

West Norfolk Community Engagement Forum

Terms of Reference

RATIONALE

West Norfolk Clinical Commissioning Group (CCG) is committed to public engagement and consultation, making sure we hear from all the people and communities in West Norfolk - everyone's opinions matters. To help us achieve this, we ensure we use a variety of different mechanisms, methods and approaches. There are many established organisations, support groups and patient groups that already exist in West Norfolk and the aim of the Community Engagement Forum is to bring those groups together and encourage active participation and two-debate with the CCG.

PURPOSE

The West Norfolk Community Engagement Forum (CEF) will:

- Provide a channel of two-way communication between patients, the public of West Norfolk, and the West Norfolk Clinical Commissioning Group.
- Facilitate the engagement of patients and the public in the planning, design and commissioning of local health services.
- Ensure that feedback from, and the views of, members of the wider West Norfolk population are raised and debated as appropriate.
- Operate as a key local forum for the CCG to raise awareness of its commissioning plans and decisions, service development and CCG activity.
- Support the CCG in identifying commissioning priorities.
- Offer practical support to projects where community engagement is required.

The CEF will help to ensure that the voice of West Norfolk CCG's patients, carers and the public, including seldom-heard groups, is embedded in the business of the CCG, embracing a 'no decision about me without me' promise, actively promoting the principles of the NHS Constitution and actively facilitating the CCG's commitment to develop services and pathways as co-production with patients.

The Community Engagement Forum is an advisory body and has no decision-making powers.

MEMBERSHIP

The membership of the Forum has been drawn from representatives of statutory, voluntary and third sector organisations and patient groups in West Norfolk and will be open to any individual or organisation in West Norfolk.

Membership of the CEF will also include senior managers of the CCG and other health and social care professionals will be invited to the meetings at times that might be relevant to the topics under discussion.

ADMINISTRATION

Minutes will be taken at all meetings, including the names of those present. An agenda and supporting papers will be distributed prior to the meeting.

At the beginning of each meeting, members must declare any potential conflict of interest relating to any specific agenda item being considered. Members may request not to be named in the minutes due to confidentiality, where appropriate.

OBJECTIVES OF THE COMMUNITY ENGAGEMENT FORUM

- Encourage and enable patient and public participation from all sectors of the populations, including seldom heard groups.
- Give its views and advice to the CCG on matters of strategy and policy, priorities, investments, disinvestments, and on performance and quality of services provided in the local NHS and priorities for CCG commissioning.
- Suggest or develop creative means of engaging local people and investigate novel public consultation methodologies.
- Ensure effective two-way dialogue between patient groups and the CCG.
- Provide patient and public input to CCG awareness campaigns and actively promote public awareness of health and social care issues.
- Assist the CCG to develop the capability and processes to secure a co-production approach to service and pathway design.
- Consider and provide input to responses to local, regional, governmental, Department of Health and NHS consultation exercises.
- Provide patient and public feedback on all aspects of service provision.

FREQUENCY

CEF meetings will be held on a quarterly basis, in a location central to West Norfolk.

REPORTING

The Community Engagement Forum will report to the Governing Body via the Lay Member responsible for Patient & Public Involvement, and the sharing of minutes of its meetings with the Governing Body.

EQUALITY AND DIVERSITY

The CCG and the CEF are committed to ensuring that they treat patients, carers, the public and employees fairly, equitably and reasonably, and that there is no discrimination against individuals or groups on the basis of their ethnic origin, physical or mental abilities, gender, age, religious belief or sexual orientation.

CONFIDENTIALITY

Members may be required to sign a confidentiality agreement where the potential for access to information of a sensitive nature exists.

REVIEW DATE

These Terms of Reference will be reviewed on an annual basis.