

## **Greater Nottingham Patient and Public Engagement Committee**

### **Member's Role Description**

#### **Overview**

Members of the Patient and Public Engagement Committee (PPEC) are expected to bring added value to the work of the Greater Nottingham CCGs and the Greater Nottingham Joint Committee by bringing patient and public voice and challenge; reflecting the views of Greater Nottingham's communities and ensuring that decisions are informed by appropriate patient and public engagement activities.

As an active member of a local group or organisation with an interest in health and care, members will be expected to be the link between those groups, the PPEC and CCGs, ensuring a two-way communication is developed and maintained.

Members will be expected to provide constructive challenge to current thinking on health and care issues and ensure that patient, public and community engagement remains at the forefront of the CCGs' business.

#### **Responsibilities**

The following is expected of members:

- Represent the views of a community; organisation or group to contribute to the work plan of the PPEC, ensuring that decisions are made in consideration of the needs and views of communities across Greater Nottingham
- Ensure that patient and public involvement activity is representative of the needs of all and not driven solely by the personal opinion of an individual or group
- Ensure information from CCGs is cascaded out to wider communities via your organisation's/group's networks and raise awareness about commissioning decisions among your wider organization / group
- Provide feedback on behalf of the wider community, organisation or group that you represent.
- Actively participate in other relevant and appropriate PPEC and CCG sub groups and task and finish groups
- Attend and actively participate in PPEC meetings
- Comply with the terms of their appointment with the CCG and the PPEC Terms of Reference and Code of Conduct.

- Support the co-ordination of the engagement of PPGs, community health interest groups and others who wish to be involved in the consultation, planning and commissioning of health services locally.
- Encourage and support active participation in health and wellbeing within member's networks and the organisation represented.
- Perform duties in a manner which supports and promotes the PPEC / CCGs' commitment to equality, diversity and human rights.
- Attend relevant training and development opportunities.

### **Experience**

Members of the PPEC will bring a variety of strengths that will contribute to the CCGs effectiveness in engaging and involving patients, public and carers. Specialist knowledge of health care is not essential. Diverse skills or knowledge will be valued in many areas such as public engagement, social marketing or expertise on equality issues.

The core requirement for membership is that individuals can evidence that they represent wider community health or population interests through their involvement with existing organisations, groups or networks.

### **What the role involves**

- Attendance at monthly meetings of the PPEC
- Preparation for meetings, including understanding and reading papers in advance of the meeting
- Liaising with the organisation or networks that you represent to canvass views and opinions
- Liaison with the ICS Communications and Engagement Team and other CCG teams as appropriate within PPEC activity
- Attendance at additional PPEC sub groups or workstream meetings as and when required.

### **Expenses**

Members of the PPEC will be entitled to be reimbursed for reasonable out-of-pocket expenses: travel expenses, childcare and carer expenses where appropriate, in line with the CCGs policy.

### PPEC Member Competencies

The following competencies are identified to help potential candidates assess their abilities to fulfil the role of PPEC member

<b>Knowledge, Skills and Experience</b>
<ul style="list-style-type: none"> <li>• Able to evidence ability to represent a community, group, health interest or specific population through involvement with an established organisation, group or network</li> </ul>
<ul style="list-style-type: none"> <li>• Willing to develop an understanding of the CCGs, their commissioning process, and wider health and care issues, to benefit the CCGs and their aims.</li> </ul>
<ul style="list-style-type: none"> <li>• Be able to develop good working relationships with a diverse range of people involved in the PPEC</li> </ul>
<ul style="list-style-type: none"> <li>• Be able to analyse complex information and contribute to discussions using information provided</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to act as a conduit between the CCGs and wider communities; groups; health interests or populations, supporting two-way communication</li> </ul>
<ul style="list-style-type: none"> <li>• Be able to demonstrate knowledge of and commitment to the involvement of patients, carers and the local community to identify their health needs</li> </ul>
<ul style="list-style-type: none"> <li>• To have a broad understanding of equality, diversity and human rights</li> </ul>
<b>Personal Attributes</b>
<ul style="list-style-type: none"> <li>• The ability to listen to and understand the perspectives of other individuals, groups and organisations.</li> </ul>
<ul style="list-style-type: none"> <li>• Be able to constructively challenge current thinking in ways that are both creative and supportive, e.g. generating ideas and problem solving</li> </ul>
<b>Other requirements</b>
<ul style="list-style-type: none"> <li>• Live or be registered with a GP practice within Greater Nottingham CCGs</li> </ul>