

## Patient Advisory Group Terms of Reference

**1. Constitution** The Patient Advisory Group (PAG) is an advisory body to the NHS Redditch and Bromsgrove CCG, NHS South Worcestershire CCG and NHS Wyre Forest CCG Governing Bodies.

The purpose of the PAG is to ensure that the views of local patients, the public and other stakeholders on matters related to health and healthcare are considered by and effectively represented to three CCG governing bodies. The PAG will:

- Ensure that the Worcestershire CCGs engage with and involve local people in an effective and proactive way throughout each stage of the engagement cycle.
- Provide a forum through which opinions and views on CCG plans can be sought.
- Provide a consistent strategically aligned approach to patient and public involvement across Worcestershire.
- Support the development of the Worcestershire CCGs' Communication and Engagement Strategy and monitor the effectiveness of its implementation.
- Ensure the CCG meets its legal 'duty to involve and good involvement practice' as outlines in Section 242 (1B) of the NHS Act 2006.

Specifically the PAG will:

- Work with the Worcestershire CCGs and support them in commissioning high quality value for money services for the people of Worcestershire.
- Provide feedback and advice on policies, documents and proposed decisions, specifically relating to CCG commissioned services, financial recovery and health inequalities.
- Provide challenge and assurance to the CCGs regarding their corporate objectives.
- Support the CCG in fulfilling its 'duty to involve'.
- Provide feedback and comment on the CCG health inequality duty - which will include supporting the completion of key Equality Impact Assessments (EIAs) and the Equality Delivery System (EDS).

**2. Membership** Membership will be comprised as follows:

- CCG Lay Member for PPI and Quality
- CCG Supporting Lay Member for PPI (X3)
- Worcestershire patient representatives representing each CCG area:
  - Redditch and Bromsgrove patient representative (x4)
  - South Worcestershire patient representative (x4)
  - Wyre Forest patient representative (x4)
- Healthwatch Worcestershire representative
- CCG Head of Communications and Engagement

Deputies for representatives are able to attend where necessary.

Also in attendance:

- The group will be facilitated by the CCG Engagement Managers
- Other people can be invited to attend the group as appropriate

- 4. Chairman**
- The Meeting will be Chaired by the CCG Lay Member for PPI and Quality
  - A Vice-Chair will be appointed from the twelve patient representatives by seeking expressions of interest and will be decided by vote if more than one patient representative applies.
- 5. Recruitment**
- Patient representatives will be invited to express their interest in being a member of the group. If there are more than two suitable members who express interest per district then the CCG will make a decision based on the skills and experience described in their expression of interest form
  - To be eligible for appointment to the group, patient representatives on the group must agree to become a member of the CCG membership scheme
  - Members will retain their post for two years, at which point the current Terms of Reference and membership will be reviewed.
- 6. Meetings**
- Meetings shall be held bi-monthly (six times per year)
  - Each meeting location will be rotated across the county with one meeting per district across a 12 month period and will look for opportunities to hold some meetings in public
  - If a member does not attend three consecutive meetings they will be deemed to have resigned, unless extenuating circumstances have been declared. For reasons of continuity, if a member is unable to attend a meeting, a named deputy will be able to attend on their behalf.
  - An extraordinary meeting can be called on the agreement of the Chair and at least two other members, with at least five working days' notice provided to members.
  - The Worcestershire CCGs' Engagement Managers shall organise and facilitate the PAG meetings.
  - Agendas and minutes will be circulated at least ten working days in advance of the meeting.
  - Members should confirm their attendance or send their apologies to the Engagement managers, no later than 12pm on the day before the scheduled meeting date.
  - Should members require a printed copy of meeting papers, they should send their request to the Engagement Managers, no later than 12pm on the day before the scheduled meeting date.
- 7. Quoracy**      The meeting will be deemed quorate if five members are present including:
- A CCG PPI Lay Member
  - At least three patient representatives, of which:
    - A minimum of one patient representative from Redditch and Bromsgrove area
    - A minimum of one patient representative from either the South Worcestershire area
    - A minimum of one patient representative from the Wyre Forest area
- The meeting may continue in its advisory capacity if it is not quorate, but will not be able to cast any votes.
- 8. Reporting**      Following each PAG meeting:
- The minutes of the PAG meeting will be circulated to all members and published on the CCG websites
  - The minutes of the PAG meeting will be submitted to the next CCG Governing

Body Meeting as part of the overall PPI report

- Key issues will be escalated to the CCG Governing Bodies via the Chair in their role as Lay Member for PPI and Quality

- 9. Expenses** As a basic principle all patient and public representatives who are asked to take part in Advisory Group activities will be entitled to claim out of pocket expenses, in line with the current Volunteer Expenses policy. The CCG will not pay the expenses of representatives who attend on behalf of a specific company or organisation.
- 10. Review** The Terms of Reference will be reviewed, as a minimum, every two years, or sooner if circumstances require.
- 11. Audit** The Engagement Managers will audit the effectiveness of the PAG every year and present their report to the PAG Chair and the Head of Communications and Engagement.
- 12. Dates** The PAG meetings will take place on the following dates:
- Wednesday 25 April 2018 – 9am to 10.30am
  - Wednesday 20 June 2018 – 1.30pm to 3pm
  - Wednesday 22 August 2018 – 9am to 10.30am
  - Wednesday 24 October 2018 – 3.30pm to 5pm
  - Wednesday 19 December 2018 – 3pm to 4.30pm
  - Wednesday 20 February 2019 – 10.30am to 12pm

Date of approval by PAG:

Date of review by PAG: