

COMMUNITY EQUIPMENT SERVICE OPERATIONAL ADVISORY GROUP

Terms of Reference

1. Purpose of Group

- 1.1 The Community Equipment Service Operational Group is intended to be a standing advisory group that has oversight over the delivery of the community equipment service in Hillingdon and shapes its evolution to maximise the independence of residents of the borough, prevent avoidable hospital admissions and expedite discharge of people who no longer require treatment in an acute hospital setting.
- 1.2 The Group should continue in existence at minimum for the duration of the contract between the Council and Medequip Assistive Technology Limited, i.e., until 31st July 2027, but with the option to extend until 31st July 2028.

2. Key Responsibilities

- 2.1 The key responsibilities of the Group include:
 - a) Oversight of the development of the catalogue and its alignment with that for Ealing and Hounslow to ensure commonality, except where there is clinical justification for difference.
 - b) Keep under review the list of Hillingdon prescribers to ensure operational efficiency and budget control.
 - c) Identify mitigations for risks arising during the transition period to business as usual.
 - d) Review the criteria for provision of specific types of equipment, e.g., riser recliners, electric profiling beds.
 - e) Identifying service delivery issues and their solutions.
 - f) Monitoring budget expenditure and prescribing patterns.
- 2.2 The Group should work with its equivalent in Ealing to ensure an aligned approach that minimises cost to the service provider, i.e., Medequip, unless there is clinical justification.

3. Membership

- 3.1 The Group will be chaired by the Contract Operations Officer, LBH.
- 3.2 Membership will include the following:

	Name	Job Title/ or Role
Rachel	Auckland (RA)	District Nursing Lead
Yogesh	Chahal (YC)	OT Community Adult Rehab Service
Nick	Chrzanowski (NC)	Emergency Preparedness, Resilience and Response Lead (PRRP)
Kuljit	Dhaliwal (KD)	Service Manager, MASH/Safeguarding & SPA Teams
Jenni	Ewens (JE)	Service Manager – Hospital Discharge, Occupational Therapy & Reablement Services
Richard	Fogarty (RF)	Older Adults Therapy Team Lead
Sarah	Foot (SF)	Occupational Therapy Quality Assurance Manager
Joanne	Hunter (JH)	Director of Productivity and Efficiency
Ghazala	Hussain (GH)	Clinical Lead Care Connection Nursing Team
Hitesh	Kabawala (HK)	Contract Operations Officer
Jen	King (JK)	Head of Integrated Discharge
Clare	Marels (CM)	Lead Physio (Children)
Salih	Moustafa (SM)	Reablement OT
Tallis	Murphy (TM)	Head Occupational Therapist (OT) – Hillingdon Mental Health/OT Professional Lead for Hillingdon Children's Integrated Therapy (CITS)
Emma	Phillips (EP)	Lead OT (Children)
Alex	Porter (AP)	Head of Therapies
Rakhee	Prema (RP)	Head of Hillingdon Community Services for Adults
Vidya	Sharma (VS)	OT Rapaid Response Team
Vincent	Siaw-Sakyi (VSS)	Tissue Viability Nurse
Holli	Singer (HS)	Inpatient Physiotherapy / Occupational Therapy Lead
Subash	Sivarasu (SS)	Community Service Manager for Adults & Lead Therapist (AHPs)
Lloyd	Takudzwa Makoni (LTM)	Service Manager, Older Adults, Physical Disabilities and Sensory

3.3 The membership will be subject to review and appropriate substitution for individual meetings where identified members above are unable to attend.

4. Frequency of Meetings

4.1 The Group will meet weekly during September 2025 and then at least monthly thereafter.

5. Accountability

5.1 The Group will be accountable to the Hillingdon Health and Care Partnership (HHCP) Operational Oversight Committee.

6. Terms of Reference Review

6.1 These terms of reference will be reviewed at least annually.