

ESTUARY HOUSE, NEWTON ABBOT

END USER GROUP

Terms of Reference

Membership:

Catherine McKinley, Business & Premises Support, CYPS

Philip Povey, Premises Support Officer, ACS

Stephen Oman, Locality Finance Officer, ACS

Andrew Proffitt, Care Direct Plus, ACS

Sally Lewis, Art Worker, ACS

Anne Henderson, Broker, ACS

Jacqueline Plyer, Standard Broker, ACS

Charlotte Bentley, Personal Broker, ACS

Penny Kingsley-Smith, Team Leader, Care Plus, ACS

Merry Hooper, TSM, ACS

Wayne Mizen, Countrywide Manager, ACS

Sarah Passmore, ACS

Marian Martyn, CYPS

Ed Dyer, Social Worker, CYPS

Terry Grace - Senior Manager, DPT

Scott Chisholm - Clinical Team Leader (CTL) DPT

Sally Carter – CTL, DPT

Maria Morris – CTL, DPT

Rachel Holgate – CTL, DPT

Peter Whittle - Senior Psychologist, DPT

Carol Poynter - Senior Administrator, DPT

Dr Al Gahri - Consultant Psychiatrist, DPT

Glenys Tyler - Consultant Secretary, DPT

Julie Bearne – Office Manager, DPT

Ron Powell – IT, DPT

1 Person who uses MH Services, DPT

1 Staff side representative, DPT

Vision Statement: A shared partnership arrangement leading to integrated working practices which will promote an efficient office environment.

Aim:

This Group will be responsible for representing the interest of those who will ultimately work in the building. This Group will have members from all 3 Partner Agencies, Devon County Council (DCC), Devon Primary Care Trust (DPCT) and Devon Partnership Trust (DPT). Not all members will attend all meeting. Depending on the content and desired outcomes the appropriate persons will be nominated.

Objectives:

- 1) To disseminate and communicate information to and from other stakeholders
- 2) Represent staff views and interests

Key Responsibilities:

The overall responsibility of the End User Group is to:

- 1) Meet on a regular basis
- 2) Communicate regularly with the Project Manager
- 3) Provide knowledge and expertise to inform the project
- 4) Assist and work on specific packages of work which has been delegated to them by the Project Group
- 5) Assist in identifying project risks
- 6) Advise the Project Manager of any key issues in their area of responsibility that may affect the success of the project
- 7) Ensure that disruption to their Department's operation is kept to a minimum

Meetings:

- 1) To meet monthly at present, frequency to be reviewed as scheme progresses
- 2) To send a suitable representative if you are unable to attend
- 3) Meetings to be arranged by NPS SW Ltd
- 4) Agendas and associated papers to be produced by NPS SW Ltd
- 5) Action Log to be produced by NPS SW Ltd