



## Nottingham North and East Clinical Commissioning Group

### Terms of Reference

<b>Title:</b>	<b>Patient and Public Involvement Committee</b>
<b>Date approved: Approving Body:</b>	Governing Body
<b>Review date:</b>	January 2018
<b>Introduction/Purpose:</b>	<p>The Patient and Public Involvement Committee, which is accountable to the Governing Body as a Committee with delegated responsibility, is established to provide assurance to the NNE CCG Governing Body that commissioning decisions made by NNE CCG have been informed by robust plans for patient, public and service user involvement.</p> <p>The duties that the NNE CCG Governing Body have partly delegated to the Patient and Public Involvement Committee include:-</p> <ul style="list-style-type: none"><li>• To ensure arrangements are made to secure public involvement in the planning, development and consideration of proposals for changes and decisions affecting the operation of commissioning arrangements</li><li>• To ensure the promotion of the involvement of individual patients and their carers about their healthcare</li><li>• To ensure the promotion of the involvement of the public and local communities in decisions relating to the prevention or diagnosis of illness, service delivery and care pathways.</li><li>• To support arrangements of the CCG to promote patient and public involvement having regard for the need to reduce inequalities, promote innovation, improve access and promote and protect patient choice.</li><li>• To review patient and public involvement carried out in relation to plans</li></ul> <p>The CCG is under a duty by virtue of section 14Z2 of the NHS Act. The Committee will assure the Governing Body that the CCG have secured/made every effort to secure that individuals to whom health services are being or may be provided are involved –</p> <ul style="list-style-type: none"><li>a) In the planning of the commissioning arrangements by the group</li><li>b) In the development and consideration of proposals by the group for changes in commissioning arrangements where the implementation of the proposals would have an impact on the manner in which the services are delivered to the individuals or the range of health services available to them and</li><li>c) In decisions of the group affecting the operation of the commissioning arrangements where the implementation of the decisions would (if made) have such an impact</li></ul>

<b>Membership:</b>	<ul style="list-style-type: none"> <li>• Lay Member PPI (Chair)</li> <li>• 6 x Patient/Public Representatives</li> <li>• Director of Operations (Deputy Chair)</li> <li>• Patient Experience Manager</li> <li>• Deputy Chief Officer</li> <li>• GP Governing Body</li> </ul>
<b>Attendance:</b>	<ul style="list-style-type: none"> <li>• Comms and Engagement Manager</li> <li>• NNE CCG Executive officers</li> <li>• NNE CCG Governing Body members</li> <li>• Invited guests</li> </ul>
<b>Secretary:</b>	PA, Operations
<b>Deputies:</b>	Nominated deputies can attend for executive and Governing Body members.
<b>Chair:</b>	NNE Governing Body Lay Member, Patient and Public Involvement
<b>Deputy Chair:</b>	Director of Operations
<b>Quorum:</b>	Chair and / or Deputy Chair plus 5 members (Total 6). Representation from 3 patient/public representatives and 3 CCG representatives, including Governing Body members.
<b>Frequency of Meetings:</b>	Meetings shall be held bi-monthly.
<b>Meetings and Proceedings:</b>	<p>Agendas and supporting papers will be circulated and available no later than one week in advance of each meeting. Individuals can include items on the agenda by providing two weeks' notice prior to the meeting. Items which miss the deadline for inclusion on the agenda may be added on receipt of permission from the Chair.</p> <p>Urgent decisions may be taken virtually, applying the same quoracy criteria. Members should be provided with one week for consideration prior to the decision being made.</p>
<b>Responsibility/Remit:</b>	<ul style="list-style-type: none"> <li>• To gain assurance that the CCG has made every effort to carry out meaningful patient and public involvement in commissioning decisions</li> <li>• To inform the consultation and engagement plans and processes of the CCG in order to ensure effective public involvement (patients, public, carers, community)</li> <li>• To review on an annual basis the patient and public involvement activities of the CCG</li> <li>• To approve patient and public involvement detail for the annual report and commissioning/operational plans</li> <li>• To proactively inform and set public facing campaigns for the CCG</li> <li>• To inform stakeholder engagement ensuring that the CCG is engaging with local communities</li> <li>• To support delivery of the Five Year Forward View by supporting the CCG to engage with communities and citizens in new ways, involving them directly in decisions about the future of health and</li> </ul>

	care services.
<b>Declarations of Interest:</b>	At the beginning of each meeting persons present will be required to declare a personal interest and any such declaration will be formally recorded in the minutes of the meeting. The Chair will then make a decision about the person's participation in the discussion in accordance with the CCG conflict of interest policy.
<b>Duties – Standing Agenda Items</b> <ul style="list-style-type: none"> <li>• <b>Every meeting:</b></li> </ul>	<u>Administration:</u> <ul style="list-style-type: none"> <li>• Welcome and Apologies for absence</li> <li>• Declaration of Interests</li> <li>• Minutes of the last meeting</li> <li>• Matters Arising &amp; Action Log</li> <li>• Any Other Business</li> <li>• Feedback on the meeting</li> <li>• Date, time and venue of next meeting</li> </ul>
<b>Sub-Groups:</b>	<ul style="list-style-type: none"> <li>• Patient and Public Involvement QIPP group</li> </ul>
<b>Accountability:</b>	The Patient and Public Involvement Committee is accountable to, and its minutes will be reported to the Nottingham North and East Clinical Commissioning Group (NNE CCG) Governing Body. The Patient and Public Involvement Committee is responsible to the patients and communities within NNE by supporting the CCG to deliver against its duties.
<b>Review of Terms of Reference:</b>	The Terms of Reference will be reviewed annually or earlier if appropriate to do so.
<b>Nolan Principles</b>	<p>The Patient and Public Involvement Committee will demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:</p> <p><b>Selflessness</b></p> <p>Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.</p> <p><b>Integrity</b></p> <p>Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.</p> <p><b>Objectivity</b></p> <p>In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.</p> <p><b>Accountability</b></p> <p>Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.</p>

	<p><b>Openness</b></p> <p>Holders of public office should be open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.</p> <p><b>Honesty</b></p> <p>Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.</p> <p><b>Leadership</b></p> <p>Holders of public office should promote and support these principles by leadership and example.</p>
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