

Commissioning Reference Group

Castle Point and Rochford Clinical Commissioning Group (CP&R CCG)

Terms of Reference

Background

Castle Point and Rochford Clinical Commissioning Group (CP&R CCG) is developing structures to engage patients and the public in its work. The Commissioning Reference Group is an important element of the evolving framework. This would bring together members of the local voluntary groups and Patient Participation Groups in the CP&R CCG area, with the opportunity to co-opt other members as appropriate.

Purpose of the Commissioning Reference Group

The Commissioning Reference Group will have multiple purposes:

- Provide a public/patient/carer voice within CP&R CCG, aiming to ensure the views of local stakeholders are fully understood and considered by CP&R CCG
- Advise CP&R CCG on how to promote patient and public involvement, in general
- Advise CP&R CCG on appropriate engagement techniques for specific pieces of work
- Advise on the annual commissioning plan of CP&R CCG
- Improve communication between CP&R CCG and the wider community

Title

The Group will be known as the “Commissioning Reference Group” for Castle Point and Rochford Clinical Commissioning Group.

Aims and objectives

To constitute a network of lay champions who serve as critical friends and support the work of CP&R CCG to ensure **impact** of public engagement, ensuring the CCG embed involvement in their work by:

1. Involve the public in governance
 2. Explain public involvement in commissioning plans
 3. Demonstrate public involvement in Annual Reports
 4. Promote and publicise public involvement
 5. Assess, plan and take action to involve
 6. Feedback and Evaluate
 7. Implement assurance and improvement systems
 8. Advance equality and reduce health inequality
 9. Provide support for effective engagement
 10. Hold providers to account
2. To support and encourage the development of effective Patient Participation Groups within the GP surgeries which are part of CP&RCCG.

3. To advise CP&R CCG on improving communication between CP&R CCG and the wider community, including the voluntary sector.
4. To propose to the CP&R CCG Board a patient and public communication and engagement strategy for the organisation and to advise CP&R CCG on the ongoing issues relating to public involvement in planning and monitoring health care.
5. To help recruit lay members unto specific pathway redesign, and other, project groups, so that the lay perspective is integral to the work of CP&R CCG.
6. To contribute to the development of staff training as appropriate.
7. To review and comment upon the annual commissioning plan of CP&R CCG.
8. To make recommendations about how services could be improved to deliver a better patient experience.
9. To act as an expert reference group for CP&R CCG in developing consultations, surveys etc
10. To support the engagement of the widest possible cross-section of the population, including young people and other seldom heard groups, ensuring the CCG has considered health inequalities when planning, targeting and undertaking public involvement.

Membership of the CP&R Commissioning Reference Group

The CP&R CCG Commissioning Reference Group will have the following membership:

- PPE representatives from the Castle Point and Rochford localities who will be able to reflect the views of their local community
- Voluntary Sector Representatives
- Representatives of Essex Healthwatch
- The CCG Board Lay Member with responsibility for Patient and Public Engagement (PPE)
- Other members may be co-opted onto the CP&R CCG Commissioning Reference Group on an ad hoc basis as appropriate

Frequency of meetings

The Commissioning Reference Group will meet at least six times a year.

Other matters

- The chair of the Commissioning Reference Group will be a member of the Board, chosen by the processes put in place by CP&R CCG. The tenure of the Chair will initially be reviewed annually, when they must then stand for re-election. Thereafter the tenure will be for one year, with annual re-election.
- Members of the Commissioning Reference Group will be appointed and membership will be reviewed.

- The Commissioning Reference Group will receive management support to support its work and to ensure smooth administration.
- Resources will be made available by CP&RCCG to support the learning and development of the members of the Commissioning Reference Group.
- Commissioning Reference Group members will need to declare any conflicts of interest that arise and to respect the confidentiality of any documents to which they have access.
- Meetings of the CP&R CCG Commissioning Reference Group will be minuted and will be publicly available.
- The CP&R CCG Commissioning Reference Group will not address specific individual complaints - these should be handled through the established processes.
- Travel expenses will be reimbursed at rates established by the CP&R CCG Board.
- These terms of reference will be reviewed annually.