

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 delegated responsibility for approval of the arrangements for discharging the CCG's statutory duties relating to public engagement and consultation and equality (Sections 5.1.2, 5.2.1 and 5.2.7 of the Constitution). 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. • gain assurance that information from this activity is used appropriately to influence commissioning • oversee equalities, engagement and experience activity within its terms of reference • 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 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 shall have effect as if incorporated into the Constitution.</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> <ul style="list-style-type: none"> • Assure that the statutory requirements for equality and diversity and citizen
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engagement have been met

- 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/patient experience/equality and diversity for specific pieces of work
- Assure that information from these activities is used to influence commissioning
- Hold the CCG to account for responding to patient and public feedback
- Champion citizen engagement and equality and diversity and direct opportunities for embedding them in organisational processes
- Maintain oversight of the CCG's equality and diversity and engagement strategies and action plans
- Maintain oversight of the elements of the Patient Experience Action Plan that are not overseen by the Quality Assurance Committee
- Ensure that the patient voice is considered in all commissioning decisions
- Assure that learning from engagement, patient experience and equality and diversity work and approaches is shared across the CCG and partners

4. Membership

Note: Members should be referred to by title not name. Chair of Committee/Group should be stated. Minute taker should be stated either as member or in attendance.

The Committee shall consist of the following members:

- Governing Body Lay Members x2 (Chair and Deputy Chair)
- GP Clinical Lead with responsibility for Engagement and Equality and Diversity
- Director Lead for Patient Engagement and Equality and Diversity
- Director Lead for Patient Experience
- Director of Adult Services, Sheffield City Council
- Deputy Director Engagement, Communications and Equality
- Engagement and Equality Managers
- Patient Experience Manager
- Engagement Development Manager, Sheffield City Council
- Healthwatch Sheffield Representative
- Public representatives X2
- Equality representative , University of Sheffield

Members of the Committee must attend at least four meetings each financial year but should aim to attend all scheduled meetings.

5. Attendees

Note: Attendees should be referred to by title not name. Minute taker should be stated either as member or in attendance.

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.

The minute taker / administrator for the committee will be in attendance.

6. Quorum

A quorum shall be:

- Minimum of 3 Governing Body members
- Governing Body Lay Member (Chair or Deputy Chair)
- The Deputy Director Communications, Engagement and Equality or Engagement Manager
- Patient Experience Manager or Chief Nurse
- 2 'external' members

7. Frequency and Notice of Meetings

Meetings of the Committee shall be held at least every two months. Communication and decision making will take place as necessary with committee members between formal meetings, with additional meetings being held as required.

A formal agenda and supporting papers will be forwarded to all members, and those in attendance where appropriate at least 5 days prior to the date of the meeting.

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.

9. Meeting Effectiveness Review

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.

10.	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 2018
	Date of next review	May 2019