

Patient Partner Group

Terms of Reference and Membership

The Role and Purpose of the Group

The role and purpose of the Group is to:

- Advise on the development and co-ordination of Patient and Public Involvement and Engagement
- Provide advice and feedback to the CCG on issues that are affecting service users
- To give patients a voice in the commissioning of local healthcare
- Help guide the development of recommendations for further commissioning priorities
- Request members to speak at CCG meetings
- To consider and provide feedback to the CCG on new commissioning projects and priorities
- To provide feedback on patients and the public's needs, concerns and interests and challenge constructively when necessary
- To support the CCG in its achievement of effective patient and public involvement or engagement activities considering any data protection rules
- To appraise patient and public information or questionnaire or service design
- To act as a conduit for effective 2 way communication between the CCG and its member practices Patient Participation Groups
- To support the CCG to identify ways of promoting good health by supporting and encouraging behaviours and campaigns on preventative healthcare and self-care
- Assist the CCG in identifying ways of influencing the provision and demand for healthcare in Harrogate and Rural District
- Assist the CCG in providing feedback on consultations or local reconfiguration of healthcare
- Assist the CCG to communicate information about commissioning plans that may affect future healthcare provision
- To be represented at groups that may be required for specific projects

Ways of Working

- The Group will meet a minimum of four times a year
- Members of the Group will receive papers one week before each meeting
- Minutes and actions arising from the meetings will be kept by the CCG Communication Support Officer and agreed by all members of the Group who attended the meeting
- Members may be contacted between meetings for advice should the need arise
- From time to time sub-groups may be formed to work on specific issues as appropriate
- From time to time individuals may be co-opted to provide specific advice and expertise as required

Final version agreed November 2017

Membership

- The Group will have three members who will be CCG members of staff,
 - Communication and Engagement Officer,
 - Executive Nurse or the nominated deputy, and
 - Governing Body lay member who has responsibility for Patient and Public Involvement.

- The remaining Group members who will form a majority of the Group membership and will be service users, carers and members of the public who have
 - an interest in patient and public involvement and engagement,
 - represent CCG member practices' Patient Participation Groups and
 - have completed the CCG Patient Partners one day training programme

- The Group will be chaired by a Governing Body Lay Member who is nominated by the group for a 12 month term

Review of the Group

The Group will review its effectiveness, membership and terms of reference on an annual basis and will report to the CCG Patient and Public Involvement and Engagement Steering Group as part of routine reporting arrangements.