

Luton Health and Social Care Engagement Group Terms of Reference

1. The purpose of the group

The purpose of the group is to represent the public and provide the opportunity for local people to influence and shape commissioning and services related decisions of health and social care in Luton. The group will be made up of members that reflect the diversity of the local population.

The group will provide assurance to the Luton Health and Wellbeing Board and will also support the CCG to meet its statutory duty to consult and engage in line with the Health and Social Care Act, 2012 (Section 14Z2), which was embedded into NHS England's 'Engaging with local people' paper from 2016.

2. The role and responsibility of the group

The group will:

- inform and contribute to commissioning plans and support the engagement with public and patients in the shaping of these plans
- work closely with commissioners and providers to ensure the appropriate level of public involvement is undertaken. It will also review communications and engagement activity to ensure it is fit for purpose and is appropriately incorporated in to all service changes
- contribute to stakeholder engagement plans associated with commissioning programmes and provide advice and guidance as necessary
- draw attention to the wide range of issues affecting the people living or working in Luton, especially those significantly affected due to their protected equality characteristics and health inequalities
- promote patient and public engagement and share messages in the review and redesign of health, wellbeing and social care services, ensuring that commissioners can evidence where public involvement and experience has influenced change
- seek to facilitate PPGs in all practices
- engage and collate feedback from patients and the public on agenda items and themes rather than specific individual issues.

3. Composition and membership of the group

The group will be chaired by the Lay Member for the CCG Governing Body, with responsibility for patient and public engagement.

In the absence of the Chair, meetings will be chaired by a Healthwatch Luton representative.

Other members include:

- Head of Communications and Engagement (LCCG or LBC)
- Senior Communications and Engagement Officer (LBC or CCG)
- Clinical Director – GP from Luton / Member of the CCG Governing Body
- Representative for Public Health (LBC)
- Chief Operating Officer LCCG
- Representative for Adult and Children commissioning (LBC or CCG)
- Representative for Healthwatch Luton
- Representative(s) for faith communities
- Representative(s) for community groups
- Representative(s) for voluntary sector
- Representative for children and young people
- Patient representatives (2 representatives from each PPG)
- Patient and Public representatives (minimum of 2)
- Representative for carers
- Representatives from educational establishments

Other members of the wider health and social care community will be invited by the group to attend meetings as appropriate.

4. Quorum

Based on the membership of the group, a quorum will consist of the Chair, a representative from the Council and CCG and four patient and public representatives.

Meetings can take place which are non-quorate, however, any decisions made at the non-quorate meeting, must be reported to the next meeting for agreement.

5. Managing Conflicts of Interest

There must be transparency and clear accountability of the group. Members must declare any interest and or conflicts of interest at the start of the meeting.

Where matters of conflict of interest arise, the chair will have the powers to request that members withdraw from discussion until the matter is concluded, if this is deemed appropriate.

All declared conflicts of interests will be noted and representatives from the CCG recorded in a Members' Register in accordance with the NHS Standards of Business Guidance, the CCG's Conflict of Interest Policy and the NHS England Guidance on Managing Conflicts of Interest.

6. Accountability of the Group

The Group is accountable to the Health and Wellbeing Board and will also report to the CCG Governing Body.

The Chair of the Group with support from the Head of Communications and Engagement will provide a half yearly assurance report to the Governing Body.

7. Frequency and notice of meetings

The group will meet six times a year. The agenda and all supporting papers will be sent to all members at least five working days before the meeting either electronically or manually.

Secretary: The Senior Communications and Engagement Officer shall be secretary to the Group and will:

- Schedule all meetings
- Agree the agenda with the Chair of the Group and attendees together with the collation of connected papers
- Take the minutes and keep a record of matters arising and issues to be carried forward
- Circulate the draft minutes within 3 weeks of the meeting
- Following each meeting, produce a report updating the Health and Wellbeing Board about the outcomes from the meeting, and submit with the approved minutes of the previous meeting.
- Minutes from meetings will be published on the website.

8. Approval of the Terms of Reference for approval by the membership

The Terms of Reference will be reviewed by the group at least annually and ratified by the Health and Wellbeing Board.

9. Forward Plan for the Group

Members will be presented with the draft Commissioning Intentions from Luton CCG and Luton Borough Council annually, and together will collate a forward plan to ensure that patient involvement is factored in from the outset.

10. Conduct of the Group

Members of the group should make every effort to attend at least four meetings each financial year, but should aim to attend all scheduled meetings.

Where unable to attend, members should submit their apologies in advance of the meeting. Continued non-attendance will result in an alternative member being sought for that position.

The Terms of Reference and conduct of the group is in accordance with relevant national guidance, relevant codes of conduct and good governance. For example, the Seven Principles of Public Life, namely selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All members are bound by the following statement:

“You undertake not to disclose or allow information to be disclosed, at any time during the course of or following termination of your appointment, any ‘confidential information’ relating to Luton CCG or Luton Council, its business, finances and affairs to any third party without the consent of the CCG or council. This includes disclosing information verbally or in writing, including electronically via email or social media.

Confidential information means all information that may be imparted in confidence or be of a confidential nature, relating to the activity or prospective activity, plans or internal affairs of the CCG, which is not in or has not entered the public domain and is not generally available to the public.”

Document history

Approved by the Group	Terms of Reference approved by the group on 26 March 2019
Reviewed by the Governing Body	Terms of Reference ratified by the Health and Wellbeing Board
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