

# Future of Acute Hospital Services in Worcestershire

## Patient and Public Sub-Committee

### Terms of Reference

#### Members:

- Colin Beardwood - *Chair*
- Simon Angelides (Programme Director), Arden CSU
- *To be advised*

**Note 1** - Other engagement and communications advice will be co-opted onto the Sub-Committee as required at the discretion of the Chair

#### Aim

*The Programme Board – Patient and Public Sub-Committee has been established to provide assurance and recommendations in terms of the programme’s engagement with the wider patient and public community. The Sub-Committee should seek to represent as wide a view of patients and public as possible and seek to support a dialogue which is at all times inclusive.*

*The Sub-Committee will carry out these responsibilities for the duration of the programme.*

#### Objectives

- a) To ensure that the programme undertakes its duty to involve patients and public to develop the programme
- b) To ensure that where it does involve the patients and public that this is undertaken at an appropriate stage
- c) To ensure that patients and public involvement and participation is meaningful
- d) To oversee the formal consultation processes required by the programme and make recommendations to the appropriate CCGs in response to the formal consultation
- e) To ensure that the programme is fully engaged with the structures within the statutory bodies (e.g. CCG’s Patient / Public Forums) and that there is a consistency in message and approach between the programme and other statutory bodies
- f) To provide oversight of the on-going patient and public communication by the programme
- g) To ensure that the programme maintains a dialogue with all communities that will be impacted by the development and outcome of the programme and that the wider public interest is considered at all times
- h) To support the Programme Board throughout and beyond the assessment of Options

## **Reporting arrangements**

The Sub-Committee / Patient and Public shall report to the overall Programme Board which in turn will provide recommendations to the following bodies:

- Worcestershire Acute Hospitals NHS Trust Board
- The Redditch and Bromsgrove CCG / Wyre Forest CCG / South Worcestershire CCG Governing Bodies
- NHS England
- NHS Trust Development Authority

## **Meetings**

- A standing agenda will be followed
- Action notes will be agreed as a result of each meeting, to ensure there is a complete record of the decisions taken which will be submitted to the overall Programme Board

## **Roles and responsibilities of members**

- To attend meetings and to complete tasks as agreed, deputies will be allowable at the discretion of the Chair upon request
- To fulfil responsibilities in such a manner that respects individual statutory organisation roles and responsibilities but proactively seeks to engender partnership working through openness and transparency to maximise the wider benefit for the patients and public of joint working
- To seek to reach wherever practicable consensus opinions within the Group that consider matters from the perspective of the patients and the public and not organisational self-interest
- To declare any interest that is relevant to the work programme

## **Resources**

- A Programme Support Officer will provide administrative support to all Sub-Committees including setting up the meetings, taking action notes and other duties that are appropriate
- The Programme Support Officer will circulate the actions and agreement log and take comments within an agreed timeframe as appropriate
- The Sub-Committee / Patient and Public will via the Programme Director request additional resources

## **Delegated Authorities**

- The Sub-Committee / Patient and Public does not have any delegated authority from the 1) Worcestershire Acute Hospitals NHS Trust, 2) Redditch and Bromsgrove CCG / Wyre Forest CCG / South Worcestershire CCG Governing, 3) NHS England or 4) the NHS Trust Development Authority and will be making recommendations to the Future of Acute Hospital Services in Worcestershire - Programme Board
- The Sub-Committee / Patient and Public can commission materials to support any of its activities. Where these activities are commissioned the Sub-Committee Chair will need to confirm any requirements with the Programme Director

**Quorum**

- A quorum necessary for the transaction of business shall be five members one of which must include the Chair or a representative as appropriate and must include both Provider and Commissioner representation.

**Frequency**

- Meetings will be held as appropriate

**Decision-Making**

- Decision-making on providing advice will be made by consensus

**Term**

- The Sub-Committee / Patient and Public is part of the overall programme governance structure. It will be established for the duration of the programme
- The Sub-Committee / Patient and Public should, as part of its recommendations to the overall Programme Board, provide recommendations in relation to Patient & Public matters that are relevant to the programme

**Working Arrangements**

- The meeting will be chaired by Colin Beardwood
- Meetings will be held in private
- A standing agenda will be provided that will include discussion of the action log from the previous meeting, key decisions and new actions and the plan for taking these actions forward
- The output from each meeting will be a detailed actions and agreement log with responsibility assigned to each action
- In addition to an actions and agreement log, a series of recommendations will be documented and submitted to the Future of Acute Hospital Services in Worcestershire - Programme Board as they are agreed by the Sub-Committee / Patient and Public