

NHS Bedfordshire Clinical Commissioning Group Patient and Public Engagement Committee (PPEC) Terms of Reference

1. The Purpose of the Committee

The patient and public engagement committee (the Committee) has been established in accordance with NHS Bedfordshire Clinical Commissioning Group's (the CCG's) constitution.

The committee will provide assurance to the Governing Body that the CCG has met its legal duty to consult, in line with the 2012 Health Care Act (section 14Z2) , which was embedded in NHS England's 'Engaging with Local People' paper from 2016.

The committee will:

- i. ensure a formal and transparent procedure has been followed
- ii. provide assurance that patients and the public have been involved in shaping local NHS services, in accordance with the Health and Social Care Act 2012

2. Role and Responsibility of the Committee

The Committee will review communications and engagement activity and scrutinise engagement plans where service changes are needed. The Committee will take an overview of the objectives in the communications and engagement action plan adopted by the Governing Body to:

- i. Review and scrutinise specific stakeholder engagement plans associated with NHS Bedfordshire CCG commissioning programmes and either approve plans or provide advice and guidance to ensure they are fit for purpose and involve local communities in decision making.
- ii. Promote patient and public engagement and share messages in the review and redesign of NHS services ensuring that the CCG can evidence where patient experience has influenced change.
- iii. Review engagement processes for involving seldom heard groups to ensure NHS Bedfordshire CCG is meeting its legal duties in this respect.
- iv. Provide advice and support on patient and public engagement (PPE) to Bedfordshire CCG as required.
- v. Promote NHS Bedfordshire CCG as a learning organisation in terms of patient and public engagement. Developing a process for feeding back to the Patient Reference Groups (PRGs), other patient groups, community groups and residents to ensure complete transparency and clarity of how they have shaped commissioning decisions.

- vi. Engage with and collate feedback from patients and the public on services received, not specific individual issues.

Committee activities will usually take place during committee meetings, there may be occasions where members are asked to provide feedback/assurance outside of meetings by following an agreed process.

3. Composition & Membership of the Committee

The committee will be chaired by the Lay Member of the Governing Body with responsibility for patient and public engagement.

In the absence of the chair, committee meetings will be chaired by the Head of Communications and Engagement or their nominated deputy.

Other members to include:

- Communications and Engagement Manager
- Senior Communications and Engagement Officer
- Bedford Place team representative
- Central Bedfordshire Place team representative
- Up to 8 patient/public representatives
- Representative from Healthwatch Bedford Borough
- Representative from Healthwatch Central Bedfordshire
- Representative from Bedfordshire Council of Faiths
- Representative from Community Voluntary Service (CVS)
- Representative from Bedford Borough Council's Youth Engagement Team
- Representative from Central Bedfordshire Council's Youth Engagement Team
- Representative from Bedford Borough Council's Adult Services Directorate
- Representative from Central Bedfordshire Council's Adult Services Directorate

Membership of the Committee for Bedfordshire CCG staff and organisations representing different groups will be on a rolling basis. Though personnel may change, the representative organisation will hold a position on the committee. The representative organisation should nominate a named lead representative to join the committee and a named substitute to attend in their absence. Patient and public representatives will have a tenure for a period of 2 years with a view to renewing and developing representation as and when required. There will be the option to include new members as deemed appropriate by the Committee.

4. Quorum

Based on the membership of the Committee, a quorum will consist of the Chair and three non- Bedfordshire CCG representatives including one patient/public representative.

Meetings can take place which are not quorate, however, any decisions made at the non-quorate meeting, must be reported to the next meeting for agreement.

5. Managing Conflicts of Interest

There must be transparency and clear accountability of the Committee. Members of the Committee must declare any interest and/or conflicts of interest at the start of the meeting. Where matters of conflicts of interest may arise, the Chair will have the powers to request that members withdraw from discussion until the matter is concluded if this is deemed appropriate.

All declared interests and conflicts of interest will be recorded in a members' register in accordance with the NHS Standards of Business guidance, the CCG's Conflicts of Interest Policy and NHS England's guidance on managing conflicts of interest.

6. Accountability of the Committee

The Committee is accountable to the Governing Body.

The Chair of the Committee or the Head of Communications and Engagement should provide regular assurance reports to the Governing Body.

7. Frequency & Notice of the Committee Meetings

The committee shall normally meet 6 times per year. The agenda and all supporting papers will be sent to all members at least 5 working days before the meeting either electronically or manually.

Secretary: The Senior Communications and Engagement Officer shall be secretary to the Committee and will

- Schedule meetings to fit BCCG's business calendar
- Agree the agenda with the chair of the Committee and attendees together with the collation of connected papers;
- Take the minutes and keep a record of matters arising and issues to be carried forward;
- Following each meeting produce a report updating the Governing Body of the outcomes from the meeting, and submit with the approved minutes of the previous PPEC meeting.
- Include the minutes from meetings in a report to the Governing Body and publish them on BCCG's website

8. Approval of Terms of Reference for approval by the membership

The terms of reference will be approved by the Committee at least annually and ratified by BCCG's Governing Body.

9. Approval of Work Plan and Forward Planner of the Committee

Annual Business Cycle

10. Conduct of the Committee

Members of the Committee or their nominated substitutes are required to attend at least four meetings each financial year, but should aim to attend all scheduled meetings. If unable to attend members should submit their apologies in advance of the meeting. Continued non-attendance without mitigating circumstances will result in an alternative member being sought for that position.

The terms of reference and conduct of the Committee is in accordance with any relevant national guidance, relevant codes of conduct and good governance, for example, the Seven Principles of Public Life, namely selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All members should understand and adhere to their role on the committee.

All members are bound by BCCG's confidentiality policies and procedures.

All members are bound by the Social Media statement as follows:

"You undertake not to disclose or allow information to be disclosed, at any time during the course of or following termination of your appointment, any 'Confidential Information' relating to the CCG, its business, finances and affairs to any third party without the consent of the CCG.

This includes disclosing information verbally or written, including electronically via email or social media. 'Confidential Information' means all information that may be imparted in confidence or be of a confidential nature relating to the activity or prospective activity, plans or internal affairs of the CCG which is not in or has not entered the public domain and is not generally available to the public".

11. Annual Review of Effectiveness of the Committee

The minutes of all meetings of the Committee once approved shall be formally recorded and submitted, together with recommendations where appropriate, to the Governing Body. The submission to the Governing Body shall include details of any matters in respect of which actions or improvements are needed.

The committee will report annually to the Governing Body in respect of the fulfilment of its functions in connection with these terms of reference in which the Committee has been engaged.

The CCG's annual report shall include a section describing the work of the patient and public engagement committee in discharging its responsibilities

An action log will be maintained, the actions will be reviewed at the following meeting and will be used to manage the committee's work and any delegated responsibilities from the Governing Body.

12. Document History

Approved by the Patient and Public Engagement Committee	Terms of reference approved by the Patient and Public Engagement Committee at its meeting held on 4 April 2019
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Author	Anona Hoyle Senior Communications and Engagement Officer