

Terms of Reference

Patient & Public Advisory Group

1. Constitution

The Patient and Public Advisory Group (PPAG) reports to the Quality and Performance Committee – its activity forms part of the CCG’s overall communications and engagement strategy and the CCG’s statutory duty to have meaningful patient and public participation.

2. Purpose

The purpose of the PPAG is to act in an advisory capacity for the CCG in respect of its duty to have patient and public participation when fulfilling its functions. The group will receive information relating to the CCG’s operational priorities and commissioning intentions and review the associated engagement/consultation plans in an advisory capacity. The group will also consider the outcomes of engagement and consultation activity to identify best practice and learning.

The group will not act in a scrutiny capacity and the CCG is not accountable to members of the group.

3. Roles and Responsibilities (not exhaustive)

- Receive information on major proposals to review care pathways or services and advise on the engagement and consultation methodology.
- Actively participate in CCG engagement and consultation activity and support the CCG in maximising the reach of its engagement.
- Review the outcomes of consultations to identify learning opportunities for the CCG to further improve its engagement methodology.
- Review of the annual CCG Operational Plan during its development phase to understand the priorities and rationale for inclusion.
- Review national NHS strategic plans and consider the impact on local patient and public participation.
- Receive and review any changes to statutory guidance relating to patient and public participation.
- Opportunity for members to bring any important news or information to this group, to be shared with Wirral CCG

The Patient and Public Advisory Group is authorised to request any information it requires from other groups within the CCG or responsible officers. Members of the group will be expected to draw on experience, organisational insight and wider knowledge of the Health and care system to advise the CCG.

4. Accountability

The Patient and Public Advisory Group will report quarterly to the Quality and Performance Committee. This will be in the form of a Chair/Vice Chair summary report.

5. Committee Membership

The Patient and Public Advisory Group will be chaired by the CCG's Patient Champion-Governing Body Lay Member and led by the Assistant Director – Communications and Engagement who will also act as vice chair.

Membership will reflect a range of stakeholders including those organisations that represent specific patient groups.

PROPOSED MEMBERSHIP
Governing Body Lay Member (Patient Champion)
Assistant Director – Communications and Engagement
Communications and Engagement Manager
Healthwatch representative
MENCAP Wirral
Age UK
Older Peoples Parliament
Wirral Change
Wirral Multicultural Organisation
Patient/Public representatives (x6)

Members will be expected to attend all meetings; membership will be reviewed if a member fails to attend 2 subsequent meetings.

The Patient/Public representatives will be appointed (initially for 18 months) by an independent panel of the CCG following an application process. Six months after appointment they will have a review meeting with the Chair or Vice Chair.

Organisation Members will be expected to draw on the experience of their service users or members to provide meaningful advice to the CCG.

6. Quorum

Meetings can take place, if a quorum of at least one third of the members is present and must include the chair or vice chair.

7. Reporting Arrangements and Supporting Structures

A high level summary of the group’s activities will be regularly provided to the Quality and Performance Committee on a quarterly basis.

8. Frequency of Meetings

The Group will meet bi-monthly, although there will be provision for ad hoc meetings where there is a priority issue that requires the groups advisory function.

9. Paper Preparation and Circulation

The logistics for the Group will be provided by the Wirral CCG Corporate Services team. The agenda and supporting papers will be circulated at least 7 days before the meeting, to ensure members can consider the proposals in advance. Actions and decisions from all meetings will be recorded and minutes circulated to all members.

10. Declarations of Interest

A declaration of interest register will be maintained by the Chair CCG Communications and Engagement Team.

11. Equality Statement

The CCG is committed to undertaking Equality Impact Assessments, which involve assessing the likely or actual effects of policies or services on people who use them. It helps us to make sure the needs of people are taken into account when we develop and implement a new policy or service or when we make a change to a current policy or service.

12. Monitoring Adherence to the Terms of Reference / Review

The Terms of Reference and membership will be reviewed as required, and at least on an annual basis. Any changes must be approved by the Quality and Performance Committee.

Version	Date Amended	Summary of Changes	Approvals required
2	5/11/2018	Clarity of wording Provision for review with Public Members	