

# Future of Acute Hospital Services in Worcestershire

Patient Public and Stakeholder Advisory Group 07: 16<sup>th</sup> June 2014

Enclosure 1

## Summary of Documentation to Patient Public and Stakeholder Advisory Group

<b>Author:</b>	Colin Beardwood
<b>Subject:</b>	Terms of Reference (June Revision)
<b>Mark As:</b>	Public

### Summary

The terms of reference for the Patient Public and Stakeholder Advisory Group have been revised to take account of its wider membership

### Risks (where identified)

n/a

### Recommendation

The Patient, Public and Stakeholder Advisory Group is asked to

- Note the amended terms of reference

### Approval Process

Meeting – PPS Advisory Group

Approved - Yes

Date - 05/06/14

Please tick box to confirm that the documentation takes into account the NHS Constitution

# Future of Acute Hospital Services in Worcestershire

## Patient and Public Advisory Group

### Terms of Reference

#### Members:

- Colin Beardwood OBE, Chair
- Margaret Jackson, Vice-chair
- Cllr Marcus Hart,- Worcestershire County Council
- Cllr Ron Davies - Wychavon District Council
- Cllr Fran Oborski - Wyre Forest District Council
- Cllr Bill Hartnett (Leader) - Redditch Borough Council
- Cllr Margaret Sherrey, (Leader) - Bromsgrove District Council
- Cllr Liz Smith, Cabinet Member - Worcester City Council
- Cllr Tom Wells,- Malvern Hills District Council
- Judy Adams, Lay member –patient and public involvement - Redditch & Bromsgrove CCG
- Jan Adams, Lay member- patient and public involvement -- Wyre Forest CCG
- Sarah Harvey-Speck, Lay member –patient and public involvement - South Worcestershire CCG
- Stephen Howarth, Non-Executive Director - Worcestershire Acute Hospitals NHS Trust
- Paul Crawford, Patient Representative - Worcestershire Acute Hospitals NHS Trust
- Neal Stote, Chair - Save the Alex
- Stephen Brown, Representative - Kidderminster Hospital Alliance
- Richard Quallington, Chief Executive - Community First
- Philip Street, Worcestershire Council for Youth Voluntary Services -
- Charles Goody, Lay member – patient and public involvement – South Warwickshire CCG
- Diane Jones, Lay member –patient and public involvement – Herefordshire CCG

*Other Members to be invited as required*

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

**Note 2** - It was recognised that there would need to be flexibility in terms of membership and that the represented noted above or a deputy would attend

**Note 3** - HealthWatch will be invited to all meetings as observers

#### Aim

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

*The advisory group will carry out these responsibilities for the duration of the programme.*

## **Objectives**

- a) To ensure that the programme undertakes its duty to involve public and patients in the development of the programme and the decisions that it will be required to take
- b) To ensure that where it does involve the public and patients that this is undertaken at an appropriate stage
- c) To ensure that public and patients' 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. CCGs Public / Patient 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 public and patient 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

## **Reporting arrangements**

The Patient and Public advisory group 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 and a report of each meeting 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 public and patients 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 Project Support Officer will provide administrative support to the advisory group including setting up the meetings, taking minutes and other duties that are appropriate
- The Sub-Committee / Public and Patient will via the Programme Director request additional resources

#### **Delegated Authorities**

- The Patient and Public advisory group does not have any delegated decision making authority from either the NHS Trust or the CCGs
- The Patient and Public advisory group can inform the development of 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 one of the Chair
- Deputies may be nominated

#### **Frequency**

- Meetings will be held monthly or as appropriate

#### **Decision-Making**

- Decision-making will be made by consensus

#### **Term**

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

#### **Working Arrangements**

- The meeting will be chaired
- 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 action and agreement log, a report will be submitted to the Future of Acute Hospital Services in Worcestershire - Programme Board as they are agreed by the Public and Patient advisory group.