

## ANNEX 3

### NHS Nene Clinical Commissioning Group

#### Patient & Public Participation Committee (operating under a Committee in Common arrangements with NHS Corby CCG) Terms of Reference

<b>Membership</b>	<ul style="list-style-type: none"> <li>• Lay Member for Patient and Public Engagement, NHS Nene CCG (Chair)</li> <li>• Governing Body Joint Registered Nurse (Vice Chair)</li> <li>• Public representatives from the             <ul style="list-style-type: none"> <li>▪ Northampton Locality Patient Engagement Group or nominated deputy</li> <li>▪ North Locality Patient Engagement Group or nominated deputy</li> <li>▪ South Locality Patient Engagement Group or nominated deputy</li> </ul> </li> <li>• GP Governing Body Member Nene CCG</li> <li>• Director of Contracting and Delivery (Executive Lead for Communications and Engagement), NHS Nene and Corby CCGs</li> <li>• Healthwatch representative</li> <li>• Voluntary Impact representative</li> <li>• Northamptonshire Carers representative</li> </ul>
<b>Quorum</b>	<ul style="list-style-type: none"> <li>• Chair or Vice Chair</li> <li>• GP Governing Body Member Nene CCG OR Joint Registered Nurse</li> <li>• 50% of those public representatives who attend representing the geographic public membership groups (as above) or their nominated deputies in the event that representatives are not able to attend</li> <li>• Director of Contracting and Delivery (Executive Lead for Communications and Engagement)</li> </ul>
<b>In Attendance</b>	<ul style="list-style-type: none"> <li>• Ad hoc invitations as required will be extended to individuals where they are not nominated or a member to be in attendance at relevant meetings of the Patient and Public Participation Committee, as requested by the Chair of the Committee.</li> <li>• Deputy Director of Corporate Affairs</li> <li>• Communication and Engagement Representative CCG</li> <li>• Senior Communications Manager, NELCSU</li> <li>• Administrative Support</li> </ul>

<b>Frequency of Meetings</b>	The Committee will meet bi-monthly, and as Committee in Common with Corby CCG at least twice in a financial year.
<b>Accountability and Reporting</b>	<ul style="list-style-type: none"> <li>• Accountable to Nene Governing Body</li> <li>• Highlight Report from the Chair of the Committee to be presented to Nene Governing Body meeting</li> <li>• Approved minutes presented to Nene Governing Body meetings</li> </ul>
<b>Date of Approval by Committee</b>	June 2018
<b>Date of Approval by Governing Body</b>	July 2018
<b>Review Date</b>	July 2019

Approved

## 1. Constitution

The Patient and Public Participation Committee (the Committee) is established in accordance with NHS Nene Clinical Commissioning Group'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 CCG constitution. The Committee is a non-executive committee of the Governing Body and has no executive powers other than those specifically delegated in these Terms of Reference.

**This Committee shall meet in common with the Patient and Public Participation Committee of NHS Corby CCG.**

### 1.1 Committees in Common

CCGs are permitted to delegate to a committee or sub-committee of the CCG. If this committee meets at the same time, in the same location as other committees (from the other CCG) it is referred to as committees in common. It is the place and time that meetings are held that is in common, rather than the committees themselves. In order for committee meetings in common to operate consistently within the legal framework, several requirements must be met:

- Each committee must have its own agenda, although they may be identical
- Each committee must take its own decisions and these must be recorded in its own minutes
- Note that there is more than one committee: committees should be referred to as "committees in common" or "committees meeting in common" and not "a committee in common" – it must be technically possible for each committee in the arrangement to reach a different decision, although this will be unlikely
- There must be clear terms of reference for each committee and clear reporting lines back to both CCG's
- It must be technically possible for each committee in the arrangement, to reach a different decision however unlikely this may be

Regardless of any arrangements permitting decisions to be made following discussion by committees in common, each CCG retains individual accountability for any decisions taken on behalf of their local populations.

### 1.2 What does the law require?

The NHS Act 2006 / Health & Social Care Act 2012 require that each CCG has its own Governing Body and that it must have an Audit Committee and a Remuneration Committee\*. The law does not permit CCGs to have joint arrangements whereby a single Governing Body, Audit or Remuneration Committee acts for more than one CCG, although two CCGs can form committees in common for these purposes. In addition to this, any non - commissioning committees can meet in common.

*\*This has been expanded to include the Primary Care Commissioning Committee from 01 April 2017.*

## 2. Purpose

The purpose of the Committee is to provide assurance to the Governing Body on their engagement plans and to ensure that all decisions of the Governing Body have been informed by the appropriate levels of patient, carer and communities' engagement and in line with *Patient and Public Participation in Commissioning Health and Care: Statutory Guidance for CCGs and NHS England. (April 2017)*

## 3. Membership

The Chair and Vice Chair of the meeting will be Lay or Professional Members from the CCG. In the absence of the Chair, the meetings will be chaired by the Vice Chair.

The membership includes:

- Lay Member for Patient and Public Engagement, NHS Nene CCG (Chair)
- Governing Body Joint Registered Nurse, NHS Nene and Corby CCGs (Vice Chair)
- GP Governing Body Member, NHS-Nene CCG
- Director of Contracting and Delivery (Executive Lead for Communications and Engagement)
- Public representatives from the Locality Patient Engagement Groups or nominated deputies
- Healthwatch representative
- Voluntary Impact Northamptonshire representative
- Northamptonshire Carers representative

## 4. Quorum, Frequency of meetings and required frequency of attendance

The meeting shall be deemed quorate when the following are in attendance:

- Chair or Vice Chair (Lay)
- GP Governing Body Member, Nene CCG
- Director of Contracting and Delivery (Executive Lead for Communications and Engagement)
- 50% of those public representatives who attend representing the geographic public membership groups (as above) or their nominated deputies in the event that representatives are not able to attend

The Deputy Director of Corporate Affairs will monitor compliance with the Terms of Reference and bring any non-compliance to the attention to the Chair of the Committee. In addition the post holder will ensure that there are aligned governance and reporting processes the Committee to the Governing Body. If public representatives from the Nene GP Practice Patient Participation Groups are unable to attend a meeting, it is their responsibility to find a substitute.

The Committee will meet bi-monthly and as Committee in Common with Corby CCG at least twice in a financial year.

Members of the Committee are required to attend a minimum of 80% of the meetings. Members of the Committee can nominate a deputy to attend meetings. However the Chair will exercise discretion if committee members cannot attend for a number of meetings. All members are expected to notify the chair of any absence and an attendance list will be maintained and will be reported in the CCG Annual Report and Accounts.

## 5. In attendance

- Deputy Director of Corporate Affairs
- Communication and Engagement Representative CCG
- Senior Communications Manager, NEL CSU
- Administrative support

Adhoc invitations as required will be extended to individuals where they are not nominated or a member to be in attendance at relevant meetings of Patient and Public Participation Committee, and requested by the Chair of the Committee.

## **6. Authority**

The Committee will be accountable to the Governing Body of Nene CCG.

## **7. Duties**

The role of the Patient and Public Participation Committee is to:

- Be assured that the CCG has robust mechanisms for identifying and responding to patient and public insight into health needs, providing assurance to the Governing Body that their engagement plan includes all appropriate decisions made by the CCG's Governing Body and has been informed by the view of patients, carers and communities.
- Be assured that the statutory requirements for engagement have been met in relation to Section 14Z2 of the NHS Act 2006 and also ensure compliance with the core values of the NHS Constitution.
- Engage with the commissioning intentions and plans for service change to ensure that they have been informed by intelligence from patients, carers and the public.
- Be assured that the effectiveness and impact of communication and engagement activity undertaken by the CCGs has been evaluated.
- Proactively engage with the wider strategic and transformational change environment through established and emergent channels for engagement.

## **8. Reporting Arrangements**

The Committee is accountable and will report to the Governing Body on its proceedings after each meeting. The Committee will produce an annual report to the Governing Body.

## **9. Compliance and Effectiveness**

The Committee will conduct its business in accordance with any national guidance, CCG Policies and procedures, relevant codes of conduct / good governance practice and in accordance with Nolan's seven principles of public life.

The Governing Body will monitor the effectiveness of the Committee through receipt of the Committee's minutes, and such written or verbal reports that the Chair of the Committee might provide.

## **10. Administration**

The Committee shall be supported administratively by administrative support whose duties in this respect will include:

- Review of the Terms of Reference
- Maintain agenda against cycle of business and agreement of the agenda with the Chair
- Collation and distribution of papers
- Taking and issuing the minutes and preparing an action log in a timely way;
- Record attendance
- Collation of information for the Annual Report

## **11. Requirement for review**

The Terms of Reference will be reviewed annually or sooner if required with recommendations made to the Governing Body meeting in Common and formally ratified by Nene CCG Governing Body.

## **12. FOI Reminder**

The minutes (or sub-sections) of the Committee, unless deemed exempt under the Freedom of Information Act 2000, shall be made available to the public, through the Governing Body meeting.

### 13. Equality Act

Each decision made/approved by the Patient and Public Participation Committee should align to the CCGs commitment to equality and inclusion. And by doing so, the Patient and Public Participation Committee must be satisfied that decisions made meet the requirements of equality law, including but not limited to the Equality Act 2010; s149 Public Sector Equality Duty (PSED).

Approved