

**PPE (Patient, Public Engagement) & Communications Sub Committee**

**TERMS OF REFERENCE**

<b>Contact Details:</b>			
<b>Lead O.E. / Clinician:</b>	Sue Cassin	<b>Lead Officer:</b>	Helen Wyatt Gordon Laidlaw
<b>Title:</b>	Chief Nurse	<b>Title:</b>	Patient & Public Engagement Manager Head of Communications

<b>Purpose:</b>
The PPE and Communications sub-committee (the Committee) is established in accordance with Rotherham Clinical Commissioning Group's (RCCG's) constitution. This sub-committee provides strategic and operational leadership for the development of effective public and patient engagement and communication

<b>Responsibilities:</b>
<p><b>Strategic direction</b></p> <ul style="list-style-type: none"> <li>• Ensure that Patient and Public Engagement is central to the business of the CCG, and that it is embedded in all decision making processes adopted by the CCG</li> <li>• Oversee the development and implementation of the communications and engagement strategies and action plans.</li> <li>• Advise the Governing Body on all matters relating to engagement and the process of formal consultation.</li> <li>• Ensure that the CCG (and the services it commissions) engage in meaningful dialogue with its public, patients and partners</li> <li>• Design the specification and quality standards relating to the process relating to engagement, communication and consultation that will be used by all members of the CCG and by its staff, in particular that which will be used in the process of service transformation and service redesign, at the earliest stages</li> <li>• Address ways to increase wider patient &amp; public involvement/engagement, scanning for and implementing new and innovative mechanisms for engagement, especially in regard to under-engaged communities</li> <li>• Ensure the CCG has effective communications processes in place to manage its reputation as a local leader of the NHS.</li> <li>• Ensure that Equality and Diversity is embedded across Communication and Engagement activities by having due regards to the 9 protected characteristics under the Equality Act 2010.</li> </ul> <p><b>Quality and Performance Management</b></p> <ul style="list-style-type: none"> <li>• Monitor delivery of the Communications and Engagement Plans</li> <li>• Monitor delivery against a range of standards relating to engagement, communications and consultation.</li> <li>• Consider trends of complaints and MP enquiries relating to services commissioned</li> <li>• Encourage continuous improvement in the quality of engagement and communication</li> <li>• Provide assurance to the Governing Body on communication and patient, carer and public engagement. This includes assurance that the needs, views and aspirations of patients, carers, local community groups and the general public have:</li> </ul>

- ✓ helped shape and influence service delivery.
- ✓ are being used to develop priorities, strategies and plans
- ✓ have helped to procure services
- ✓ are being used to monitor services in terms of safety, quality and positive patient experience.

**General Issues**

- To agree key risks for inclusion in Risk Register

**Chair:**

CCG Lay Member for Public & Patient Engagement

Vice Chair – alternative lay member as available

**Composition of group:**

- CCG Lay Member for Public & Patient Engagement
- Chief Nurse
- Assistant Chief Officer
- Lead GP
- Patient and Public Engagement Manager
- Planning and Assurance Manager
- Chief Executive, Voluntary Action Rotherham
- Healthwatch
- Representative from Public health
- Head of Communications
- RMBC- Scrutiny representative

The Committee may co-opt other senior clinicians or managers as necessary, or representatives of community groups and organisations. These will be non-voting members of the committee. The Chair and Chief Executive of the CCG will attend one meeting of the sub-committee per year.

**In Attendance:**

The Sub-committee will be serviced by the admin team

**Deputising:**

Fully briefed deputies, with relevant and appropriate decision making authority shall be permitted, where necessary, with the agreement of the Chair.

**Quorum:**

The Committee will be quorate with 3 from the following 5 members:

- The Chair (or another Lay member chairing the meeting)
- 1 CCG Senior Management representative
- 1 GP
- Patient and Public Engagement Manager or Communications Manager
- External Partner

**Accountability:**

The PPE (Patient, Public Engagement) & Communications sub-committee will report directly to the CCG Governing Body but will also refer issues to the Audit and Quality Assurance Committee as appropriate.

**Frequency of meetings:**

Bi-monthly.

**Order of business:**

- Strategic direction
- Quality & Performance Management
- For information

**Agenda deadlines:**

Agenda papers will be distributed at least 7 working days ahead of the meeting.

**Minutes:**

Minutes of the meeting will be issued within 3 working days of the meeting.  
Draft minutes will go to the next possible Governing Body.  
All minutes from the meetings are stored on the CCG R: drive in a folder under CCG meetings.

**Administration:**

The meetings will be serviced by the admin team which sits under the Assistant Chief Officer

**Attendance:**

Members to attend at least 4 meetings from 6 throughout the year and if attendance is not possible should be otherwise represented by their designated deputy. The Chair and Chief Officer of the CCG to attend at least one meeting during the year

**Last Review Date:**

February 2018

**Next Review Date:**

February 2019