

## Strategic Public Involvement, Experience and Equality Committee (SPIEEC) Terms of Reference

<b>Name of Committee/Group</b>	Strategic Public Involvement, Experience and Equality Committee
<b>Type of Committee/Group</b>	Committee of Governing Body

<b>1.</b>	<p><b>Purpose of Committee/Group</b></p> <p>The Committee has been established by the CCG's Governing Body as set out in paragraph 5.9.10 of the CCG's Constitution with delegated responsibility for approval of the arrangements for discharging the CCG's statutory duties relating to public involvement and consultation and equality.</p> <p>The Committee shall:</p> <ul style="list-style-type: none"> <li>• gain assurance that public involvement, patient experience and equality, diversity and inclusion activity is being carried out in line with statutory requirements and to a high standard by the CCG</li> <li>• gain assurance that information from this activity is used appropriately to influence commissioning</li> <li>• oversee equalities, involvement and experience, not covered by QAC</li> <li>• assure work in these areas is effectively joined up with partners</li> </ul>
<b>2.</b>	<p><b>Authority/Accountability</b></p> <p>The Governing Body hereby resolves to establish a committee of the Governing Body to be known as the Strategic Public Involvement, Experience and Equality Committee (the "Committee") in accordance with the CCG's Constitution. These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Committee and are included in the Constitution at appendix 7.</p> <p>The Committee is authorised by the Governing Body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any member, officer or employee who is directed to co-operate with any request made by the Committee.</p> <p>The Committee is authorised to create working groups as necessary to fulfil its responsibilities within these terms of reference. The Committee may not delegate executive powers (unless expressly authorised by the Governing Body) and remains accountable for the work of any such group.</p> <p>An annual update confirming adherence to our Equality/Statutory Duties will be made to Governance Sub Committee.</p>
<b>3.</b>	<p><b>Objectives of Committee/Group</b></p> <p>The Committee shall:</p> <p><b>Public Involvement</b></p> <ul style="list-style-type: none"> <li>• Assure that the statutory requirements for public involvement are met regarding</li> </ul>

commissioning, and contracting

- Advise the Governing Body on all matters relating to involvement and the process of formal consultation.
- Assure that Sheffield City Council's health overview and scrutiny committee has been engaged as appropriate on any proposal "under consideration" for a substantial development of or variation in the provision of a service.
- Provide assurance to Governing Body that appropriate and high quality involvement activity has taken place, to inform decision making in line with the SPIEEC Assurance Framework
- Scrutinise the approach taken to involvement regarding the CCG's priorities and plans as set out in its annual plan and for specific pieces of work.
- Maintain oversight of the CCG's involvement strategy and action plans.
- Assure that activity is joined up across the CCG and partners.
- Assure that learning is shared across the CCG and partners.

### **Patient Experience**

- Scrutinise the approach taken to using patient experience data to inform and deliver CCG's priorities and for specific pieces of work.
- Ensure that patient experience feedback from patients and carers is used to influence decision making throughout the commissioning cycle or commissioning, contracting.
- Assure that learning from patient experience work and approaches is shared across the CCG and partners.
- Maintain oversight of the CCGs monitoring of the services it provides
- Assure that the services that the CCG directly provides to patients proactively and effectively seek patient feedback, and that processes are in place within the CCG to ensure that feedback is appropriately reported and acted upon.
- Assure that the CCG has measures and processes in place to evaluate the impact of commissioning decisions on patient experience, after those decisions have been implemented.

### **Equality**

- Assure that the statutory requirements for equality, diversity and inclusion are met and a report is submitted annually to the Governance Sub Committee.
- Assure that the mandatory requirements i.e. Equality Objectives and Equality Delivery System are met for the CCG
- Provide assurance to Governing Body that appropriate and high quality equality activity has taken place, to inform decision making in line with the SPIEEC Assurance Framework
- Scrutinise the approach taken to equality, diversity and inclusion for CCG's priorities and plans as set out in its annual plan and for specific pieces of work.
- Assure that activity is joined up across the CCG and partners
- Assure that learning is shared across the CCG and partners.
- Maintain oversight of the CCG's equality, diversity and inclusion strategy and action plans
- Ensure that the CCG's public involvement work involves groups across the nine protected characteristics to inform effective commissioning of services to meet the needs of the whole population and show due regard.
- Consider updates from the CCG Equality Group regarding population equality matters.

### **Other responsibilities:**

- The duties of the Committee will be driven by the priorities of the CCG and will be flexible and responsive to new and emerging strategic priorities
- Review the CCG's NHS Oversight Framework plan around involvement and equality annually

<b>4. Membership</b>
<p>The Committee shall consist of the following members (NB: * denotes members of NHS Sheffield CCG Governing Body):</p> <ul style="list-style-type: none"> <li>• *Governing Body Lay Members x2 (Chair and Deputy Chair)</li> <li>• *GP Clinical Leads x2</li> <li>• *Deputy Accountable Officer (Director lead for engagement, patient experience and equality)</li> <li>• *Chief Nurse</li> <li>• Senior manager with responsibility for engagement, Sheffield City Council</li> <li>• Senior manager with responsibility for equality, Sheffield City Council</li> <li>• Deputy Director Communications, Engagement and Equality,(Deputy Director lead for Patient Experience)</li> <li>• Involvement and Equality Manager(s)</li> <li>• Patient Experience Manager</li> <li>• Chief Officer, Healthwatch Sheffield</li> <li>• Public representatives X2</li> <li>• Equality representative, University of Sheffield</li> <li>• ACP Deputy Director</li> </ul> <p>Members of the Committee must attend at least five meetings each financial year but should aim to attend all scheduled meetings.</p> <p>Members will have nominated deputies and these will be managed via the business support to the committee.</p>

<b>5. Attendees</b>
<p>Other staff may also attend by request of the Chair of the Committee in order to provide assurance about projects and programmes. The Chair of the Governing Body may be invited to attend meetings of the Committee as required.</p> <p>The minute taker / administrator for the committee will be in attendance.</p>

<b>6. Quorum</b>
<p>A quorum shall be:</p> <ul style="list-style-type: none"> <li>• Minimum of 3 Governing Body members, including the Committee Chair or Deputy Chair</li> <li>• Minimum of 2 of the Deputy Director Communications, Involvement and Equality, one of the Involvement and Equality Managers and the Patient Experience Manager</li> <li>• Minimum of 2 members who are not CCG employees</li> </ul> <p>The chair will confirm whether the meeting is quorate, or not, at the start of each meeting. The outcome will be confirmed in the minutes.</p>

<b>7. Frequency and Notice of Meetings</b>
<p>Meetings of the Committee shall usually be held at least every six weeks. Communication and decision making will take place as necessary with committee members between formal meetings, with additional meetings being held as required.</p> <p>A formal agenda and supporting papers will be forwarded to all members, and those in attendance where appropriate at least 5 working days prior to the date of the meeting.</p>

**8. Minutes and Reporting Arrangements**

The minutes of all meetings of the Committee shall be formally recorded and submitted, together with a summary report including recommendations where appropriate, giving assurances and highlighting areas of concern, to the Governing Body. The submission to the Governing Body shall include details of any matters in respect of which actions or improvements are needed. To the extent that such matters arise, the chair of the Committee shall present details to a meeting of the Governing Body.

Minutes of meetings will be shared with Sheffield's Healthier Communities and Adult Social Care Scrutiny and Policy Development Committee

The Deputy Director of Communications, and Equality will oversee the management of the Committee.

**9. Code of conduct**

The Committee shall at all times comply with CCG's Constitution and be aware of their responsibilities as outlined in it. They should act in good faith and in the interests of the CCG and should follow the Seven Principles of Public Life; set out by the Committee on Standards in Public Life (the Nolan Principles).

Committee members must comply with the CCG's Standards of Business Conduct and Conflicts of Interest Policy and Procedure which can be found on the CCG's website.

Where a member of the Committee has an interest, or becomes aware of an interest which could lead to a conflict of interests in the event of the CCG considering an action or decision in relation to that interest, that must be considered as a potential conflict, and is subject to the provisions of the Constitution and the CCG's Standards of Business Conduct and Conflicts of Interest Policy and Procedure.

The Committee will apply best practice in its decision making processes and effectively declare and manage all conflicts of interest at each meeting.

Committee members will follow CCG values and behaviours during the meeting. These are being:

- Compassionate and caring
- Empowering
- Fair, honest, responsive and accountable
- Progressive

<b>10.</b>	<b>Meeting Effectiveness Review</b>
	<p>As part of the Governing Body's annual performance review process, the committee shall carry out an annual self-assessment against its terms of reference and in addition will provide an annual report on the work of the committee for the CCG's Annual Report.</p> <p>Committee will undergo annual training on statutory and mandatory guidelines and best practice to carry out effective assurance role.</p> <p>Annual appraisals with the two patient representatives will be carried out. Patient representative terms' last 2 years.</p>

<b>11.</b>	<b>Review to be conducted by Committee/Group Chair</b>	
	<b>Date Committee/Group established</b>	October 2017
	<b>Terms of Reference to be reviewed</b>	The Committee will review its terms of reference at least annually making recommendations on any changes to the Governing Body for final approval.
	<b>Date of last review</b>	September 2020
	<b>Date of next review</b>	September 2021