

Patient Council

Reference group of the South West Lincolnshire Governing Body

TERMS OF REFERENCE

1. Constitution

The Patient Council is established under the direction of the Governing Body of South West Lincolnshire Clinical Commissioning Group (CCG).

2. Purpose

The purpose of the Patient Council is to act as a diverse reference group, to enable the patients and public of South West Lincolnshire to make an effective contribution to the prioritisation, design, planning and commissioning of health care services in alignment with the CCGs strategic objectives.

3. Remit and responsibilities

- 3.1. Provide a diverse forum for influencing and contributing to discussions and planning of the most effective health services for the local population.
- 3.2. Support the CCG in its aim to ensure that all communication and engagement is fit for purpose, appropriate and accessible to all relevant groups.
- 3.3. Establish and develop mutually advantageous relationships with a range of community groups, including Healthwatch, local Patient Participation Groups and others.
- 3.4. Champion and promote patient and public involvement and develop creative ways in which to engage with the local population.
- 3.5. Shape and influence the CCG Communications and Engagement Strategy.
- 3.6. Support the development and implementation of CCG engagement plans in order that they comply with Section 242 of the NHS Act 2006 and the Health and Social Care Bill 2011.
- 3.7. Support facilitation of a local response to national surveys and engagement programmes.

4. Accountability

The Patient Council does not have statutory delegated authority. It reports to the Quality and Patient Experience Committee (QPEC) once a quarter and is accountable to the Governing Body of South West Lincolnshire CCG.

5. Membership

The membership for the patient council was revised in October 2015 to ensure that patient have the opportunity to be well represented. The current membership is:

- Chair – Lay Member for Patient and Public Involvement
- Head of Engagement & Inclusion – SWL CCG officer
- Representatives from each Patient Participation Groups (all 19 practices)
- Healthwatch representative
- Carer's representative – Carer's First
- Third sector representative – currently vacant

Other co-opted representatives as required including; executive nurse, practice nurse, practice manager, social care representative, Lincolnshire care homes and special interest groups

An inclusive process will be taken to membership of the council to take account of the needs of all, including those with protected characteristics.

6. Quorum

No business shall be transacted unless at least the Chair, or an identified deputy, four members and one CCG officer are present.

7. Reporting arrangements

The patient council agreed to keep an active record of actions and issues being raised at the meetings. A summary of these issues will be presented to the Quality and Patient Experience Committee once a quarter and then reported to Governing Body through QPEC's reporting process once a quarter.

8. Frequency and servicing of meetings

The Council will meet once a quarter to be reviewed annually.

The Council will be serviced by administrative support organised by the CCG's Head of Engagement and Inclusion.

Papers to be circulated to all members one week prior to each Patient Council meeting. This will include a programme of the meeting, draft notes from previous meeting and relevant information, if appropriate.

Notes from each meeting will formally be agreed and signed off at the following Patient Council.

9. Patient Council Sub-group

Patient Council sub-group has been devised to specifically look at concurring themes within the last quarter which could have been raised by patients or it is deemed that the topic is a concern.

This group will meet prior to each Patient Council to filter and prioritise the information received at the patient council. This group will consist of:

- The Patient Council chair
- PPG reps (2-3 nominated reps)
- Head of Engagement & Inclusion (SWL CCG)

10. Review

The Terms of Reference will be reviewed annually. Any suggested changes will be submitted to the QPEC for approval.

Andrew Burton

Chair, Quality and Patient Experience Committee

Date agreed QPEC: 1st February 2018

Last reviewed: 11th January 2018

To be reviewed: January 2019