

NHS Bedfordshire, Luton and Milton Keynes CCG

Terms of Reference

Joint Patient and Public Engagement Committee

1.0 The Committee

1.1 The Committee is established as a committee of Bedfordshire, Luton and Milton Keynes CCG's Governing Body

1.2 Its terms of reference have been approved by the Governing Body of the CCG.

2.0 Role and Responsibilities of the Committee

2.1 The Committee shall:

- i. Adequately represent patients and the public of the Bedfordshire, Luton and Milton Keynes CCG area
- ii. Empower patients, carers and others to own and lead committee work
- iii. Lead the design of patient and public engagement governance structures for the CCG
- iv. Support the CCG to ensure that patient and public engagement and consultation meets local, national and statutory requirements
- v. Deliver those functions set out in section 3.0
- vi. Support the CCG to identify and mitigate strategic risks
- vii. Work with the secretariat and executive members to ensure the Committee receives timely, high quality information in a format that supports the delivery of the functions set out in section 3.0

3.0 Functions

3.1 The Committee shall, for the CCG:

- i. **Develop and Deliver** its annual work plan in support of the CCG's wider plans.
- ii. **Assure** patient engagement and feedback mechanisms are in place.
- iii. **Assure** the delivery of equality and health inequality duties within engagement and consultation plans
- iv. **Co-produce** and approve stakeholder engagement and consultation plans and assure the delivery of the plan.
- v. **Ensure** patient experience is used to support service development and improvement.
- vi. **Ensure** patient engagement and consultation meets local, national and statutory requirements,
- vii. **Contribute** to the delivery of patient and public engagement related reporting requirements including, but not limited to, the CCG's annual reports and accounts.

3.2 The Committee shall also:

- i. **Support** such activities as are necessary for the Committee to support for the delivery of Bedfordshire, Luton and Milton Keynes CCG.

- ii. **Oversee** those functions relating to patient and public engagement that the responsibility of the CCG.
- iii. **Assure** the Governing Body, or any body or person to which the Governing Body has delegated this function, of the delivery of its functions.
- iv. **Deliver** any other functions delegated to it by the Governing Body of the CCG.
- v. **Oversee** the analysis and sharing of themes emerging from patient engagement and other feedback mechanisms.
- vi. **Assure** the CCG's response to local or national consultations.

4.0 Composition and Membership

- 4.1 Memberships of the Committee is set out in Appendix 1. Appendix 1 does not form part of these Terms of Reference
- 4.2 The Committee may from time to time vary both its voting and non-voting membership for fixed periods of no more than six months to address emerging priorities. Such variation must be approved by the Governing Body of the CCG or any person or group to which the Governing Body delegate this function.

5.0 Meetings

- 5.1 The Committee shall usually meet a minimum of six times a year.
- 5.2 Meetings may take place virtually but the Committee will, when possible, meet physically at least three times a year.
- 5.3 The Committee shall take decisions by consensus. Where a consensus cannot be reached the matter under discussion a vote will be held by the Governing Body board members
- 5.4 Voting members of the Committee are listed at Appendix 1. Appendix 1 does not form part of these Terms of Reference.

6.0 Quorum

- 6.1 The Committee shall be Quorate if it is attended by:
 - i. at least one Lay member, who if he or she is not the Chair, shall act as Chair
 - ii. at least one GP member
 - iii. at least one Executive member or their representativeand
 - iv. at least four non-CCG representatives
- 6.2 If the Committee is not quorate due to either attendance or the need to exclude one or members from a meeting or part of a meeting to manage conflicts of interests then:
 - i. the Chair may transact urgent business ("Chair's Action") and make a report on this to the Governing Body of the CCG to which the business relates.
 - ii. the Chair, with the Agreement of the Executive Director accountable for the activity or function to which the business relates, may delegate the matter to an existing sub-committee or working group. Such delegation must be in line with the CCG's scheme of reservation and delegation.

- iii. the Chair may convene an additional meeting alongside scheduled meetings to ensure Committee business is transacted.

7.0 Authority and Accountability of the Committee

- 7.1 The Committee is authorised to act on their behalf by the Governing Body of the CCG.
- 7.2 It is accountable to the Governing Body, or any body or person to which the Governing Body has delegated this function.
- 7.3 It may not act outside the constitution or the scheme of reservation and delegation of the CCG.

8.0 Committee Management

- 8.1 Meeting agendas shall be approved by the Chair.
- 8.2 Meetings shall consider matters relating to functions set out in these terms of reference only.
- 8.3 Meeting papers shall be circulated no later than seven working days before the meeting to which they related unless a delay to one or more papers has been agreed by the Chair.
- 8.4 The Committee shall be supported by a secretariat.
- 8.5 The secretariat shall support the Committee by: collating papers; distributing papers; organising venues for meetings; keeping records of all Committee business including the management of conflicts of interests; supporting reviews of Committee effectiveness; and taking robust and high quality minutes of each Committee meeting.
- 8.6 Minutes shall be a summary of discussions, decisions reached and actions required. A transcript or other verbatim recording of meetings may be kept in addition to this for audit and assurance purposes.
- 8.7 All members of the Committee and all attendees at its meeting shall be accountable for declaring any conflicts of interests that may arise from Committee business or meetings.
- 8.8 In the event of a conflict of interest arising then the Chair shall decide how this should be managed, including one or more of:
 - i. ensuring a record of the conflict of interest is made in the minutes of the meeting;
 - ii. excluding the person with the conflict from the meeting;
 - iii. excluding the person with the conflict from the item or business to which the conflict relates;
 - iv. seeking advice from governance leads at the CCG(s) where the person with the conflict works.
- 8.9 In the event of a conflict of interest arising for the Chair, then another lay member shall be asked to act as Chair for the meeting or business to which the conflict relates.

9.0 Document History

Reviewed and approved by the Governing Body	Bedfordshire: Luton: Milton Keynes:
Document history	Version 1.1: Drafted 24/1/2020 Version 1.1: Review by One Team Programme 28/1/2020 Version 2.1: Review by members of the CCGS' patient engagement groups/committees 26/2/2020 Version 2.2: Review by members of the PPEJC at meeting 16/06/20
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