



**Better care together**

Leicester, Leicestershire & Rutland health and social care



## **Public and Patient Involvement Assurance Group (PPIAG)**

### **Terms of reference**

#### **1. INTRODUCTION**

The Public and Patient Involvement Assurance Group (PPIAG) is an established Group within the Better Care Together (BCT) partnership. These terms of reference set out the membership, objective and responsibilities of the Group.

The PPIAG will exist to gain assurance that:

- All proposals to change and improve healthcare services in Leicester, Leicestershire and Rutland are developed with appropriate and sufficient public and patient involvement.
- Insights and business intelligence from patients, staff, carers and public that tell us what matters to them are regarded and have influenced the decision that are made in all BCT work streams.

Assurance is defined as:

- Documentary evidence including insight and business intelligence reports that highlight the work undertaken and what people have told us.
- Documentary evidence including business cases and plans that show how the insights and business intelligence influenced proposals and decisions.

The Group supports and advises Better Care Together partners through the appropriate leadership groups outlined within the Better Care Together Governance structure. Currently this is the System Leadership Group and the Partnership Group.

#### **2. MEMBERSHIP**

The BCT Programme Management Office was responsible for the recruitment of 10 – 12 members. Initial appointments have been made through a formal appointment process, coordinated independently of BCT partners. The process was overseen, but not influenced by the Chair of the Patient and Public Involvement Group (PPIG), which has been replaced by the PPIAG.

Members will be appointed every 2 years. Existing membership can be renewed to a maximum of 3 years.

The Interim Chair of the Group will be Evan Rees until June 2020. A Chair will be appointed through an open recruitment process commencing April 2020 and confirmed by the appropriate leading group currently the System Leadership Team.

The chair will serve for a period of 2 years.

Membership comprises of:

- Evan Rees (Interim Chair)
- Sara Bosley
- Sally-Ann Lamb
- Paul Akroyd
- Mary Smith
- Janet Thompson
- Brigitte Heller
- Colleen Smith
- Brian Rowlands
- Dr Harshil Dhutia

### **3. OBJECTIVES OF THE GROUP**

The objectives of the PPIAG are to:

- To deliver a strategic 'critical friend' functions to BCT partners in respect of the public and patient involvement.
- To maintain strategic oversight of the public and patient involvement work.
- To maintain strategic oversight of the business intelligence and insights gathered from the involvement to assure them that it has been used to design, organise and commission health services, in line with the commissioning cycle.
- To provide a transparent and evidenced based judgement in respect of the assurance they provide on the public and patient involvement and the impact of business intelligence and insights gathered.
- To raise and escalate any concerns around assurance to the Partnership Group or System Leadership Team.

### **4. ACCOUNTABILITY**

The PPIAG will be accountable to:

- The BCT Partnership Group which the appointed PPIAG Chair will be a member of .

- The BCT System Leadership Team which the appointed PPIAG Chair will be a member of.

The PPIAG is accountable to these groups for providing assurance that appropriate and sufficient public and patient involvement has been undertaken on relevant work programmes and providing assurance that the insights from the involvement has influenced proposals and the decisions made.

## **5. DECLARATION OF INTERESTS**

The Group Chair will ask at the beginning of each meeting whether any member has an interest regarding any item on the agenda. If a member has a direct or indirect conflict with the issue on the agenda, which may impact on their ability to be objective they must declare this interest to the Chair and the Group. A decision will then be taken as to whether it is appropriate or not, for this member to remain involved in considering the agenda item in question.

## **6. MEETING FREQUENCY AND ATTENDANCE**

The Group will normally meet monthly for a 2 hour period on the last Wednesday of each calendar month. Meeting dates will be agreed 12 months in advance for the following year. Any supporting papers will be sent to Group members at least 5 working days before the meeting electronically. Paper copies on request will be made available at the PPIAG meeting.

All members are required to attend a minimum two thirds of scheduled meetings in person or via conference call, in a 12 month period. Advance notice will be required of conference call requirements to enable arrangements to be made for the meeting.

In attendance at the meeting will be the Senior Responsible Officer for BCT Communications and Engagement and the Lead for CCG Communications, Engagement and Involvement.

Invitations through the Chair will also be made to Communications and Engagement Managers who lead on work stream involvement and to NHS and local authority staff who lead initiatives within work streams. This will be for the purpose of understanding the involvement of the patients and the public in work stream plans and the insights and business intelligence gather.

## **7. QUORUM**

The quorum for any meeting of the PPIAG will be two-thirds of its membership, including the Chair

The members of the PPIAG may participate in meetings from separate locations by means of conference telephone calls which allows those participating to hear each other and discuss items. These meeting will be counted as quorum.

## **8. EXPECTATIONS OF MEMBERS**

PPIAG members will deliver their responsibilities by:

- Reading all preparatory papers prior to the meeting
- Be prepared to discuss and participate in any item on the agenda.
- Observing the highest standards of impartiality, integrity, confidentiality and objectivity in relation to the assurance they provide.
- Abiding by the principle of collective responsibility, standing by the recommendations of the Group and not speaking against them in public.
- Uphold organisational policies and principles in the promotion of equality.

## **9. ADMINISTRATION**

The CCG Communications and Engagement Team will ensure support is provided to the group and in particular the chair, including:

- Liaising with BCT work stream Senior Responsible Officers and Communications and Engagement Managers leading work streams.
- Assist the Chair of the Group with preparation for meetings.
- Ensuring that minutes and an action log are produced.
- Tracking progress on actions and ensuring that those responsible for implementing are clear about what is required, and by when.