

Strategic Patient Engagement, Experience and Equality Committee Terms of Reference

Name of Committee/Group	Strategic Patient Engagement, Experience and Equality Committee
Type of Committee/Group	Committee of Governing Body

1. Purpose of Committee/Group	<p>The Committee has been established by the CCG's Governing Body as set out in paragraph 6.7.9 of the CCG's Constitution with delegated responsibility for approval of the arrangements for discharging the CCG's statutory duties relating to public engagement and consultation and equality.</p> <p>The Committee shall:</p> <ul style="list-style-type: none"> • gain assurance that engagement, patient experience and equality and diversity activity is being carried out in line with statutory requirements and to a high standard by the CCG and by its providers • gain assurance that information from this activity is used appropriately to influence commissioning • oversee equalities, engagement and experience activity • assure work in these areas is effectively joined up with partners
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2. Authority/Accountability	<p>The Governing Body hereby resolves to establish a committee of the Governing Body to be known as the Strategic Patient Engagement, 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>
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3. Objectives of Committee/Group	<p>The Committee shall:</p> <p>Public engagement</p> <ul style="list-style-type: none"> • Assure that the statutory requirements for public engagement are met on commissioning, contracting and workforce. • Advise the Governing Body on all matters relating to engagement 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.
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- Provide assurance to Governing Body that appropriate and high quality engagement and equality activity is taking place, with due regard for harder to reach and marginalised communities.
- Scrutinise the approach taken to engagement for CCG's priorities as set out in its annual plan and for specific pieces of work.
- Assure that information from engagement is used to influence commissioning and contracting.
- Maintain oversight of the CCG's engagement strategy and action plans.
- Assure that learning from engagement work and approaches is shared across the CCG and partners.
- Have strategic oversight of process and policies relating to engagement and consultation that will be used by all members of the CCG and by its staff, in particular that which will be used in the process of service transformation and or decommissioning of services.

Experience

- Scrutinise the approach taken to using patient experience data to inform and deliver CCG's priorities and for specific pieces of work.
- Hold the CCG to account for responding to patient and public feedback.
- Ensure that patient experience feedback from patients and carers is used to influence decision making throughout the commissioning cycle or commissioning, contracting.
- Maintain oversight of the elements of the Patient Experience Action Plan that are not overseen by the Quality Assurance Committee.
- Assure that learning from patient experience work and approaches is shared across the CCG and partners.

Equality

- Assure that the statutory requirements for equality and diversity are met on commissioning, contracting and workforce.
- Assure that the mandatory requirements ie Equality Delivery System are met for CCG and providers.
- Scrutinise the approach taken to equality and diversity for CCG's priorities as set out in its annual plan and for specific pieces of work.
- Maintain oversight of the CCG's equality and diversity strategy and action plans
- Assure that learning from equality and diversity work and approaches is shared across the CCG and partners.
- Ensure that the CCG's public engagement work utilises every opportunity to involve groups across the 9 protected characteristics to maximise the input of these users' experiences to inform effective commissioning of services to meet the needs of the whole population we serve.

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 Improvement Assurance Framework (IAF) plan annually.

4. Membership

The Committee shall consist of the following members (NB: * denotes members of NHS Sheffield CCG Governing Body):

- *Governing Body Lay Members x2 (Chair and Deputy Chair)
- *GP Clinical Lead with responsibility for Engagement and Equality and Diversity

	<ul style="list-style-type: none"> • *Director of Delivery – Care Outside Hospital (Director lead for Patient Engagement and Equality) • *Chief Nurse (Director Lead for Patient Experience) • Senior manager with responsibility for engagement, Sheffield City Council • Senior manager with responsibility for equality, Sheffield City Council. • Deputy Director Engagement, Communications and Equality • Engagement and Equality Manager(s) • Quality Manager - Patient Experience • Chief Officer, Healthwatch Sheffield • Public representatives X2 • Equality representative, University of Sheffield • Deputy Director of Commissioning <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>
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5.	Attendees
	<p>Other CCG employees shall 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>

6.	Quorum
	<p>A quorum shall be:</p> <ul style="list-style-type: none"> • Minimum of 3 Governing Body members, including the Committee Chair or Deputy Chair • The Deputy Director Communications, Engagement and Equality or an Engagement and Equality Manager • Patient Experience Manager or Chief Nurse • Minimum of 2 members who are not CCG employees

7.	Frequency and Notice of Meetings
	<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
	<p>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.</p> <p>The Deputy Director of Communications, Engagement and Equality will oversee the management of the Committee.</p>

9.	Code of conduct
	<p>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).</p> <p>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.</p> <p>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.</p> <p>The Committee will apply best practice in its decision making processes and effectively declare and manage all conflicts of interest at each meeting.</p> <p>Committee members will follow CCG values and behaviours during the meeting. These are being:</p> <ul style="list-style-type: none"> • Compassionate and Caring • Empowering • Fair and honest • Progressive
10.	Meeting Effectiveness Review
	<p>As part of the Governing Body's annual performance review process, the committee shall review its collective performance and that of its individual members and 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>Chair or vice chair will meet with patient representatives to carry out appraisals every year. Patient representative's terms will be reviewed every 2 years in accordance with Volunteer Policy.</p>

11.	Review to be conducted by Committee/Group Chair	
	Date Committee/Group established	October 2017
	Terms of Reference to be reviewed	The Committee will review its Terms of Reference at least annually making recommendations on any changes to the Governing Body for final approval.
	Date of last review	May 2019
	Date of next review	May 2020