submissions of evidence	<p>Interested parties will be invited to submit evidence to the Citizens' Panel on the factors listed within the scope section of this document. Invitations for submissions will be made public – and circulated to those who unsuccessfully applied to become a Citizens' Panel members – upon the closure of the appeal for Panel members.</p> <p>Submissions should not exceed 2,000 words and should cover some or all of the issues that the Citizens' Panel will be considering.</p>
Papers	Agenda and papers will be circulated before the meeting by or on behalf of the independent facilitator.
Notes of meetings	Records of attendees, action points, decisions taken and matters arising will be taken by the independent meeting facilitator, with copies provided back to Panel members and the Hospital Project Team within five working days of the meeting.
Confidentiality	Panel discussions will remain confidential, and should not be discussed outside the meetings with the media or the public.