

Patient and Community Reference Group Terms of Reference (July 2015)

Background

Basildon and Brentwood Clinical Commissioning Group (BBCCG) Patient and Community Reference Group (PCRG) brings together members of the community to act as a regular and formal reference panel reporting to the CCG's Governing Body. The Governing Body has agreed to seek the views of the group on a range of CCG activities and to take the views of the group into account when considering commissioning proposals.

Members are drawn from the population of the CCG, various patient and community groups and organisations representing local interest. Membership for individuals is time bound to ensure input is regularly refreshed and new members are given the opportunity to apply.

All members will be expected to observe the Nolan Principles of public office, attached in Appendix A. The principles form part of the CCG's Constitution and provide the code of behavior for all members and officers.

Purpose of the Group

The PCRG will have multiple purposes:

- The CCG Governing Body will seek the views of the group in respect of commissioning developments or changes they are considering and will take these views into account in their decision making.
- The group will advise on process and appropriate engagement methodologies.
- Champion patient and public Involvement
- Provide lay perspective on commissioning priorities, projects and plans especially in relation to the CCG's priorities as set out in its five year plan.
- To act as a conduit for ideas and views to and from the Locality Patient Engagement Groups.

Title

The Group will be known as the Patient and Community Reference Group for Basildon and Brentwood Clinical Commissioning Group.

Aims and objectives

1. To serve as critical friends work in partnership with the CCG in agreeing the patient and public involvement (PPI) strategy and to champion PPI across the CCG to help ensure patients and the public are an integral part of designing, commissioning and monitoring services.
2. To receive commissioning reports and proposals for service developments and provide a patient perspective to the CCG Governing Body.

3. To ensure that feedback from patients and the public about services that BBCCG commissions is listened to and acted upon.
4. To make recommendations about how services could be improved to deliver a better patient experience.
5. To receive reports on how this feedback has been used to improve services.
6. To advise on appropriate methodologies and make recommendations for improvement in the way the CCG works with patients and the public.
7. Help to get engagement of the widest possible cross-section of the population, including young people and other seldom heard groups.
8. To work with the CCG on planning and delivering community involvement events or meetings.
9. To promote the development of effective patient and community participation groups within the GP localities and surgeries which are part of BBCCG.
10. To review CCG information and literature for public/patient audience and act as an expert reference group for BBCCG in developing consultations, surveys etc.
11. To review and comment upon the annual Integrated Plan of BBCCG and receive regular progress reports on delivery.

Membership

The BBCCG Patient and Community Reference Group will have the following membership:

- Up to 10 lay representatives, with representatives from each of the CCG's 4 localities (where possible)
- A representative of Healthwatch
- A representative of Essex County Council
- A representative of the Basildon CVS
- A representative of the Brentwood CVS
- An elected Council member and / or officer – Basildon Council
- An elected Council member and /or officer – Brentwood Council
- GP of the BBCCG Governing Body
- Lay member of the BBCCG Governing Body (PPI)
- Associate Director of Involvement and Governance of the CCG
- Business Manager of the CCG
- CCG Communications lead
- Other members and officers may be co-opted onto the BBCCG Patient and Public Reference Group as appropriate

It will be quorate if at least 40% of those entitled to attend are present, excluding any co-opted members.

The chair of the group will be agreed by the members.

Selection and Tenure of Members

Lay members will be invited to apply to join the group, demonstrating in their application how they will deliver against the expectations set out in the role description. They will remain in post for a maximum of 18 months from appointment. The term of office can be extended by mutual agreement.

Organisational representatives from Healthwatch, CVS, local authorities, etc are not subject to the application process or limitations on tenure of office. The relevant body will nominate its own representative(s).

If a member does not attend for three meetings in a 12 month rolling period then they (or the organisation they represent) will be approached to ensure the group remains representative.

Frequency of meetings

The PCRG will meet a minimum of 6 times a year and can be called upon when required based upon the need to carry out any necessary activity within its remit.

Authority

The Committee is authorised by the Governing Body to:

Provide the Governing Body with appropriate assurances in respect of ensuring the voice of patients and the public is heard throughout the CCG in the planning, commissioning and monitoring of services and to provide advice and support in the delivery of appropriate and effective Patient Public Involvement (PPI) methodologies.

Other matters

- The PCRG will receive management support to support its work and to ensure smooth administration.
- The CCG Associate Director of Involvement and Governance will manage resources to support the learning and development of the members of the group, running local events, communications, etc.
- PCRG members will need to declare any conflicts of interest that arise and to respect the confidentiality of any documents to which they have access.
- Actions and key agreements made at meetings of the PCRG will be recorded and will be publicly available.
- The PCRG will not address specific individual complaints - these should be handled through the established processes.
- A policy will be in place to manage reimbursements paid to lay members.

Terms of Reference approved by PCRG on 29 July 2015
Next Review Date: June 2016

Appendix A

Nolan Principles - Conduct of Governing Body Members and Public Office Holders

All Governing Body members, office holders and staff working on behalf of the CCG shall adhere to the seven Nolan Principles of Public Life as follows:

SELFLESSNESS

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 material benefits for themselves, their family, or their friends.

INTEGRITY

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.

OBJECTIVITY

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.

ACCOUNTABILITY

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.

OPENNESS

Holders of public office should be as 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.

HONESTY

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.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.