

## Patient and Public Engagement Committee Terms of Reference

### 1.0 The Committee

- 1.1 The Committee is established as a Committee of NHS Bedfordshire, Luton and Milton Keynes Clinical Commissioning Group's (CCG) 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 in relation to the functions set out in section 3.0:
  - i. Develop an annual work plan that supports the delivery of the CCG's work plans;
  - ii. Oversee those functions;
  - iii. Own and manage corporate level and strategic risks;
  - iv. Work with the secretariat and executive members to ensure it receives timely, high quality information in a format that supports the delivery of the functions.

### 3.0 Functions

- 3.1 The Committee shall:
  - i. Deliver its annual work plan;
  - ii. Represent patients and the public of the Bedfordshire, Luton and Milton Keynes CCG area;
  - iii. Assure patient engagement and feedback mechanisms are in place;
  - iv. Assure the delivery of equality and health inequality duties within engagement and consultation plans;
  - v. Empower patients, carers and others to own and lead Committee work;
  - vi. Lead the design of patient and public engagement governance structures for the CCG;
  - vii. Support the CCG to ensure that patient and public engagement and consultation meets local, national and statutory requirements;
  - viii. Co-produce and approve stakeholder engagement and consultation plans and assure the delivery of the plan;
  - ix. Ensure patient experience is used to support service development and improvement;
  - x. Contribute to the delivery of patient and public engagement related reporting requirements including, but not limited to, the CCG's annual reports and accounts;
  - xi. Deliver any functions delegated to it under the CCG's scheme of reservation delegation.
- 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 anybody 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 Voting membership of the Committee shall be drawn from the Governing Body of NHS Bedfordshire, Luton and Milton Keynes CCG.
- 4.2 The voting membership of the Committee shall be:
  - i. The Lay Member for Patient and Public Engagement;
  - ii. A Member Representative of the Governing Body;
  - iii. The Director of Communications and Engagement, or their nominated deputy.
- 4.3 The Chair shall be the Lay Member for Patient and Public Engagement;
- 4.4 The Director of Communications and Engagement shall be Deputy Chair of the Committee.
- 4.5 The Committee may also have non-voting members who are not drawn from the Governing Body. Non-voting membership shall be established by the Committee with the approval of the Chair, and shall include:
  - i. Leads for Communication and Engagement.
- 4.6 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. Variation of voting membership must be approved by the Governing Body.

#### **5.0 Meetings**

- 5.1 The Committee shall meet a minimum of 6 times a year.
- 5.2 Meetings may take place virtually.

#### **6.0 Quorum and Voting**

- 6.1 The Committee shall be quorate if it is attended by:
  - i. At least one Lay Member;
  - ii. At least one Healthcare Professional;
  - iii. At least one Executive member who will be the Director of Communications and Engagement, or their nominated deputy.
- 6.2 If the Committee is not quorate due to either attendance or the need to exclude one or more 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.

6.3 The Committee is expected to reach decisions by consensus. Where a consensus cannot be reached a vote shall be held.

6.4 Each member shall have one vote and if votes are tied the Chair shall cast a second, deciding vote.

## **7.0 Authority and Accountability of the Committee**

7.1 The Committee is authorised to act on their behalf by the Governing Body of NHS Bedfordshire Luton and Milton Keynes CCG.

7.2 It is accountable to the Governing Body or anybody or person to which the Governing Body have delegated this function.

7.3 It may not act outside the CCG's Constitution or the Scheme of Reservation and Delegation of the CCG.

## **8.0 Committee Management**

8.1 Meeting Agendas shall be approved by the Committee 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 five 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 lead at the CCG.

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.