

TERMS OF REFERENCE

NHS LEWISHAM CLINICAL COMMISSIONING GROUP

Public Engagement and Equality Forum (PEEF)

1. Introduction

The Public Engagement and Equality Forum is a standing Committee of NHS Lewisham CCG. Regular meetings will be supplemented twice a year with workshops with Governing Body and Senior Management Team members.

The Public Engagement and Equality Forum (**the Committee**) exists to ensure the Lewisham Clinical Commissioning Group (CCG) has the mind-set, the structures and processes in place to achieve a high level and quality of patient and public engagement and that its approach to engagement promotes **equality and diversity** and the reduction of health inequalities.

2. Purpose

- a) Provide feedback and assurance to the CCG Governing Body that patient and public engagement is being carried out in line with best-practice and meets the legal duties placed on the CCG.
- b) Ensure that information drawn from engagement is taken account of and demonstrated in the development of CCG strategy and plans.
- c) Develop and monitor an annual plan to improve engagement over the year in line with the Public Engagement Strategy.
- d) Develop public engagement so that it is both deeper and wider in its scope, providing and maintaining a timely, accurate and complete view of reported patient experience in Lewisham.
- e) Provide feedback and assurance to the CCG Governing Body that equalities and health inequalities are considered when planning and implementing the approach to public involvement and engagement.

3. Areas of Focus

- a) Provide feedback and assurance to the CCG Governing Body and Committees that patient and public engagement is being carried out in line with best practice and meets legal duties placed on the CCG:
 - Provide assurance on the duty to consult obligation
 - Provide feedback which focuses specifically on the Improvement and Assessment Framework domain of public and patient participation and associated guidance
- b) Ensure that public engagement and equalities are built into strategic level commissioning plans at an early stage:
 - Review and monitor public engagement plans prior to implementation
 - Oversee public engagement activities

- c) Develop and monitor an annual engagement plan to improve engagement over the year in line with the CCG's public engagement strategy:
- Promote local alignment and assurance of engagement plans and outcomes to maximise collective impact, such as engagement overseen by Lewisham Health and Care Partners (LHCP) by linking to the LHCP Communications and Engagement Steering Group, south east London plans and other cross-borough collaborations by linking to the STP Communications & Engagement Steering Group.
- c) Develop public engagement so that it is both deeper and wider in its scope, providing and maintaining a timely and accurate view of public feedback and reported patient experience in Lewisham, and that is reflective of the diverse population in Lewisham, and endeavours to reach those groups that may be seldom heard in order to support the reduction of health inequalities. Ensure that the CCG feeds back effectively to the public about engagement and involvement activities, including the difference it has made and how it has influenced commissioning decisions.
- d) Oversee the work of the CCG Public Reference Group (PRG), contributing to the work plan and responding to concerns or issues raised by PRG members. Receive a report on progress from the PRG Chair three times a year. The PRG will also receive a short update on discussions at PEEF meetings from either the PRG Chair, PEEF Chair or Head of Communications & Engagement.
- e) Provide feedback and assurance to the CCG Governing Body that equalities and health inequalities are considered when planning and implementing the approach to public involvement and engagement:
- Link with the CCG Equalities Steering Group, ensuring that equalities and health inequalities are considered when planning and implementing the approach to public involvement and engagement.
 - Ensure the public are meaningfully involved in EDS2 processes
 - The demographics of people involved are monitored in relation to protected characteristics and other seldom-heard groups and plans developed to extend the reach
 - Communications are accessible to local communities, for example in accessible formats and using a range of formats

4. NHSE CCG Improvement and Assessment Framework

The Committee will contribute to the CCG's compliance with the national CCG Improvement and Assessment Framework.

5. Meeting Schedule

Meetings will take place **as a minimum** on a bi-monthly basis **but may be held more often as considered necessary to the meet the requirements of the CCG.**

In addition to regular meetings twice a year members of the Governing Body will be invited to a PEEF workshop.

6. Accountability

The Group will provide minutes of its meetings to the **Governing Body**. Governance support will ensure any insights and suggested actions are communicated to other Committees as appropriate.

7. Committee Membership

The Chair of the CCG is an ex-officio member of **this Committee** with full voting rights.

The Lay Member with responsibility for Public Engagement will be the Chair of the Public Engagement and Equality Forum.

Core members

CCG Governing Body Lay Member with responsibility for engagement (Chair)
2 CCG Clinical Directors (one to act as Deputy Chair)
Deputy Director (Strategy & Organisational Development)
Head of Communications & Engagement (deputy: Engagement Officer)
Healthwatch representative

In Attendance

CCG's Communications and Engagement Lead
CCG's Public Reference Group Chair
CCG's Equality and Diversity Lead

All members of the Governing Body and the Senior Management will be invited to attend twice yearly Public Engagement and Equality Forum workshops.

In order to conduct its business, the committee may agree for a sub-group to meet where decisions or assurance requirements fall outside the normal meeting schedule.

8. Quorum Rules and Responsibilities of Members

A quorum will be over 50% of core members including one CCG Governing Body member.

Committee Members will follow the code of conduct contained in the CCG's constitution.

9. Reporting Arrangements

The Committee will provide a regular report of its meetings to the **Governing Body**.

10. Monitoring adherence to the Terms of Reference

This will be part of the reporting process to the **Governing Body**.

11. Review

Terms of Reference will be reviewed annually.

12. Resources and support

The **Committee will be supported by the CCG Head of Communications & Engagement**, who will be responsible for:

- development of group agendas, minimising the duplication of discussion and decision-making

- assisting the PEEF Chair with preparation for meetings
- bringing together reports and information necessary to support the discussion and decision-making of the group
- producing and distributing minutes within seven working days of meetings
- tracking progress on actions and plans, identifying and rectifying any lapses in communication.

Meeting dates will be agreed on an annual basis and will not be changed without the permission of the chair.

Agendas, minutes and papers for the meeting will be distributed no less than seven days before the meeting.

Papers for the meeting will be distributed no less than seven days before the meeting.

Any exceptions to this will require written notification to the chair, and subsequent agreement on distribution arrangements.

Version Control

Version:	Date	Changes made
1.1	28 May 2015	Sections 3 c) and 6
2.0	21 st April 2016	Initial Document prepared by David Cotter (SECSU)
3.0	3 rd May 2016	Susanna Masters, Corporate Director - incorporating changes to reflect role regarding Public Sector Equality Duty
3.1	4 th May 2016	Deputy Director (Strategy & Organisational Development), incorporating comments received from clinical director and lay member leads for public engagement
4.0	21st August 2018	Membership updated to reflect changes to Governing Body and Senior Management Team. Requirements under Improvement and Assessment Framework domain of public and patient participation incorporated. Requirement for engagement plans to be considered at an early stage of commissioning plans strengthened. Interfaces updated to include Lewisham Health and Care Partners, SE London STP and other cross-borough collaborations. Relationship with Public Reference Group specified. Meeting schedule updated to reflect twice annual workshops with Governing Body/Senior Management Team members.