

Greater Nottingham Patient and Public Engagement Committee Terms of Reference

1. Purpose

The Greater Nottingham Patient and Public Engagement Committee (GN PPEC) is a strategic group established to ensure that patient voice informs the decision making of the four Clinical Commissioning Groups (CCGs) in Greater Nottingham.

These are:

- NHS Nottingham City CCG
- NHS Nottingham North and East CCG
- NHS Nottingham West CCG
- NHS Rushcliffe CCG

The GN PPEC is an advisory group to the Nottinghamshire-wide CCGs' Committees in Common. The GN PPEC replaces the CCG's individual patient groups.

The PPEC will act as a patient and public committee for the four CCGs, bringing together individuals that are broadly representative of the area's geography, its population and its health priorities.

2. The objectives of the PPEC are:

- a) To provide an interface between communities and networks across Greater Nottingham and the CCGs' Governing Bodies for the purposes of providing the patient and public perspective in the planning and commissioning of health and care services for the area.
- b) To provide advice and guidance on the CCGs' approaches to patient and public involvement to inform commissioning decisions, drawing on their knowledge and expertise as representatives of communities, networks and health interests.
- c) To use the interface between communities and networks as a mechanism to communicate outputs/outcomes of engagement and involvement.
- d) To provide the CCGs with an overarching group that will enable sharing of suggestions and decisions on issues relevant to the CCGs.
- e) To ensure patient and public involvement is embedded across the work of the CCGs.
- f) To provide constructive challenge to the CCGs in terms of its patient and public involvement activities.
- g) To be assured that the CCGs are complying with their statutory duties, and the NHS guiding principles, for patient and public involvement.

The PPEC will develop an annual work plan aligned to the work of the CCGs.

3. Membership

The membership of the Group will comprise:

- The Greater Nottingham CCGs' Lay Member for Patient and Public Involvement (Chair)
- Local area representatives covering the geography of the Greater Nottingham area. For geographic coverage this will include two members from each CCG footprint (8 in total). These members can be drawn from PPGs or other local-based groups or networks e.g. Tenants Groups.
- Local area representatives will be members of a wider group or network and will be able to feed in the views of that group or network, and disseminate information out from the CCGs.
- Representative from Healthwatch Nottinghamshire.
- Voluntary and Community Sector (VCS), or other sector, members who are able to represent the interests of the populations and communities in Greater Nottingham experiencing health inequalities or challenges to access. We are interested in recruiting members who have working knowledge of the following communities:
 - Carers
 - BME communities (considering the largest BME populations across Greater Nottingham)
 - Older people
 - Younger people/students
 - People who identify as LGBTQ+
 - People with a Learning Disability and/or autism
 - People with sensory impairment or physical disability
 - Other populations or communities experiencing poor health outcomes or barriers to accessing health services.
- We acknowledge that this is not an exhaustive list, and that it may not be possible to recruit members from each of the communities listed above. As far as is practicable we will seek to include up to 8 members from VCS organisations or organisations from other sectors VCS organisations include self-help groups and health interest groups.
- VCS or other sector members are included to represent communities or populations in Greater Nottingham and not the organisation they are a member of, affiliated with or employed by. PPEC does not include organisations' interests as part of its business.
- Members able to represent the interests of the following health communities. Members may be individuals who can evidence a connection to a wider network related to the relevant health community or representatives from organisations working in these areas:
 - Cancer
 - Mental health
 - Long term conditions (including diabetes; MSK and COPD).
- Representative from the ICS Communications and Engagement Team.
- Other members may also be co-opted for a specific purpose for a limited period of time.

Membership will be reviewed annually.

4. Chair and Vice-Chair

The Greater Nottingham CCGs' Lay Member for Patient and Public Involvement will Chair the PPEC.

The Vice Chair will be selected from the membership.

5. Quorum and voting arrangements

As the PPEC is not a decision making body, quoracy does not impact on its business. The Chair will determine if a meeting should be reconvened in the event of a high number of apologies.

6. Frequency of meetings

The PPEC will meet monthly and meetings will be scheduled in advance at a time that will enable PPEC members to contribute in a timely manner to the CCG's Committees in Common meetings.

Extraordinary meetings will be arranged as required. The PPEC Members will also attend Development Sessions to enhance their skills, knowledge and expertise.

Virtual working through email links and telephone conference calls will be used where appropriate.

7. Mode of Working

The PPEC will develop a work plan that reflects the CCGs' priorities and supports the membership to have a better awareness of issues effecting health and care in Greater Nottingham.

The agenda for PPEC meetings will reflect the agenda and business of the Committees in Common meetings. Minutes of PPEC meetings will be provided to the Committees in Common. Meeting papers will be provided at least five working days in advance of meetings.

The work plan of the PPEC will be aligned to the CCGs' Commissioning Intentions, Health and Wellbeing Strategies and system plans.

The CCGs commit to working in a way that is conducive to effective patient and public involvement.

8. Requirements of PPEC and its membership

PPEC members will be expected to:

- a) Represent the views of the communities and networks they represent.
- b) Consider issues from across the Greater Nottingham area and be well informed about the health issues effecting the population.
- c) Undertake preparation for meetings.

- d) Share learning experiences and feedback from PPEC meetings to the groups/networks they represent.
- e) Participate in training and development opportunities.
- f) Be a role model and ambassador with a positive, collegiate approach.
- g) Bring challenge to the CCGs in the role of 'critical friend'.
- h) Contribute to a work plan to ensure that the PPEC have clear aims and objectives to support the work of the CCGs and their priorities.
- i) Adhere to the PPEC Code of Conduct by being respectful, courteous and valuing contributions.

If any member is not in a position to attend a meeting then apologies must be sent in order that they can be noted and recorded within the minutes of the meeting. If a member fails to send their apologies for absence to a meeting and does not attend on several occasions they may be asked to resign from the PPEC.

Members not able to attend a meeting should submit any feedback requested prior to the meeting.

9. Conduct of PPEC

The PPEC will be expected to conduct itself in an exemplary manner working to the [Nolan seven principles of public life](#), namely:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership.

Members of the PPEC will have a collective responsibility for the operation of the group. They will participate in discussions, review evidence and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view.

The PPEC may delegate tasks to such individuals, sub-groups or individual members as required.

10. Administration of Meetings

The CCGs' Director of Communications and Engagement is responsible for strategic oversight of the PPEC and will delegate day to day administration of the PPEC to the Communications and Engagement Team.

Agendas and supporting papers will be circulated no later than five working days in advance of meetings.

Minutes will be taken at all meetings and circulated to the members of the PPEC. The minutes will be approved by agreement of the PPEC at the next meeting. The Chair of the PPEC will approve draft minutes prior to them being submitted to the meeting of the Governing Bodies' Committees in Common.

The PPEC will also comply with any reporting requirements set out by the CCGs.

Members of the PPEC will adhere to the confidentiality requirements of the CCGs.

11. Declarations of Interest

At the beginning of each meeting, PPEC members will be required to declare any personal interest if it relates specifically to a particular issue under consideration. Any such declaration shall be formally recorded in the minutes for the meeting in accordance with the provisions set out in the CCGs' policy.

12. Reporting Responsibilities

The PPEC will report items for consideration to the Governing Bodies' Committees in Common through submission of minutes and associated reports. In addition, PPEC members will report back to their respective groups and networks.

The PPEC will provide an annual report covering its work to the Committees in Common setting out progress made and future developments in line with the work plan produced by the members. This report will then be published on the CCGs' websites and shared with PPEC members' groups and networks.

The PPEC will take an active role in supporting and assuring the CCGs in regard to their statutory duties for patient and public involvement. The PPEC will provide oversight of the CCGs' submissions to NHS England under the Integrated Assurance Framework.

13. Expenses

Members of the PPEC will be able to claim reasonable out-of-pocket expenses in accordance with the CCGs' policy. Expenses must be submitted monthly and claims will be paid within 28 days.

14. Review of Terms of Reference

The Terms of Reference will be reviewed at least annually.

DRAFT: 16/05/2019