

## **HALTON PEOPLES HEALTH FORUM STEERING GROUP**

### **Terms of Reference**

These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Steering Group.

The status of the Group is consultative. It will act in an advisory capacity to NHS Halton CCG Quality Committee. The Group's remit is to ensure that there is an inclusive, integrated and consistent approach to engagement and involvement of Halton's population in the development of the CCGs work.

#### **1. Membership**

Members will be representative of the range of engagement networks in Halton. The maximum number of members should not exceed 25.

#### **In attendance**

The CCG Engagement & Involvement Manager and 1 Lay Member will attend all meetings. Other relevant officers will be invited to attend in line with agenda items.

#### **2. Quorum**

A minimum of 6 members including the Chair or Vice-Chair must be present to agree any recommendations to the Quality Committee.

#### **3. Remit and responsibilities**

##### **3.1 Halton Peoples Health Forum**

The Steering Group is responsible for advising on the design and content of the Halton Peoples Health Forum events. There will be a minimum of four events each year with each event being delivered in two locations (Runcorn and Widnes)

##### **3.2 Other Consultation Events**

The Steering Group may be required to advise on or support facilitation of additional consultations including other organisations as required.

### **3.3 Patient Experience and Engagement**

To review and provide feedback to CCG engagement plans, both CCG specific and in partnership with other including Halton Borough Council.

The Group will review health providers Patient Experience reports as appropriate.

The Group will be responsible for promoting the use of the CCGs communication Tool 'Talk 2 Us' to facilitate feedback on service provision to allow the CCG to take relevant action.

#### **3.3.1 Public Feedback**

Written feedback and questions at events on presentation material will be logged on the Feedback Log and tracked by the appointed person.

Public feedback to Steering Group members at events that does not relate to the subject material of that event may be taken up by the respective Steering Group member, using the Talk 2 Us communication tool. Under this 1st party communication the respective Steering Group member can record the communication by their Name and being a member of the HPHF Steering Group.

If a member of the Steering Group wishes to pursue feedback to the CCG using the Talk 2 Us tool on a 3rd Party issue (having no direct communication with the affected party) and the item not being raised at a HPHF event, eg newspaper cutting. The Steering Group member can raise this using the Talk 2 Us tool but as an individual, not as a member of the Steering Group.

### **3.4 NHS Constitution**

The Steering Group will monitor to ensure that the CCG takes account of its equality objectives and the NHS Constitution when discharging public engagement and consultation responsibilities.

## **4. Frequency of meetings**

The Steering Group shall meet quarterly.

## **5. Reporting**

This Steering Group will contribute to an Engagement & Involvement Report that is submitted quarterly to the Quality Committee. The Group will also prepare ad-hoc reports at the request of Quality Committee or Governing Body.

The Group will receive formal feedback from the Quality Committee on its reports.

## **6. Responsibility of Members and Attendees**

Members of the Steering Group have a responsibility to:

- Attend meetings, having read all papers beforehand.
- Forward apologies to the Secretary if you are unable to attend a meeting.
- If a member does not send apologies for a meeting on 3 consecutive occasions;

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their future membership will be reviewed.

- Act as 'champions', disseminating information and good practice as appropriate.
- Identify agenda items to the Secretary at least fifteen working days before the meeting.
- Members will inform the Chair, at the commencement of the meeting, of any personal conflict of interest with agenda items.

## **7. Administrative Arrangements**

The Steering Group will be supported by an appropriate Secretary (provided by the CCG) that will be responsible for supporting the Chair in the management of the Steering Group's business.

The Secretary will ensure:

- Correct minutes are taken and once agreed by the Chair, distributing minutes to the members within five working days of the meeting taking place.
- A Key Issues summary is produced following the meeting for inclusion in the CCG Engagement & Involvement Report and submitted to the next meeting of the Quality Committee.
- The agenda and accompanying papers are distributed to members at least five working days in advance of the meeting date.
- They provide appropriate support to the Chair and Group members.
- The papers of the Committee are filed in accordance with NHS Halton CCG policies and procedures.

An annual meeting plan will be agreed at the start of each financial year. The focus of the plan will be in ensuring adequate engagement with patients and the public of Halton in the planning and delivery of health care services.

In accordance with the Terms of Office the elections for the Chairman and Vice-Chairman will be held every 3 years; the outgoing holders of these posts may offer themselves for re-election.

## **8. Date and Review**

These Terms of Reference were agreed at the Steering Group meeting held on 5 February 2014.

**Agreed Date: 5 February 2014**

**Review Date: 5 February 2015**