

Engagement Steering Group - Terms of Reference

Purpose of the Engagement Steering Group	This Group is formed in support of the CCGs’ constitutional duty to make arrangements to secure public involvement in the planning, development and consideration of proposals for changes and decisions affecting the operation of commissioning arrangements and their Corporate objective Better Care for Bucks – to ensure local people and stakeholders have a greater influence on the services we commission.
Aim/objectives	<p>The Engagement Steering Group will:</p> <ul style="list-style-type: none"> • Develop the Patient and Public Engagement Strategy/Annual Plan • Provide assurance to the Executive Committee that project plans include ‘fit for purpose’ communication and engagement plans which take into account any matters arising from the associated equality impact assessment • Hold Localities and Programme Boards to account for delivery of actions planned for consultation/ engagement • Ensure patient and/or carer involvement in the full cycle of commissioning, including service evaluation • Provide a link to neighbourhood networks and insights on commissioning topics as required, including support to recruit patients and/or carers to Expert Reference Groups • Develop PPG Networks • Provide input into plans for formal public consultations • Support collaborative working and decision making that improves health and social care outcomes in Buckinghamshire. • Secure sustainable, appropriately integrated health, social care • Facilitate effective partnerships between health, local authority and wider partnership organisations in Buckinghamshire • Ensure consistency in implementation of relevant policies in an evidence-based, cost effective and safe manner, and support wider CCG commissioning intentions.
Specific duties and responsibilities	In support of effective engagement, the Engagement Steering Group will work closely with the Equality, Diversity and Inequalities Steering Group and the Programme Management Office to ensure that statutory duties and legal responsibilities for the Public Sector Equality Duty under the Equality Act 2010 are met when developing public engagement campaigns or formal consultations.
Accountability and reporting arrangements	The Engagement Steering Group is a steering group appointed by the Executive Committee.
Decision making and delegated authority	Decisions will usually be made by consensus. Where this is not possible a vote will be taken with a majority win.
Membership and Quoracy	Members of the Engagement Steering Group

Role Title	Organisation
7 representatives of Member Practice Patient Groups	Member Practice PPG
A representative of Healthwatch	Healthwatch Bucks
A representative of Carers Bucks and/or other appropriate voluntary sector organisation(s)	Carers Bucks or appropriate voluntary sector organisation
CCG Governing Body Lead for PPI	CCG
CCG Exec Lead for PPI	CCG
A Clinical Director for Localities	CCG
A representative of the Communications Team	Bucks County Council

Quorum

The Engagement Steering Group will be quorate to make decisions when 40% of members are present including the following mix of members:

- 1 CCG appointed person
- 3 PPG representatives

If quorum has not been reached, then the meeting may proceed if those attending agree, but any record of the meeting should be clearly indicated as notes rather than formal Minutes, and no decisions may be taken by the non-quorate meeting. If a decision does need to be made before the date of the next meeting, the matter should be escalated preferably to the Executive Committee, but if required, the Governing Body.

If a member is conflicted on a particular item of business they will not count towards the quorum for that item of business. If a member is conflicted on a particular item they may be excluded from discussion of the item and/or asked to leave the room, both at the discretion of the Chair of the meeting. If this course of action causes the decision to be non-quorate, the matter may be escalated preferably to the Executive Committee, but if required, the Governing Body.

Chair/deputy of a meeting

The Engagement Steering Group's Chair will be elected by the group. The Chair's role, responsibilities and expected behaviours will be described. The Chair will be elected on an annual basis.

Member conduct

Members of the Steering Group have a collective responsibility for its operation. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability. They will endeavour to reach a collective view prior to making any decision where authority to do so is delegated.

Conflicts of interest

There must be transparency and clear accountability of the Steering Group. The Chair will ask at the beginning of each meeting, as a standing item, whether any member has conflict of interest to declare about any items being discussed at the meeting in accordance with the CCGs' conflict of interest policy. If a member has a direct or indirect connection with an issue on the agenda which may impact on their ability to be objective they must declare an interest to the Chair. A decision will then be taken by the Chair as to whether it is appropriate or not for this member to remain involved.

	<p>All declarations of interest and decisions on participation shall be reported in the minutes.</p> <p>A register of interests will be completed by all Steering Group members and updated at least annually, and will be available on the CCG website for public scrutiny.</p> <p><u>Confidentiality</u> To allow this Steering Group to operate effectively, members need to be able to openly discuss commercial and operational issues and requirements. Members accordingly agree to hold all information obtained in the course of meetings in the strictest of confidence and agree not to disclose any information discussed without first seeking authorisation to do so from the Chair.</p>																
<p>Meeting arrangements</p>	<p>Reasonable notice should be given on agenda items to the Director of Corporate Affairs. Relevant papers will be circulated in advance.</p> <p>The Director of Corporate Affairs will be responsible for circulating the agenda and the minutes to the members of the group a minimum of 5 working days before the next scheduled meeting. Minutes will be taken by a member of the corporate admin team.</p> <p><u>After the meeting</u> Notes of the meeting, action points/log and detail of decisions taken will be recorded and produced and circulated within five (5) working days of the meeting to members only.</p> <p><u>Frequency of Meetings</u> Meetings will normally be held monthly.</p>																
<p>Document control</p>	<p>These terms of reference and arrangements for this group will be reviewed annually and ratified by the Executive Committee. The provisions of these may be amended at any time by mutual consent.</p> <table border="1" data-bbox="411 1279 1444 1742"> <thead> <tr> <th data-bbox="411 1279 638 1384">Version (author and date)</th> <th data-bbox="638 1279 890 1384">Review date (by group/committee)</th> <th data-bbox="890 1279 1177 1384">Date of acceptance, approval (and adoption)</th> <th data-bbox="1177 1279 1444 1384">Signature (chair) to confirm acceptance and adoption</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 1384 638 1489">0.5</td> <td data-bbox="638 1384 890 1489">Engagement Steering Group on 27th Oct 2016</td> <td data-bbox="890 1384 1177 1489">Recommended to Exec Committee for approval</td> <td data-bbox="1177 1384 1444 1489">Accepted on 22nd December 2016</td> </tr> <tr> <td data-bbox="411 1489 638 1675">1.0 20190109 DR</td> <td data-bbox="638 1489 890 1675">Engagement Steering Group on 9th January 2019</td> <td data-bbox="890 1489 1177 1675">Group reviewed and agreed no changes required in light of ICS plans under development.</td> <td data-bbox="1177 1489 1444 1675">Accepted on 9th January 2019</td> </tr> <tr> <td data-bbox="411 1675 638 1742"></td> <td data-bbox="638 1675 890 1742"></td> <td data-bbox="890 1675 1177 1742"></td> <td data-bbox="1177 1675 1444 1742"></td> </tr> </tbody> </table>	Version (author and date)	Review date (by group/committee)	Date of acceptance, approval (and adoption)	Signature (chair) to confirm acceptance and adoption	0.5	Engagement Steering Group on 27 th Oct 2016	Recommended to Exec Committee for approval	Accepted on 22 nd December 2016	1.0 20190109 DR	Engagement Steering Group on 9 th January 2019	Group reviewed and agreed no changes required in light of ICS plans under development.	Accepted on 9 th January 2019				
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