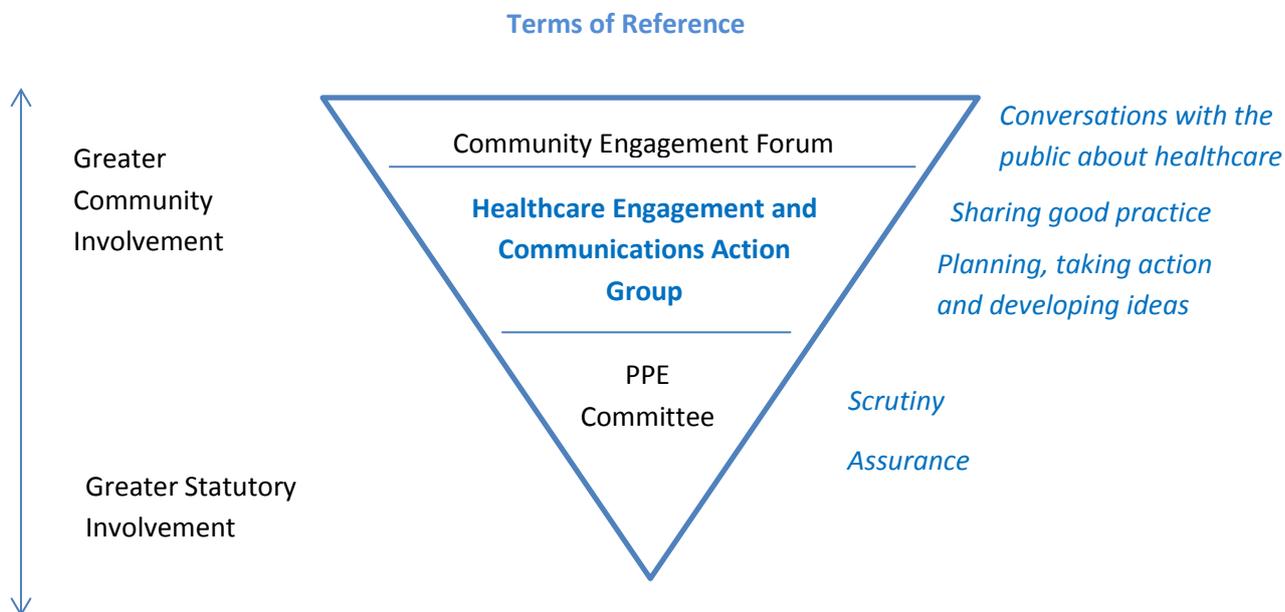


## North East Hampshire and Farnham CCG Patient and Public Engagement Committee



### 1. Introduction

- 1.1 The Clinical Commissioning Group (CCG) recognises the critical importance and value of engaging with patients and the public in order to improve health outcomes for the local population.

The CCG has a Patient and Public Engagement (PPE) Committee, which is a formal sub-committee of the CCG, directly accountable to the Governing Body to assure the CCG that it meets its duties for engagement and that it communicates effectively with the general public.

### 2. Role of the Patient and Public Engagement Committee

- 2.1 The role of the Patient and Public Engagement Committee is to provide assurance to the Governing Body that there is effective involvement of patients and the public throughout the CCG's work, and that this has a direct impact on the CCG's planning and decision making.

### 3. Membership and Quorum

- 3.1 The Membership of the committee is:

- Lay member with the lead on Patient and Public Involvement (Chair)
- Local Authorities: Surrey County Council/ Hampshire County Council
- Healthwatch Surrey
- Healthwatch Hampshire
- Patient Participation Group Representative from the Action Group
- Governing Body GP

- CCG Partnerships Manager
  - CCG Head of Communications
  - Community Ambassador representative from the Action Group
  - CCG Associate Director of Communications and Engagement
- 3.2 Decisions will be made by majority voting. Any members of the committee declaring a conflict of interest on an issue will abstain from voting on it.
- 3.3 The Committee may also invite relevant Clinical Commissioning Group staff or representatives from partner organisations and voluntary or community groups to attend committee meetings, as required.
- 3.4 Meetings shall be held as a minimum on a quarterly basis with additional meetings called by the Chair if required.
- 3.5 The meeting will be quorate when the following members are present:
- Lay member with a lead on Patient and Public Involvement/Governing Body GP (if deputising)
  - Minimum of one of the following: Patient Participation Group Member/Community Ambassador/Healthwatch representative
  - CCG staff member (minimum of one)
- 3.6 The group will be chaired by the lay member or by the Governing Body GP if the lay member is absent.

#### **4/ How the group will fulfil its role**

The group will undertake its role as described in 2.1 by:

- 4.1 Ensuring the implementation of a strategy for engagement and communications that directly contributes towards the CCG aims and objectives
- 4.2 Ensuring the overall structure of committees, groups and reporting for engagement and communications is working effectively across the CCG and with external partners and audiences
- 4.3 Evaluating the effectiveness of the CCG's engagement and communications work using evidence from the Action Group, Community Forum and from elsewhere
- 4.4 Advocating and influencing patient and public engagement both inside and outside the CCG (including GP practices) to promote effective and meaningful engagement across the CCG and with other partners such as providers and local authorities (including public health)

#### **5/ Measuring Our Success**

The group will be deemed to be effective if:

- 5.1 There is clear alignment between the different parts of the engagement and communications structure, with feedback and shared messages going both ways

- 5.2 An effective engagement strategy is delivered through which clear links can be traced between specific engagement activity and the delivery of the CCG's annual operating plan
- 5.3 Communication channels are perceived to be working well by the groups represented on the Committee and communication is shown to have influenced or improved the work of the CCG and of the stakeholder groups represented on the Committee.
- 5.4 The Committee is able to evaluate the CCG's performance on engagement using good evidence and data
- 5.5 Engagement is embedded in the work of the CCG through its formal processes and seen as everyone's responsibility, supported by all members of staff

## **6. Reporting Lines**

- 6.1 The Patient and Public Engagement Committee will report directly to the Governing Body, updating it on key issues including formally recording its minutes and submitting them to the Governing Body; also reporting on the results of its self-evaluation of the ongoing effectiveness of the Committee.

## **7. Terms of Reference and Date of Review**

- 7.1 The Patient and Public Engagement Committee will review these Terms of Reference on an annual basis as part of a self-assessment of its own effectiveness.

The Patient and Public Engagement Committee will also ensure that the Terms of Reference are reviewed in the light of legislation or regulatory guidance to ensure that they remain fit for purpose. Any recommended changes will require the approval of the Governing Body.