

Nottingham & Nottinghamshire CCG Patient and Public Engagement Committee Terms of Reference

1. Purpose

The Nottingham and Nottinghamshire CCG Patient and Public Engagement Committee (PPEC) is a strategic advisory group to the Nottingham and Nottinghamshire CCG Governing Body and will have a role in ensuring that patient and public engagement informs the CCG's role as strategic commissioner. Strategic commissioning is the main process for understanding, planning and delivering better health and wellbeing outcomes.

2. The objectives of the PPEC are:

- a) To provide advice and guidance on the CCG's approaches to patient and public involvement on agreed programmes of work arising from the CCG's Commissioning Intentions and Governing Body thematic reviews.
- b) To review outputs from any engagement work and to review how any recommendations have informed commissioning of services.
- c) To provide constructive challenge to the CCG in terms of its patient and public involvement activities including where it feels the views of patients and citizens have not been taken into account.
- d) To provide assurance to the CCG 's Governing Body that patients and citizens views are being taken into account at CCG, ICP and PCN level.
- e) To be assured that the CCG is complying with its statutory duties, the [NHS' guiding principles for patient and public involvement](#).
- f) To contribute to the [NHS Oversight Framework patient and community engagement indicator](#).

The PPEC will develop an annual work plan aligned to the work of the CCG.

3. Membership

The membership of the Committee will comprise:

Category	Number of Places
CCG Governing Body Lay Members for Patient and Public Involvement (Chair and Vice-Chair)	2
A lay member and voluntary and community sector representative from each of the three 'places' in Nottingham and Nottinghamshire as defined by Integrated Care Partnerships - Mid Nottinghamshire, South Nottinghamshire and Nottingham City	6
Representatives from communities and networks across Nottingham and Nottinghamshire who reflect the CCGs' priorities aligned to its commissioning intentions; <ul style="list-style-type: none"> o Cancer o Mental health o Maternity o Long term conditions (including diabetes; MSK, stroke and COPD). This will be updated as required in response to any changes to	4

the CCG's commissioning intentions.	
Up to 8 representatives from groups with protected characteristics from the voluntary and community sector including self-help groups, and health interest groups or patient leaders; <ul style="list-style-type: none"> ○ Carers ○ BAME* communities and faith groups ○ Older people ○ Younger people/students ○ People who identify as LGBT ○ Disability. ○ Other populations or communities experiencing poor health outcomes or barriers to accessing health services* 	8
*focusing on key communities eg. Gypsy Roma Traveller community.	
Local Authority officer representation from Nottinghamshire County Council and Nottingham City Council	2
Healthwatch Nottingham and Nottinghamshire representative	1
CCG Executive Director	1
Engagement Team representative	1

Other members may also be co-opted for a specific purpose for a limited period of time.

Membership will be reviewed annually.

4. Chair and Vice-Chair

The persons appointed to the Lay Member roles for patient and public involvement by the Nottingham and Nottinghamshire CCG will be the Chair and Vice-Chair of the Patient and Public Involvement Committee.

The Chair and Vice-Chair will be responsible for supporting a two way dialogue between PPEC, the Governing Body and any other Committees they attend in their role of Chair and Vice-Chair of PPEC.

5. Quorum and voting arrangements

As the PPEC is not a decision making body, quoracy does not impact on its business. The Chair will determine if a meeting should be reconvened in the event of a high number of apologies.

6. Frequency of meetings

The PPEC will meet monthly and meetings will take place at accessible venues across Nottingham and Nottinghamshire.

To support access, virtual working through email links and telephone conference calls will be used where appropriate.

Extraordinary meetings will be arranged as required. The PPEC Members will also be expected to attend quarterly Development Sessions to enhance their skills, knowledge and

expertise.

7. Requirements of PPEC and its membership

PPEC members will be expected to:

- a) Represent the views of their communities and networks they represent.
- b) Consider issues from across the Nottingham and Nottinghamshire area and be well informed about the health issues affecting the population.
- c) Undertake preparation for meetings.
- d) Share learning experiences and feedback from PPEC meetings to the groups/networks they represent.
- e) Participate in training and development opportunities.
- f) Be a role model and ambassador with a positive, collegiate approach.
- g) Bring challenge to the CCG in the role of 'critical friend'.
- h) Contribute to a work plan to ensure that the PPEC has clear aims and objectives to support the work of the CCG and its priorities.

If any member is not in a position to attend a meeting then apologies must be sent in order that they can be noted and recorded within the minutes of the meeting.

PPEC members will be required to attend no less than 80% of meetings during the course of a year. If a PPEC member does not attend the minimum number of meetings required, the Chair may request that the PPEC member resign from their position. Special consideration will always be given when there are extenuating circumstances.

Members not able to attend a meeting should submit any feedback requested prior to the meeting.

8. Conduct of business and members

An agenda and supporting papers will be distributed at least 5 days before meetings. The agenda will be agreed with the Chair prior to the meeting.

Administrative support will be provided by the CCG's Engagement Team.

The PPEC will be expected to conduct itself in an exemplary manner working to the [Nolan seven principles of public life](#). Members of the PPEC will adhere to the confidentiality requirements of the CCG. Any information shared in confidence or any information believed to be of a confidential nature should not be disclosed. It is the responsibility of the author or speaker to be explicit around the status of information shared.

Members must not claim to represent the CCG without prior consent.

Members of the PPEC will have a collective responsibility for the operation of the group. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view.

11. Declarations of Interest

At the beginning of each meeting, PPEC members will be required to declare any personal interest if it relates specifically to a particular issue under consideration. Any such declaration shall be formally recorded in the minutes for the meeting in accordance with the

provisions set out in the CCG's policy.

12. Reporting Responsibilities

The PPEC will report to the CCG's Governing Body through submission of minutes and associated reports. In addition, PPEC members will report back to their respective groups and networks.

The PPEC will provide an annual report covering its work to the CCG's Governing Body setting out progress made and future developments in line with the work plan produced by the members. This report will then be published on the CCG website and shared with PPEC members' groups and networks.

The PPEC will take an active role in supporting and assuring the CCG in regard to its statutory duties for patient and public involvement. The PPEC will provide oversight of the CCG's submissions to NHS England under the NHS Oversight Framework Patient and Community Engagement Indicator.

13. Expenses

Members of the PPEC will be able to claim reasonable out-of-pocket expenses in accordance with the CCG's policy. Expenses must be submitted monthly and claims will be paid within 28 days.

14. Review of Terms of Reference

The Terms of Reference will be reviewed at least annually.

Signed;

Date of approval: 8 April 2020
Date for review; 8 April 2021

Appendix A

Checklist for escalating items to the Governing Body

The Nottingham and Nottinghamshire Patient and Public Engagement Committee (PPEC) is a strategic group established to ensure that patient voice informs the decision making of the Nottingham and Nottinghamshire CCG.

One of the functions of the PPEC is to provide an interface between communities and networks across Nottingham Nottinghamshire and the CCG Governing Body. To enable the PPEC to do this, at each meeting members will be asked if there are any issues relating to the CCG's commissioning responsibilities that are effecting communities in Nottingham and Nottinghamshire.

The below checklist will help to support the process of capturing and reporting issues of relevance to the Governing Body.

The following criteria should be met for items to be escalated to the Governing Bodies.

- ✓ The issue relates to commissioning or decommissioning activity that the CCG is responsible for
- ✓ The issue is reported on behalf of a community or group in Nottingham or Nottinghamshire
- ✓ The issue has at least one of the following impacts
 - Quality of services
 - Equity of service provision
 - Health inequalities and health outcomes
- ✓ There is evidence that this is a significant issue that should be escalated to the Governing Body.

If any of the following applies the issue **should not** be escalated to the Governing Body but should be signposted to another more appropriate channel.

- ✗ The issue is reported anecdotally by one person or a small number of people
- ✗ The issue is currently being dealt with through the CCG's complaints or feedback processes
- ✗ The issue can be dealt with through channels outside of the Governing Body
- ✗ The issue relates to another organisation's activity and/or is being dealt with directly with another organisation e.g. a provider of services.

Appendix B – Overview of citizen involvement across the system

